



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Sponsored by AIMAN EDUCATION AND WELFARE SOCIETY)

Accredited with "A" Grade by NAAC (First Cycle)

Affiliated to Bharathidasan University

Recognized by UGC under section 2(f) & 12 (B) | ISO 9001:2015 Certified Institution

K. Sathanur, Tiruchirappalli - 620 021.

Ref : IQAC/2025-2026/POLICY/002

Date: 17.09.2025

CIRCULAR

Subject: Standardization of Report and Circular Formats

In order to maintain uniformity and professionalism in all official documentation, the Internal Quality Assurance Cell (IQAC) has approved the following policy regarding the preparation and submission of **Seminar/Conference Reports, Club Reports, and Circulars**. All faculty and staff members are requested to strictly adhere to the prescribed format and guidelines.

1. General Formatting Guidelines

- **Font:** Times New Roman
- **Font Size:** 12 pt (Headings – 14 pt, Bold)
- **Line Spacing:** 1.5
- **Alignment:** Justified
- **Margins:** Standard (1 inch on all sides)
- **Pagination:** Bottom-right

2. Seminar/Conference Report Format

- **Title Page** (Event Title, Date, Organizing Department, Institution Name, Venue)
- **Introduction/Objective**
- **Details of Resource Persons/Chief Guests**
- **Proceedings of the Event**
- **Outcomes/Learnings**
- **Photographs (if any, with proper captions)**
- **Conclusion/Remarks**
- **Appendices (if required)**

3. Club Report Format

- **Club Name and Academic Year**
- **Office Bearers (Faculty Coordinator, Student Representatives)**
- **Objectives of the Club**
- **Activities Organized (chronological order)**
- **Participation and Achievements**
- **Future Plans/Recommendations**



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4. Circular Format

- Institution Name / Department Name (Top Centered)
- Circular Number and Date
- Subject Line (Bold & Underlined)
- Body of the Circular (concise and clear)
- Signature of Head / Coordinator with Seal

5. Submission Timeline

- Reports of events must be submitted to the IQAC office **within 7 working days** from the date of completion of the activity.
- Club Annual Reports must be submitted at the end of each academic year.

6. Compliance

This policy is effective immediately. Staff members are requested to ensure strict compliance.

Any deviations will be returned for correction before acceptance.


IQAC Coordinator


Principal
[Institution Seal]

