

RG CET/CIR/2024-25/15

08.08.2024

CIRCULAR

**Sub: Documents to be maintained for Conducting Seminar/Workshop
with effect from 09.08.2024-Reg.**

Proposal Submitted to the Principal:

- A formal proposal outlining the objectives, scope, and requirements of the seminar/workshop, submitted for approval.

Permission Letter from the Principal:

- An official letter from the Principal granting permission to conduct the seminar/workshop.

Flyer for the Program:

- A promotional flyer containing essential details about the seminar/workshop, including date, time, venue, and key speakers.

Registration Details of the Students:

- A comprehensive list of all students registered for the seminar/workshop, including their contact information and any relevant details.

Detailed Syllabus:

- A thorough syllabus outlining the topics to be covered, learning objectives, and expected outcomes of the seminar/workshop.

Program Schedule with Timetable:

- A detailed schedule with specific timings for each session, break, and activity during the seminar/workshop.

Attendance Sheet:

- A record of attendance for all participants, signed by the attendees.

Feedback from Students:

- Collected feedback forms or surveys from the students who participated, detailing their experiences and suggestions for improvement.

Certificates Issued to Students (5 Samples):

- Five sample certificates awarded to students who attended and completed the seminar/workshop.

Consolidated Report on the Seminar with Photos and Short YouTube Video:

A comprehensive report summarizing the seminar/workshop, including:

- Photos documenting various sessions and activities.
- A short YouTube video (not exceeding 5 minutes, with a 1-minute version suggested) capturing highlights of the event.

Short Bio-data of the speakers involved:

- Add short Bio-data of the speakers in the consolidated report.

Financial payment records to speakers if any:

- Invite letter and confirmation reply from the speaker concerned.

Copy to:

1. All concerned
2. Digital Copy to the Website incharge to host in college website
3. The File.


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