

**Proforma for the Compulsory and Cultural Societies/Sports Department/Student Council Report
Year 2020-21**

(Information should be compiled for the period starting from 1st July 2020 to 30th June 2021)

1. Name of the Society: Peace Society
2. Name of the Teacher Convenor and other members: Dr. Savita Rastogi and Ms. Jasmin Singh
3. No. of students enrolled in the Society: 521
4. Names of Student President/Vice-President and other Office Bearers:

Archisha Asthana	President
Vedika Khanna	Vice President
Ishika Jain	General Secretary
Shambhavi Kalash	Event Management Head
Ishika Sood	Sub- Event Management Head
Akansha Sardana	Marketing & PR Head
Hitti Chopra	Marketing & PR Sub Head
Roopal Jain	Co- Sponsorship Head
Kritika Kaur	Co- Sponsorship Head
Mridula Bhasin	Stall Head
Garima	Content Head
Shambhavi Kalash	Technical Head
Gayatri Capoor	Logistics Head
Ayushi Kapoor	Logistics Head
Lakshika Sharma	Creativity Head
Gayatri Kundu	Creativity Head
Priyanshi Sharma	Discipline Head
Rhea Dsouza	Hospitality Head
Ishita Jindal	Attendance Head
Isha Gupta	Attendance Head

Vaishali	Attendance Head
Anju	Attendance Head
Pareena Gupta	Content Core Team Member
Ridhima Dhingra	Content Core Team Member
Khushi Mehta	Content Core Team Member
Ayushi Kapoor	Content Core Team Member
Brinda Mathur	Content Core Team Member
Anaina Tomy	Technical Core Team Member
Patricia Persis Emmanual	Technical Core Team Member
Anjali Shaji	Technical Core Team Member
Riddhi Gupta	Technical Core Team Member
Rhea Dsouza	Finance Core Team Member
Ridhima Gauba	Finance Core Team Member
Glory Das	Finance Core Team Member
Winola Frank	Finance Core Team Member
Shagun Parihar	Finance Core Team Member
Ambika Endlaw	Marketing & PR Core Team Member
Kristy A Mathew	Marketing & PR Core Team Member
Nityanshi Sharma	Marketing & PR Core Team Member
Anshita Shukla	Marketing & PR Core Team Member
Aavani N Kumar	Marketing & PR Core Team Member
Kritti Sammi	Marketing & PR Core Team Member
Nupur Manocha	Marketing & PR Core Team Member
Katyayani Singh	Marketing & PR Core Team Member

5. Events /Talks by eminent personnel/ organized/ attended in the academic year (in the chronological order with date, time, reports, number of participants with signatures)

S. NO	Name of the Event/Talk/Seminar	Date of the Event (DD-MM-YYYY)	Number of students participated	Number of Faculty Members participated	Short report containing details of names of students/staff, resource persons, geotagged photos, attendance sheets, etc.
1	Minding Our Minds	1.6.2020	40		https://docs.google.com/document/d/1Pt7MmLq5ScivoHSeE8FikXUKEPFpAeMi4D7L2f44-JM/edit?usp=sharing
2	Zero Waste Week:	6.9.2020 - 12.9.2020			https://docs.google.com/document/d/1AESm-10hJbl_V51VDIg3-EO2wL-7ZpUXY3EccPU5Dyo/edit?usp=sharing
	Webinar: Roadmap To sustainability	6.9.2020	208		
	Do It Yourself Competition	7.9.2020	5		
	Ecolution' the quiz Round 1 Round 2	8.9.2020 10.9.2020	59		
	Creative Writing and Poster Making Competition	9.9.2020	31		
	Webinar: Sustain'know'bility	12.9.20	222		
3	Peace Day:				
	Webinar: Shaping Peace Together	21.9.2020	206		https://drive.google.com/file/d/1ldLtN_dcX-0T6dzm7kiRV8KAXL8vOLc3/view?usp=sharing
	Calmuse: Slam Poetry Competition	22.9.2020	32		https://drive.google.com/file/d/1kWE1eJx6TUcooFx6srjGUiPGZokIq_N/view?usp=sharing
	Launched "Peacify: a mixtape"	22.9.2020			
4	Gandhi Jayanti:				
	Quiz on Mahatma Gandhi and his teachings	2.10.2020	18		
	" What is Peace to you?" - Campaign	2.10.2020			
5	Minding our minds 2.0	9.10.20	234		https://drive.google.com/file/d/17Z75CJkCf3TbSf0k-mnC5cJsJghJrISF/view?usp=sharing

6	Virtual Book Reading	17.10.20	201	https://drive.google.com/file/d/1xDYUo711gZbaHtEvJvZpHJ06O3hP31eu/view?usp=sharing
7	Quest for harmony- a conflict resolution competition for UN day	24.10.20	24	https://drive.google.com/file/d/1gX-KxCd4n1ABI50nKiBt-h2ewYLxt0qn/view?usp=sharing
8	Health and Hygiene	15.01.2021	132	https://drive.google.com/file/d/1Nr9Fkb2BDQEYw8wdNIUhW5LvaeRviUcr/view?usp=sharing
9	Health issues among young women	18.01.2021	152	https://drive.google.com/file/d/1EV4pEjrRTcQ2c6kqv6I-YVjyNA5cw-2p/view?usp=sharing
10	Indian education system during Covid-19: a path towards educational modernisation	23.01.2021	117	https://drive.google.com/file/d/1tvpFjEbM4-NdtqCwSx5I51Jt7vKkMi7d/view?usp=sharing
11	Personality Development Series:			https://drive.google.com/file/d/1ucHYx8II7jDzdnir5sW4W87OLf-3bYni/view?usp=sharing
	a) Public Speaking	29.01.2021	149	
	b)Etiquette and manners	5.02.2021	194	
	c) First Impressions	8.02.2021	175	
	d) Power Dressing	12.02.2021	178	
	e) Body Language	16.02.2021	184	
	f) Personal Branding	19.02.2021	192	
12	I Feel Campaign	2.03.21-7.03.21		
13	Minding Our Minds 3.0	06.03.2021	213	https://drive.google.com/file/d/14WUn_iFDXFHgmiWleVdIaZfHReNiT9DWf/view?usp=sharing
14	Webinar: Fears of life and how to overcome them	31.03.2021	120	https://drive.google.com/file/d/1ViYERXRF6mwWwkySbnYENCFyXgxeSXtl/view?usp=sharing
15	Lockdown Diaries: An experiential writing competition	10.04.2021	12	
16	Webinar: Who are your true friends?	17.04.2021	137	https://drive.google.com/file/d/1lCjOYw91foFbXgdaF_yVGztukjB-PbDm/view?usp=sharing

17	Yoga Day:				
	Slogan Writing competition	21.06.2021		8	
	Poster making Competition	21.06.2021		1	
	Essay writing Competition	21.06.2021		3	

Attendance of every event:

First Year Students:

https://docs.google.com/spreadsheets/d/1PcTkTR80j8C6_JFGHVcP1MeYYQhOeOAXq4R3QR1VsMs/edit?usp=sharing

Second and Third Year students: <https://docs.google.com/spreadsheets/d/12SI25YzidDjBb46x34Zbt15-DywHc7G3C3CDQkdBs7c/edit?usp=sharing>

*** Attendance Register with student's signature to be maintained.**

6. Attach Minutes of the meetings held during the year

Date	Time	Venue	Agenda	Attendance	Minutes
9/8/2020	5:45 p.m. - 7:30 p.m.	Zoom	- Informal Session	The Office Bearers Shambhavi. Akansha Sardana. Garima. Ishika Sood. Hitti Chopra. Kritika Kaur.	Informal Session
10/08/2020	4:30 – 5:30 p.m.	Zoom	-Recruitment Procedure	Savita Ma'am, Jasmin Ma'am, Ruchi Ma'am, Anshi Ma'am & the Office Bearers	-Devised a plan of action to be followed by the society to streamline the recruitment drive for the batch of 2022 and 2023.
10/08/2020	8:30-9:00 p.m.	Zoom	-Recruitment	Savita Ma'am & the Office Bearers	-Cross checked recruitment forms to be circulated daily in all groups.

11/08/2020	12:45 p.m-3:15 p.m	zoom	-Shortlisting Students	The Office Bearers	-Compiled all the details of students who enrolled into the society in a spreadsheet and made official WhatsApp groups and task groups.
12/08/2020	2:00 p.m-3:00 p.m	zoom	-Preparation for Orientation	The Office Bearers	-Discussed the contents of the ppt to be showed during the orientation and the platform to conduct it -Prepared the script -Finalized the date for the orientation i.e., 14 th August 2020
15/8/2020		Zoom	- Discussing Plan of Action for society and departments. - Discussing briefly the communication channels and sheets to be maintained and responsibilities of each department.	The Office Bearers Shambhavi. Akansha Barla . Garima. Ishika Sood. Hitti Chopra Roopal Jain	Plan of Action Discussed Responsibilities explained and allotted Technical - Video and core team posts + Theme Finance: Preparation of sponsorship proposal Content: Posts + Captions Event : Event Ideas Marketing/PR: Potential collabs to be discussed
18/08/20	10:00-11:00p.m.		-Discussing Zero Waste Week event	The Office Bearers Event Management Heads: Shambhavi and Ishika	A rough draft of events for the week created
22 August 2020	9:30 - 10:30 p.m.	Google Meet	- Discussing Zero Waste Week with Event Heads and making a plan of action	The Office Bearers Event Management Heads: Shambhavi and Ishika	Discussing Zero Waste Week with Event Heads and making a plan of action
23 August 2020	2:20 - 3:15 p.m.	Zoom	Templates for the events and tech work + Event heads for particular events and discussing structure of events	The Office Bearers Event Management Heads: Shambhavi and Ishika Technical - Photography Head- Akanksha Barla	Templates for the events and tech work + Event heads for particular events and discussing structure of events

01/09/20	7:30- 8:15 p.m	Google Meet	Test Run for webinar- roadmap to sustainability and script and logistics	Ishika Jain Event Management Heads: Shambhavi and Ishika Gayatri Capoor Ayushi Kapoor	Test Run for webinar- roadmap to sustainability and script and logistics
03/09/00	5:00 -6:00 p.m	Zoom	Selecting Winners for DIY	The Office Bearers Event Management Heads: Shambhavi	Shortlisted winners for voting on group
04/09/20	9:00 - 10:00 p.m.	Google Meet	Test Run for webinar- roadmap to sustainability	The Office Bearers Event Management Heads: Shambhavi and Ishika Gayatri Capoor Ayushi Kapoor	Test Run for webinar- roadmap to sustainability and webinar updates
6 September 2020	2:30- 3:05 p.m.	Google Meet	Test Run for webinar- roadmap to sustainability with script changes	The Office Bearers Event Management Heads: Shambhavi and Ishika Gayatri Capoor Ayushi Kapoor	Briefed Hosts
7 September 2020	10:00 - 10:40p.m.	Zoom	Ecolution quiz discussion	The Office Bearers Event Management Heads: Shambhavi and Ishika Quiz Event Head: Mridula	Ecolution quiz discussion
09/09/2020	9:30 -11:00 p.m.	Zoom	Test Run for Quiz	The Office Bearers Event Management Heads: Ishika Quiz Event Head:	Test Run for Quiz

				Mridula	
15 September 2020	7:00 - 8:00 p.m.	Google Meet	Deciding Event for Peace Day	The Office Bearers Event Management Heads: Shambhavi and Ishika	4 ideas finalised out of which 3 taken up Slam Poetry + Webinar +Musical Therapy
16 September 2020	10:00 - 11:00p.m.	Call	Calmuse Slam Poetry Competition dates and timeline and work allotment	Ishika - G.S Garima	Calmuse Slam Poetry Competition dates and timeline and work allotment
17 September 2020	4:00- 4:40 p.m.	Google Meet	Peace Day Event Duties Allotment		<p>Content Team</p> <ol style="list-style-type: none"> 1. Peace Day Grid Content 2. Poster Messages 3. Slam Poetry Shortlisting 4. Captions <p>Technical Team</p> <p>Theme Peace Day Grid Webinar Musical Therapy Slam Poetry</p> <p>Marketing Team</p> <p>Finding Judges (2) Poetry Competition Musical Therapy Speaker Any other collab related to this that you might wanna do Marketing campaigns + Basic tech work Promotions</p> <p>Sponsorship Team</p> <p>Daily events and active sponsor hunting We need brackets and what we can offer as a proper proposal which can be standardly offered to each sponsor and we can add the current event details to that whenever we circulate Create a database of personal sponsor contracts through society and making them fill a form</p> <p>Event Management Team</p> <p>Event heads Event to-do list Event Proposal Meetings with Event Heads</p>
20 September 2020	10:00 p.m - 12:45 a.m	Google Meet	Shortlisting for Calmuse + Script	Garima Archisha Vedika Ishika	Shortlisting for Calmuse + Script

28 September 2020	9:10-10:22p.m	Google Meet	Events for October	Ishika Sood Archisha Vedika Ishika	Events for October decided - Gandhi Jayanti , Mental Health Day, UN day, Book Reading,etc
2 October 2020	9:00 -10:00 p.m.	Google Meet	Minding our Minds	Garima Priyanshi Ishika Archisha Vedika Ishika	All duties allotted and event explained to event heads
8 October 2020	7:00 - 7:35 p.m.	Google Meet	Minding our Minds Test Run	Garima Priyanshi Ishika Archisha Vedika Ishika	All duties allotted and event explained to event heads
12th October 2020	5:00-6:00 pm	Google Meet	Virtual Book Reading	Archisha Vedika Ishika Garima Shambhavi	All duties allotted and event explained to event heads
17th October 2020	5:30-6:15 pm	Google Meet	Quest for Harmony	Archisha Vedika Ishika Garima Shambhavi	All duties allotted and event explained to event heads
14th January 2021	5-5:43 pm		Health and Hygiene	Archisha Vedika Ishika Garima Shambhavi and heads of the event	All duties allotted and event explained to event heads
16th January 2021	4:30-5:12 pm		Health issues among young women	Archisha Vedika Ishika Garima Shambhavi and heads of the event	All duties allotted and event explained to event heads
21st January 2021	5:00-5:47 pm		Indian education system	Archisha Vedika Ishika Garima Shambhavi and heads of the event	All duties allotted and event explained to event heads
24th January 2021	4:45-5:36 pm		Public speaking	Archisha Vedika Ishika Garima Shambhavi and heads of the event	All duties allotted and event explained to event heads
3rd February 2021	5:30-6:12 pm		Etiquette and manners	Archisha Vedika Ishika Garima Shambhavi and heads of the event	All duties allotted and event explained to event heads
6th February 2021	4:00-4:49		First Impressions	Archisha Vedika	All duties allotted and event explained to event

	pm			Ishika Garima Shambhavi and heads of the event	heads
10th February 2021	7:00-7:52 pm		Power Dressing	Archisha Vedika Ishika Garima Shambhavi and heads of the event	All duties allotted and event explained to event heads
13th February 2021	4:30-5:05 pm		Body Language	Archisha Vedika Ishika Garima Shambhavi and heads of the event	All duties allotted and event explained to event heads
17th February 2021	5-5:43 pm		Personal Branding	Archisha Vedika Ishika Garima Shambhavi and heads of the event	All duties allotted and event explained to event heads
1st March 2021	4:45-5:19 pm		Minding our Minds 3.0	Archisha Vedika Ishika Garima Shambhavi and heads of the event	All duties allotted and event explained to event heads
26th March 2021	5-5:38 pm		Fears of life and ways to overcome them	Archisha Vedika Ishika Garima Shambhavi and heads of the event	All duties allotted and event explained to event heads
9th April	6-6:32 pm		Who are your true friends	Archisha Vedika Ishika Garima Shambhavi and heads of the event	All duties allotted and event explained to event heads

7. Record of attendance of participation by students during the year:

Percentage	Number of students
0% - 25%	-
25% - 50%	60
50% - 75%	78
75% - 90%	161
Above 90%	222

8.

Extension and outreach Programmes conducted by the society, (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs (if applicable)				
Name of the activity	Organising unit/ agency/ collaborating agency	Name of the scheme	Year of the activity	Number of students participated in such activities

9.

Awards and recognitions received for extension activities from government /government recognised bodies (if applicable)			
Name of the activity	Name of the Award/ recognition for Institution	Name of the Awarding government/ government recognised bodies	Year of award

10.

Capacity building and skills enhancement initiatives taken by the society including the following: 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. ICT/computing skills			
Name of the capacity development and skills enhancement program	Date of implementation (DD-MM-YYYY)	Number of students enrolled	Name of the agencies/consultants involved with contact details (if any)
Minding Our Minds	1.6.2020	40	Dr. Priya Bhatnagar
Minding our minds 2.0	9.10.20	234	Dr. Mimansa Singh
Health and Hygiene	15.01.2021	132	Dr. Padmavati Dua
Health issues among young women	18.01.2021	152	Ms. Ruchika Dawar
Personality Development Series:			
a) Public Speaking	29.01.2021	149	Ms. Deepti Jindal
b)Ettiquette and manners	5.02.2021	194	Ms. Deepanshi Arora
c) First Impressions	8.02.2021	175	Ms. Anshu Gupta
d) Power Dressing	12.02.2021	178	Ms. Sahiba Dhupar

e) Body Language	16.02.2021	184	Ms. Shubha Joshi
f) Personal Branding	19.02.2021	192	Dr. Sneha Sharma
Minding Our Minds 3.0	06.03.2021	213	Dr. Tanushree Sagma
Webinar: Fears of life and how to overcome them	31.03.2021	120	Ms. Mamata Kukreja

11.

Year	Name of the Activity conducted by the society to offer guidance for competitive examinations		Short report containing details of names of students/staff, resource persons, geotagged photos, attendance sheets, etc.
	Name of the Activity	Number of students attended / participated	

12.

Awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	Team / Individual	University/State/National/ International	Sports/ Cultural	Name of the Student	Certificate/Geo-Tagged Photographs

13.

Sports and cultural activities/events in which students of the society participated organised by the institution/other institutions			
Date of event/activity (DD-MM-YYYY)	Name of the event/activity	Name of the student participated	Certificate/Geo-Tagged Photographs

Additional Requirements from:

GREEN SOCIETY

- Environment Audit
- Energy Audit
- Green Audit
- Green Initiatives with Geotagged photos, videos, reports, participants, circulars/notices
- Action Plan
- Adherence/Revision of the Policy Document
- Awards and recognitions for clean and green campus
- Beyond the campus environmental promotion activities
- Energy Conservation (solar energy, use of LEDs)- Maintenance of bills
- Waste Management facilities (Solid Waste, Liquid Waste, Bio Medical Waste, E-waste, Waste Recycling System)

EQUAL OPPORTUNITY CELL

- Initiatives for Disabled Friendly Activities
- Events organised with Geotagged photos, videos, reports, participants, circulars/notices
- Adherence/Revision of the Policy Document
- Maintenance of Facilities (Proper Documentation including Bills, AMC, etc)

WSC

- Counsellor's Report