

MODEL PROFORMA

REPORT OF ACADEMIC EVENT ORGANIZED

Title of the Event:	
Organizing Department/Institute:	
Organizing Secretary:	
Type of Event:	() FDP/CME/CDE etc. () Workshop () Conference () Other _____
Level of Event:	() Institute () University () State () National () International
Dates:	From _____ To _____ Duration: _____ Days
Venue:	
No. of participants:	
Accreditation if any:	
Brief report of proceeding/sessions:	
Feedback analysis in brief:	
Photo Gallery	Only 4-6 important photos shall be included in one A4 size paper (B/W copy). Other photos shall be kept with Dept.
Encl:	Event Brochure Event Schedule Photocopy of participation list with attendance Brief Profile of key note speaker(s) Specimen Copy of certificate issued