

## Programme Reports to IQAC

## Alphonsa College Thiruvambady

**Preliminary Details**

Hosting Agency : Career Guidance & Placement Cell  
 (Office/Dept/Club/Forum)  
 Name of the Programme : Smart Accountant Training Programme Examination  
 Reach of (Regional/Nat/International) :  
 Date/(s) of Actual Event : 13-January-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 : Smart Accountant Training (SAT), a Degree with Job Programme,  
 Conducted examination on 13 January 2021. 15 students appeared in the examination. The examination  
 starts from 9:30 am and ends at 4:30

**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	:
Name & Sign of the Student Rep.	:
Date of Submission to IQAC	: