



# **Event Management System**



INDEX		
SR. NO.	PARTICULARS	PAGE NO.
	<b>Admin Window</b>	
1	Admin log in	3
2	Event design	4
3	Event planning	6
4	Formation of Committees, allocation of duties, Budgeting, Logistics Planning	8
5	Notice / Announcements, Meetings	11
6	Event Registrations, Attendance	14
7	Summary Report, Feedback, Press Coverage configuration	15
8	Reports	17
	<b>Public registration log in window</b>	
9	Registration	21
10	Report	23

**Topic:** Admin Login

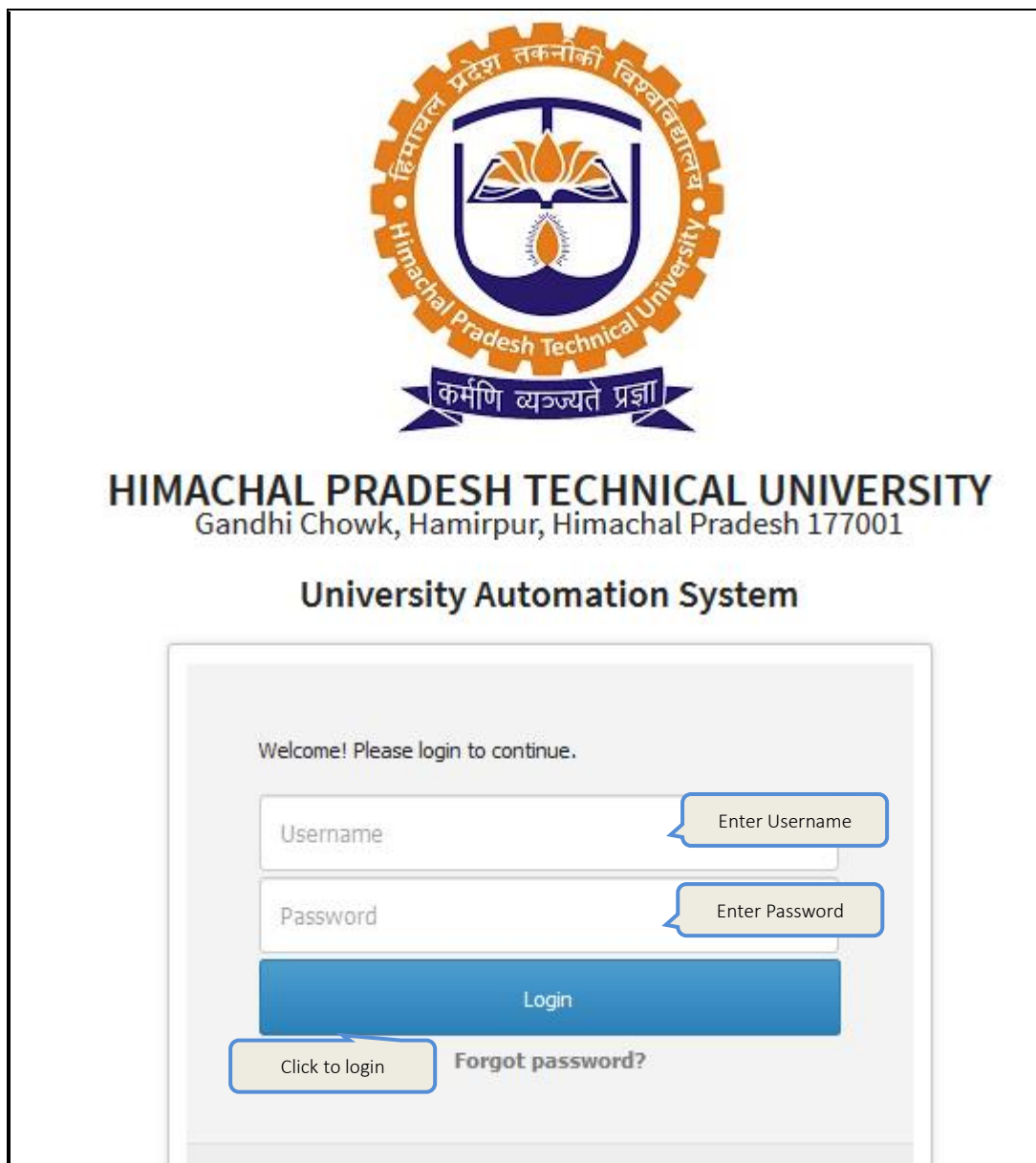
**Prerequisite:**


1. Admin should be registered into JUNO Campus.

**Roles:** Head/Academic/Faculty/Staff

**Path:** <http://erp.himtu.ac.in> Enter Username and Password then click on Login Button.

**Admin login screen:**





**HIMACHAL PRADESH TECHNICAL UNIVERSITY**  
Gandhi Chowk, Hamirpur, Himachal Pradesh 177001

**University Automation System**

Welcome! Please login to continue.

Username Enter Username

Password Enter Password

Login

Click to login [Forgot password?](#)

**Topic:** Event design & planning

**Prerequisite:** Staff/Faculty/Academic Admin/Head Admin role to the users

**Roles:** Staff/Faculty/Academic Admin/Head Admin

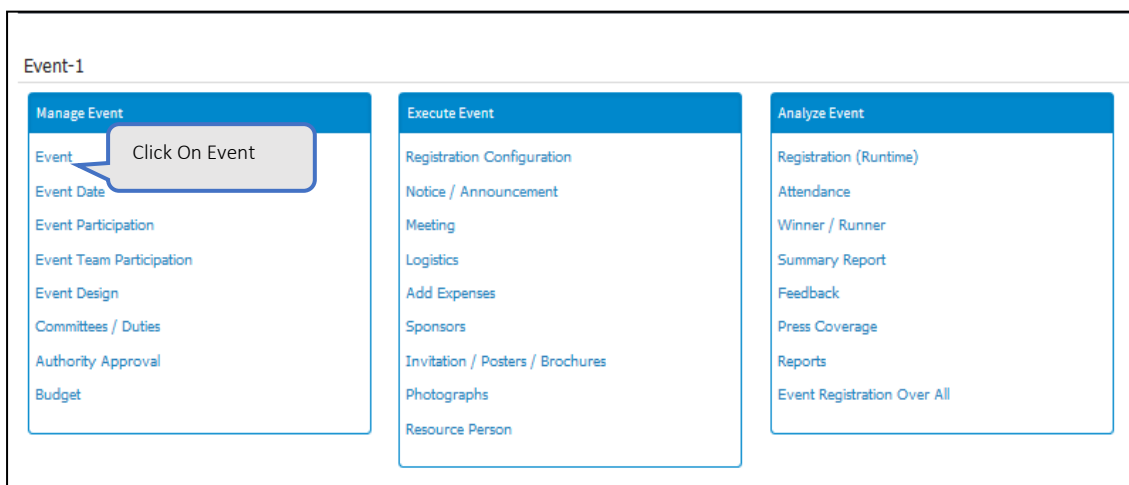
**Path:** Event >>Event Scheduling >>Type of Event

**Functionality:**

1. Event dates, registration no, name can be added.
2. Feedback can be configured.
3. Seating type can be chosen.
4. Event budget can be configured.
5. Event rules/instructions can be added.
6. Category of event can be configured like seminar/workshop/guest lecture/conference.
7. Event duties can be formed like speaker/registration/press coverage etc.
8. Event policy & ledgers can be selected.
9. Departments can be registered for the event.



The screenshot shows a search bar with the placeholder text "Search By Keyword" and buttons for "Search" and "Clear". To the right is a blue button labeled "Create New Event". A callout box points to this button with the text "Click on create new event".



The screenshot displays the "Event-1" management interface. It is divided into three main sections:

- Manage Event:** Includes links for Event, Event Date, Event Participation, Event Team Participation, Event Design, Committees / Duties, Authority Approval, and Budget. A callout box points to the "Event" link with the text "Click On Event".
- Execute Event:** Includes links for Registration Configuration, Notice / Announcement, Meeting, Logistics, Add Expenses, Sponsors, Invitation / Posters / Brochures, Photographs, and Resource Person.
- Analyze Event:** Includes links for Registration (Runtime), Attendance, Winner / Runner, Summary Report, Feedback, Press Coverage, Reports, and Event Registration Over All.



[http://113.193.241.146:8012/asd\\_EventPublicUserMaster.htm?eventID=1](http://113.193.241.146:8012/asd_EventPublicUserMaster.htm?eventID=1)

<b>Policy Name</b>	HPTU Renewal Policy HPTU		
<b>Account Group</b>	Expense		
<b>Account Head</b>	Library Deposit		
<b>Registration Account Head</b>	Library Deposit	<input type="checkbox"/> Include Taxes	

**Event Details**

Is the event/activity from Academic Calendar? ☐ Yes ☐ No

**EVENT**

Upload Event Logo

Size less than 340kb(format:.jpg,.jpeg)

Event Reg. No.: 1

Event Name :	One day Workshop	Translate Event Name In English :	One day Workshop
Event Description :	One day Workshop	Event Type:	State Level
			<a href="#">Add New Event Type</a>
Event Start Date :	Feb 19,2020	Event End Date :	Feb 19,2020
<input checked="" type="checkbox"/> Feedback Required	<input checked="" type="checkbox"/> Registration Required <input checked="" type="checkbox"/> Whole Event <input type="checkbox"/> Daily <input type="checkbox"/> Itenarywise	<input checked="" type="checkbox"/> Internal Event	<input checked="" type="checkbox"/> External Event
<input type="checkbox"/> Syllabus Extention	<input type="checkbox"/> Seating Arrangement	Governing Committee:	Select
		Though you are not member of governing committee, you can still create an event and later associate the event with committee	
<input type="checkbox"/> Gatepass Required	<input type="checkbox"/> Photo Upload Required	<input type="checkbox"/> Upload Document	<input type="checkbox"/> Public User Payment

Proposed Budget : \*
 

0

 Rs.

Ready to display to users?
 ☐ Yes ☒ No

Header on Gatepass  
☐ Institute  
☐ Trust

5

**Topic:** Event planning

**Prerequisite:**

1. Staff/Faculty/Academic Admin/Head Admin role to the users
2. Event start date & end date should be configured while configuring event.

**Roles:** Staff/Faculty/Academic Admin/Head Admin

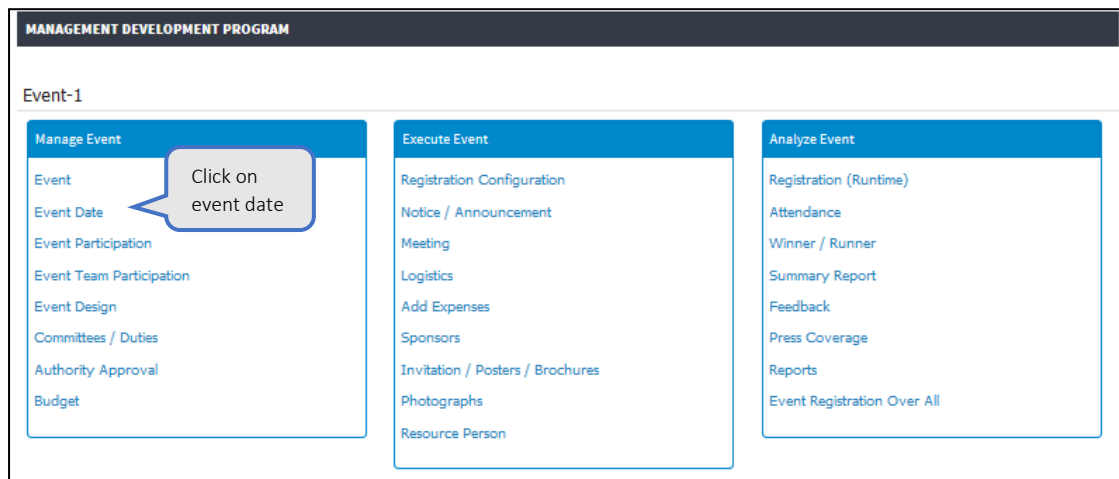
**Path:** Event>>Event Scheduling>>Type of Event>>Event Name>>Event Date

**Functionality:**

Event dates can be configured by three ways from the selected range

1. Continuous dates
2. Day wise
3. Selected dates

*Event dates:*



The screenshot displays the 'MANAGEMENT DEVELOPMENT PROGRAM' interface. Under the 'Event-1' section, there are three main columns: 'Manage Event', 'Execute Event', and 'Analyze Event'. The 'Manage Event' column includes options like Event, Event Date, Event Participation, Event Team Participation, Event Design, Committees / Duties, Authority Approval, and Budget. A callout bubble points to 'Event Date' with the text 'Click on event date'. The 'Execute Event' column lists Registration Configuration, Notice / Announcement, Meeting, Logistics, Add Expenses, Sponsors, Invitation / Posters / Brochures, Photographs, and Resource Person. The 'Analyze Event' column lists Registration (Runtime), Attendance, Winner / Runner, Summary Report, Feedback, Press Coverage, Reports, and Event Registration Over All.

*Continuous dates:*



Event Dates

Click on selected dates

Continue
Day
Selected Date

event runs continuous dates from start date to end date

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Feb 04, 2018	Feb 05, 2018	Feb 06, 2018	Feb 07, 2018	Feb 01, 2018	Feb 02, 2018	Feb 03, 2018
Feb 11, 2018				Feb 08, 2018	Feb 09, 2018	Feb 10, 2018

update

Click to update

Day wise:

Event Dates

Click on days

Continue
Selected Date

Event runs on selected days dates from start date to end date

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Save

Select required days

Event Dates

Continue
Day
Selected Date

January 2017

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2017-01-03, 2017-01-09, 2017-01-10, 2017-01-11, 2017-01-12, 2017-01-19, 2017-01-20, 2017-01-24

Save

Click on save



**Topic:** Formation of Committees, allocation of duties, Budgeting, Logistics Planning

**Prerequisite:**

1. Staff/Faculty/Academic Admin/Head Admin role to the users
2. Students, employee should be uploaded in registered departments
3. Committees should be formed while configuring event.

**Roles:** Staff/Faculty/Academic Admin/Head Admin

**Path:** Event>>Event Scheduling>>Type of Event>>Event Name>>Committees/Duties

**Functionality:**

1. Committees can be formed including students & employees.
2. Responsibility report can be generated
3. Committee wise announcements can be sent

*Committees/Duties:*

**MANAGEMENT DEVELOPMENT PROGRAM**

Event-1

Manage Event	Execute Event	Analyze Event
<a href="#">Event</a>	<a href="#">Registration Configuration</a>	<a href="#">Registration (Runtime)</a>
<a href="#">Event Date</a>	<a href="#">Notice / Announcement</a>	<a href="#">Attendance</a>
<a href="#">Event Participation</a>	<a href="#">Meeting</a>	<a href="#">Winner / Runner</a>
<a href="#">Event Team Participation</a>	<a href="#">Logistics</a>	<a href="#">Summary Report</a>
<a href="#">Event Design</a>	<a href="#">Expenses</a>	<a href="#">Feedback</a>
<a href="#">Committees / Duties</a>	<a href="#">Sponsors</a>	<a href="#">Press Coverage</a>
<a href="#">Authority Approval</a>	<a href="#">Registration / Posters / Brochures</a>	<a href="#">Reports</a>
<a href="#">Budget</a>	<a href="#">Photographs</a>	<a href="#">Event Registration Over All</a>
	<a href="#">Resource Person</a>	

Click on committees/Duties





Committees / Duties

**Committee**  
[Logistics\( Food Management \)](#)  
[Logistics\( Stage Management \)](#)  
[Logistics\( Commuting \)](#)  
[Logistics\( Infrastructure \)](#)  
[Logistics\( Stationery \)](#)  
[Sponsors](#)  
[Invitation/Posters /Brochures](#)

Committee Configuration
View Responsibility Report
Announcement

INVITATION/POSTERS/BROCHURES

Add
Delete

records per page

Search:

	Sr No.	Task	Employee	Student
No data available in table				

Showing 0 to 0 of 0 entries

Add
Delete

← Previous
Next →

Click to add committee

**Add Task Details for Press Coverage** ×

Task

Event management committee

Employee Name

Shagun

×

Selected

Student Name

ABHISHEK DARYAL(2018-2020)

×

Ashwin awe Sharma(2019-2021)

×

Selected

Save

Close

Click to add member in

Click to save

## Budgeting

EVENT PROPOSED BUDGET DETAILS					
Proposed Expenditure of Event					
Budget Proposal (Estimated Budget: Rs. 0)				Actual Expenditure	
<input checked="" type="checkbox"/>	Particulars	Amount payable (Rs.)	Amount receivable (Rs.)	Particulars	Amount payable (Rs.)
	Event Expenses	10000			
<input type="button" value="+ Add Budget Particular"/>					
Total Payable Amount		10000	Total Receivable Amount		10000
<input type="button" value="Put for Authority approval"/> <input type="button" value="Put for approval"/>					

## Logistics Planning

Logistics										
<input type="button" value="Logistics (Food Management)"/> <input type="button" value="Logistics (Stage Management)"/> <input type="button" value="Logistics (Commuting)"/> <input type="button" value="Logistics (Infrastructure)"/> <input type="button" value="Logistics (Stationery)"/>										
<input type="button" value="+ Add Food Logistics"/> <input type="button" value="+ Expense Entry"/>										
	Sr No	Event Name	Catering Name	Contact Person	Address	Contact No	Remuneration(in Rs)	Remaining	Payment	Action
<input type="radio"/>	2	Gathering	Shree Caters	Amol	Hamirpur	9970707142	0	0	<input type="button" value="Payment Detail"/>	<input type="button" value="Edit"/>



**Topic:** Notice / Announcements, Meetings

**Prerequisite:** Event should be created

**Roles:** Staff/Faculty/Academic Admin/Head Admin

**Path:** Event >>Event Scheduling >>notice/announcement

**Functionality:**

1. Notice, announcement can be created and send to registered participants or committee member.

Click to  
notice/announcement



Add Meetings
 Generate Pdf

	By	Meeting Date	Subject	Meeting Status	Venue	In Time	Out Time	MOM	Attendance	Action																								
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; display: inline-block;">Click add meetings</div> <div style="background-color: #e6f2ff; padding: 5px; text-align: center; font-weight: bold;">Add Meeting Details</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Meeting Date</td> <td style="width: 25%;"><input type="text" value="Mar 09,2020"/></td> <td style="width: 15%;">Meeting Venue</td> <td style="width: 20%;"><input type="text" value="Select"/></td> <td style="width: 15%;">Meeting Status</td> <td style="width: 20%;"><input type="text" value="Pending"/></td> </tr> <tr> <td>In Time</td> <td><input type="text" value="10:00 AM"/></td> <td>Out Time</td> <td><input type="text" value="11:00 AM"/></td> <td>Send SMS <input type="checkbox"/></td> <td>Send Email <input type="checkbox"/></td> </tr> <tr> <td>Subject (SMS Data)</td> <td colspan="5"><input type="text" value="Event Meeting"/></td> </tr> <tr> <td>Event Committee <input type="checkbox"/></td> <td>Committee Member <input type="checkbox"/></td> <td colspan="4">Invities <input type="checkbox"/></td> </tr> </table> <p>Total Count = 0</p> <div style="display: flex;"> <div style="width: 15%; border-right: 1px solid #ccc; padding-right: 5px; font-size: small;">                     Agenda (Email Data)                 </div> <div style="width: 85%; padding: 5px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center; font-size: x-small;"> <span>Source</span> <div> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; font-size: x-small;"> <div> <b>B</b> <i>I</i> <u>U</u> <span style="font-family: monospace;">abc</span> <math>x_2</math> <math>x^2</math> </div> <div> </div> <div> </div> <div> </div> <div> </div> <div> </div> <div> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; font-size: x-small;"> <span>Styles</span> <span>Format</span> <span>Font</span> <span>Size</span> <div> </div> </div> <div style="height: 100px; border: 1px solid #ccc; margin-top: 5px;"></div> </div> </div> </div> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> <span>Save</span> <span>Cancel</span> </div>											Meeting Date	<input type="text" value="Mar 09,2020"/>	Meeting Venue	<input type="text" value="Select"/>	Meeting Status	<input type="text" value="Pending"/>	In Time	<input type="text" value="10:00 AM"/>	Out Time	<input type="text" value="11:00 AM"/>	Send SMS <input type="checkbox"/>	Send Email <input type="checkbox"/>	Subject (SMS Data)	<input type="text" value="Event Meeting"/>					Event Committee <input type="checkbox"/>	Committee Member <input type="checkbox"/>	Invities <input type="checkbox"/>			
Meeting Date	<input type="text" value="Mar 09,2020"/>	Meeting Venue	<input type="text" value="Select"/>	Meeting Status	<input type="text" value="Pending"/>																													
In Time	<input type="text" value="10:00 AM"/>	Out Time	<input type="text" value="11:00 AM"/>	Send SMS <input type="checkbox"/>	Send Email <input type="checkbox"/>																													
Subject (SMS Data)	<input type="text" value="Event Meeting"/>																																	
Event Committee <input type="checkbox"/>	Committee Member <input type="checkbox"/>	Invities <input type="checkbox"/>																																

**Topic:** Event Registration configuration

**Prerequisite:** Event should be created

**Roles:** Staff/Faculty/Academic Admin/Head Admin

**Path:** Event >>Event Scheduling >>Registration configuration

**Functionality:**

1. Able to make registration fee configuration

Registration Configuration

"UNDERGRADUATE TRAINING IN PSYCHIATRY IN INDIA – THE WAY FORWARD"(Psychiatry) Registration Configuration

Student registration configuration

Public registration configuration

Whole Event registration configuration
Daily registration configuration
Itenary Wise registration configuration

Public Registrations

		Registration start Date	Registration end Date	
Registration fees apply to all <input type="checkbox"/>	0 (in Rs.)			Save/Upda
Public Seating Fees registration fees	1500 (in Rs.)	2018-07-27	2020-08-31	Save/Upda

Event Registration Category : Select
Add Sub Category

Add fee details and save

**Topic:** Feedback

**Prerequisite:** Event should be created

**Roles:** Staff/Faculty/Academic Admin/Head Admin

**Path:** Event >>Event Scheduling >>Feedback

**Functionality:**

1. Able to create event wise feedback question.

Feedback configuration

☐ Once for event

☒ Every Day

Design question for feedback

Configuration
Reports

Select Question

<input type="radio"/>	How was the seminar.	<div>Edit Question </div> <div><input type="checkbox"/> Only Textarea</div>
<input type="radio"/>	How was the lecturer.	<div>Edit Question </div> <div><input type="checkbox"/> Only Textarea</div>
<input type="radio"/>	How was the food.	<div>Edit Question </div> <div><input type="checkbox"/> Only Textarea</div>

Add Question

Next

Add press coverage

Press Coverage

+ Add Press Coverage
+ Expense Entry

Add Press Coverage

	Sr No	Event Name	Event Description	Name Of Media	Media Type	Remuneration(in Rs)	Remaining	Date	Status	Payment	Action
<input type="radio"/>	1	AICTE%20Meeting		Zee News	TV	5000	5000	Feb 07, 2018	Confirm	<div>Payment Detail</div>	<div>Edit</div>



Press Coverage Details			
Event Press Coverage Details			
Media Type	<input checked="" type="radio"/> TV	<input type="radio"/> Radio	<input type="radio"/> News Paper
Name of Media	<input type="text" value="Zee News"/>		
Event Name	<input type="text" value="AICTE"/>		
Event Coverage Date	<input type="text" value="Feb 07,2018"/>		
Remuneration	<input type="text" value="5000 "/>		
Confirmation Status	<input type="text" value="Confirm"/> <span>▼</span>		

Fill up details





Report

**a) Committee report**

<a href="#">Generate Report</a> <a href="#">Export to excel</a>	
Faculty Name	Students Name
Event Design	
Avni Sharma,Shivani Rana,	Ashish Patial,Ankita Lal,
Committee Formation	
Shagun ,	Abhishek Daryal,Ashwin Sharma,
Invitation/Posters/Brouchers	
Avni Sharma,	Abhishek Daryal,Gaurav ,
Photographs	
Komal ,	Aman ,Ashwin Sharma,
Press Coverage	
Shagun ,Neha Dhiman,	Abhishek Daryal,Ashwin Sharma,Ashwin Sharma,Rajni Devi,Shreya Verma,
<a href="#">Send Announcement</a> <div>Click to send Announcement</div>	



## b) Event register participant detail

Whole Event Registration

Daily Event Registration

Employee Registration

Student Registration

Alumni Registration

Public Registration

Event Participations

Event Public User Vehicle Allocation

Remove Event Participations

Participant Type

PUBLIC

Seating Type

All

Set Limit:

1

1000

View

Export To Excel

Export To Excel (without Photo)

Total registration :17

Search:

Sr.No	Reg Id	Photo	Name	DOB	Contact Details	Email	Send Get Pass On Email
1	87611350 <a href="#">Download</a>		Dr.Smitha.C.A.		Mob-9447674329 landLine-	drsmithaca@gmail.com	<a href="#">Send</a>
2	90315061 <a href="#">Download</a>		Dr. Keertish N		Mob-8971878978 landLine-	keerthish_shetty@rediffmail.com	<a href="#">Send</a>
3	91314045 <a href="#">Download</a>		ASHOK ANTONY		Mob-9447371480 landLine-	drashokantony@hotmail.com	<a href="#">Send</a>
4	93310605 <a href="#">Download</a>		Gopalakrishnan		Mob-9443165625 landLine-	Sowmanasya@gmail.com	<a href="#">Send</a>



## c) Attendance report

Attendance

Over All Report Internal Attendance Attendance Report

Event OverAll Report

Participant Type PUBLIC View Export To Excel

Sr

Sr.No.	Photo	Name	Contact Details	Email
1		Dr.Smitha.C.A.	Mob-9447674329	drsmithaca@gmail.com
2		Dr. Keertish N	Mob-8971878978	keerthish_shetty@rediffmail.com
3		ASHOK ANTONY	Mob-9447371480	drashokantony@hotmail.com
4		Gopalakrishnan	Mob-9443165625	Sowmanasya@gmail.com

## d) Summary Report

Summary Report

10 records per page Add Edit

Search:

<input type="checkbox"/>	Sr No.	Event Name	Date	Remuneration(in Rs.)	Remaining(in Rs.)	Description	Status	Payment Details
<input type="checkbox"/>	1	"UNDERGRADUATE TRAINING IN PSYCHIATRY IN INDIA – THE WAY FORWARD"(Psychiatry)	Mar 07,2020	1000	1000	Event summary	Confirm	<a href="#">Payment Details</a>

Showing 1 to 1 of 1 entries

← Previous
1
Next →

Add Edit

**e) All type of report**

20



**Topic:** Event registration

**Prerequisite:** Event should be created and link is published to user

**Path:** Click on event link

**Functionality:**

1. Able to register for event

User registration

A screenshot of a web browser window showing the 'Event Registration' page. The browser's address bar displays the URL '113.193.241.146:8012/asd\_EventPublicUserMaster.htm?eventID=2'. The page features the Himachal Pradesh Technical University logo on the left and a blue 'EVENT' banner on the right. The main content area is titled 'Himachal Pradesh Technical University Science Workshop'. Below this, there is a section labeled 'Rules:' containing a checkbox with the text 'I have carefully read and understood above instructions.' and a green 'Accept' button. At the bottom right, there is a logo for 'Powered by JUNO Campus'. The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons.



Event Registration

113.193.241.146:8012/asd\_EventPublicUserMaster.htm?eventID=2

User registration with event link

NAME*	<input type="text" value="Enter Name"/>
CONTACT NUMBER*	<input type="text" value="Enter Contact Number"/>
CONTACT ADDRESS*	<input type="text" value="Enter Contact Address"/>
EMAIL ID*	<input type="text" value="Enter Email ID"/>
FEE PAID*	<input type="text" value="1000"/>

SUBMIT

Fill up all details & submit

Powered by JUNO Campus

Type here to search

11:25 06-03-2020



## Report

MAR 06, 2020 3:15:23 PM	
Event Payment	
NAME	Dr.Smitha,C.A.
EMAIL ID	drsmithaca@gmail.com
CONTACT NUMBER	9447674329
CONTACT ADDRESS	Asst.Professor in Psychiatry,Govt.Medical College Kozhikode-8,Kerala
NAME OF THE INSTITUTION	Govt.Medical College Kozhikode,Kerala
DESIGNATION	Asst.Professor in Psychiatry
MEDICAL COUNCIL REGISTRATION NUMBER	TCMC 29618
ACCOMMODATION REQUIRED(WITHIN CAMPUS)	YES
REGISTRATION FEE PAID	₹1,500.00
PREFERRED DIET	Veg.