



Entrepreneurship Development Cell Student Enrollment Form

Doc No	EDC/01
Rev. No.	00
Date	31-10-2016

Name :

Reg. No. :

Program :

Branch :

Year :

Section :

Contact Mobile
No. :

Email ID :

Any Family Business : Yes No

Details of Family
Business

Your Opinion on
Entrepreneurship :

Your Expectation
from E-Cell :

Any other
Relevant
Information :

Signature of Participant

EDC Staff Coordinator

Associate Dean



Entrepreneurship Development Cell Nomination form – Student E leaders

Doc No	EDC/02
Rev. No.	00
Date	31-10-2016

Name :

Reg. No. :

Program :

Branch :

Year :

Section :

Contact Mobile
No. :

Email ID :

Interested to take part in : Event & Program Management Finance and Accounting Media & marketing HR management & Hospitality Documentation

Reason for choice

Your possible contribution :

Any other Relevant Information (like experience..) :

Signature of Participant

EDC Staff Coordinator

Associate Dean



Entrepreneurship Development Cell
Student E- leaders selection Intimation

Doc No	EDC/03
Rev. No.	00
Date	31-10-2016

Sir/Madam,

It is pleasure to inform you that you are selected as student E-leader for the academic year _____ and your responsibility will be on Event & Program Management/Finance & accounting/Promotion & marketing/ HR management/ Documentation. You are requested to report to the staff coordinator _____ on _____.

We solicit your active participation in the forthcoming events.

Signature of Participant

EDC Staff Coordinator

Associate Dean



Entrepreneurship Development Cell Event approval form

Doc No	EDC/04
Rev. No.	00
Date	31-10-2016

To

The Principal
Thiagarajar College of Engineering,
Madurai – 625015

Sir,

Sub: Requesting approval to conduct _____ event for students on _____ - reg

On behalf of Entrepreneurship Development Cell, we propose to organize _____ event for the students of _____ college(s) on _____ at _____ venue. The details of the event are listed below for your kind consideration.

Name of the Event	:
Target Beneficiaries	:
Expected No. of Participants	:
Duration of the event	:
Time	:
Venue	:
Approximate Budget for	:
Honorarium for Guest speakers	:
Event Promotion	:
Refreshments	:
Prize distribution	:
TOTAL	:

We request you to kindly sanction approval to conduct this event and also sanction approval to meet the expenditure from _____ head of account.

Signature of Participant

EDC Staff Coordinator

Associate Dean



Entrepreneurship Development Cell Event Registration form

Doc No	EDC/05
Rev. No.	00
Date	31-10-2016

Name :

Reg. No. :

Program :

Branch :

Year :

Section :

Institution : TCE

External

Name of the Institution :

Contact Mobile No. :

Email ID :

Organized by : TCE

External agencies

Name of the External agency :

Registration fees : N/A

Paid

Not Paid

Mode of Payment & Details :

Signature of Participant

EDC Staff Coordinator

Associate Dean



**Entrepreneurship Development Cell
Student Selection intimation for event**

Doc No	EDC/06
Rev. No.	00
Date	31-10-2016

Sir/Madam,

It is pleasure to inform you that you are selected for the event _____ to be held at Thiagarajar College of Engineering on _____ by _____ at _____ venue. You are requested to kindly check the pre-requisites to attend this event from _____ (HR Management Committee).

For further queries kindly contact the EDC coordinator _____ E.mail: tceedc16@gmail.com

Dean – III



Entrepreneurship Development Cell Event Venue Request Form

Doc No	EDC/07
Rev. No.	00
Date	31-10-2016

To

Estate Officer,
TCE, Madurai

Sir,

Sub: Requesting permission to conduct _____ event for students on _____ - reg.

On behalf of Entrepreneurship Development Cell, we propose to organize _____ event for the on _____ at _____ venue. The details of the event are listed below for your kind consideration.

Name of the Event :
Expected No. of Participants :
Duration of the event :
Time :
Venue :

We request you to kindly sanction permission to conduct this event in _____ venue.

Student Coordinator
(Event Management)

EDC Staff Coordinator

Associate Dean



Entrepreneurship Development Cell Expenditure statement form

Doc No	EDC/08
Rev. No.	00
Date	31-10-2016

Expenditure Head	Details of Expenditure			Amount Sanctioned	Amount Spent	Excess amount remitted	Balance Amount reimbursed	Remarks
	S.No	Bill No. & Date	Company Name					
Event Management	1.							
	2.							
	3.							
Promotions and Marketing	1.							
	2.							
	3.							
Documentation	1.							
	2.							
	3.							
Transportation	1.							
	2.							
	3.							
Miscellaneous	1.							
	2.							

Student Coordinator
(Accounting)

EDC Staff Coordinator

Associate Dean

Dean - III



Entrepreneurship Development Cell

Monthly report on EDC activities

Doc No	EDC/09
Rev. No.	00
Date	31-10-2016

Month:

Academic Year:

Name of the event conducted	No. of Participants	Name of the external resource person involved	Nature of Interaction	Follow- up action

Student Coordinator
(Documentation)

EDC Staff Coordinator

Associate Dean

Dean - III



Entrepreneurship Development Cell Approval for Guest Speakers/ Facilitators

Doc No	EDC/10
Rev. No.	00
Date	31-10-2016

To

The Principal
Thiagarajar College of Engineering,
Madurai – 625015

Sir,

Sub: Requesting approval to invite _____ as Guest speaker for _____ program – reg.

On behalf of Entrepreneurship Development Cell, we propose to conduct CEO Connect/ Entrepreneurship Awareness Lecture/ Boot camp/ Entrepreneurship Development Program/ Ideation program/ Business plan contest for the students of _____ college(s) on _____ at _____ venue.

To conduct this program we would like to invite following resource person

Name of the Resource person	Name of the organization	Experience

We request you to kindly sanction approval to invite the above dignitaries for our event and also sanction approval to pay them sum of Rs. _____ as honorarium.

Student Coordinator
(Documentation)

EDC Staff Coordinator

Associate Dean

Dean - III



Entrepreneurship Development Cell Event Feedback form

Doc No	EDC/11
Rev. No.	00
Date	31-10-2016

Thank you for attending the _____ event. Your feedback and suggestions will help us to improve the program. We request you to fill in the form below:

Your feedback:

1. Your overall experience about the Event:

2. Which were the most useful parts of the event/ Lecture:

3. How could we improve the event/Program?

4. Overall Rating for the event: Please tick or circle one of the following options:

1. Poor 2. Bad 3. Average 4. Good 5. Excellent

Please provide the following details:

Name: _____

Institute: _____ Department: _____

E-Mail Id: _____

Contact Number: _____

We thank you for your cooperation and look forward to an ongoing association with you.

Participant Signature



Entrepreneurship Development Cell Student On-duty leave Request form

Doc No	EDC/12
Rev. No.	00
Date	31-10-2016

To

The Principal
Thiagarajar College of Engineering,
Madurai – 625015

Sir,

Sub: Requesting On duty leave to the students who have attended _____ event– reg.

On behalf of EDC, we have conducted _____ event on _____ from ___ to ____ . In this regard, following students organized/attended the meeting. Hence we request you to kindly provide On-duty leave to the following students from _____ to _____.

Name of the student	Reg. No.	Department	Program & Year	On duty period

EDC coordinator

Associate Dean

Dean IIII



Entrepreneurship Development Cell

Event Management – Check List

Doc No	EDC/13
Rev. No.	00
Date	31-10-2016

NAME OF THE EVENT:

DATE:

Event Management Committee	Promotion & Marketing committee	HR Management & Hospitality committee	Accounting and Finance Committee
Venue arrangement <input type="checkbox"/>	Invitation to Deans/HoDs/Department coordinators <input type="checkbox"/>	Transportation arrangement of guest speakers <input type="checkbox"/>	Advance requisition from the institution <input type="checkbox"/>
Photos/Video arrangement <input type="checkbox"/>	Intimation to students through Whatsapp/social media <input type="checkbox"/>	Boarding and lodging of guest speakers & participants <input type="checkbox"/>	Collecting Registration fees from the participants <input type="checkbox"/>
LCD projector/Mic arrangement <input type="checkbox"/>	Uploading of photos in social media <input type="checkbox"/>	Gathering interested student participants in the venue <input type="checkbox"/>	Maintaining accounts for every expenditure <input type="checkbox"/>
Reception arrangement <input type="checkbox"/>		Preparing direction map for the venue <input type="checkbox"/>	
Honorarium/Memento to guest speakers <input type="checkbox"/>		Providing necessary materials for workshop <input type="checkbox"/>	
Program agenda <input type="checkbox"/>		Collecting attendance of the participants <input type="checkbox"/>	
Master of ceremony <input type="checkbox"/>		Refreshments to guest and participants <input type="checkbox"/>	
Feedback from Participants <input type="checkbox"/>			

Student Coordinator
Signature

Student Coordinator
Signature

Student Coordinator
Signature

Student Coordinator
Signature

EDC coordinator

Associate Dean

Dean IIII

EDC coordinator

Associate Dean

Dean III