



PARALA MAHARAJA ENGINEERING COLLEGE

(Affiliated to Biju Patnaik University of Technology, Odisha, Rourkela)

SITALAPALLI: BERHAMPUR: DIST.: -GANJAM: PIN – 761003

No. PMEC/Estt./ 619.

Date 11/03/2026.

NOTICE

All the HoDs/PICs/Conveners/Coordinators are hereby informed to submit the complete documentation at the end of any event conducted by them. The documents should include the following:

1. Approval letter
2. Notice of the event
3. Schedule/leaflet of event
4. Organizing Committee and student coordinators
5. Invitation letters
6. Registration of participants(if any)
7. Attendance of participants
8. Report on the event
9. Photos of different activities in the event
10. Feedback from participants if taken
11. Media coverage evidence if any
12. Abstract of expenditure and bills/voucher
13. Copy of payment/receipts if any
14. Any other supporting documents as the evidence of the event having been conducted

The documents are to be submitted within 7 days from the date of completion of event for settlement/record to the Finance Officer recommended by HoD/Section/Cell/Club heads as the case may be. A clearance from IQAC cell (on submission of a copy of the above documents) must be submitted to the Finance Office also.

Your cooperation in maintaining proper institutional records will be highly appreciated.

Dean (F&P) 11.03.2026
PMEC, Berhampur

Memo No 620.

Date 11/03/2026.

- Copy to :-
1. All faculties and staff for information and necessary action.
 2. The Registrar for information.
 3. The Finance Officer for information and necessary action.
 4. The Coordinator IQAC for information and necessary action.
 5. All Deans and HoDs for information and necessary action.
 6. PIC (ERP) for information and necessary action.
 7. college website for information.

Dean (F&P) 11.03.2026
PMEC, Berhampur

EVENT DOCUMENTATION CHECKLIST

(For Submission to HoD, IQAC Cell and Finance Office)

Department: _____

Name of Event: _____

Date of Event: _____

Name of Coordinator: _____

Sl. No.	Documents Required	Submitted (✓/✗)	Remarks
1	Approval letter		
2	Notice of the event		
3	Schedule/leaflet/brochure of the event		
4	Organizing Committee and student coordinators		
5	Invitation letters		
6	Registration of participants(if any)		
7	Attendance of participants		
8	Report on the event		
9	Photos of different activities in the event		
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14	Any other supporting documents as the evidence of the event having been conducted		