Co-curricular and Extra-curricular Activity Report Writing Checklist

Document Name	Co-curricular and Extra-curricular Activity Report Writing Checklist
Document No.	IQAC/21-22/07
Scope(applies to)	All Departments, All Dean Offices, Student Clubs, Cultural Committees, NSS, Controller of Examination Office
Author: Document Owner	Dean(Academics)
Board/Committee(Approver)	Internal Quality Assurance Committee
Approved (dd/mm/yy)	23/11/2021
Applicability (dd/mm/yy)	15/12/2024
Review (dd/mm/yy)	XX/06/2021
Document status	Published
Key terms	Co-curricular and Extra-curricular Activity
Purpose	To maintain and collect records of all co-curricular and extracurricular activities in a uniform format.
Version number	01

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Institute Of Advanced Research, The University For Innovation, Koba Institutional Area, Gandhinagar - 382 426, Gujarat – India
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Updation from previous version	----
Feedback	Provide any feedback for modification to Director-IQAC (director.iqac@iar.ac.in), Dean (Academics) and HoDs

Please check that the report has the following features:

1. Paste at least three upstretched images with the report and submit their jpeg files/geotagged with color prints, separately. (One image depicting the theme of the event, the second image should be a front view of participants performing the activity or speech of Chief Guest/ Resource Person or Evaluator conducting activity evaluation and the third image should be a front view of the general audience, if present. The title of the page could be "*Glimpses of 'Name of activity with the date*". All images must be suitably titled and pasted on A4 size paper.

2. The report must include title or theme, motive, number of participants, number of person-hours, and evaluators involved in the result of any evaluation, brief overview, date and place of activity.

3. It should also include a four-line sub-report marked with the title "Report for Social Media" for social media uploading.

4. Any acknowledgment to a person/organization outside the department could be included if required. Anonymous feedback of the activity (print of compiled google sheet) should also be included along with the report.

5. The report should include payment advice of any financial transaction from the Accounts department to the Resource Person(s).

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6. Indicate report submitted at the end with signature, date, designation and committee name.
7. Attach a brief biography of the guest/expert invited.
8. The pages in the Report should be numbered.
9. Activity details with outcome must be included.
10. Any media coverage should also be included.
11. Provide a link to the FB Page/Google Meet/YouTube link if used.
12. Provide the attendance of participant/attendees

S. No.	Name of students participants	Name of faculty participants	University/Institute/Department	Signature

13. The report must be inward in the Registrar/Dean (Academics) office before circulation with all Heads and Deans.
14. Provide an inward hard and soft copy of the report to the following offices:
    President, Provost, Registrar, HR, Head of Departments, Dean (Academics) and Dean(R&I).

Name of Organizing Committee/Coordinator:

Event Type (Co-curricular/ Extra-curricular)	University-level Co-curricular Activity organized by DBB, IAR (Expert session on "Achieving problem solution fit & product market fit")
Date(s) of the Event	29th Feb, 2024

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Department of Biotechnology and Bioengineering: **No. of Students participants** **No. of Faculty participants**	Students: 35	Active participation of IAR students and sincere efforts of the Faculty organizing committee, Volunteer student committee and IAR (HR dept, IT dept, Canteen, Non-teaching staffs, etc)	
Department of Computer Sciences and Engineering: **No. of Students participants** **No. of Faculty participants**	Students: 6	The event was highly successful due to the active participation of students from all dept. at IAR	
Department of Business and management: **No. of Students participants** **No. of Faculty participants**	Students: NA		
Other University/Institute: **No. of Students participants** **No. of Faculty participants**	NA		
Sponsoring authority	SSIP (500 INR) Total Budget= 500 INR		

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Name of Organizing Committee/Coordinators:

Patron: Brig. P.C. Vyas, Director, IAR

HOD: Dr. Narendra Kumar, Head of the Dept. DBB, IAR

Convener: Dr. Shubhita Tripathi, Asst. professor, DBB, IAR

Faculty Organizing Committee: Dr. Tvarit Patel, Dr. Shuvomoy Banerjee

Purpose/motive of the Event:

The Department of Biotechnology & Bioengineering, Institute of Advanced Research is organised an Expert session on "Achieving Problem solution fit" supported by SSIP 2.0 under the banner of IIC on 29th Feb. 2024.

The session was be delivered by Dr. Shubhita Tripathi (Assistant Professor, DBB, IAR). The talk & session focused on the importance of product-market fit and integrating market research into startup planning. The talk was followed by a game-based interactive act

Number of participants: 41 participants

Brief overview of the Event:

An expert talk on "Achieving Problem solution fit & product market fit" Supported by SSIP 2.0 on 29th Feb. 2024, was organised by DBB, IAR.

The session was be delivered by Dr. Shubhita Tripathi (Assistant Professor, DBB, IAR). The talk & session focused on the importance of product-market fit and integrating market research into startup planning. The talk & interactive session was followed by a game-based interactive session which helped participants to understand about how to achieve problem solution fit using the six thinking hat technique.

Date and place of activity: 29th Feb, 2024; IAR, Gandhinagar

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Report for social media:

1. Linkedin link- NA

2. Instagram link- NA

Feedback from Students: Students gave very positive and encouraging feedbacks for this expert session

Payment advice from the Accounts department:

Guest/expert invited: Dr. Shubhita Tripathi, Assistant Professor, DBB, IAR

Activity details with outcome:

- A total of 41 students from both Dept. of biological sciences & bioengineering as well as Dept. of computer sciences & engineering participated in this university level expert session.

- The event started with the inauguration of the by our honorable director, Brig. P.C. Vyas along with our expert (guest), Dr. Shubhita Tripathi

- The session was be delivered by Dr. Shubhita Tripathi (Assistant Professor, DBB, IAR). The talk & session focused on the importance of product-market fit and integrating market research into startup planning.

- The talk & interactive session was followed by a game-based interactive session which helped participants to understand about how to achieve problem solution fit using the six thinking hat technique.

- The event was highly successful and students gave extremely positive feedback as well as highlighted their willingness on participation for similar future events.

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<u>Glimpses of the expert session</u>

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Attendance Sheet- Session on achieving problem solution fit and product market fit

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