**REPORT ON PROGRAMME/ ACTIVITIES**

**CONDUCTED AT GCU, ASSAM**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Title of the Programme | : |  |
|  | Name of the Department / Section /Cell | : |  |
|  | Date(s) | : | From : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Name of invited Resource Person/ Speaker / Guest  (Attach Short Bio-data for each) | : | 1.  2.  3. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1. No. of Participants Registered | : |  |
|  | 1. No. of Participants Attended | : |  |

(Attach a list of participants with Sl No, Name , Affiliation, Gender, Qualification, Type( Students/ Teacher/ Scholar/ Others)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Brief description of the Programme  (200 words) | : |  |

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|  | Any Laboratory / Equipments / Resources used  ( Describe) | : |  |

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|  | Outcome / Benefit of the Programme  (one paragraph each) | : |  |

1. For Students : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\
2. For Teachers :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. For Others : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Department / University : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Society : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | Any Grant / Financial Section mention with expenses incurred (in Rs) | : |  |

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|  | Necessary attachments | : |  |

1. Photograph Meeting Attached (Y/N) ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Photograph Participants (group) Attached (Y/N)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Photograph Experts etc Attached (Y/N) ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Supporting document ( Invitation letters, Meeting schedule, Authority approval, Certificate ) Attached (Y/N) ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. List of Participants Attached (Y/N) ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Feedback from participants Attached (Y/N) ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Feedback from Experts etc Attached (Y/N) ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Any Pres note Attached (Y/N) ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Any e- content Attached (Y/N) ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(NB : Only Geo Tag photographs)

Signature of Coordinator

Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Deptt/ School/ Section Head

Date : :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_