

**Prescribed Format**

*(Report for University/ Disciplines/ School of Events)*

SI No	Headings
1.	Title Page  a) Name of the Event:  b) Date and Time:  c) Venue:
2.	Introduction of the Event:
3.	Details of Resource Persons/ Invited speakers/ Distinguished guests:
4.	Targeted Participants:
5.	Details of the sessions:
6.	Photographs:
7.	Other observations if necessary:

(Signature of the Convenor/ Coordinator)

**Note:** 1) Hardcopy duly signed by the Convenor/ Coordinator to be submitted to the concerned person.

2) Softcopy to be mailed to the concerned person and the competent authority