



श्री माता वैष्णो देवी विश्वविद्यालय  
Shri Mata Vaishno Devi University, Katra  
Kakryal, Katra-182320, J&K

No.SMVDU/DQA/2025/069-074

Dated: 4<sup>th</sup> June, 2025

**Circular**

It is for the information of all concerned that the revised format for organizing of various events (Conference/ Workshop /Training Programme/ FDP/ Seminar/ Refresher Course/ etc.) at SMVD University, are attached herewith for ready reference. The format for organizing of event must be completed in all respects for further processing by the office of DQA.

Further, the revised format for submission of report of the event is also attached. The format for submission of report must be submitted within 07 days from the conduct of event.

This issues with the approval of the Competent Authority.

  
Registrar

**Encl.:**

- I. Form No. DQA/2025/001: Form for Organizing Events.**
- II. Form No: DQA/2025/02: Report Format.**

**Copy to:**

- i. All Deans, for information.
- ii. Director DQA, for information and compliance.
- iii. All Heads of the School, for information.
- iv. All Section Head, for information.
- v. AR to VC, for kind information of the Hon'ble Vice Chancellor.
- vi. I/c Website, for uploading on University website.
- vii. Concerned file.