

# 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)

1. Date:
2. Time:
3. Venue :
4. The topic of the Event:
5. Concept note of the event (within100 words):
6. Event Objectives:
7. Expected Outcomes:
8. Details of Resource Persons (Name, Designation, Organization etc.,) (Detailed Profiles to be attached), if applicable:
9. Expected No. of participants:

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

1. Detailed Budget : Expenditure for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_

[EVENT NAME] [EVENT DATE]

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

1. Detailed Programme Schedule

| **Time** | **Particulars** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

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



1. Certificate Templates

(Appreciation and Participation):



1. Creative 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)

1. What happened that should not have happened -

a)

b)

c)

1. What did not happen which the organizers expected to happen-

a)

b)

c)

1. Corrective Action taken for Sl. 2 & Sl.3:
2. Report for Website (100 words):
3. Social media posts:
4. Two **Geo-tagged** photos/screenshots of the event (**with caption**)



*Submitted by: Forwarded by: Approved by:*

**(Coordinator) (Dean Students Welfare) (Director)**