CMR TECHNICAL CAMPUS
UGC AUTONOMOUS
Accredited by NBA & NAAC with 'A' Grade
Approved by AICTE, New Delhi and JNTU Hyderabad

C2-Check List for Events Organized in the Campus

(Faculty Development Program/ Seminar/ Workshop/ Symposium/ Conference/ STTP/ Training Program/Guest Lecture/ Any other)

Name of the Department: _____

Name of the Event: _____

Date of the Event: _____

S. No	Document	Please Mark √ as applicable	
		Yes	**No**
1	Proposal of the Event		
2	Invitation Letter		
3	Brochure		
4	Registration Kit (ID Card, Course material, Stationary, etc)		
5	Program Schedule		
6	List of Participants		
7	List of Resource Persons/ Speakers/ Guests (along with Profiles)		
8	Budget Report including Bills		
9	Event Report including Photographs, Print & Media Coverage		
10	Feedback		
11	Certificate		
12	Sponsors Details		

Submitted By   Verified By   Approved By

Convener/Coordinator   HOD   Director