



ST FRANCIS DE SALES COLLEGE

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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

RAZZMATAZZ 2K22

SELF EVALUATION REPORT

RAZZMATAZZ - 2K22, National Level Intercollegiate Cultural Fiesta organized by the Cultural Committee was held on 4th August 2022 in the Open Auditorium. The event had students participating from various colleges.

The observations and suggestions in respect of the event by the committee are as follows:

OBSERVATIONS

- ❖ As per the discussions held with the **Principal and Vice Principal in the meeting on 12th July 2022** it was decided to conduct an Intercollegiate Cultural Event, RAZZMATAZZ 2022 on the **4th of August 2022 at 9:00 am**
- ❖ **Invitation or Brochure of the event** with details of registration and rules & regulations was designed by the Cultural Committee. **Distribution of invitation** was given incharge to the Desalite Volunteers. Students visited various colleges in and around Bangalore with the invitation. The invitation was shared with a few colleges outside Karnataka too.
- ❖ The Registration was kept open **Online**. **Spot registration** was also available.
- ❖ **Certificates of Winners, Participation and Organizing** were designed by the Cultural Committee. Distribution of Certificates after filling them in was given incharge to the Certificate Committee and Valedictory Committee.
- ❖ **Various Committees** such as Emcee, Technical, Registration, Stage, Hospitality, Certificate, Valedictory and Competitions incharge for each event were formed. All the **UG faculty** were given the responsibility in one or the other committee. Two days before the event i.e, on 2rd August 2022 all the **PG Faculty** were also put incharge of various committees as per Principal's instructions. The work allotment details with roles and responsibilities is attached with the report
- ❖ **Schedule** of the event was prepared by the Cultural Committee and was shared with various committees and were urged to start working on the responsibilities given to each one of them.
- ❖ The **Chief Guests for Inauguration Ceremony** were Ms. Khushee Ravi and Mr. Vivek Simha, Film stars and the lead roles of upcoming movie **SPOOKY COLLEGE**. They were contacted by the Management and were invited for inauguration of the event.
- ❖ The **Guest of Honour** was Mr. Prashanth Chakravarthy, a well known Social Worker.
- ❖ The **Guests for Valedictory Ceremony** were contacted by the Cultural Committee through an Alumnus. Team **DOLLU, National Award Winner Movie** was here for

- valediction and prize distribution with the Director, Mr. Sagar Puranik and 2 other female roles of the movie Ms. Nidhi Hegde (Alumnus – SFS College) and Ms. Sharanya Suresh
- ❖ A detailed **Checklist** with all the requirements for the whole event was prepared by the committee and was submitted to the office **10 days before** the event with **Principal's Approval**. A Copy of Checklist is attached with the report.
 - ❖ **Customized Mementos** with the Guests photo on it were issued to all the Guests during Felicitations. **Thank You Mementos** were given to all the judges of various events
 - ❖ The Competitions held were **Adaptune, Group Choreography, Fashion show** (in Open Auditorium) **Group Song, Mime and Short Film Making** (in Closed Auditorium)
 - ❖ Each event of competition had an **external judge** from outside and an **internal judge** from the other institutions of SFS with a view to give us a fair result. Each Judge was given incharge of judgement for 2 events
 - ❖ **Invitation for judgement** was sent to SFS CBSE, SFS ICSE, SFS Kannada Medium School, De Sales Music Academy by the Cultural Committee. Their Remuneration to preside as judge for the events were fixed at Rs 500 per head with **Principal's approval**.
 - ❖ **External judges** Mr. Harry D Cruz, Mr. Sujith Yadav and Ms. Vikasini Gowda were contacted by the Cultural Committee and were requested to preside as the judges for Group song & Mime, Adaptune & Group Choreography, Short Film Making & Fashion show respectively. Their remuneration was fixed at Rs 4,000 per head as per their demand & with **Principal's Approval**.
 - ❖ Student Volunteers took incharge of bringing some **sponsorship** for the event. As a result we had the sponsors for **Trophies and Volunteer badges**.
 - ❖ **Food Stalls** were put up in the campus chargeable at Rs 750 for desalites and Rs 1500 for outsiders.
 - ❖ **Auditions** were held for the Desalites who were willing to take part in the competitions. Faculty incharge of the same were put and was successfully done. On which the Principal suggested not to have Desalites taking part in the intercollegiate fests that we conduct in our college from the next time and they all can be a part of organizing committee.
 - ❖ The **Prize money** for the events were Rs 5000, Rs 3000 and Rs 1000 for 1st, 2nd and 3rd place respectively for Group Choreography and Fashion Show. For all other events such as Adaptune, Mime, Group Song, Shortfilm Making it was Rs 2000, Rs 1000 and Rs 500 for 1st, 2nd and 3rd place respectively. The same was **approved by the Principal**.
 - ❖ The **Registration fee** details were given in the brochure. Rs 600 for Fashion show and Group Choreography. Rs 300 for Shortfilm making. Rs 200 for all other events. The same was **approved by Principal**.
 - ❖ The **Inaugural dance costumes** bill was reimbursed by the college.
 - ❖ **Chest Numbers** to the participants were issued at the registration desk as and when they arrived. At the registration desk the details of various other colleges visiting were collected.
 - ❖ A decent number of participants and teams were there for all the events. As per record we had **16 other colleges** taking part in the event from various places.
 - ❖ Amidst rain, the event was **successfully concluded** with the valedictory ceremony followed by DJ for all the students which they enjoyed a lot.

- ❖ It was announced that the **Certificates of Winners and Participation** will be sent **through post** to their respective colleges as Certificates did not reach us in time due to heavy rainfall on the day of the event.
- ❖ With the **Cooperation of Management, Faculty Members, Desalite Volunteers, Participants, Non Teaching Staff and Ministerial Staff** the event was successfully completed as decided.

SUGGESTIONS

- ❖ If the **Fixed Budget** of the whole event is disclosed to the Organizing committee, it would be helpful to decide on various financial matters relating to the event.
- ❖ It is fair to have **only the external judges** for all the competitions we hold.
- ❖ **Desalites** should only be a part of **organizing committee as volunteers**. They should not be encouraged to participate in competitions as we have other colleges taking part here.
- ❖ Instead of **reimbursement of any bills**, its better to provide a **fixed amount in advance** to meet the expenses related to the event. Or reimbursement of the bills to be done immediately after submitting the bills.
- ❖ The committee should make sure that the **certificates** reach hand atleast **2 days before** the event.
- ❖ Any **faculty** given incharge of anything related to the event should be asked **not to apply for leave** unless it is emergency.
- ❖ If the students are sent for distribution of invitation, they should be given some **fixed amount in advance** to meet their transportation and food expenses.
- ❖ **Sufficient time** to be given by the Management to the Organizing Committee to organize the event of such magnititude to avoid last minute confusions as the Committee consists of Teaching Faculty who have regular classes. **Enough time for the rehearsals** to be given.
- ❖ Any **approval by the Management** is given at the earliest shall lead to the early work completion as expected with perfection.

Name and Signature of the Reporter: Ashwini C

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Page 201 of 200

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