

## Session Details:

**Title of the even/ session:** \_\_\_\_\_ **Date with Month & Year:** \_\_\_\_\_ **Duration (in hours):** \_\_\_\_\_  
**Mode:** (Online / Offline / Hybrid) **Venue / Platform:** (Name of the Venue/ Virtual platform like Zoom / GMeet etc.)

**Activity Category:** IIC Calendar Activity/ MIC Driven Activity/ Self Driven Activity/ Celebration Activity/ others

**Objective of the Activity:** Briefly explain the (a) Purpose of the activity, (b) Why it was organized, (max 4-5 lines)

**Activity Led by :** Institute Council/ Student Council/ **others**

**Club/ Society/ IEEE Chapters / others**

**Theme:** Innovation, Entrepreneurship, IPR, Startup, **others**

## Expert/Speaker Details:

Name:

Brief about Expert/Speaker:

Designation:

Organization/Institution:

**Brief description of the Activity (150-200 words):** Include important aspects of the activity like (a) How the session started, (b) Key topics covered, (c) Key points used while interaction with participants, (d) Demonstrations / examples shared, (e) Q&A session, (f) Any activity conducted (quiz, brainstorming, ideation exercise etc.)

## Participant details:

Total no. of Student participation:

Total no. of Staff (Teaching/Non-teaching) participation:

Total no of External participation:

**Key Highlights:** Briefly mention the most important moments, insights, and engagement points of the activity in 5-8 lines (in short bullet points (5-8 points) that help to understand what made the session meaningful).

**Outcome of the activity:** Clearly mention what participants gained. The outcome should align with and reflect the **KPIs** mentioned in the activity details on the YUKTI/ IIC portal.

**Feedback / Reflection:** Include 2-3 participant's feedback

**Organizing Team Members Details:** Mention all important team members involved in the activity and their roles.

**Photographs/Screenshots:** 4 to 5 Photographs/Screenshots (atleast 2 Photo should be geotagged) that show the 1) Print/ Soft copy of Banner used for the activity, 2) Speakers/Dais Photo with banner in the background, 3) Participation of students and Staffs(Teaching/Non-teaching) in the activity (one photo can be captured covering guest and participants from front and back, if conducted any physical activity), 4) Unique/Activity moments, where candid moments can be captured to get broader view of the activity engagement level.

**Media Coverage and Pre & Post Activity Social Media Post screenshot:** Screenshots of pre-activity announcements and post-activity updates shared on the institute's social media platforms should be included. If available, attach photo/screenshots of media coverage such as newspaper articles, online news portals, or institutional newsletters highlighting the activity.

**Attendance details:** **Proof of signed Attendance sheet**

(Kindly note:

1. The Activity report is not merely a form of documentation, but an effort to capture the activity in detail so that anyone reading it can clearly understand the purpose, process, and impact of the event. It also helps the institute reflect on how the activity translated into meaningful action and outcomes over time.
2. Technical affairs (Secretary/ Lead) are encouraged to engage student council members in preparing the report in word document.
3. The report must be submitted within 5 working days after the completion of the event/activity and emailed to [pic-technical@iiitdm.ac.in](mailto:pic-technical@iiitdm.ac.in) and [pic-iic@iiitdm.ac.in](mailto:pic-iic@iiitdm.ac.in), with the respective PICs included in CC.
4. In addition to the report, please attach soft copies of the group photographs and any other relevant supporting documents related to the event/activity.