

### Format for Report

Academic Year (2019-20/2020-21)*	
Quarter* (Quarter-I/Quarter-II/Quarter-III/Quarter-IV)	
Program /Activity Name*	
Program Type * [Workshop/Leadership Talk/Motivational Speech/Field Visit/Other (please specify)]	
Program Theme* [(IPR/Innovation/Entrepreneurship/Start-up/Other (please specify)]	
Program Driven by* (Self Driven Activity/IIC Calendar Activity/MIC driven Activity)	
Description*	
Program Start Date*	
Program END date*	
Number of Student Participants*	
Number of Faculty Participants*	
Number of External Participants, if any	
Expenditure Amount, if any	
Remark	
Mode of session delivery (Online/Face to Face)	
<b>Overview</b>	
Objective (Upto 100 words)	
Benefits in terms of learning/skill/knowledge obtained * (Upto 150 words)	
<b>Star Performer</b>	
Faculty Name	
Student Name	
<b>Attachments</b>	
Video URL for the event (preferably Youtube link)	
Photographs*	
Session plan/ Brochure / Banner / Document / Overall report of the activity*	

- Promotion in any one Social Media is mandatory: Twitter/Facebook/Instagram
- The fields marked with \* sign are mandatory fields.