

Programme Reports to IQAC
Alphonsa College Thiruvambady

Preliminary Details

Hosting Agency (Office/Dept/Club/Forum) : Department of English
 Name of the Programme : Freshers' Meet - Department of English
 Reach of (Regional/Nat/International) : Regional
 Date/(s) of Actual Event : 05/11/2020
 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..) : 02/11/2020
 Reminders(Sp.Meetings/Short Notices...) :

Actual Event

R. Person/Chief Guest(with Credentials) :
 Names of other Dignitaries :
 Presided over by : Mr. Sebastian Cherian - (Dept. of English)
 Inaugurated by :
 Felicitated by :
 Welcome Speech by : Ms. Deepa Dominic (Asst. Prof, Department of English)
 Vote of Thanks by : Mr. Bernad Jose (Asst. Prof, Department of English)
 Number of Participants : 48

Short narration about the Event : After the formal programme there was an interactive session which was useful for the fresher students, teachers and parents

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	:	07/11/2020
