

NATIONAL HO YOUTH MEET (NHYM) INDIA

ANNEXURE FORMATS & DOCUMENT CONTROL GUIDE

Final V1.0

Use this guide with the Event Management Manual. The EMM says what teams are responsible for; this guide says what record to use and how to manage it. The By-laws remain the highest authority.

1. THE SIMPLE RECORD RULE

1. Create the right record before the work starts where practical.
2. Fill it by the person/department doing the work.
3. Check it by the Department Head/Coordinator or assigned reviewer.
4. Approve it only by the competent authority.
5. Share current information with people who need it.
6. Update live records when facts change.
7. Archive the final approved record.

2. WHICH FORMAT SHOULD I USE?

Tool	Use it for	Live?
Google/Microsoft Form	Registration, volunteer forms, applications, feedback, surveys	Yes if connected to a Sheet
Google Sheet/Excel	Participants, volunteers, budgets, procurement, transport, stalls, sponsorships	Yes
Google Docs/Word	Proposals, minutes, plans, reports	Yes while working
PDF	Approved final proposal/report/record	No — archive copy
Paper	Bills, signatures, on-site notes, low-connectivity work	Scan important records
NHYM Website	Public information and approved online processes	Yes where system supports it

3. WEBSITE & OFFICIAL SOCIAL MEDIA WORKFLOW

Step	Who	What happens
1. Prepare	Host Team/LOC/Department	Prepare photos, videos, captions, programme updates and local information.
2. Submit	Host Team/LOC → Media & Communication/Social Media Team	Send material through the agreed channel with date, event, context and any required credit.
3. Check	Media & Communication/Social Media Team	Check accuracy, branding, format, privacy and whether approval is required.
4. Approve	GB / GB-authorized person/team	Approve official/major public content where required.
5. Publish	Authorised NHYM Social Media/Website Team	Publish on official NHYM India channels.
6. Record	Media/Documentation	Keep the important published item and approval reference.

- Official NHYM India pages, handles and website backend remain under GB-authorized access.
- Host Team/LOC does not normally receive direct access simply because it is the host.

- Technical website access does not itself give publishing authority.
- Routine local media communication is allowed within approved information; major NHYM decisions require the authorised approval route.
- Use the Website/Social Media Content Approval Log for important website/social publications.

4. WHO MAINTAINS LIVE RECORDS?

Live record	Main owner	GB / Host Team access
Participant list	Registration Department	GB Coordinator + authorised Host Team/LOC
Volunteer roster	Volunteer Coordination	LOC/Event Coordinator + Department Heads + GB Coordinator
Master event plan	LOC/Event Coordinator	GB Coordinator + Host Team/LOC
Master budget	Finance/Treasurer	GB Coordinator + authorised finance persons
Procurement tracker	Procurement + Finance	LOC/Event Coordinator + GB Coordinator
Sponsorship/donation register	Fundraising + Finance	LOC/Event Coordinator + authorised finance persons
Transport plan	Transportation	LOC/Event Coordinator + relevant GB/Host Team users
Accommodation list	Accommodation & Hospitality	LOC/Event Coordinator + Registration + authorised GB users
Programme schedule	Programme & Cultural	LOC/Event Coordinator + GB Coordinator + affected departments
Media/communication tracker	Media & Communication	LOC/Event Coordinator + GB-authorised media contact
Incident/complaint tracker	Security/Medical/authorised complaints function	Authorised persons only
Stall register	Venue/Logistics or assigned stall function	LOC/Event Coordinator + GB Coordinator
Asset/material register	Logistics/Finance/assigned department	LOC/Event Coordinator + Finance/Documentation as needed

Use organisational/shared accounts or approved shared drives where possible. Do not keep the only copy of an important record in a volunteer's personal account.

5. WHAT SHOULD GB AND HOST TEAM SHARE?

Record	GB	Host Team/LOC	Access note
Approved proposal / authority	Yes	Yes	Common reference
LOC & department structure	Yes	Yes	Keep current
Master event plan	Yes	Yes	Update regularly
Participant totals	Yes	Yes	Protect personal data
Master budget / major finance updates	Yes	Yes	Detailed finance access restricted
Major procurement decisions	Yes	Yes	Keep evidence
Sponsorship/donation register	Yes	Yes	Do not hide funding information
Programme schedule	Yes	Yes	One common final version
Media/public communication plan	Yes	Yes	Required approvals apply
Safety/medical/emergency plan	Yes	Yes	Sensitive details restricted
Daily situation report	Yes	Yes	Useful during event days

Incident/complaint records	Authorised only	Authorised only	Confidential where needed
Final accounts	Yes	Authorised Host Team users	Finance detail restricted as needed
Post-event report	Yes	Yes	Final common record
Department handover records	Yes	Yes	Continuity

6. WHO APPROVES?

Work	Prepared by	Checked by	Final authority
Annual proposal	Host Team/proposer	GB Coordinator	GB
LOC structure	Host Team	GB Coordinator	GB/competent authority
Department structure	Department/LOC	LOC/Event Coordinator	Host Team/GB as required
Budget	Treasurer/Finance	LOC/Event Coordinator / reviewer	GB/authorised authority as required
Registration fee proposal	Finance + Registration	GB Coordinator / reviewer	GB before public announcement
Programme schedule	Programme	Programme Head + LOC/Event Coordinator + GB Coordinator	Competent authority; major changes GB
Official poster/announcement/pres s release	Media & Communication	Authorised reviewer	GB/GB-authorised person/team
Routine Host Team media byte	Host Team/authorised spokesperson	Host Team/LOC	Within approved information; no major unapproved decisions
Final accounts	Treasurer	Financial reviewer	GB/authorised authority
Final event report	LOC/Event Coordinator	GB Coordinator	GB Coordinator/GB as applicable

7. BASIC FILLING RULES

- Write programme name, date and location where relevant.
- Use real names and roles, not only department names.
- Use N/A where a field does not apply; explain important missing information.
- Record task owner and deadline for pending work.
- Link approvals to minutes/approval records where necessary.
- Support money figures with bills, receipts or other evidence.
- Protect personal, financial, complaint and sensitive information.
- Update version/date or change log when an important record changes.
- Keep the approved final copy in the official archive.

8. ANNUAL NHYM PROGRAMME CONTROL

- Overall programme: about 70% awareness, learning, discussion and community-building; about 30% entertainment/recreation.
- Tentative programme: at least 2 weeks before the announced event date.
- Final programme: completed and approved at least 5 days before the event date, without fail.
- Annexure 22 is the master programme schedule/run sheet and should be shared with all departments that need it.

9. ANNEXURE-BY-ANNEXURE PRACTICAL GUIDE

No.	Annexure	Format	Prepared by	Checked by	Approved by	What to fill	Final record
1	Event / Programme Proposal	Google Doc/Word + PDF	Host Team/proposer	GB Coordinator	GB	Purpose, dates, venue, participants, team, departments, budget, funding, safety, permissions, outputs, risks.	Final approved PDF
2	Event Approval & Authority	Doc/PDF	GB Coordinator/ authorised reviewer	GB Coordinator/ assigned reviewer	GB	What is approved, conditions, delegated powers, reserved decisions, reporting schedule.	Approval record
3	LOC / Project Team Formation	Sheet + PDF/export	Host Team/Project Committee	GB Coordinator	GB/competent authority	Name, role, contact, reporting line, appointment date, approval remarks.	Keep current
4	Department Formation & Responsibility	Sheet/Doc	Department/ LOC	LOC/Event Coordinator	Host Team/GB as required	Department, Head, Team Leaders, duties, reporting line, budget/limits, deadlines.	Keep current
5	Volunteer Roster & Duty Allocation	Form → Sheet	Volunteer Coordination	Volunteer Head/LOC Coordinator	LOC/Event Coordinator	Name, department, leader, duty, place, shift, contact, attendance, remarks.	Live roster
6	Participant Registration / Master Data	Website/Form → Sheet/database	Registration	Registration Head/authorised coordinator	Authorised event authority	Required participant data, category, payment/registration status, consent where applicable.	Authorised live database + final summary

7	Master Event Plan & Timeline	Sheet/Doc	LOC/Event Coordinator	GB Coordinator	GB/competent authority as required	Task, owner, deadline, status, dependency, risk, support needed.	Final plan
8	Department Work Plan / Progress	Sheet/Doc	Department Head	LOC/Event Coordinator	LOC/competent authority	Task, owner, deadline, status, problem, support needed.	Final progress record
9	Event Master Budget	Sheet	Finance/Treasurer	Financial reviewer/Coordinator	GB/authorised authority	Income, registration, sponsorship/donation/C SR, department costs, contingency, surplus/deficit.	Approved final budget
10	Department Budget Request	Form/Sheet	Department Head	Finance	LOC/GB as required	Need, quantity, estimate, reason, deadline, budget line.	Approved request
11	Purchase / Quotation Comparison	Sheet/Doc + evidence	Procurement + requesting department	Finance/Department Head	LOC/GB as required	Need, suppliers, quotations, comparison, selected option, reason, approval.	Evidence attached
12	Expense / Bill Submission	Form/Paper → Sheet	Person/department incurring expense	Finance	Authorised finance authority	Date, item, amount, purpose, bill/receipt, payment details, approval.	Finance archive
13	Donation & Sponsorship Register	Sheet	Fundraising + Finance	Finance/LOC Coordinator	GB/authorised finance authority	Donor/sponsor, amount/value, date, method, purpose, conditions, receipt/reference.	Live + final
14	Meeting Minutes	Doc	Minute writer	Chair/Coordinator	Meeting authority	Date, participants, agenda, decisions, task owners, deadlines.	Final approved/shared minutes

15	Daily Coordination / Situation Report	Form/Sheet/Doc	LOC/Event Coordinator	GB Coordinator	GB/competent authority	Completed work, pending work, risks, incidents, decisions/support needed.	Daily archive
16	Incident / Complaint Report	Form/Paper	Responsible person / Security / Medical / authorised complaint function	LOC/Event Coordinator/ authorised reviewer	Competent authority	What happened, time/place, persons involved, action taken, escalation, evidence.	Restricted archive
17	Emergency Contact & Response	Sheet/Doc	Medical & Emergency / Security	LOC/Event Coordinator	Competent authority	Hospital, ambulance, police, fire, key contacts, first-aid point, response roles.	Live + final
18	Guest / Speaker Information	Form/Sheet	Guest/Speaker or Programme function	Programme Head	LOC/GB as required	Name, organisation, contact, session, timing, travel, accommodation, requirements.	Restricted as needed
19	Accommodation Allocation	Sheet	Accommodation & Hospitality	Department Head/LOC Coordinator	LOC/authorised authority	Person/category, room/camp, dates, special requirement, check-in/out.	Live + final
20	Transportation Movement Plan	Sheet	Transportation	Transport Head/LOC Coordinator	LOC/competent authority	Vehicle, driver, route, pickup/drop, timing, passengers, emergency contact.	Live + final
21	Food Planning, Cooking & Volunteer Serving	Sheet/Doc	Food & Catering	Food Head/LOC Coordinator	LOC/Finance as required	Meal, date/time, quantity, menu, cooking team, serving teams, water,	Final food plan

						hygiene, waste.	
22	Programme Schedule / Run Sheet	Sheet/Doc	Programme & Cultural	Programme Head + LOC/Event Coordinator	Competent authority; major changes GB	Session, time, place, activity, speaker, responsible team, technical/logistics needs, status.	T-14 tentative; T-5 final PDF
23	Media & Communication Plan	Doc/Sheet	Media & Communication	Media Head/LOC/Event Coordinator	GB/GB-authorised person/team for official content	Content, audience, date, platform, approval, contact, coverage, deliverable, rights, deadline.	Final + approval reference
24	Permission / Compliance Checklist	Sheet/Doc	Relevant Department/ LOC Coordinator	LOC/Event Coordinator	Competent authority/GB where required	Permission, authority, application date, status, condition, expiry, owner, proof.	Copies archived
25	Asset / Material Issue & Return	Sheet	Logistics/Finance/assigned department	Department Head	LOC/Event Coordinator	Item, quantity, source, issued to, date, condition, returned, loss/damage, action.	Final register
26	Final Financial Statement	Sheet + PDF	Treasurer/Finance	Financial reviewer	GB/authorised authority	Actual income/expense, bills, balances, surplus/deficit, explanation.	Final accounts
27	Post-Event Report	Doc + PDF	LOC/Event Coordinator	GB Coordinator	GB/competent authority	Programme details, participants, activities, outputs, media, finance summary, problems, lessons, recommendations.	Final report
28	Department Final Report & Handover	Doc/Sheet	Department Head	LOC/Event Coordinator	Host Team/GB as required	Completed work, pending items,	Final handover

						assets, records, lessons, next action, handover person.	
29	Event Evaluation	Form → Sheet/report	Registration /Documentation/assigned team	LOC/Event Coordinator	LOC/GB as applicable	Participant/volunteer feedback, ratings, suggestions, key findings.	Summary + archive

10. SUPPLEMENTARY RECORDS

Record	Use	Owner	Key rule
Community Stall Allocation Register	Applications/allocation for eligible Ho community stalls	Venue/Logistics/assigned stall function	No volunteer privately promises/allocates a stall; record eligibility, capacity, status and conditions.
Media Coverage & Deliverables Sheet	Media partner scope and handover	Media & Communication	Record full/selected coverage, deliverables, raw files, deadlines, rights, payment and handover.
Volunteer Redeployment Record	Major event-day movement of volunteers	Volunteer Coordination	Record who moved, from where, to where, when and who authorised it.
Website/Social Media Content Approval Log	Important official web/social publication	Media & Communication / website team	Record content, date, platform, approval, publisher and link/status.

11. SHARING AND ACCESS

- Share what people need to perform their role; do not give everyone access to every file.
- GB should have enough access to check progress, money, major decisions and risks.
- Host Team/LOC should have the working information needed for execution.
- Restrict personal data, bank/payment details, complaints, sensitive incidents and confidential legal/safeguarding information.
- Official website/social accounts are not a substitute for internal working records.

12. EVENT-DAY DEPARTMENT CHANGES

- A department may be temporarily deactivated or merged when its work is finished.
- Volunteers may be redeployed to another department that needs support.
- Volunteer Coordination normally coordinates this with the concerned Department Head and LOC/Event Coordinator.
- In urgent situations, the competent authority may redeploy directly.
- Security, Medical, Finance, Technical Safety and other critical functions must remain covered.

13. FINAL ARCHIVE & FILE NAMING

Recommended: NYHM_[Programme]_[Document]_[Date/Period]_[Version]

Example: NYHM_Jamshedpur2026_ProgrammeSchedule_2026-11-20_FINAL.pdf

- Mark approved copies FINAL.
- Keep the editable working file and final approved copy where practical.
- A live Google/Excel link alone is not the final archive.
- Scan important paper records.
- Use organisational/shared storage rather than only a personal account.

14. MINIMUM RETENTION GUIDE

Record	Minimum guide
Major governance records and final annual reports	Permanent where practical
Financial records	At least 7 years, or longer if law/donor/audit requires
Complaints and incident records	At least 7 years, or longer if required
Participant records	At least 5 years, subject to privacy/legal requirements
Department/volunteer working records	2–5 years; keep important final records at least 5 years
Media agreements/deliverables	Agreement term + 5 years; selected official content may be kept longer

15. FINAL CLOSING CHECKLIST

- Approved proposal and authority record saved.
- Final LOC and department list saved.
- Participant summary saved.
- Minutes complete.
- Budget and final accounts complete.
- Major procurement records complete.
- Donation/sponsorship register complete.
- Final programme schedule/run sheet saved.
- Media deliverables/outstanding items recorded.
- Incident/complaint records closed or handed over.
- Permissions/compliance records saved.
- Department reports/handover complete.
- Post-event report complete.
- Final archive complete.
- Approved public/website records saved where applicable.