Check List for Organizing Institute Level Induction Programme (Students)

Name of the Event Organizer(s) :

Organizing Department :

Event Title :

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.		
2	Request Letter for Food and 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	Circular regarding the Event.		
7	Event Brochure / Flyer.		
8	Event Schedule (Detailed).		
9	Inaugural Invitation Copy.		
10	CV of the Resource Person(s).		
11	Feedback collected from the Resource Person(s).		
12	Feedback collected from the Participants.		
13	Event Report.		
14	Geo-tagged 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**　　　　　　**HoD**　　　　　　**Dean-Academics**

Verified by

IQAC Team　　　　　　　　**Dean-IQAC**