



FACULTY OF AYURVED

PARUL INSTITUTE OF AYURVEDA

EVENT MANAGEMENT

Duties and responsibilities

1. EM team shall monitor and coordinate all types of events conducted in the college.
2. They should arrange for the celebration and observation of all the WHO recognized days as per the annual academic calendar.
3. EMT shall be the controller of the auditorium room and the amenities provided in it.
4. They shall also do the Proper documentation, arrangement of photographs, report preparation and submission to Event department, PU.