

{{FACULTY}}

{{NAME OF SCHOOL}}

{{NAME OF DEPARTMENT}}

{{NAME OF EVENT}}

{{Nature of Event}}

{{Date of Event}}

Content of Report

- {{1.}} Introduction of the Event**
- {{2.}} Objective of the Event**
- {{3.}} Beneficiaries of the Event**
- {{4.}} Details of the Guests**
- {{5.}} Brief Description of the Event**
- {{6.}} Program Scheme**
- {{7.}} Lecture Plan**
- {{8.}} Geo-tagged Photographs**
- {{9.}} Brochure or Creative of the Event**
- {{10.}} Schedule of the Event**
- {{11.}} Attendance of the Event**
- {{12.}} News Publication**
- {{13.}} Feedback of the Event**
- {{14.}} Link of MUJ website**

1. Introduction of the Event

{{introduction}}

2. Objective of the Event

{{objective}}

3. Beneficiaries of the Event

{{beneficiaries}}

4. Details of the Guests

{{guest_table}}

5. Brief Description of the Event

{{description}}

6. Program Scheme

{{program_table}}

7. Lecture Plan

{{lectureplan_table}}

8. Photographs

{{photographs_placeholder}}

9. Brochure or Creative of the Event

{{brochure_placeholder}}

10. Schedule of the Event

{{schedule_table}}

11. Attendance of the Event

{{attendance_table}}

12. News Publication

{{news_placeholder}}

13. Feedback report of the Event

{{feedback}}

14. Link of MUJ website stating that event is uploaded on Website

{{link}}

Seal and Signature of Head