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| --- | --- |
| **Name of the Event**  |  |
| **Organised by**  |  |
| **Date, Time & Venue of the event** | Date: Time: Venue:  |
| **Name & Designation of Chief Guest/ Invited Speaker/ Resource Person (if any)** |  |
| **Activities**  | 1. 2. 3. 4.  |
| **Number of Students Participants (A)** (attach attendance sheet) |  |
| **Number of Teacher Participants (B)** (attach attendance sheet) |  |
| **Total Number of Participants (A+B)** |  |
| **Source of Fund (if any)** |  |
| **Photographs (Geotag)** | Enclosed/ Not Enclosed  |
| **Newspaper Cutting** | Enclosed/ Not Enclosed/ Not Published |

**About the Event**:

Please write a brief Summary Report of the event

Signature & Designation of the

Convenor/Joint-Convenor/Teacher-in-charge

**Photographs:**

Paste Geotag photograph

**Newspaper Cutting (if any):**

Paste newspaper cutting if published

**Note: Please make a single pdf file including the above all (Report, Geotag Photograph, Newspaper cutting) + attendance sheet and upload in the Extension & Co-curricular Tab**