**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)