

**Check List for Organizing Extension and Outreach Event
(Internal Fund)**

Name of the Organizer(s) : _____
Department : _____
Title of the Event : _____
Event Type : NCC / NSS / YRC / UBA / Others _____
Event Date (From & To) : _____
Event Venue : _____

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

Faculty In-charge ERP In-charge E&O Coordinator Asso. Dean-CFRD Dean-CFRD

Verified by

IQAC Team

Dean-IQAC