

Post – Event Report Format

1. **Name of the event:** Observation of International Women's Day
2. **Event Date:** 17th March, 2023
3. **Event Time, Venue:** Sir J.C. Bose Memorial Hall, 02:30 PM – 4.30PM
4. **Mode of Online / Offline:** Offline
5. **Objectives of the Event:** The objective of Women's Day is to express love and gratitude towards women's' contribution to our lives and society. It honors the power and struggles of women who have broken all barriers and reached the pinnacle of success in every sphere of life. Today, women across the globe actively participate in politics, education, social work, corporate, sports, IT, research & development, innovation and diverse fields, and have left their footprints.
6. **Guest details:**
 - Ms. Anghrija Basu Bhattacharya (IT Professional)
 - Ms. Tamalika Dey (Journalist, Uttarbango Sambad)
 - Ms. Harimaya Sharma (Social Worker)
 - Ms. Sakshi Priya (Executive, India Post Payment Bank)
7. **Target Audience:** Female Faculty & Staffs
8. **Total No. Participates (Students) – NA**
9. **Total No. Participates (Faculty / Staff) – 50**
10. **Geo -Tagged photographs (2-3) with captions:**





11. **Outcome:** The participant will be aware about digital gender gap on widening economic and social inequalities,
12. **Keep take aways by the attendees:** Yes
13. **Whether the speaker of eminence is further contacted by the Department for future support like expert talk, Key note talk, Research Collaboration, Advisor for Innovative Lab / Board of Study Member / Initiative for Memorandum Of Understanding, / Summer Training Opportunity / Internship Opportunities:** NA
14. **Further follow up initiatives taken by the Department for future support from the Speaker of Eminence:** NA
15. **Budget:** Statement of Expenditure

PARTICULARS	AMOUNT (RS)	AMOUNT (RS)
Receipts:		
Cash received		11000
Expenditures:		
Memento for guests & participants	4240	
Flower Bouquet & flowers (4*@Rs150)	600	
Gifts for guests	2430	
Gift Bag	145	
Water bottle and Cold drinks	300	
Sweets for guests(4*@Rs400)	1600	
Chocolates for participants & student volunteers	1185	10500
Refund		500

Ms. Paramita Choudhury

Name and Signature of Prog. Convener

Ms. Sathi Ball

Name and Signature of Prog. Coordinator

Dr. Mithun Chakraborty

Name and Signature of Principal