



Check List for Organizing International Relations 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-CIR

Dean-I&IR

Verified by

IQAC Team

Dean-IQAC