

Check List for Organizing Extension and Outreach Event (External Fund)

Name of the Organizer(s) : _____

Department : _____

Title of the Event : _____

Event Type : NCC / NSS / YRC / UBA / Others _____

Sponsoring Agency : _____

Fund Sanctioned Date : _____

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 HoD & Dean-CFRD.		
2	Requisition Letter to Head of the Institution for Financial Assistance.		
3	Proposal Copy.		
4	Acknowledgement for proposal submission.		
5	Sanction Order copy from Funding Agency.		
6	Proof of Transactions (Sponsoring Agency).		
7	Audit Statement.		
8	Poster / Brochure/Flyer.		
9	List of Guest Speakers.		
10	Request for Guest Speaker.		
11	Acceptance from Guest Speaker.		
12	CV of Guest Speaker		
13	Inaugural Invitation.		
14	Event Schedule.		
15	Food and Transport Request Details.		
16	Attendance Sheet.		
17	Event Report		
18	Geo tagged Photos for each session - Min. 4 Photos.		
19	Feedback Form (Resource Person) - Manually Filled.		
20	Feedback Form (Participants) - Manually Filled.		
21	Sample Certificates.		
22	Expenditure Statement with supporting bills.		
23	Utilization Certificate.		
24	Proof of Financial Transactions. (Registration Fees).		
25	Expenditure Statements with supporting bills.		
26	Utilization Certificate.		
27	Press / Media Report Materials.		
28	Others. (If any)		

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

Verified by

IQAC Team

Dean-IQAC