

Programme Reports to IQAC  
**Alphonsa College Thiruvambady**

**Preliminary Details**

Hosting Agency : Department of Commerce  
 (Office/Dept/Club/Forum)  
 Name of the Programme : Freshers' Meet (Dept. of Commerce)  
 Reach of (Regional/Nat/International) :  
 Date/(s) of Actual Event : 06/11/2020  
 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..) : 03/11/2020  
 Reminders(Sp.Meetings/Short Notices...) :

**Actual Event**

R. Person/Chief Guest(with Credentials) :  
 Names of other Dignitaries :  
 Presided over by : Ms. Sanamma P. V (HoD, Dept. of Commerce)  
 Inaugurated by :  
 Felicitated by : Ms. Shiji Francis (Asst. Prof. Dept. of Commerce)  
 Welcome Speech by : Ms. Feji Manual (Asst. Prof. Dept. of Commerce)  
 Vote of Thanks by : Mr. Deon Bablu Thomas (Asst. Prof. Dept. of Commerce)  
 Number of Participants :

**Short narration about the Event:** Department of Commerce had organized a fresher studnets' meet over Google Meet for interacting the First Year students. The Session Started with a silent prayer. Mr. Alex Benny (Assist. Prof. of Commerce Dept.) gave the introduction. Ms. Sani Thomas (HoD, Commerce Department) Explained about the Commerce Department and introduced tutors. After the interactive session Ms. Amenta gave the vote of thanks and concluded the session.

**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      | : 08/11/2020               |