Report on <<Event Name>>

Organized by

(School/Institute/Department Name) (GTU-code)

Note: This report must be submitted on letter head of Institute/school/Department

1) Title of Event:

2) Type of Event: Seminar/Webinar/Workshop/FDP/PDP/Training/Conference/Expert Session/any other

3) Date, Time and Venue of the Event:

4) Description of Event:

5) List of Experts and their brief speech:

6) Name of Faculty Coordinator/s:

7) Name of Student Coordinator/s:

8) List and number of Participants (Attendance with Signature):

9) Geotag Photographs of the Event:

10) Brochure or Flyer of the Event:

11) Feedback of the Event:

12) Video Feedback/Media Coverage of the Event:

13) Social Media Post link:

Signature of the Faculty Coordinator of the Event

Sign and seal of the Head of Institute/Department