**sample**

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| --- | --- |
| **Venue / Platform** | : sample |
| **Date (s)** | : sample |
| **Time** | : sample |
| **Resource Person** | : sample |
| **Name of Collaborating Agency (if any)** | : sample |
| **Level** | : sample |
| **No: of teacher participants** | : sample |
| **No: of student participants** | : sample |

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| **Brief Description:** |
| samplesample |

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| **Benefits in terms of learning/skill/knowledge obtained:** |
| sample |

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| **Brochure/Poster:** |
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| **Sample Certificate (if issued):** |
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| **Attendance Sheet (Students):** |
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| **Attendance Sheet (Teachers):** |
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| **Geotagged images:** | | |
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| **Web link of the programme, if any:** |
| sample |

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| --- | --- |
| **Signatures of Convenor/Head/Principal (as necessary)** | : sample |

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| --- | --- |
| **Name of the faculty who prepared the document** | : sample |
| **Phone number of the faculty who prepared the document** | : sample |