



REPORT OF THE DEPARTMENT/CENTRE

(Separate for each Event)



"समानो मन्त्र समितिः समानी"

SUBJECT: SEMINAR/CONFERENCES/WORKSHOPS/WEBINERS/EXTENSION SERVICES

A. Basic Information:

1. Name of the Department/Centre:

2. Academic Year

Broad Event Category(Choose one)

3. Event Title:

Event Level (Choose One)

4.Event Category/Sub-theme(Choose one)

5. Duration of the Event

Start Date

End Date

6. Venue of the Event

7. Collaborating Department/Centre:

Yes

No

8. Sponsor, if any: (Attach document in pdf)

9. List of Participants (Attach document in pdf)

10. List of Resource Persons (Attach document in pdf)

11. Concept Note and Brief Report:

B. Other Documents

1. Event Photos (Geo-tagged) : 3 Photos including photos of the participants.

2. Budgetary Approval (Attach document in pdf)

3. Copies of all certificates issued to the participants in pdf

4. Documentary Evidence of collaboration if any , preferably with government/local body or government recognised body (Mandatory for all extension activities)

NB. Please note that drop downs work only in PC and not in mobile