



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY
Directorate of Quality Assurance
 Kakryal, Katra-182320, Jammu & Kashmir

Form No: DQA/2025/02: Report Format

S.No.	Particulars	Detail																		
1.	Title of the Event																			
2.	Event Type (Conference/Workshop/Training Programme / FDP/ Seminar/ Refresher Course/ Any other-Please specify)																			
3.	Theme of the Event (IPR / Innovation Research / Entrepreneurship / Start-up / Any other-Please specify)																			
4.	Event under Self Driven Activity / Sponsored																			
5.	Brief Description/ Details of the Event																			
6.	Duration of the Event																			
7.	Date(s) of the Event																			
8.	Venue of the Event																			
9.	Out of the United Nations' 17 Sustainable Development Goals the event is focused/ mapped with which of the Goal(s)																			
10.	Details of the Funds	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Sponsoring Agency</th><th colspan="2">University Funds</th><th colspan="2">Total Funds</th></tr> <tr> <td>Sanctioned</td><td>Utilized</td><td>Sanctioned</td><td>Utilized</td><td>Sanctioned</td><td>Utilized</td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Sponsoring Agency		University Funds		Total Funds		Sanctioned	Utilized	Sanctioned	Utilized	Sanctioned	Utilized						
Sponsoring Agency		University Funds		Total Funds																
Sanctioned	Utilized	Sanctioned	Utilized	Sanctioned	Utilized															
11.	Details of the Participants																			
	Number of Participants	Faculty Members		Staff Members		Students														
		Male	Female	Male	Female	Male	Female													
	External																			
	Internal																			
	Total																			
12.	Overview:																			
	a. Objective(s):																			
	b. Benefits in terms of learning / skill / knowledge obtained																			
	c. Detailed outcome of the Event (in word format preferably in 2-3 pages)				(Please attach)															

13.	List of Resource Person(s) / Speaker(s)	
14.	Schedule of the Event	
15.	Star Performer (Best Paper, etc.) (if applicable)	
	a. Faculty Name	
	b. Student Name	
16.	Attachments	
	a. Attendance Sheet of Participants (duly signed)	
	b. URL for the event (preferably YouTube link)	
	c. Geo Tagged Photographs with Caption & Date	
	d. Geo Tagged Video (1-2 minutes) (if available)	
	e. Copy of the Detailed Brochure	
	f. Copy of Newspaper Cutting	
	g. URL of Broacher uploaded on the website	
	h. URL of Website News Item(s)	
	i. Feedback of the Participants for the event	
17.	Status of Utilization Certificate (in case of outside funding)	

Signature of Coordinator / Convener

Note: The concerned Coordinator/Convener is also required to submit the above format along with all annexures in one PDF file within one week from the conduct of the event in the following sequence:

- a. Detailed outcome of the Event
- b. Detailed Brochure
- c. Notification for the conduct of the event
- d. Schedule of the event
- e. Attendance Sheet of participants (duly signed)
- f. Theme of the event
- g. URL for the event (preferably YouTube link)
- h. Geo Tagged Photographs with Caption & Date
- i. Geo Tagged Video (1-2 minutes) (if available)
- j. Copy of Newspaper cutting
- k. URL of Website News Item
- l. Feedback of the participants for the event