



### Event Report Format

Sl. No	Description	Remarks	Annexure
1	<b>Title of the Event:</b>		
2	<b>Organizer(s):</b> Name of the organizing department(s), school(s), or external partner		
3	<b>Date and Time:</b>		
4	<b>Venue:</b>		
5	<b>Purpose / Objective of the Event:</b>		
6	<b>Chief Guests / Speakers / Resource Persons:</b>		
7	<b>Participants Attendance:</b>	To be provided as Annexure	
8	<b>Program Schedule:</b>	To be provided as Annexure	
9	<b>Event Highlights:</b>	To be provided as Annexure	
10	<b>Event Poster/Banner/Invitation card/letter</b>	To be provided as Annexure	
11	<b>Outcomes / Impact:</b>	To be provided as Annexure	
12	<b>Feedback / Testimonials (Optional) :</b>	To be provided as Annexure	
13	<b>Photos (Geotag) as Attachment:</b> <ul style="list-style-type: none"> <li>At least 10 individual</li> <li>At least 02 collage</li> </ul>	To be provided as Annexure	
14	<b>Budget and Expenses (if applicable)</b>	To be provided as Annexure	
15	<b>Conclusion:</b> Summarize the event and suggest follow-up actions if needed	To be provided as Annexure	
16	<b>Acknowledgments:</b> Mention all supporting staff, volunteers, and sponsors		
17	<b>Promotional Link on Social Media</b> <ul style="list-style-type: none"> <li>Pre Event Link</li> <li>Post Event Link</li> </ul>	To be provided as Annexure	

**Event Coordinator:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Dean:** \_\_\_\_\_

**Date:** \_\_\_\_\_