

Programme Reports to IQAC
Alphonsa College Thiruvambady

Preliminary Details

Hosting Agency (Office/Dept/Club/Forum) : ED Club
 Name of the Programme : Cake Making Workshop
 Reach of (Regional/Nat/International) : Regional
 Date/(s) of Actual Event : 06/10/2020 – 03.00 pm
 Details of Sponsorship (if any) : Nil
 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..) : 03/10/2020 (Brochure)
 Reminders(Sp.Meetings/Short Notices...) :

Actual Event

R. Person/Chief Guest(with Credentials) : Ms. Jili Boban
 Names of other Dignitaries :
 Presided over by :
 Inaugurated by : Dr. Chacko K. V (Principal)
 Felicitated by : Rev. Fr. Shenish Augustine (Vice Principal)
 Felicitated by : Ms. Sanamma P.V (HoD, Commerce)
 Welcome Speech by :
 Vote of Thanks by :
 Number of Participants : 43
 Platform : G-Meet

Short narration about the Event:**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	: 06/10/2020