

Notice for submission of reports of events conducted by departments/department societies/student societies

Student Council Members of Various Societies

This is to inform you that the reports for events conducted by the departments/department societies/student societies since **1st July 2022 till now** should be submitted to IQAC to the mail id iqac.cvs@gmail.com by **30th November 2022**. Further, for the events scheduled in future, the reports should be submitted within one week after the event is conducted. Annual reports are to be submitted at the end of every academic session.

The reports should comprise:

1. Name, date and location of the event.
2. Logo of society and college
3. Name of Teacher Coordinator
4. Name of Student Coordinator
5. Name of speaker
6. Number of student attendees
7. Number of teacher attendees
8. Short Bio of speaker
9. Write up of not less than 200 words
10. Poster of the event with the picture of the speaker
11. Geo-tagged photos of the event specifically of the speaker and audience
12. Link of the event on social media
13. Permission letter from college
14. Invitation to the speaker
15. Schedule of the event
16. Attendance sheet of students with signatures
17. Attendance sheet of teachers with signatures
18. Registration link and feedback link with auto generated e certificates are mandatory
19. Certificate/letter of appreciation to speaker is mandatory
20. Any other proof of visit to NGO/collaboration/evidences clearly showing the impact of extension activities
21. Memorandum of Understanding (If any MOU is signed between the college and sponsor/industry partner)
22. Approved and signed by Teacher coordinator

Annual reports should include detailed reports of all individual events in the above format. Please note that submission of reports is mandatory for settlement of bills. Failure to submit the required report within stipulated time period, may result in disciplinary action against the Student Council Members.

IQAC