Sri Eshwar College of Engineering
Coimbatore | Tamilnadu
An Autonomous Institution
Affiliated to Anna University, Chennai

IQAC/CL/HE/01

Check List for Organizing Higher Education Event

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.		
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 **ERP In-charge** **Head-CHE** **Dean-I&IR**

Verified by

IQAC Team **Dean-IQAC**