

**CHECKLIST TO ORGANISE INAUGURATION / FOUNDATION STONE LAYING**  
**(Administration & Units of the Centre)**

<b><u>Item</u></b>	<b><u>Responsible Officer</u></b>	<b><u>Target Date</u></b>	<b><u>Completed</u></b>	<b><u>Remarks</u></b>
Constitution of a Committee with one Sr. Professor as Chairperson				
Permission from the Competent Authority /Committee Chair to conduct the event.				
Identification of date and time to organize the event.				
Request for budget/funds and identification of Debit head.				
Identification of Chief Guest and other invitee list.				
Preparation of Minute-to-Minute programme				
Invitation to the Chief Guest and other dignitaries/VIPs, if any				
Identification and booking of the venue as per the requirement.				
Preparation of Foundation stone, plaque, invocation and lamp lighting etc.				
Preparation of multimedia presentation of the building and its proposed activities.				
Identification of sponsorer/s, if any.				
Preparation of budget estimate and identification of Debit Head.				
Identification of student volunteers.				
Invitation to Faculty Members, Officers, students, staff etc as per the instructions of the President, along with the programme list.				
Invitation / logistics related to non-VIP participants.				

Intimation to M/s. Prabhat Auditorium about the event to provide technical and administrative support.				
Arrangement of medical facilities like positioning of ambulance and first aid kit at the venue.				
Arrangement of Transport for the Dignitaries/VIPs and nomination of liaison officer during their stay in Bengaluru related to the JNCASR event.				
Lodging and boarding arrangements at guest house for the visiting guests as per the instructions of the President.				
Arrangements for name boards and positioning them as per seniority and protocol.				
Provision for video recording and video streaming of the event, if required.				
Arrangement for bouquets and memento for the Chief Guest and other dignitaries as advised by the President. Inspection of the bouquets and mementos by the Bomb Disposal Squad, if protocol demands.				
Arrangement of Snacks/Tea/Lunch/Dinner as the case may be.				
Inspection of food items by the Food Safety Inspector, if protocol demands.				
Decoration, back drop banner, Light, seating arrangement at the venue.				
Arrangement of Podium, PA system, cordless mikes and collar mikes.				
Cleaning, repair and repainting of the venue as necessary				
Cleaning and repair work in toilets, as necessary.				
Red Carpet for the Chief Guest, if required.				
To check the condition of the air conditioner at the venue and availability of the alternate power source as back up.				

Invitation to Press, as per the instruction of the President.				
Preparation of Speech for the Chief Guest and other speakers.				
Identification of MC (Master of Ceremony) for the event.				
Preparation of detailed report and forwarding it to Sr. LIO.				
Contingency plan in case of bad weather, security issue, other natural calamities etc.				
Settlement of all bills from the approved Debit Head.				
De-briefing session to identify the drawbacks and further improve on conduct of similar type of events/visits.				