

## ACTIVITY REPORT FORMAT

- 1. Name of the Organising Department/Cell/Committee:** Department of Management.
- 2. Name of the Event Conducted:** Industrial Visit to India Carbon Ltd.
- 3. Name of the Collaborating Organisation/Cell/Department/Committee (if any):** Nil
- 4. Mode:** Offline
- 5. Date of the Event:** 15-02-2025
- 6. Time:** 9 a.m
- 7. Place/ Venue/ (Platform - in Case of Online Programme):** Premises of India Carbon Ltd. Noonmati, Guwahati
- 8. Objectives of the Event (Please describe point-wise):** The objective of this industrial visit is to acquaint the students with the working of an industry, their production, human resource functions and other relevant issues related to it. The students were exposed to the practical scenario of an industry.
- 9. Name of Resource person(s) with their Position and Organisation Name (if any):** Nil
- 10. Title of the Topic(s) delivered by the Resource person(s) (if applicable):** Nil
- 11. Total No. of Participants: 50**
  - a. Students:** 43
  - b. Teachers:** 7
  - c. Others (Please Specify):** 1 support staff
- 12. Total No. of Beneficiaries (in case of extension activities): -**
- 13. Outcome of the Event (Please describe within 200 words):** The students have got an experience of the functioning of an industrial set up, the issues related to human resource management and industrial relations. After the industrial visit, the students (in groups) prepared questionnaires that were sent to India Carbon Limited and responses were received.

**Signature of the Head of the Department/ Secretary/ In-Charge/ Coordinator/ Convenor/ etc. with Seal**

**Note:**

**Please enclose the following documents with the report:**

- 1. Photographs of the Event with Banner (Maximum 4 copies, at least 1 Geo-tagged Photo)**
- 2. Attendance Record of the Participants with their Signature.**

**Both the Softcopy and Hardcopy of the reports are to be submitted to the IQAC.**

**Softcopy is to be sent to IQAC email: [kedcc.iqac2020@gmail.com](mailto:kedcc.iqac2020@gmail.com)**





