PRE - PROGRAMME REGISTRATION FORM

- Name of the programme:

- Organized by (Name of the Department):

- Programme Starting Date: Programme Ending Date:

- Venue Details:

- Facilities Required:

- Hospitality Requirements:

- No. of delegates expected: Delegate fee (if any):

  - No. of Speakers:

  - Time Allotted: a) Lectures: ___ hrs   b) Workshop: ___ hrs

    c) Hands on: ___ hrs   d) Any other: ___ hrs

  - Programme In charge: Name:

              Mobile: E-mail:

  - Attachments to be submitted (*Both soft and hard Copies are mandatory*):

    - Brief CVs of all the Speakers.

    - Brief Description of the programme.

    - Programme Brochure (*If any*)

    - Programme Schedule

    - Feedback of the programme (after completion)

Note: 1) E-mail the soft copy along with attachments to naacsndcg@gmail.com and also submit the hard copy to Principal, minimum one week prior to the commencement of the programme.

2) Registration with KSDC for Credit Points is mandatory. It is the duty of programme in-charge to complete the registration process.

(Signature of the Program In-charge)   **(Signature of the HOD with Seal & Date)**

Signature of the Principal with Date   **Signature of the IQAC Chief coordinator**
with Date