

**Check List for Student Participation in Innovation, EDC and Skill Development Event / High Level Competition / Conference / Seminar / Workshop**

**Name of the Students** :

**Department of the Team Leader** :

**Name of the Event / High Level Competition** :

**Event Type** : **Internal / External**

**Event Date (From & To)** :

**Event Venue** :

S. No	Requisite	Available / Not Available	Verified & Approved
1	Centre for Innovation – On duty Form		
2	Centre for Innovation – Project Fund requestion form		
3	Centre for Innovation – Travel Form		
4	Registration Form, (Submitted Copy).		
5	Acceptance Letter / Mail from the organiser.		
6	Event Brochure / Flyer.		
7	Event Schedule (Detailed).		
8	Event Report.		
9	Geotagged Photos.		
10	Certificate of Participation.		
11	Details of Achievements. (Prize / Award)		
12	Settlement Form / Account Statement / Bill Copies.		
13	Press / Media Materials.		

**Faculty In-charge**  
*Verified by*

**ERP In-charge**

**HOD**

**Head-EDC**

**Dean-CFI**

**IQAC Team**

**Dean-IQAC**