**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**

|  |  |  |
| --- | --- | --- |
| 1. Circular | 1. Invitation Letter/Mail | 1. Acceptance with Bio Data |
| 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 |
| 1. Budget Utilization | 1. Instagram Post & News Paper Publication | 1. Single Page Report with Photos (Upload on website within 2 days after the event) |
| 1. Sample Certificate |  |  |

**Event/Committee Coordinator HoD/Associated Dean Dean IQAC**

**Principal**