**Report**

**<<Title of the Event>>**

1. **Name and Designation of Conveners and Co-Conveners:**
2. **Conducting Department:**
3. **Date and Duration :**
4. **Type of event (seminar/workshops/FDP/STTP/conference/Training etc.):**
5. **Mode of Conduction(Online/Offline/Blended):**
6. **Association with Professional Bodies/Government agency:**
7. **Number of Registered Participants:**
8. **Number of Internal and External Participants:**
9. **About the Workshop(Theme/Objective):**
10. **Targeted Audience:**
11. **Number of Technical Sessions:**
12. **Session Details:**

**Inaugural session Details:**

**Session 1:**

**Name of the session and type (theory or hands on):**

**Speaker Name:**

**Alumni (Yes/No):**

**Designation with institution address:**

**Mobile number:**

**Any online profile link:**

**Detailed Description about the session with outcomes and conducting venue:**

**Session 2:**

**Name of the session and type (theory or hands on):**

**Speaker Name:**

**Alumni (Yes/No):**

**Designation with institution address:**

**Mobile number:**

**Any online profile link:**

**Detailed Description about the session with outcomes and conducting venue:**

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**Valedictory details:**

1. **Event Outcome:**
2. **Photographs with captions for each (min 5 for report including key sessions, highlights, with participants in video)**
3. **Financial statement:**

**External Sponsoring Agency with amount:**

**Contribution from University:**

**Income through Registration:**

**Amount returned to University:**

1. **Signature of Conveners, Co –conveners:**
2. **Signature of HOD:**