*(Header 1.25 cm from top and footer 1.25 cm from bottom)*

*(College Logo Left Alignment, absolute horizontal position is -0.75 cm to the right of column, absolute vertical position is 0.01 cm to the below, size is 1.96cm x 1.96 cm. Maintain the similar size & position for student club logo (if any).)*

*(College Name Centre Aligned, 16 point font size, Times Roman New, 1.15 line spacing)*

*(College Address Centre Aligned, 11 point font size, Times Roman New, 1.15 line spacing)*

*(College Logo*Department Name *(Centre Aligned, 15 point font size, Times Roman New, 1.15 line spacing)*

Report on - Name of the Event *(Centre Aligned, 14 point font size, Times Roman New, 1.15 line spacing)*

***Double spacing \*\* Text in RED should be replaced with suitable data in BOLD and Text in Blue to be deleted \*\****

Title: *Name of the event/ lecture/ workshop* *(Left Justified, 13 point font size, Times Roman New)*Date: *(Left Justified, 13 point font size, Times Roman New, 1.15 line spacing)*  
Time: *(Left Justified, 13 point font size, Times Roman New, 1.15 line spacing)*  
Venue: *(Left Justified, 13 point font size, Times Roman New, 1.15 line spacing)*

Target Audience: FE/COMP/EXTC/IT/MECH *(Left Justified, 13 point font size, Times Roman New, 1.15 line spacing)*

No. of Participants Present: *(Left Justified, 13 point font size, Times Roman New, 1.15 line spacing)*

No. of Girl Participants Present:  *(Left Justified, 13 point font size, Times Roman New, 1.15 line spacing)*

No. of Boy Participants Present:  *(Left Justified, 13 point font size, Times Roman New, 1.15 line spacing)*

Resource Person: *(Left Justified, 13 point font size, Times Roman New, 1.15 line spacing)*

Organization of Recourse Person: *(Left Justified, 13 point font size, Times Roman New, 1.15 line spacing)*  
Organizing Department / Committee / Authority: *(Left Justified, 13 point font size, Times Roman New, 1.15 line spacing)*

Faculty Coordinator: *(Left Justified, 13 point font size, Times Roman New, 1.15 line spacing)*

Objectives: *(Justified, 12 point font size, Times Roman New, 1.15 line spacing)*❖  
❖  
❖

Outcomes: *(Justified, 12 point font size, Times Roman New, 1.15 line spacing)*❖  
❖  
❖

**Detailed Report:** *(Justified, 12 point font size, Times Roman New, 1.15 line spacing)*

**Snapshot of the Event:** *(Justified, Text in 12 point font size, Times Roman New, 1.15 line spacing)*

*Photographs should capture the candid moments of the activity. There should be at least 2 geotagged photographs. Photographs included should be clear, with well-lit backgrounds.*

**Feedback Analysis:** *(Justified, Text in 12 point font size, Times Roman New, 1.15 line spacing)*

*Feedback should include google form responses in terms of bar graphs or pie charts.*

**Event Poster:** *(Justified Text in 12 point font size, Times Roman New, 1.15 line spacing)*

*To be pasted here*

**Social Media Links:**

*Include the Facebook, Instagram, LinkedIn (Text in 12 point font size, Times Roman New, 1.15 line spacing)*

**Registration Details:** *(Text in 12 point font size, Times Roman New, 1.15 line spacing)*

In case the event is open for non-DBIT students:

No. of DBIT Students:

No. of non-DBIT students:

Include list of students who attended the event. ***(Table to be centre aligned)***

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Name** | **Branch**  ***(To be included only if the event is open for other branch students)*** |
| *(Centre Aligned text in 12 point font size, Times Roman New)* | *(Left Aligned text in 12 point font size, Times Roman New, 1 line spacing)* | *(Centre Aligned text in 12 point font size, Times Roman New)* |
|  |  |  |

*(Left Aligned, Text in 12 point font size, Times Roman New, 1.15 line spacing)*

**Report Approved By:**

**Name of the Faculty:**

**Post of the Faculty:**

*In Institute/ Department/ Student Club/ Chapter/ Professional Body*

*(Left Aligned, Text in 12 point font size, Times Roman New, 1.15 line spacing)*

**Report Prepared By:**

**Name of the Student:**

**Post of the student:**

*In the Student Council/ Student Club/ Chapter/ Professional Body*