

REPORT OF
ACADEMIC EVENT ORGANIZED

I. Basic Information:

Title of the Event	
Name of Organizing Institute / Department / Section / Cell	
Name of Organizing Chairperson	
Name of Organizing Secretary	
Type of Development Program*	
Type of Event**	
Level of Event ***	
Date/s of Event	
Venue of Event	
Total No. of participants (Specify - Students / Faculty / Non - Teaching, etc.)	
Accreditation & Credit points (if any)	
Objective	
Outcome of the Event	

* Professional Development Program, Faculty Development Program, etc.

** Conference, Convention, Symposium, Workshop, etc.

*** International, National, State, Regional, Institutional / Institute, Local, etc.

II. Structured proceedings (Day wise):

Day 1 –

1. Name of Speaker/s, and Title & Summary of presentation:
2. Salient features, if any

Day 2 –

1. Name of Speaker/s, and Title & Summary of presentation:
2. Salient features, if any

Day 3 –

1. Name of Speaker/s, and Title & Summary of presentation:
2. Salient features, if any

III. Feedback analysis from the delegates, in brief:

IV. Photo Gallery:

- Enclose 6 to 8 geotagged good quality images related to Inauguration, Speaker, Q & A Session, Filled Venue, informal gathering, valedictory function, etc.

On Letterhead of Institute / Department / Section / Cell, etc.

- *The colored photographs shall be on photographic paper, Two per page along with the relevant captions.*

V. Enclosures:

- Approval / Sanctioned Letter
- Event Circular / Brochure.
- Photocopy of participants attendance.
- Specimen Copy of participant's certificate.
- Letter of Collaboration, Letter of Sponsorship. (if any)
- Letter of Accreditation and Credit points etc. (if any)
- Any other relevant documents

Name & Signature of Organizing Secretary

Name & Sign of Organizing Chairperson