

**MTM COLLEGE OF ARTS, SCIENCE AND COMMERCE, VELIYANCODE, MALAPPURAM.**

**ACTION PLAN FOR COLLEGE CLUB ACTIVITIES AND ALLIED EXTENSION PROGRAMMES**

1.	Name of the Programme		
2.	Objective of the Programme		
3.	Tentative Date of the Programme		
4.	Brief Description of the Programme		
5.	Name of the Resource Person, if Conducting a Webinar/ Workshop/ Seminar/Debate/ Drama/Film Show/Extension Programme etc.		
6.	Chief Guest/Other Participants:		
7.	Facilities/Assistance Required from College: Hall/Projector/PA System/ Recording/ Camera/Seating Facilities, etc.		
8.	Manpower Requirements from Teaching-Non Teaching Staff /Students/Casual Labour:		
9.	Transport Requirements if any		
10.	Food/Refreshment Requirements etc., If any:		
11.	Whether Memento/Gifts etc., Required		
12.	Approximate Total Budget Requirement with Justification		
13.	Whether Sponsorship Expected/Planned for the Programme, with Budget details:		
14.	Estimated Key Result Areas (KRAs) of the Programme/ (Programme Mission/Vision):		
15.	Name and Signature of the Programme Coordinator:  Date:	Recommended/Not Recommended  Signature of HoD/College Programme Coordinator  Date:	Approved/Not Approved  Signature of the Principal  Date: