

### Check List for Organizing IQAC Events

**Name of the Event** :  
**Name of the Faculty Coordinator** :  
**Event Type** : Internal / External  
**Event Date** : From To  
**Event Venue** :

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**

**IQAC Team**

**Dean-IQAC**