**{{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**

{{link}}

**Seal and Signature of Head**