



POST EVENT REPORT

(should be submitted within two days)

Date:

1. Department:
2. Name of the event:
3. Event Date:
4. Report submitted date:
5. Brief description about the event:

Encl: 2 to 4 Photographs

Report prepared by:

Content verified by English Staff Name & Signature:

Softcopy along with photos forwarded for website: YES / NO

Any remark / suggestion:

Sign of Organizing Faculty

Sign of HOD

Approved by Principal