

Centre for Continuing Education & Outreach Programs (C-CEOP)

Indian Institute of Information Technology, Allahabad (IIITA)

ACCOMPLISHMENT REPORT FORMAT

(To be submitted after completion of Outreach / Certification / Degree / Internship Programme)

1. Programme Details

- Programme Title: _____
- Type of Programme: (Degree / Non-Degree / Certification / FDP / Workshop / Conference / Internship / Online / Govt Sponsored / Industry Sponsored)
- Programme Code (if any): _____
- Department / Centre: _____
- Programme Coordinator(s): _____
- Duration: From _____ To _____
- Mode of Delivery: (Online / Hybrid / On-Campus)
- Approval Reference No. & Date (C-CEOP): _____

2. Objectives of the Programme

Provide brief description of academic objectives, learning outcomes, and intended impact.

3. Participant Details

- Total Applications Received: _____
- Total Participants Enrolled: _____
- Category-wise Distribution (Students / Faculty / Industry / Others):

- Attendance Compliance ($\geq 80\%$ Degree / $\geq 75\%$ Outreach): Yes / No
- Number of Participants Successfully Completed: _____
- Number of Certificates Issued: _____

4. Academic Delivery Summary

- Total Number of Lectures Conducted: _____

- Total Tutorials / Labs / Sessions: _____
- Resource Persons / Experts Engaged: _____
- Assessment Conducted (Assignments / Exam / Viva): Yes / No
- Feedback Summary (attach annexure if required)

5. Financial Summary (As per C-CEOP Policy)

- Total Receipts (₹): _____
- GST Collected @18% (if applicable): _____
- Institute Overhead Deducted: _____
- Net Available Amount: _____
- Total Expenditure Incurred: _____
- Honorarium Disbursed: _____
- Balance (if any): _____
- Account Settlement Completed: Yes / No
- Utilization Certificate (if applicable): Attached / Not Applicable

6. Compliance & Certification

- Participant List Submitted to C-CEOP: Yes / No
- Certificates Verified & Approved by C-CEOP: Yes / No
- Certificate Format as per Approved Template: Yes / No
- Programme Account Closed: Yes / No

7. Outcomes & Impact

Describe measurable outcomes, industry linkage, academic contribution, future collaboration potential, and institutional impact.

8. Attachments (Tick if enclosed)

- ☐ Approved Proposal Copy
- ☐ Participant List
- ☐ Attendance Record
- ☐ Financial Statement
- ☐ Utilization Certificate (if applicable)

☐ Feedback Summary

☐ MoU Copy (if applicable)

9. Declaration by Programme Coordinator

I certify that the above information is true and that the programme was conducted in compliance with the Institute Outreach and Continuing Education Program Policy (IIITA) and C-CEOP guidelines.

Signature of Programme Coordinator: _____

Name: _____

Date: _____

Verified by C-CEOP Office: _____

Approved by Head, C-CEOP: _____