



Event Registration Form

(Internal Quality Assurance Cell – IQAC)

1. Event Details

● **Title of the Event:** _____

● **Vertical:** ☐ IIC Calendar ☐ Celebration ☐ Self Driven ☐ Other: _____

● **Type of Event: (Tick Appropriate)**

☐ Workshop ☐ Seminar ☐ Conference ☐ Guest Lecture ☐ Bootcamp ☐ Hackathons ☐ Capacity-Building ☐ Techfest ☐ Mentoring Session ☐ Hackathons ☐ Challenges ☐ Symposium ☐ Training Program ☐ Other: _____

● **Level:**

☐ Level 1(2-4 Hrs Duration) ☐ Level 2 (5-8 Hrs Duration)
☐ Level 3 (9-18 Hrs Duration) ☐ Level 4 (More than 18 Hrs)

● **Theme:** _____

● **Objective of the Event:** _____

● **Organizing Department / School / Unit:** _____

● **Collaborating Partners (if any):** _____

2. Event Schedule

● **Proposed Date(s):**

● **Time:** From: _____ to: _____

● **Venue:** _____

● **Mode of conduct:** ☐ Offline ☐ Online ☐ Hybrid

3. Target Audience

● **Expected Participants:**

☐ Students ☐ Faculty ☐ Staff ☐ External Guests/Participants
☐ Industry Professionals ☐ Alumni ☐ Others: _____

● **Estimated Number of Participants:** _____

4. Resource Persons / Speakers

● **Name(s) and Designation(s) along with CV.**

5. Budget Details

● **Estimated Budget (INR):** _____

• **Source of Funding:**

☐ University Fund

☐ Sponsorship

☐ Registration Fee

☐ Other: _____

6. Event Outcomes / Expected Impact

• **Briefly describe the anticipated outcomes of the event:**

7. IQAC Requirements

• **Is the event aligned with NAAC and other accreditation agencies IQAC quality indicators?**

☐ Yes

☐ No

8. Event Coordinator Details

• **Coordinator Name:** _____

• **Designation:** _____

• **Contact Number:** _____

• **Email Address:** _____

9. Approval and Authorization

• **Head of Department/ Dean:**

☐ Recommended

☐ Not Recommended

Signature: _____ **Date:** _____

• **IQAC Director:**

☐ Recommended

☐ Not Recommended

• **Pro-Vice Chancellor (Academics):**

☐ Approved

☐ Not Approved

Signature: _____ **Date:** _____

For IQAC Use Only

• **Event Registration Number:** _____

• **Remarks / Notes:** _____