

## Programme Reports to IQAC

## Alphonsa College Thiruvambady

<b>Preliminary Details</b>				
	Hosting Agency (Office/Dept/Club/Forum)	:	Value Education Cell	
	Name of the Programme	:	Essay Writing Competition -How to Become Good Citizen?	
	Reach of (Regional/Nat/International)	:	Regional	
	Date/(s) of Actual Event	:	02-10-2021	
	Details of Sponsorship (if any)	:	Nill	
	References (Page No. of Minutes, Planner)	:		
<b>Pre-Event (Details of Planning, Approval and Notice)</b>				
	Planning Details (as per the minutes)	:	29-09-2021	
	Approval Details (as per the minutes)	:	01-10-2021	
	Details of Invitation (Notice/Brochure...)	:	Brouchure	
	Reminders (Sp. Meetings/Short Notices...)	:	Whats App	
<b>Actual Event</b>				
	R. Person/Chief Guest (with Credentials)	:		
	Names of other Dignitaries	:		
	Presided over by	:		
	Inaugurated by	:		
	Convener :	:	Ms. Ann Maria (Asst. Prof. Dpt. of Commerce)	
	Welcome Speech by	:		
	Vote of Thanks by	:		
	Number of Participants	:	17	
	<b>Short narration about the Event:</b> On 2 <sup>nd</sup> October 2021 as a part of Gandhi Jayanthi , Value education Cell of Alphonsa College conducted an Essay Writing Competition on the topic “How to Become Good Citizen” Students from various departments had actively participated in the programme			
<b>Post-Event (Evaluation, Closing the account, Public audit)</b>				
	Evaluation Meeting Date	:		
	Short evaluation about the Event:			
	Publicity Details (Website/Newspaper...)	:		
	Financial Details (against the budget)	:		
<b>Attachments Required (Please tic the entries once the attachments are made)</b>				
	✓ Notices/Brochures	Yes		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. Ann Maria (Convener)	
	Name & Sign of the Student Rep.	:	Mr. Arjun Jain (Student coordinator)	
	Date of Submission to IQAC	:	03-10-2021	