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**SRI VENKATESWARA COLLEGE**

**(UNIVERSITY OF DELHI)**

**EVENT REPORT**

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| **NAME OF THE EVENT:**  |
| **DATE** | **DEPARTMENT** | **COMMITTEE/SOCIETY**  | **COORDINATORS’ NAME** |
|  |  |  |  |
| **TIME** | **VENUE** | **NUMBER OF PARTICIPANTS** | **NATURE: Outdoor/Indoor; online/offline/hybrid** |
|  |  |  |  |
| **FINANCIAL SUPPORT/ASSISTANCE (if any):** |  |

**BRIEF INFORMATION ABOUT THE ACTIVITY**

|  |  |
| --- | --- |
| **TOPIC/SUBJECT OF THE ACTIVITY**  |  |
| **OBJECTIVES** |  |
| **METHODOLOGY** |  |
| **INVITED SPEAKERS WITH AFFILIATION DETAILS****(IF ANY)**  |  |
| **OUTCOMES** |  |

**PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1Notice & Letters | 2Number of Participants & Name of participants  |   | 3Video clip | 4Photos |   | 5Feedback Form & analysis |
| 6News clip with details | 7Sample Copy of the Certificate |  | 8 Posters/ Invites  | 9Event report Attested by Event Coordinator & IQAC Coordinator |   | 10Any other document |

|  |  |
| --- | --- |
| IQAC Document No:  | Criterion No:  |
| Departmental file no:  | IQAC file No:  |

|  |  |  |
| --- | --- | --- |
| NAME OF TEACHER & SIGNATURE | NAME OF HEAD/ COMMITTEE INCHARGE & SIGNATURE | IQAC COORDINATOR (SEAL & SIGNATURE) |
|  |  |  |

For Reference

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criterion I  | Curricular Aspects (planning & Implementation) |  | Criterion V | Student Support & Progression |
| Criterion II | Teaching Learning & Evaluation | Criterion VI | Governance |
| Criterion III | Research, Innovations & Extension | Criterion VII | Institutional Values & Best Practices |
| Criterion IV | Learning Resources and Infrastructure |  |  |

**SUMMARY**

**Proofs:**