

Programme Reports to IQAC

Alphonsa College Thiruvambady

Preliminary Details				
Hosting Agency (Office/Dept/Club/Forum)	:	P. G Department of Commerce		
Name of the Programme	:	Examination Orientation - How to score good marks in Examination?		
Reach of (Regional/Nat/International)	:	Regional		
Date/(s) of Actual Event	:	14-07-2021		
Details of Sponsorship (if any)	:	Nill		
References (Page No. of Minutes, Planner)	:			
Pre-Event (Details of Planning, Approval and Notice)				
Planning Details (as per the minutes)	:	12-07-2021		
Approval Details (as per the minutes)	:	13-07-2021		
Details of Invitation (Notice/Brochure...)	:	Brochure		
Reminders (Sp. Meetings/Short Notices...)	:			
Actual Event				
R. Person/Chief Guest (with Credentials)	:	Ms. Sanamma P. V (HoD, PG Dept. of Commerce)		
Names of other Dignitaries	:			
Felicitated by	:			
Welcome Speech by	:			
Short narration about the Event: PG Department of Commerce had Initiated an examination orientation programme, How to score good marks in Examination? The programme was conducted to give some tips to score good marks in examinations. The programme was conducted for first year PG and UG students.				
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	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. Sanamma P. V (Coordinator)		
Name & Sign of the Student Rep.	:			
Date of Submission to IQAC	:	17-06-2021		