

Visvesvaraya National Institute of Technology, Nagpur

Format for Submission of Event Completion Report

***Note:** The report shall be submitted within two weeks of completion of the event*

Date: _____

Name of Coordinator/ Organizing Secretary			
	Designation:		Department:
Event Type	☐ Conference ☐ Seminar	☐ Workshop ☐ FDP	☐ STTP ☐ Other: _____
Name of the Event			Ledger Number:
Event Dates	No. of Days _____	From _____ To _____	
Participation	Total Participants _____ Male _____ Female _____		Within State _____ Outside State _____
Financial Status	(i) Registration Fees		(i) Expenditure (as on date)
	(ii) Funding Agencies		_____
	(iii) Sponsorships		(ii) Committed Expenditure
	(iv) Other Sources		_____
	Total Funds Received		Remarks:
In case of CONFERENCE , provide details	Scopus Proceedings ☐ Yes ☐ No	Full-Length Papers _____	Papers from VNIT _____

Enclosures: ☐ Brochure & Schedule of Event ☐ Statement of Expenditure ☐ Copies of Unsettled Financial Approvals (i.e. committed expenditure) ☐ Detailed Report on Event with Photos etc.

Coordinator/Organizing Secretary
Name & Signature

Treasurer
Name & Signature
(If applicable)

Head of the Department

To
Dean R&C Office, for record