

Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)





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.
3	Mr. V. D. Salunkhe	Placement officer	9403782475	salunkhevd@gmail.
5	Dr. A. S. Patil	Expert from respective field	9890330030	Aspatil68@gmail.c

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.

Head

Dept.of Commerce

Principal,

Dr. Patangrao KadamMahavidyalaya, Ramanandnagar (Burli)





Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)

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.

CRAO KADAM



Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)





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





Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)





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





Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)





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.

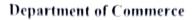
Member:-

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





Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)





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.

- 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 (Burli)





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.

Head





Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burii)





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)

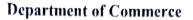
Importance of Communication Process(15 Hours)

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Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)





Short Term Course 2023-24

Event Planning and Management

Attendance

Lecture-: 12 to 1.00 pm

Sr.	Name of the Students	JAN 2023											
No		2	3	4	9	10	11	16	17	18	23	24	25
1	Budhe Pooja Dilip	800)	200	8961	8051	200	209	605 P	2007	205	2000		CS TO
2	Mali Anuja Shahaji	A. C.	ENY		COME	Ch		Opt.	NE	Eufy	EU.	CV	and a
3	Mohite Minal Vikas	2ª	and	SC.	BIO	-	Sta.	M	SIL	par	NO.	200	OLC)
4	Patil Kiran Lalaso	Casj	Bahi	POMI	Path		POLIL	ed the	ROLL	BUNI	BILL	Pedal	atil
5	Patil Maheshwari Sadashiv	m	B	0	89	B	8	P)	8	D	m	0	m
6	Patil Rutuja Dhananjay	Rutisa	Pullinga	e Seiza	PUTUBO	Partigor	PURING	elitis!	ne feling	PUTUS	puruja	ملقام	Pulyd
7	Pawar Kiran Ashok	y	15	15	18-	y.	4	4	16	4	4	4	4
8	Pawar Mayur Sarjerao	Ornight (logico	Conda	Reside	(0) of	(Original)	Burg	Porter	Mada	Daye	Daryon	Wards.
9	Salunkhe Pooja Anil	- Market	Market Committee	C Sally M	Sedund .	Cadality	and the	Statut	Salut .	(day	O LAN	137	Sulle
10	Tirmare Anjali Prabhakar	mA	mie	740	1000	TOMP	TYAR	1002		FD		APE	BAL





Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)





Short Term Course 2023-24

Event Planning and Management

Attendance

Lecture-: 12.00 to 1.00 pm

Sr.	Name of the Students	ts FEB-MARCH 2023											
No		1	6	7	8	13	14	15	20	27	1	6	7
1	Budhe Pooja Dilip	6001	1000	Pool	P 200	P96	Pool	Pad	Pod	200	200	800	1030
2	Mali Anuja Shahaji	Z.A	Emg.	OF	COR		Q.A.	Colo	128	MA	Colo	PA	EAR
3	Mohite Minal Vikas	650	Qa	PhD.	BID	And	die	AM	DEL	Black	MIC	STO	Max
4	Patil Kiran Lalaso	egil	Patil	poul	Petil	Pani	Paril	edil	POTAL	autil	POLILI	PURL	Path
5	Patil Maheshwari Sadashiv	A	B	8	0	0	B	8	8	0	0	B	B
6	Patil Rutuja Dhananjay	Jaja .	prilities	Rusida	Draja	puris d	MANA	Surid	periolis	Prija	ouruja	P. FWC	RUTYA
7	Pawar Kiran Ashok	K	4	K	K.	4-	K	*	13	K	8	1	14
8	Pawar Mayur Sarjerao	Que of	DOJOY	Some L	00,000	Color	Postol	Buch	Winds	Cared	Raying	Brick	Rottelle
9	Salunkhe Pooja Anil	Que de la companya della companya della companya de la companya della companya de	October 1	and the second	San Marie	Reduce	Con July	Berlink	Constitution of the second	· DU	Ye	De alle	Perde
10	Tirmare Anjali Prabhakar	State of the state		ENT Y	2		Per	200	HOT 1	IN	AM	Top I	A A





Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)





Short Term Course 2023-24

Event Planning and Management

Attendance

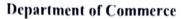
Lecture-: 12 to 1.00 pm

Sr.	Name of the Students	MARCH-APRIL 2024											
No		13	14	15	20	27	28	3	4	5	17	18	26
1	Budhe Pooja Dilip	2/2	600	5	205	100	200	2002	100	200	Rod	66)	(d)
2	Mali Anuja Shahaji	City	City	UND	grift.	M	1			MA	OA	(1)	PA
3	Mohite Minal Vikas	Ric	Cite.	M	Sing	M	Sec	Sec.	BAC	Six	Silv	QC?	Sec. X
4	Patil Kiran Lalaso	Cathir	Petti	Costil	Paris	Redail	Pelete)	(dil	POMIT	POHI	PSIMI	Buri	PONT
5	Patil Maheshwari Sadashiv	10	0		0	O	O	0	B	8	8	O	0
6	Patil Rutuja Dhananjay	priso	Pinjo	priid	prija	bruja	pulio	Parajo!	Puruid	PURIJO	purlia	PURITY	emuid
7	Pawar Kiran Ashok	#	8	K	¥-	K.	K	K-	K.	K	K	H	X
8	Pawar Mayur Sarjerao	Q dual of	Conox	BARTILY.	BURY	Quida	Wedy	Owen	Chron	Sanors	Busan	Correl	Buch
9	Salunkhe Pooja Anil	Jag .	and the	and de	and or	Ord I	Madde	Buda	Ball to	Cally	Bady	Budd	Rosell
10	Tirmare Anjali Prabhakar	APS.	AR	Bey "	HIND	The state of the s	PIN	DATE	100	AND	100	400	* TATA





Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burii)





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

Head & Co-ordinator





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



Department of Commerce

Short Term Course 2023-24

Event Planning and Management Marks sheet

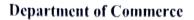
Sr.No	Student Name		Marks						
		Theory (out of 70)	Practical (out of 20)	Internship (out of 10)					
1	Budhe Pooja Dilip	54	18	10	82	Pass			
2	Mali Anuja Shahaji	55	17	10	82	Pass			
3	Mohite Minal Vikas	56	18	10	84	Pass			
4	Patil Kiran Lalaso	56	19	10	85	Pass			
5	Patil Maheshwari Sadashiv	52	16	10	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			



Head & Co-ordinator
Department of Commerce



Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)





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 acquit 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)

l Elaborate 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 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

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 	9	9
 Corporate events & exhibitions and fairs 		
 Entertainment, marketing and promotion events 		
Module 2: Event Planning and Team Management	-	
 Aims of event and event proposal, Resources mobilizations 		
 Meaning, type and importance of protocols and Dress Code 	9	9
 Process of Work allotment and monitoring 		
 Cost Accounting and Budgeting of Events. 		
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 	9	9
Event Laws and Licensing Process ANGRAG ANGRAG		

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

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
- AEO, BECA & EVA (2002) The Guide to Managing Health and Safety at Exhibitions and Events (The Red Book) berkhamsted: Association of Exhibition Organisers.
- Robinson, P.Wale, D, Dickson.G (2010) Events Management. CABI Wallingford Board of Studies

Board of Studies:

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		coordinator		
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3	Mr. V.D. Salunkhe	Placement	9403782475	salunkhevd@gmail.com
		officer		
4	Dr.A.S.Patil	Expert Form	9890330030	aspatil68@gmail.com
		Respective		
		field		

Department of Commerce

Principal Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)

