

**Check List for Organizing Innovation Event (Internal Fund)**

**Name of the Event Organizer(s)** :

**Department** :

**Title of the Event** :

**Event Type** : FDP/Seminar/Workshop/Hackathon/GL/Others \_\_\_\_\_

**Event Date (From & To)** :

**Event Venue** :

**Whether it is belongs to** : IIC / Non - IIC

**If associated with Professional Society: ISTE / IEEE / IETE / IGEN / WiCyS**

**Name of the associated COE (if any) :**

**Name of the associated MoU (if any):**

S. No	Requisite	Available / Not Available	Verified & Approved
1	Requisition Letter to Head of the Institution seeking permission to organize the event through HoD and Dean CFI		
2	Request letter for Food & Transport.		
3	Requisition Letter to Head of the Institution for Financial Assistance.		
4	Requisition Letter to the Resource Person(s).		
5	Acceptance Letter / Mail from the Resource Person(s).		
6	Department circular regarding registration for the event.		
7	Event Brochure / Flyer.		
8	Event Schedule (Detailed).		
9	Inaugural Invitation Copy.		
10	CV of Resource Person(s).		
11	Feedback from Resource Person(s). (Manually Filled).		
12	Feedback from Participants. (Manually Filled).		
13	Event Report.		
14	Geotagged Photos for each session.		
15	Attendance Sheet.		
16	Certificate of Participation.		
17	Settlement Form / Account Statement / Bill Copies.		
18	Press / Media Materials.		

**Faculty In-charge**  
*Verified by*

**ERP In-charge**

**HOD**

**Head-Innovation**

**Dean-CFI**

**IQAC Team**

**Dean-IQAC**