

IQAC/CL/I/13

Check List for Organizing Graduation Day

Name of the Organizing department	:	
Name of the HoD	:	
Name of the Coordinator(s)	:	
Date	:	
Venue details	:	
Graduation Batch	:	
Name of the Chief Guest & Affiliation	:	

S. No	Requisite	Available / Not Available	Verified & Approved
1	Requisition Letter to the Guest(S).		
2	Acceptance Letter / Mail from the Guest(s).		
3	Circular regarding the event.		
4	List of Committee members and their roles and responsibilities		
5	Budget proposal approved by principal		
6	Event Brochure / Flyer.		
7	Event Schedule (Detailed).		
8	Possession chart		
9	List of Graduates (CoE Copy)		
10	Inaugural Invitation Copy.		
11	CV of the Guest(s).		
12	Feedback collected from the Guest(s).		
13	Graduation Day Report.		
14	Attendance Sheet		
15	Geo-tagged Photos for Each Session.		
16	Settlement Form / Account Statement / Bill Copies.		
17	Press / Media Materials.		

Faculty In-charge

Head/Graduation Day

Verified by