

INTERNAL REPORT – EXTRAMURAL FUNDING WORKSHOP/FDP etc

Date:

- 1. Title of the FDP/Conference/Workshop/FDTP/STTP etc:**
- 2. Details of Coordinator/Co-Coordinator:**
 - a. Name and Designation of Coordinator
 - b. Name and Designation of Co-Coordinators:
- 3. Name of the funding agency:**
- 4. Type of funding(Conf. / STTP/ FDP etc):**
- 5. Amount sanctioned(Rs.):**
- 6. Sanctioned Letter No. & Date:**
- 7. Date of Sanctioned:**
- 8. Amount utilized(Rs.) (funded by agency):**
- 9. Amount received from management (Rs):**
- 10. Description of the FDP/Conference/Workshop/FDTP/STTP etc**

--

- 11. Details of FDP/Conference/Workshop/FDTP/STTP etc:**

a. Details of resource person

Name	Designation	Affiliation details

b. No. of internal participants:

No. of Students:

No. of Faculty members:

c. No. of external participants:

No. of Students:

No. of Faculty members:

No. of Industry persons:

d. Details of topics delivered

Date and Session	Topic	Resource person

12. Outcome of the FDP/Conference/Workshop/FDTP/STTP etc:

13. Photographs of the events:

14. Funding Report & Utilization Certificate :

(Attach the report & Utilization Certificate as per the funding Agency template)

15. Complete Details of the programme as CD/DVD – to be enclosed

16. Social media posting of the events (screen shots)

17. Budget details

Total income generated (including sponsorship, registration fee etc) Rs.	Total expenditure* (Rs.)	Management contribution requested (Rs.)	Management contribution utilised (Rs.)

* Detailed expenditure split up to be provided

Note: Attach the approval copy for conduction of programme.

Coordinators**HoD****Dean R&I****Principal****Secretary**