**Jaipur National University, Jaipur**



**Internal Quality Assurance Cell**

**Activity Report Format**

**(Submitted to IQAC by School)**

|  |  |
| --- | --- |
| Name of School |  |
| Name of Director |  |
| Coordinator/ Convener of the activity |  |
| Email ID and contact number of Convener of the activity | Official email id:  |  |
| Contact No.:  |  |
| Name of the Activity/ Program/ Event/ Function |  |
| Date(s) and day of the activity |  |
| Venue of the activity |  |
| Relevant documents | Circular |  |
| Brochure |  |
| List of participants |  |
| Attendance sheet(s) |  |
| Report of the event (along with ***Geotagged*** photographs)(1-4, depicting the event) |  |
| Certificate(s)\*(5 Sample photocopies) |  |
| Other document (if any) |  |
| Any other relevant information |  |

\* Provide the “Signed” soft and hard copy of all requisite documents

\* If Certificates/ any other document not provided/ not applicable: kindly mention.

(Director) (Coordinator/ Convener of the Activity)