

Proposal for “ ”

1. Type of Event: Expert Lecture/ Webinar/ Seminar/ Symposium/ Training/ Workshop/ Nukkad Natak/ Conference/ Poster Making/ Any other _____

(Please encircle the correct one and mention the Type of event in case of Any other)

2. Date:

3. Time:

4. Venue :

5. The topic of the Event:

6. Concept note of the event (within 100 words):

7. Event Objectives:

8. Expected Outcomes:

9. Details of Resource Persons (Name, Designation, Organization etc.,) (Detailed Profiles to be attached), if applicable:

10. Expected No. of participants:

Sr No.	Deptt	Number of students	Years	Section	Faculty In-Charge	HoD
1						
2						
3						
4						

11. Detailed Budget : Expenditure:

S.N.	Item	From Store Y/N	Qty.	Rate	Amount
Total					

12. Detailed Programme Schedule

Time	Particulars

13. Details of Collaborators/Partners/ Sponsors, if any:

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14. Certificate Templates
(Appreciation and Participation):

15. Creative of the event:

A large, empty rectangular box with a thin black border, intended for the creative content of the event.

Submitted by:

Forwarded by:

Approved by:

(Coordinator)

(Dean Students Welfare)

(Director)

Review & Report of “Event, Date (Under club/society)”

1. What the organizers are happy about-
 - a)
 - b)
 - c)

2. What happened that should not have happened -
 - a)
 - b)
 - c)

3. What did not happen which the organizers expected to happen-
 - a)
 - b)
 - c)

4. Corrective Action taken for Sl. 2 & Sl.3:

5. Report for Website (100 words):

6. Social media posts:

7. Two **Geo-tagged** photos/screenshots of the event (**with caption**)

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Submitted by:
(Coordinator)

Forwarded by:
(Dean Students Welfare)

Approved by:
(Director)