

Proposal for “.....”

1. Type of Event: Expert Lecture/ Webinar/ Seminar/ Symposium/ Training/ Workshop/ Nukkad Natak/ Conference/ Postermaking/ Anyother _____

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

2. Date:

3. Time:

4. Venue :

5. 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 participating Faculty / students (Please mention details of students; Programme & Batch as well):

11. Proposed names of Department, whose students are also invited:

12. Contact Details of Event Co-ordinator (Name, Mobile No. and E-mail Address of Faculty / Staff):

13. Detailed Budget : Expenditure:

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

14. Detailed Programme Schedule

Time	Particulars

15. Any Other relevant Information:

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

17. Certificate Templates (Appreciation and Participation): To be attached

18. Creative of the event: To be attached

Submitted by:

Forwarded by:

Approved by:

(Coordinator)

(Dean Students Welfare)

(Director)

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

Review (kindly add positive points and points where we can improve below)

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Report for Website (100 words)/ Newspaper (250-300 words):

Two Geo tagged photos / screenshots of the event (with caption)