

Check List for Students / Faculty Exchange

Name of the Student / Faculty : _____

Department : _____

University Offered Exchange Program : _____

Category of Exchange Program : **Student / Faculty**

Exchange Program Dates : **From:** _____ **To:** _____

Duration : _____

S. No	Requisite	Available / Not Available	Verified & Approved
1	Requisition Letter to the University seeking permission for Students / Faculty Exchange.		
2	Acceptance Letter / Mail from the University.		
3	List of Students / faculty Members nominated.		
4	Event Brochure / Notice / Flyer.		
5	Program Report.		
6	Geotagged Photos.		
7	Completion Certificate.		
8	Program Feedback		
9	Settlement Form / Account Statement / Bill Copies.		

Faculty In-charge

ERP In-charge

Head-CHE

Dean-I&R

Verified by

IQAC Team

Dean-IQAC