

## Programme Reports to IQAC

## Alphonsa College Thiruvambady

**Preliminary Details**

Hosting Agency (Office/Dept/Club/Forum) : Women Development Cell  
 Name of the Programme : Workshop on Hand Embroidery  
 Reach of (Regional/Nat/International) : Regional  
 Date/(s) of Actual Event : 20-02-2021 to 24-02-21021  
 Details of Sponsorship (if any) :  
 References (Page No. of Minutes, Planner) :

**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..) : 15-02-2021  
 Reminders (Sp. Meetings/Short Notices...) : Whats app , Brochures and News Paper.

**Actual Event**

R. Person/Chief Guest (with Credentials) : Ms.Aiswarya Thomas, Designer, from **Ash Boutique**.  
 Names of other Dignitaries :  
 Presided over by :  
 Inaugurated by : Dr. Chacko K. V (Principal)  
 Felicitated by : Rev. Fr. Shenish Augustine (Vice Principal)  
 Welcome Speech by : Ms. Deepa Dominic(Asst. Prof. Dept. of English)  
 Vote of Thanks by : Ms. Fejhi Manuel(Asst. Prof. Dept. of Commerce)  
 Number of Participants :  
 Won by :  
 Certificates/Prizes awarded by :  
 Short narration about the Event : The workshop was conducted for students, their parents, teachers and housewives of the locality .

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

Evaluation Meeting Date :  
 Short evaluation about the Event :

Publicity Details (Website/Newspaper...) : Yes  
 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	: Ms. Feji Manuel
Name & Sign of the Student Rep.	:
Date of Submission to IQAC	: 26-09-2021