**Report of activity**

* **Title of Activity: Write Here …………………………………………………………….**
* **Date of Activity: Write Here …………………………………………………………….**
* **Venue of Activity: Write Here ………………………………………………………….**
* **Total No. of Participants: Write Here …………………………………………………**
* **Expenses if any: Write here**
* **Notices/Invitations: Paste here**
* **flyers/brochures: Paste here**
* **Name of coordinator/Convenor/Org. Secretary: Write Here ………………………………………………………………………………………………………………………………………………………………………………………………………………………………**
* **Name of Department/Committee/Cell: Write Here ………………………………………………………………………………………………………………………………………………………………………………………………………………………………**
* **Purpose/Objective of Event: Write Here …………………………………………………………………………………………………………………………………………………………………………………………………………………………………**
* **Details of Resource person/Guest/Speaker: Write Here ………………………………………………………………………………………………………………………………………………………………………………………………………………………………**
* **Collage of geotag & non geotag pics: Paste here**
* **Outcome of Activity: Write Here ………………………………………………………………………………………………………………………………………………………………………………………………………………………………**
* **Press release/Media coverage/Social Media links: Paste here**
* **Feedback: Paste here**
* **List of Participants (Internal & External separately) with Sr no., Univ Id, Class, Sign: Paste here**