

SOP'S of Events organized at BCIP

Title of the event (Times New Roman, 16, Bold)

Date of the Event (Times New Roman, 14, Bold)

Report Body –

Font Style & Size - Times New Roman, 12

Word limit – 350-500 words

Report should cover: Why, where, what, Who and How

Report should be detailed mentioning the objectives, about resource person and highlights of the events. At the end, mention the feedback of the event, if applicable.

Photographs –

Picture 1 - Poster of the Event	Picture 2- showing the topic of the Event
Picture 3 – Resource Person with background	Picture 4 – Audience
Picture 5- Felicitation pic	