



Rayat Shikshan Sanstha's
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burli)

Department of Commerce



Short Term Course 2023-24

Event Planning and Management

Board of Studies

Sr. No.	Name	Designation	Mobile No.	e-mail id
1	Smt. Pudale P. D.	Chairman & Coordinator	7057351390	Pratibhapudale2904@gmail.com
2	Mr. B. D. Patil	Co-coordinator	9021886156	Baban17dp@gmail.com
3	Mr. V. D. Salunkhe	Placement officer	9403782475	salunkhevd@gmail.com
5	Dr. A. S. Patil	Expert from respective field	9890330030	Aspatil68@gmail.com

Agenda:-

1. To conduct short term course entitled "Event Planning and Management."
2. To start self-finance course for B.Com. III Students for exploring and empowering the knowledge in event planning & management.

Pudale

Head

Dept.of Commerce

Patil

Principal,

Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burli)





Rayat Shikshan Sanstha's
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burl)
Department of Commerce



Short Term Course 2023-24
Event Planning and Management

Course Report

The Department of commerce conducted short term course for the year 2023-24 entitled Event Planning and Management. 10 students of third year B. Com. were enrolled for this course and completed course successfully. In this course all the necessary things which 5 modules and 45 hours practical as well as 10 days internship was conducted. Total 90 hours course was conducted which is covered from 2nd Jan 2024 to 30th March, 2024.



Pudall
Head
Department of Commerce



Rayat Shikshan Sanstha's
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burl)

Department of Commerce



Short Term Course 2023-24

Event Planning and Management
Students Name List

Sr.No	Name Of The Students	Class
1	BUDHE POOJA DILIP	M.Com. II
2	MALI ANUJA SHAHAJI	M.Com. II
3	MOHITE MINAL VIKAS	M.Com. II
4	PATIL KIRAN LALASO	M.Com. II
5	PATIL MAHESHWARI SADASHIV	M.Com. II
6	PATIL RUTUJA DHANANJAY	M.Com. II
7	PAWAR KIRAN ASHOK	M.Com. II
8	PAWAR MAYUR SARJERAO	M.Com. II
9	SALUNKHE POOJA ANIL	M.Com. II
10	TIRMARE ANJALI PRABHAKAR	M.Com. II



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Rayat Shikshan Sanstha's
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burl)
Department of Commerce



Short Term Course 2023-24

Event Planning and Management
Time Table

Time	Subject	Day	Sub. Teacher
12.00 to 1.00 pm	Module 1, 2 and 3	Monday	P. D. Pudale
12.00 to 1.00 pm	Module 4 and 5	Tuesday	B. D. Patil
12.00 to 1.00 pm	Practical	Wednesday	V. D. Salunkhe

PDP: Smt. P. D. Pudale

BDP: B. D. Patil

VDS: V.D. Salunkhe

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Rayat Shikshan Sanstha's
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burl)
Department of Commerce



Short Term Course 2023-24

Event Planning and Management

Notice

Date:-18/12/2023

All the faculty members of department kindly informed that departmental meeting will be held on 26/12/2023 at 11.30 am. In department staffroom, attend the same.


Chairman

Agenda:-

1. Discussion on the short term course
2. Discussion on course fee & Intake.
3. Discussion on notice to the students.
4. To prepare time table.
5. Distribution of Syllabus.

Member:-

- Prof. Smt. Pundale P. D.
- Prof. B.D. Patil
- Prof. V. D. Salunkhe
- Miss. Tirmare Anjali





Rayat Shikshan Sanstha's
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burl)

Department of Commerce



Short Term Course 2023-24

Event Planning and Management

PROCEEDING OF MEETING

Date:-27/12/2023

Departmental meeting was held on 26/12/2023 at 11.30 am under the heading of Head of the department, all the members were present, main agenda of meeting was to discuss on the implementation of Short term course for 2nd year M.Com. Students.

Committee has decided that 3 Month (45 Hrs. Theory and 45 Hrs. Practical) course entitled 'Event Planning and Management' will be introduced from 02/01/2024 to 30/03/2024. The governing of course committee is formed, this departmental committee will be run, govern and supervise the course. Besides this syllabus of course is finalized, work load distributed. Also the time table was prepared, Prof. B. D. Patil expressed vote of thanks and meeting is over.

Pudale

Head,

Department of Commerce

1. Prof. Smt. Pudale P. D.
2. Prof. Patil B. D.
3. Prof. Salunkhe V. D.
4. Miss. Tirmare Anjali





Rayat Shikshan Sanstha's
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burl)
Department of Commerce



Short Term Course 2023-24

Event Planning and Management

Notice

Date:- 28/12/2023

All the students of 3rd year commerce who admitted for short term course are informed that 'Event Planning and Management' is starting from 02/01/2024 to 30/03/2024, kindly notice that attendance is compulsory for course.

Time table of Theory and practical of this course will be displayed on notice board.

Pudalk
Head

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Rayat Shikshan Sanstha's
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burli)
Department of Commerce



Short Term Course 2023-24

Event Planning and Management

Syllabus

Rayat Shikshan Sanstha, Satara

Karmaveer Vidyaprabodhini

Name of College: Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)

Department of Commerce

Short Term Course

Name of Course: Event Planning and Management

Total Credits 6:1 Credit- 15 Hours of Theory and 1 Credit=15 Hours of Practical

Course objectives:

- 1 To make aware about event management services.
- 2 To provide skill education in event planning and Management..
- 3 To make acquaint the team building and pricing strategies.
- 4 To impart skills in communication and corporate etiquettes.

Examination Pattern

Theory Syllabus (45 Hrs.=3 Credits)

Practical (45 Hrs. 3 Credits)

Syllabus

Module 1: Nature, Types and Aspects of diffident Events (9 Hours)

Messing and Need of Event Management Agencies, Role and Qualities of Event Manager,
Social and Family events •Corporate events & Exhibitions and Fairs
Entertainment, Marketing and Promotion events

Module 2: Event Planning and Team Management (9 Hours)

Aims of event and Event Proposal, Resources mobilizations



Meaning, Type and importance of Protocols and Dress Code

Process of Work Allotment and Monitoring

Cost Accounting & Budgeting of Events

Module 3: Security and Safety (9 Hours)

Need and Importance of Security and safety

Crowd management and Discipline

Security and safety at event location Incidence Reporting and Emergency Procedures

Event Laws and Licensing Process

Module 4-Team Management (9 Hours)

Team Building Process and Group dynamics and Issues

Conducting meeting and directions to the staff

Logistic Management for event

Reporting of errors and mistakes in planning

Estimation of cost and services charges

Module 5: Communication Skills (9 Hours)

Importance of Communication Process

Steps in Developing Effective Communication

Training to the staff for good communication

Corporate Equities and Business Values Visit to events for observation

Practical's (15 Hours.)

Practical on event planning (15 Hours)

Event Laws and Licence Process(15 Hours)

Importance of Communication Process(15 Hours)

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Department of Commerce





Rayat Shikshan Sanstha's
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burl)

Department of Commerce



Short Term Course 2023-24

Event Planning and Management

Attendance

Lecture - : 12 to 1.00 pm

Sr. No	Name of the Students	JAN 2023											
		2	3	4	9	10	11	16	17	18	23	24	25
1	Budhe Pooja Dilip	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
2	Mali Anuja Shahaji	Anu	Anu	Anu	Anu	Anu	Anu	Anu	Anu	Anu	Anu	Anu	Anu
3	Mohite Minal Vikas	Minal	Minal	Minal	Minal	Minal	Minal	Minal	Minal	Minal	Minal	Minal	Minal
4	Patil Kiran Lalaso	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran
5	Patil Maheshwari Sadashiv	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh
6	Patil Rutuja Dhananjay	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja
7	Pawar Kiran Ashok	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran
8	Pawar Mayur Sarjerao	Mayur	Mayur	Mayur	Mayur	Mayur	Mayur	Mayur	Mayur	Mayur	Mayur	Mayur	Mayur
9	Salunkhe Pooja Anil	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
10	Tirmare Anjali Prabhakar	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali



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Head

Department of Commerce



Rayat Shikshan Sanstha's
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burl)
 Department of Commerce



Short Term Course 2023-24

Event Planning and Management
 Attendance

Lecture- : 12.00 to 1.00 pm

Sr. No	Name of the Students	FEB-MARCH 2023											
		1	6	7	8	13	14	15	20	27	1	6	7
1	Budhe Pooja Dilip	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
2	Mali Anuja Shahaji	Ana	Ana	Ana	Ana	Ana	Ana	Ana	Ana	Ana	Ana	Ana	Ana
3	Mohite Minal Vikas	Mina	Mina	Mina	Mina	Mina	Mina	Mina	Mina	Mina	Mina	Mina	Mina
4	Patil Kiran Lalaso	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran
5	Patil Maheshwari Sadashiv	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh
6	Patil Rutuja Dhananjay	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja
7	Pawar Kiran Ashok	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran
8	Pawar Mayur Sarjerao	Mayur	Mayur	Mayur	Mayur	Mayur	Mayur	Mayur	Mayur	Mayur	Mayur	Mayur	Mayur
9	Salunkhe Pooja Anil	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
10	Tirmare Anjali Prabhakar	Ana	Ana	Ana	Ana	Ana	Ana	Ana	Ana	Ana	Ana	Ana	Ana



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Department of Commerce



Rayat Shikshan Sanstha's
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burl)
 Department of Commerce



Short Term Course 2023-24

Event Planning and Management
 Attendance

Lecture- : 12 to 1.00 pm

Sr. No	Name of the Students	MARCH-APRIL 2024											
		13	14	15	20	27	28	3	4	5	17	18	26
1	Budhe Pooja Dilip	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
2	Mali Anuja Shahaji	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA
3	Mohite Minal Vikas	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM
4	Patil Kiran Lalaso	Patil	Patil	Patil	Patil	Patil	Patil	Patil	Patil	Patil	Patil	Patil	Patil
5	Patil Maheshwari Sadashiv	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS
6	Patil Rutuja Dhananjay	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja	Rutuja
7	Pawar Kiran Ashok	K	K	K	K	K	K	K	K	K	K	K	K
8	Pawar Mayur Sarjerao	Pawar	Pawar	Pawar	Pawar	Pawar	Pawar	Pawar	Pawar	Pawar	Pawar	Pawar	Pawar
9	Salunkhe Pooja Anil	Salunkhe	Salunkhe	Salunkhe	Salunkhe	Salunkhe	Salunkhe	Salunkhe	Salunkhe	Salunkhe	Salunkhe	Salunkhe	Salunkhe
10	Tirmare Anjali Prabhakar	AT	AT	AT	AT	AT	AT	AT	AT	AT	AT	AT	AT



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 Head
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Rayat Shikshan Sanstha's
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Ramanandnagar (Burl)
Department of Commerce



Short Term Course 2023-24

Event Planning and Management

Exam Notice

Student of Short Term Course "Event Planning and Management" are hereby informed that their examination will be conducted on 5th April, 2024

Time table is as follows.

Exam: STC- Event Planning and Management

Date: 5th April, 2024

Time: 11.00 am to 1.30 pm

Place: C 107

Pudale

Head & Co-ordinator

Department of Commerce





Rayat Shikshan Sanstha's
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burl)
 Department of Commerce



Short Term Course 2023-24

Event Planning and Management
Marks sheet

Sr.No	Student Name	Marks			Total	Result
		Theory (out of 70)	Practical (out of 20)	Internship (out of 10)		
1	Budhe Pooja Dilip	54	18	10	82	Pass
2	Mali Anuja Shahaji	55	17	10	82	Pass
3	Mohite Minal Vikas	56	18	10	84	Pass
4	Patil Kiran Lalaso	56	19	10	85	Pass
5	Patil Maheshwari Sadashiv	52	16	10	78	Pass
6	Patil Rutuja Dhananjay	56	16	10	82	Pass
7	Pawar Kiran Ashok	55	17	10	82	Pass
8	Pawar Mayur Sarjerao	58	18	10	86	Pass
9	Salunkhe Pooja Anil	62	16	10	88	Pass
10	Tirmare Anjali Prabhakar	57	17	10	84	Pass



Pudale
 Head & Co-ordinator
 Department of Commerce



Rayat Shikshan Sanstha's
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Department of Commerce



Short Term Course 2023-24

Event Planning and Management
Course Outcome

Objective of the Course:

To introduce students to-

1. To make aware about event management services.
2. To provide skill education in event planning and management
3. To make acquaint the team building and pricing strategies
4. To impart skills in communication and corporate etiquettes

To acquaint students with day to day requirements in the field for accounts finance & marketing.

In general to develop students as vital business inputs assisting the main managerial system in its day to day functioning.

a) Duration: 90 Hours

b) Eligibility: H.S.C. Passed

c) Intake: 10 Students

d) Course Fees: Rs. 200/- per student

e) Examination Pattern:

70 Marks: Theory Examination

20 Marks :Project Report

10 Marks :10 Days internship

f) Outcome:

After studying this course, students should be able to understand:

- ☐ Students aware about event management.
- ☐ Development of the communication skills among students
- ☐ Practical knowledge of organizing various events.



Question Paper 70 Marks
Event Planning and Management

Q. 1 Instructions: Choose the correct option for each question.

1. What is the primary need for event management?

- a) To promote teamwork and collaboration
- b) To ensure smooth and successful execution of events
- c) To increase revenue for the organization
- d) To provide entertainment to attendees

2. Why are protocols and dress code important in event management?

- a) They create a professional and organized environment
- b) They add unnecessary restrictions to participants
- c) They help reduce the budget of the event
- d) They make attendees feel uncomfortable

3. Which of the following is not a benefit of following protocols in event management?

- a) Ensuring safety and security of attendees
- b) Creating a positive brand image for the organization
- c) Facilitating effective communication among team members
- d) Adding complexity and confusion to event operations

4. What is the purpose of a dress code in events?

- a) To establish a uniform appearance among participants
- b) To restrict personal freedom of attendees
- c) To promote exclusivity and hierarchy
- d) To reduce the budget for the event

5. Which of the following is a key factor to consider when budgeting for events?

- a) Venue selection
- b) Advertising and promotion
- c) Staffing and personnel costs
- d) All of the above

6. What are event laws?



- a) Laws specifically designed for event management
- b) Laws governing the food and beverage industry
- c) Laws related to transportation services for events
- d) Laws that prohibit events from taking place

7. What is the purpose of obtaining an event license?

- a) To ensure the event adheres to safety regulations
- b) To restrict access to the event
- c) To increase the cost of organizing the event
- d) To limit the number of attendees at the event

8. Logistic management in events involves:

- a) Planning and coordinating transportation, accommodation, and equipment
- b) Managing event finances and budgeting
- c) Designing event programs and schedules
- d) Promoting the event through various marketing channels

9. Why is effective communication essential in event management?

- a) It helps to avoid misunderstandings and conflicts
- b) It increases the complexity of event operations
- c) It decreases the efficiency of event planning
- d) It adds unnecessary costs to the event budget

10. Why are corporate etiquettes important in event management?

- a) They create a professional and respectful environment
- b) They limit creativity and innovation in events
- c) They increase the budget for the event
- d) They discourage attendee participation



Section B: Long Answer Questions (40 marks)

Answer the following questions in detail.

1. Discuss the need for event management and its significance in the contemporary world. Provide examples to support your answer.

2.Explain the importance of protocols and dress code in event management. Discuss their impact on creating a positive event experience for attendees and organizers.

3.Describe the process of obtaining event licenses and the role of event laws in ensuring compliance and safety during events.

4.Discuss the key elements of logistic management in events. Explain how effective logistic management contributes to the overall success of an event.

Section C: Essay Questions (20 marks)

Instructions: Answer the following essay questions in detail.(any one)

1Elaborate on the importance of communication processes in event management. Discuss various communication channels used in event planning and their significance.

or

2.Explain the concept of corporate etiquettes in event management. Discuss how adhering to corporate etiquettes contributes to the professionalism and success



Rayat Shikshan Sanstha's
Kamaveer Vidyaprabodhini
Name of College: Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)
Department of Commerce
Short Term Course 2023-24

Name of Course: Event Planning and Management

Total Credits 6: 1 Credit= 15 hours of theory and 1Credit= 15 Hours of Practical

Course Objectives:

1. To make aware about event management services
2. To provide skill education in event planning and management
3. To make acquaint the team building and pricing strategies.
4. To impart skills in communication and corporate etiquettes.

Examination Pattern

Theory Syllabus (45 Hrs.= 3 Credits)

Practical (45 Hrs.= 3 Credits)

Syllabus

Modules & Practical's	Theory Hrs.	Total Hrs.
Module 1: Nature and aspects of diffident events • Need of Event Management Agencies Role and Qualities of Event manager • Social and family events • Corporate events & exhibitions and fairs • Entertainment, marketing and promotion events	9	9
Module 2: Event Planning and Team Management • Aims of event and event proposal, Resources mobilizations • Meaning, type and importance of protocols and Dress Code • Process of Work allotment and monitoring • Cost Accounting and Budgeting of Events.	9	9
Module 3: Security and Safety • Need and importance of security and safety • Crowd management and Discipline • Security and safety at event location incidence Reporting and emergency procedures • Event Laws and Licensing Process	9	9



Module 4: Team Management • Team Building Process and Group dynamics and Issues • Conducting meeting and directions to the staff logistic management for event • Reporting of errors mistakes in planning • Estimation of cost and services charges	9	9
Module 5: Communication Skills • Importance of Communication Process • Steps in Developing effective Communication • Training to the staff for good communication • Corporate equities and business values • Visit to events for observation	9	9
Practical's (15Hours.) • Practical on event planning • Event Laws and Licence Process • Importance of Communication Process	15 Hrs. 15 Hrs. 15 Hrs.	45
Total		90 Hrs.

Course Details:

Fee Structure: 200/- Rupees per student.

Total Students:-15

Course Duration:- 3 Months

Learning Outcomes:

After completion of this course student should able to understand:

1. Students aware about event management
2. Development of the Communication Skills among students.
3. Practical knowledge of organizing various events.

Eligibility of the teachers and trainers:

M.Com., MBA or any 5 years of experience in event management sector

Examination Pattern:

- Theory Examination: 70 Marks
- Project Report: 20 Marks
- 10 Days Internship: 10 Marks



References:

1. IBM (2004) Event Management and Best Practices, June 2004
2. Tarlow, P. (2002) Event Risk Management and Safety, New York: Willey
3. Health and Safety Executive (1999) The Event Safety Guide: A Guide to Health, Safety and Welfare at Music and similar events, London :LSE
4. AEO, BECA & EVA (2002) The Guide to Managing Health and Safety at Exhibitions and Events (The Red Book) berkhamsted : Association of Exhibition Organisers.
5. Robinson, P.Wale, D, Dickson.G (2010) Events Management. CABI Wallingford
Board of Studies

Board of Studies:

Sr.no.	Name	Designation	Mobile No	E-mail id
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3	Mr.V.D.Salunkhe	Placement officer	9403782475	salunkhevd@gmail.com
4	Dr.A.S.Patil	Expert Form Respective field	9890330030	aspatil68@gmail.com



Head,
Department of Commerce



Principal
Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burli)

