



Proposer's Name : SHARWIN N SURESH KUMAR

ID number : 00020547

Contact number : 0122959879

Event : Designing Logo & Jacket Design

Date : 3 March 2025 – 7 March 2025(Event Day)
11 March 2025 (Award Ceremony)

Organiser : Jarvis Technology Club

Email : jaarvistechnilaiu@gmail.com

Ref. No : #12/25

SDG/USR No : SDG 6/25

Objectives :

- To encourage students to showcase their creativity in logo and jacket design.
- To enhance students' graphic design skills and branding awareness.
- To provide a platform for students to contribute to the Jarvis Technology Club branding.

Event flow

Date	Time	Action
3 March 2025	5.00 pm – 6.00 pm	<ul style="list-style-type: none">▪ Gathering the participants Via in Google Meeting▪ Making attendance▪ Briefing about the event to the participant▪ Provide the rules and regulation for design logo to the participant.
4 March – 7 March 2025	Flexible (Own Time)	<ul style="list-style-type: none">▪ Participant will design the logo, based on their availability time.
8 March -10 March 2025	-	<ul style="list-style-type: none">▪ Judging and Evaluation▪ Select the top 3 Winner.
11 March 2025	12pm – 1pm	<ul style="list-style-type: none">▪ Winner Announcement▪ End Event

Group Challenges/ Difficulties

- Delayed Decision-Making: The process of choosing the winners took longer than expected, which caused delays in announcing the results.
- Participant Follow-Up: Ensuring that all participants followed the updated submission guidelines was time-consuming.
- Coordination Issues: Synchronizing tasks among committee members was challenging due to differing schedules and workloads.
- Submission Process Confusion: The initial submission method caused some confusion, leading to last-minute adjustments and additional communication efforts.

- **Frequent Updates:** Provide participants with regular updates to keep them informed about any changes or delays.

Recommendations

- **Clear Submission Guidelines:** For future events, finalize the submission method early and communicate it clearly to avoid any confusion.
- **Dedicated Review Team:** Assign specific members to handle submission reviews and winner selection to streamline the process.
- **Backup Plans:** Prepare contingency plans for common issues, such as submission delays or participant miscommunication, to reduce last-minute stress.
- **Improved Resource Sharing:** Utilize tools like shared folders or checklists for easier resource and task tracking.

Conclusion

The "Designing Logo & Jacket Design" event achieved its primary goals of creativity, improving graphic design skills, and adding to the Jarvis Technology Club's branding. The event gave participants the opportunity to demonstrate their talent and explore their potential in a supportive environment. The event resulted in the selection of three best designs. This event not only celebrated creativity but also helped students feel more connected to one another. The efforts of the participants and committee members built a solid basis for future events.

Submitted and reported by

Name : LEO KAI YAN

Position : SECRETARY

Date:

RP/UCC/PER/Jan25

SIGNATURES

Acknowledged by
Organizing Chairperson

Approved by Advisor

Name: Sharwin N Suresh Kumar

Date:

Name: Muhammad Hamizan Bin Johari

Date:

Approved by U Co-cu coordinator

Name: Ms Rekha Prakash

Date:

Individual Report**1. Cocu Claimer 1**

Name : Leo Kai Yan
ID Number : 00020908
Program : Diploma in Computer Science
Event Name : Design Logo & Jacket
Position held in this Project : Secretary

Additional Duties/Assistance to others/Supporting roles

- Promote event and gather manpower.
- Assist other member around campus.
- Check event schedule and make changes when needed.
- Do a Proposal and Post Event report.
- Write down the Minutes meeting.

Attendance - Full Attendance (3 March – 11 March 2025)

Experience gained during event/contribution

- Collaborating with my team members and practice good communication skills.
- Learn how to manage time and organized event.

Challenges and difficulties

- Lack of control of student movements
- Missing contestants.
- A suitable time needed for all students from different course
- Unable to communicate information clearly

How will this project help you realize your future?

As this is my second co-curriculum event, I have learned to use wise and appropriate words in communication and to manage time properly. Furthermore, I now have a better understanding of how to manage and organize an event according to the schedule. Through this event, I have also learned to work as a team, make decisions, and find solutions to problems. This experience has helped me develop better thinking skills for future events, and I will be able to solve similar problems in upcoming events.

2. Cocu Claimer 2

Name : Thanush A/L Arasaratnam
ID Number : 00021945
Program : Diploma in Information Technology
Event Name : Design Logo & Jacket
Position held in this Project : Publicity

Additional Duties/Assistance to others/Supporting roles

- Managed online publicity for the event, ensuring awareness among university students.
- Designed promotional materials, including posters and social media content, to engage students.
- Coordinated announcements and updates through university communication channels.
- Encouraged student participation by responding to queries and providing event details.

Attendance - Full Attendance (3 March – 11 March 2025)

Experience gained during event/contribution

- Developed skills in digital marketing and event publicity within a university setting.
- Learned to collaborate with different committees in an online environment.
- Improved communication skills by engaging with students and promoting participation.
- Gained experience in handling virtual event promotions and outreach strategies.

Challenges and difficulties

- Ensuring effective reach and engagement within the university community.
- Managing time for content creation, event updates, and publicity tasks.
- Encouraging participation from students who were unfamiliar with online events.

How will this project help you realize your future?

In this Designing logo And Jacket for Jarvis Event, this project gave me valuable experience in managing publicity for university-based online events. It helped me develop skills in digital promotion, content creation, and audience engagement—all essential for event planning in a virtual environment. Additionally, working with different teams improved my ability to communicate effectively and handle online event promotions efficiently. These experiences will be beneficial in my future career, especially in areas related to digital marketing, event management, and online branding.

3. Cocu Claimer 3

Name : Muhammad Iqbal Bin Md Fadhil
ID Number : 00021226
Program : Diploma In Computer Science
Event Name : Design Logo & Jacket
Position held in this Project : Event Assistance

Additional Duties/Assistance to others/Supporting roles

- Coordinated with participants and provided necessary guidance.
- Ensured smooth communication between teams and judges.
- Assisted in handling inquiries and troubleshooting issues during the event.

Attendance – Full Attendance (3 March – 11 March 2025)

Experience gained during event/contribution

- Developed teamwork skills through collaboration with fellow committee members.
- Enhanced my ability to organize and manage an event effectively.
- Improved my communication skills, especially in coordinating with different teams and external parties.
- Gained practical experience in event planning and problem-solving.

Challenges and difficulties

- Ensuring that all participants attended the briefing and understood the event details was challenging due to varying levels of engagement.
- Keeping up with updates from other committee members and ensuring timely communication to participants was a demanding task.
- Managing the Google Meet session and ensuring a smooth online experience presented occasional difficulties, such as connection issues or participants joining late.

How will this project help you realize your future?

Being part of this event has helped me develop essential project management skills, teamwork, and communication abilities. I have learned the importance of planning, time management, and effective coordination in executing an event successfully. These skills will be beneficial in my future career, where teamwork and leadership play crucial roles. The experience gained from this

competition has strengthened my ability to work under pressure, find quick solutions to problems, and collaborate with diverse groups of people. Upon graduation, I believe these skills will aid me in managing projects efficiently and contributing effectively in a professional environment.