ProgrammeReports to IQAC

Alphonsa College Thiruvambady

Preliminary Details

Hosting Agency (Office/Dept/Club/Forum)	:	Department of Commerce
Name of the Programme	:	Guidance to Publish
Reach of (Regional/Nat/International)	:	Regional
Date/(s) of Actual Event	:	23/12/2020
Details of Sponsorship (if any)	:	Commerce Department
References (Page No. of Minutes, Planner)	:	Nill

Pre-Event (Details of Planning, Approval and Notice)

Planning Details (as per the minutes)	:	
Approval Details (as per the minutes)	:	
Details of Invitation(Notice/Brochure..)	:	19/12/2020 (Brochure)
Reminders(Sp.Meetings/Short Notices...)	:	

Actual Event

R. Person/Chief Guest(with Credentials)	:	Dr. K Saravana
Names of other Dignitaries	:	
Presided over by	:	Dr. Chacko K. V (Principal, Alphonsa College)
Inaugurated by	:	
Felicitated by	:	
Welcome Speech by	:	Ms. Sanamma P. V (HoD, Dept. of Commerce)
Vote of Thanks by	:	Ms. Shiji Francis (Asst. Prof., Dept. of Commerce)
Number of Participants	:	13

Short narration about the Event: As s part of Faculty Development Programme, Dept. of Commerce organized an online webinar on the topic **"Research to Guide"** for the faculties of the Dept. of Commerce. Dr. K Saravana was the resource person. She Explained how to do research and publish the research findings in reputed journals.

Post-Event (Evaluation, Closing the account, Public audit)

Evaluation Meeting Date	:

Short evaluation about the Event:

Publicity Details (Website/Newspaper...)	:
Financial Details (against the budget)	:

Attachments Required (Please tic the entries once the attachments are made)

✓ Notices/Brochures		✓ Photos of the Programme
Reminders		Audio/Video Recordings
✓ Programme List		Copy of Certificates
Attendance Sheet (duly signed)		Paper Cuttings (Publicity)

Name & Sign of the Coordinator	:	Signed
Name & Sign of the Student Rep.	:	Signed
Date of Submission to IQAC	:	