

PAC Ramasamy Raja Private ITI, Ariyalur

EVENT/ACTIVITY REPORT

(Internal – External Events / Activities)

Event Date: _____ Report Prepared By: _____

Date of Submission: _____

1. Event Details

Name of the Event / Function:

Type of Event:

☐ Academic ☐ Cultural ☐ Training ☐ Administrative ☐ Other: _____

Venue:

Organizing Faculty / Coordinator(s):

2. Objectives of the Event

List the purpose or reasons for conducting the event:

3. Participants

Target Participants:

☐ Students ☐ Faculty ☐ Staff ☐ External Guests

Number of Participants:

Expected: _____ Actual: _____

List of Guests / Resource Persons (if any):

4. Summary of Activities Conducted

Provide a brief overview of what happened during the event:

5. Outcomes / Achievements

Describe the learning outcomes, benefits, or achievements:

6. Feedback (Optional)

Feedback Collected From:

☐ Students ☐ Staff ☐ Faculty ☐ Not Collected

Key Feedback Points:

7. Supporting Documents (Attached)

☐ Attendance Sheet ☐ Photos ☐ Budget / Bills
☐ Certificates ☐ Event Brochure / Invitation ☐ Others: _____

8. Coordinator's Remarks

Co-ordinator

Training officer

Principal