

Women Programme Reports to IQAC
Alphonsa College Thiruvambady

Preliminary Details

Hosting Agency : Women Development Cell
 (Office/Dept/Club/Forum)
 Name of the Programme : National Girl Child Day
 Reach of (Regional/Nat/International) :
 Date/(s) of Actual Event : 24-01-2021
 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..) :
 Reminders (Sp. Meetings/Short Notices...) :

Actual Event

R. Person/Chief Guest (with Credentials) :
 Names of other Dignitaries :
 Presided over by :
 Inaugurated by :
 Felicitated by :
 Welcome Speech by :
 Vote of Thanks by :
 Number of Participants :
 Won by :
 Certificates/Prizes awarded by :

Short narration about the Event: A Short Video showing the importance of National Girl Child Day was created and circulated among the 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	:	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. Fegi Manuel
Name & Sign of the Student Rep.	:	Signed
Date of Submission to IQAC	:	26/01/2021