**ACADEMIC YEAR: 2025-26**

**EVENT PROPOSAL FORM**

 **Date:**

|  |  |
| --- | --- |
| **Title of the Event** |  |
| Name of the Dept./Name of the Committee Organizing |  |
| No. of Days |  |
| Nature of Event(FDP/SDP/Curricular/Co-Curricular/Extra Curricular/Any Other) |  |
| Event details ( a small write up on event) |  |
| Event Coordinator(s) with Departments and Phone numbers |  |
| Joint event with External Agency Details of the agency |  |
| Students coordinators if any phone numbers |  |
| Date(s) of the Event: |  | Timings |  |
| Type of the Event(Dept./College/State/National/International) |  | Collaboration(s) |  |
| Target Audience |  |
| Venue |  |
| Budget |  |
| Sourcing of Funds (Institute/Self/Sponsorship) |  |
| Support required from Central Facilities/Incharges |  |
| Resource Person(s) with Designation |  |
| Committee Associated |  |
| Expected No. of Participants |  |
| Expected Outcome of the Event |  |

**Note: List of Event Documents to be maintained post event**

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| 1. Circular
 | 1. Invitation Letter/Mail
 | 1. Acceptance with Bio Data
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| 1. Banner (Upload it on website 2 days before event)
 | 1. Program Schedule
 | 1. Attendance
 |
| 1. Participant Feedback & Analysis
 | 1. Guest Feedback
 | 1. Photos with Description
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| 1. Budget Utilization
 | 1. Instagram Post & News Paper Publication
 | 1. Single Page Report with Photos (Upload on website within 2 days after the event)
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| 1. Sample Certificate
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**Event/Committee Coordinator HoD/Associated Dean Dean IQAC**

**Principal**