Government College Chittur

Palakkad – 678 104

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Name of the department/club/cell/

Web : https://chitturcollege.ac.in/ | Email : club/cell official email id

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**Report of the programme (*Title*) organized by the club (*name*) on (*date or duration*)**

* 1. Title of the programme :
  2. Dates/Duration
  3. Venue:
  4. Co-ordinator for this progamme (Name, designation)
  5. Programme committee members (names, designations/class) with its structure (Chair, Co-ordinator, Assistant co-ordinator, member)
  6. Collaboration if any, and nature of collaboration (financial, student support etc). Include internal & external collaborations
  7. Description of the activities took place (seminar/debate/type of the programme, inaugurated by whom, felicitations, other important speakers with title of talks, other major events and noteworthy participants)
  8. Number of beneficiaries (with break-up of of each category like number of teachers, number of students etc)
  9. Links of programmes (example: google meet link if conducted online)
  10. College website page of the programme
  11. Final expenditure incurred, and from where it was met (detailed expenditure statement may be submitted to the agency which sanctioned the grant).
  12. Was feedback of the beneficiaries/participants taken? :Yes/No
  13. Report of feedback analysis in the programme committee meeting: like how many satisfied, how many gave suggestions, important suggestions, and how to implement them, whether the objective can be assumed to be accomplished from the feedback analysis
  14. Recommendations like what are the future programmes to be planned to carry forward the objectives.

Place : Name & Signature of the department head/ Co-ordinator

Date :

**Please see next page ----->**

**Please attach the following items with the report and email the same to iqacgcc2021@gmail.com**

**The subject line of the email should be “Report of the programme conducted by (club/cell/department) on dd/mm/yyyy or during (from date )to (*todate)* ”**

* 1. Copy of the attendance sheet
  2. Feedback form sample copy (not filled feedback; just a blank form to understand the questions asked)
  3. Consolidated feedback report
  4. GPS marked photos (with location in EXIF data) - atleast 4 selected photos
  5. Non GPS photos - atleast 4 selected photos
  6. Brochure, programme event notices, schedule of events (with dates and time)
  7. Scanned copies of newspaper clippings, social media page screenshots (good resolution)