**Annexure-VI: Format for Event Report Submission**

**NAME OF EVENT:**

|  |  |
| --- | --- |
| Organized under Program/Bodies/Club/etc. |  |
| Venue/Place/Visit |  |
| Duration…………..Days | From ……………..To………………… |
| No. of Student Volunteers |  |
| No. of Participants/Beneficiary/etc. |  |
| No. of Certificates/Award Distributions (If Any) |  |

**PHOTOGRAPHS/MEDIA(FB/Twitter/LinkedIn/Press) REPORT (WITH LEGEND/ABOUT PHOTOGRAPH):**

|  |  |
| --- | --- |
|  |  |
| BIT Student NSS volunteers distributing clothes in a nearby village, “Bhatatoli” on **DATE** to spread happiness. |  |

**DESCRIPTION**: (APPROX 100-150 WORDS):

Enclosure:

1. Copy of Event Approval with Budget Details
2. Attendance of Participant (Signed Copy)
3. Copy of Certificates or Recognitions
4. Copy of Web/Media Reports
5. Copy of Utilization Certificate (Only One Page): Expenses Details (Consumable, Capital Items, Transportation, etc.)
6. Copy of Syllabus (non-credit course)

President(Name & Signature) (Name & Signature of the Faculty Advisor)

Note-It is mandatory to fill the Google form : <https://forms.gle/auWKR7iSF4aXmNAp8>