

**Check List for Organizing Annual Day**

**Name of the Organizing department** :  
**Name of the HoD** :  
**Name of the Coordinator(s)** :  
  
**Date** :  
**Venue details** :  
**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 & responsibilities.		
5	Budget proposal approved by principal		
6	Event Brochure / Flyer.		
7	Event Schedule (Detailed)		
8	Inaugural Invitation Copy.		
9	CV of the Guest(s).		
10	Feedback collected from the Guest(s)		
11	Annual day Report (By Principal).		
12	Annual Magazine.		
13	Attendance Sheet.		
14	Event Report.		
15	Geo-tagged Photos for each session.		
16	Press / Media Materials.		
17	Awards details of the Departments.		
18	Awards details of the Students.		
19	Awards details of the Faculty members.		
20	Settlement Form / Account Statement / Bill Copies.		

**Faculty In-charge**  
*Verified by*

**Head/Annual Day**

**IQAC Team**

**Dean-IQAC**