

Check List for Faculty as Resource Person

Name of the Faculty :

Department :

Event Type :

Event Name :

Organized By :

Event Date (From & To) :

S. No	Requisite	Available / Not Available	Verified & Approved
1	Requisition Letter/Mail from the Event Organizer		
2	Acceptance Letter / Mail to the Event Organiser.		
3	Event Brochure / Notice / Flyer.		
4	Schedule of the Event (Detailed).		
5	Event Report.		
6	Geotagged Photos.		
7	Letter / Certificate of Appreciation.		

Faculty In-charge

ERP In-charge

HoD

Verified by

IQAC Team

Dean-IQAC