AKAL UNIVERSITY TALWANDI SABO

EVENT APPROVAL FORM

1. Event Type (Conference / Seminar / Expert Talk / Webinar / Others, Please specify):

   _____

2. Name of Event : _____

3. Date:_____ Time:_____ Venue:_____

4. Details of Resource Person(s): (Name, Designation and Affiliation)

   (i)   _____

           _____

   (ii)   _____

           _____

   (iii)   _____

           _____

5. Expected no. of participants: _____   6. Event Mode (Online/ Offline/ Blended)_____

7. Sponsored by, if any:_____

8. Event Level (Department Level / University Level): _____

9. Name of Participating Departments, if University level event:

   _____

   _____

10. Name of Organizing Department:_____

11. Name of Event Coordinator: _____

12. Expected expenses (Refreshment/TA/Honorarium), if any (Give Details)

   _____

   _____

13. Any other information, if required

   :_____

   :_____

Signature of Event Coordinator

Submitted for kind approval please.

(Registrar)

(Vice-Chancellor)

Check list to be submitted after approval:

S. No.	Document	Submitted to	Description	Expected time of submission
1.	Copy of duly approved Event Approval Form	Registrar Office	Hard copy of approved form to be submitted.	On same day i.e. day of approval from Vice-Chancellor office
2.	Performa for the social media post	Director, IQAC (director_iqac@auts.ac.in)	Soft copy (.doc file) in required format **(Annexure-I)** with high resolution PIC of speaker(s)/ resource person(s) in JPEG format	On same day i.e. day of approval from Hon'ble Vice-Chancellor
3.	Pre-event press release, if required	PRO Office pro@auts.ac.in	Soft copy (.doc file) required	At least 3-4 days before the event
4.	Press release of the event	PRO Office pro@auts.ac.in	Soft copy (.doc file) required along with 3-4 event photographs.	Same day on or before 2:00 PM
5.	Event report, in required format	IQAC Office office_iqac@auts.ac.in	Soft copy (.doc file) in required format **(Annexure-II)**	Within two days after the event

Annexure-I: Proforma for social media post

Annexure-II: Proforma for event report

AKAL UNIVERSITY TALWANDI SABO

Proforma for Social Media Post

1. Event Type (Conference / Seminar / Expert Talk / Webinar / Other, Please specify):

   _____

2. Name of the Event:_____

3. Date:_____ Time:_____ Venue:_____

4. Details of Resource Person(s): (Name, Designation and Affiliation)

   (i)   _____

         _____

   (ii) _____

         _____

   (iii) _____

         _____

5. Name of Organizing Department:_____

6. Name of Event Coordinator:_____

7. About Event (One paragraph write up):

   _____

   _____

   _____

   _____

   _____

   _____

   _____

8. Live streaming on University YouTube Channel required (Yes/No): _____

9. Registration Link, if Any (To be provided by concerned department):

   _____

   _____

AKAL UNIVERSITY TALWANDI SABO

Proforma for Event Report

1. Event Type (Conference / Seminar / Expert Talk / Webinar / Other, Please specify):

   _____

2. Name of Event: _____

3. Date:_____ Time:_____ Venue:_____

4. Details of Resource Person(s): (Name, Designation and Affiliation)

   (i)   _____

          _____

   (ii)   _____

          _____

   (iii) _____

          _____

5. Total Number of Participants _____

6. Name of Organizing Department:_____

7. Organizing Committee/Event Coordinator

8. Objective of Activity

9. Total Number of Participants

10. Detailed report with geo-tagged high resolution Photographs

11. Attendance Sheet/formatted list of registered participants

12. Feedback of the event, if any

13. Sample copy of event certificate(s)

14. Copy of press release along with newspaper details (Newspaper name, page no., date etc)