

**SHREE RAM COLLEGE, RAMPUR, DIST-SUBARNAPUR**  
**Internal Quality Assurance Cell (IQAC)**  
**Seminar/Workshop Report Format**

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### 1. Basic Information

Department Name: \_\_\_\_\_

Title of the Event/Programme: \_\_\_\_\_

Type of Event: Seminar / Workshop / Conference / Special Lecture

Date(s): \_\_\_\_\_

Time: \_\_\_\_\_

Venue: \_\_\_\_\_

### 2. Organising Details

Organising Department: \_\_\_\_\_

Coordinator(s): \_\_\_\_\_

Resource Person(s) with Designation & Affiliation:

1. \_\_\_\_\_

2. \_\_\_\_\_

Target Audience: Students and Faculty members

No. of Participants: \_\_\_\_\_

### 3. Objectives of the Programme:

(Write 3–4 points about the purpose of the programme.)

1.

2.

3.

4.

#### **4. Brief Report of the Proceedings:**

**(Inauguration, sessions, key discussions, outcomes. Around 200–300 words.)**

#### **5. Outcome of the Event**

**(Write 3–4 points about the Outcomes of the programme.)**

## 6. Supporting Documents

SI No	Documents Details	Put a Tick Mark (if submitted)
1.	Programme Schedule & Invitation	
2.	Attendance Sheet (students and teachers)	
3.	Photographs of the events (Geo-tag Photos)	
4.	Media coverage, if any	

## 7. Date of Submission of the report to IQAC:

## 8. Report Prepared by

- **Name & Designation:**
- **Date:**

**Verified by (Head of Department)**  
(Signature with seal)