FORM–10: REPORT OF THE EVENT/ACTIVITY

A detailed report duly signed by teacher Incharges / coordinator of each event must contain following information

- **Purpose/Objectives**
- **Outcomes/Benefits**
- **Event Details/Audience**
- **Expenditure Details**
- **Organizing Team**
- **Teacher In-charges**
- **Funding Agency**
- **Geo-tagged photographs**

Any other information sought by IQAC /NAAC Incharge

General instructions: No expenditure should be incurred before the required approvals are obtained. The sanctioned amount shall be used only for the approved purpose. Original bills/invoices, attendance/participation records and a completion report shall be submitted for adjustment.