



J.D. BIRLA INSTITUTE

Unit of Vidya Mandir Society

(Affiliated with Jadavpur University)

Recognised by UGC (12B & 2f)

Departments of Science, Commerce & Management

Main Campus: 11 Lower Rawdon Street, Kolkata-700020

Management Campus: 1 Moira Street, Kolkata-700017

Form No.: JDBI/STAFF/7

APPLICATION (FOR COORDINATING COLLEGE ACTIVITIES)

Name of Activity

Date of Activity

Department

Class: 1st year 2nd year 3rd year

Name of Teacher Coordinator

RESOURCE PERSONS

Details	Resource Person - 1	Resource Person - 2
Name		
Designation		
Qualification		
Official/Residential Address		
Mobile Number		
Email		

STUDENT'S ATTENDANCE

Total No. of students invited	
No. of students who participated in the activity (full list to be submitted to the HoD)	
No. of students who attended the activity (full list to be submitted to the HoD)	

ACTIVITY DESCRIPTION

(Activity schedule may be given)

OBSERVATION/REFLECTION (OF TEACHER), if any

(Teacher to report any mishap during the activity)

FEEDBACK OF STUDENTS, if any

(Teacher coordinator may attach screenshots of students feedback)

Full Signature of the Teacher (with date)