

Tagore Medical College and Hospital
Internal Quality Assurance Cell
Academic/Educational Activity Endorsement Form

Application No.: _____

Date: 28.07.2025

<i>Kindly fill the following as accurately as possible</i>		
1.	Title of the Activity	World Breast Feeding Programme
2.	Scheduled Date(s) and Time	August 01.08.2025 -07.08.2025
3.	Total duration in Hours	12 hrs (1 week)
4.	Venue(s)	Hospital Lobby
5.	Organising Department or Committee	Paediatrics
6.	Name of HOD/Committee Head /Organising Chairperson with contact details	Dr.T.Ravichandran.,MD 9444137508
7.	Organizing Secretary (Name and contact details)	Dr.Judy Veronica MD 6369740015
8.	Any collaborating association, body, agency, company etc.	
9.	Requirements for the program (Please specify quantity)	a) Guest remuneration
		b) Mementos
		c) Refreshments (tea/snacks/lunch etc.)
		d) Certificates
		e) Invitations
		f) Banner(s)
		g) Transportation
		h) Projector and screen
		i) Mic and loudspeaker
		j) Stage arrangements
k) Any other requirement?		
10.	Details of TNMC credit hours	
11.	Details of University credit points	

12.	Type of Activity	a) Conference b) CME c) SpecialDay Celebration d) Facultydevelopmentprogram e) Valueadded course f) Add-on course g) Capabilityenhancement program h) GuestLecture i) Others: _____	
13.	Areaofspecialty	Paediatrics	
14.	Beneficiaries/Targetaudience	Mother Newborns Infants + Students	
15.	Number expected to attend/ participate	40/days	
16.	Objectivesoftheactivity	1.To create awareness among breast feeding mothers 2.To clear any myths doubts in bread feeding mothers	
17.	Details of previous academic / educational activity done by the department or committee	Title	World Down Syndrome day
		Date	21.03.2025
		Reportsubmittedto IQAC on	
18.	Any other info		

Kindly Note:

ThisformhastobesubmittedtoDeanforapprovalalongwiththefollowingenclosures:

- a) Budgetplan **9500/-**
- b) Programschedule
- c) Feedbacksample(hardcopy)

After the program Is over,the following have to be submitted to IQAC within one week:

- i. Circular
- ii. Report of the event in prescribed format
- iii. Geotaggedphotos(softandhardcopy)
- iv. Expenditurebalancesheet
- v. Invitation with program schedule (hard and softcopy)
- vi. Banner(A4printoutandsoftcopy)
- vii. Enrolmentlist
- viii. Scannedattendancesheets
- ix. Scannedcertificatesforparticipants/speakers/prizewinners
- x. Listofprizewinners(ifany)
- xi. CVoftheresource persons
- xii. Feedbackandanalysis(participants,speakers,etc)
- xiii. Anyother details

Signature of the Organizing Secretary

**Signature of the HOD/Organizing
Chairperson/ Committee Head
(with Date and Seal)**