

## ACTIVITY REPORT- PATIENT AWARENESS TALK (WORLD HEPATITIS DAY )

ACTIVITY REPORT- PATIENT AWARENESS TALK (WORLD HEPATITIS DAY )	
1. Name of the activity	Patient awareness talk
2. Occasion (if any)	World Hepatitis Day
3. Organizing department/s	General Medicine
4. Activity Coordinator	Dr Madhu Bansode
5. Date & Time	30.7.2024 ( 11am to 12pm )
6. Venue / Place	Medicine male ward – B 20
7. E mail / Circular about the event (mentioning Date, time, venue, guest, speaker, faculty etc.)	Attached
8. Pamphlet/Flyer	NA
9. Total number of participants/beneficiaries/ Viewers (attendance NOT required)	35
10. Students participation (give details) UG/PG	PG students
11. Faculty participation (give details)	Dr Madhu Bansode Professor, Medicine Department and Post graduate students
12. Attendance sheet (for student, staff related event) Mention – 1. Name, 2. Year/desig./dept 3. Sign	Nil
13. Faculty/Team involved	Dr.Priti Dave ,Prof.&HOD , Medicine Department Dr.Madhu Bansode Professor, Medicine Department
14. Coloured geo-tagged photos (2 to 4)	Attached
15. Brief summary of the event in around 100 words (purpose, conduct, feedback, impact, suggestions etc.)	Talk was taken successfully and appreciated by patients and relatives.

**Annexures :**

1. E mail / Circular / Notification about the event (mentioning Date, time, venue, guest, speaker, faculty etc.)  
Kindly attach the photo of/ screenshot of the circular/intimation letter that was sent before the conduct of the activity.
2. Soft copy of the Pamphlet/Invitation/Brochure/Flyer etc.
3. Attendance (if applicable)
4. Coloured geo-tagged photos (2 to 4)

  
**PROFESSOR AND HOD**  
 Medicine Department  
 MIMER Medical College, Talegaon Dabhade.

- Paste clear the geo-tagged photos in the word file.
- Do not change the proportions of the photos.
- Preferably the representative images with banner/information about the activity
- Do not send scanned images of printed copies of the photos.

**NOTE :**

1. Please note that the instructions are in view of the requirements/formats suggested by regulatory bodies
2. Kindly submit the REPORT of the event in SOFT COPY in ONE SINGLE WORD FILE in the above format
3. Kindly fill/attach ALL the details and mention 'N/A' if not applicable/relevant
4. Strike out the headings that are not applicable.
5. Add Additional heading/details if needed
6. The REPORT should be submitted within SEVEN DAYS of the conducted event to - [events@mitmimer.com](mailto:events@mitmimer.com) with C/C to [principal@mitmimer.com](mailto:principal@mitmimer.com), [coordinator\\_igac@mitmimer.com](mailto:coordinator_igac@mitmimer.com)
7. Reports not complying to the above norms will not be accepted.
8. Kindly contact AEC in case of any assistance in preparing the report.

AEC, MIMER

## Permission for Awareness talk on Hepatitis- General Medicine Department

M

Medicine Department <[medicine@mitmimer.com](mailto:medicine@mitmimer.com)> Thu, Jul 25, 11:34 AM  
(12 days ago)

to PRINCIPAL

Respected Madam,  
Good Morning!

We are conducting an Awareness talk on Hepatitis by Dr. Madhu Bansode on  
2.8.2024 Friday. Requesting you to give guidance and permission for the same.

Thanking You,

Regards,

Yours sincerely,

Medicine Department

One attachment • Scanned by Gmail

M

ReplyForward

  
PROFESSOR AND HOD  
Medicine Department  
MIMER Medical College, Talegaon Dabradi

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 **GPS Map Camera**

Talegaon Dabhade, Maharashtra, India  
PMPG+9C6, Yashwant Nagar, Talegaon Dabhade, Maharashtra 410507, India  
Lat 18.73631°  
Long 73.675608°  
30/07/24 11:40 AM GMT +05:30

