Check List for Participating Event (FDP / Seminar / Workshop / Conference / Training / Innovation, EDC and Skill Development Event / High Level Competition / etc.,)

Name of the Faculty :

Department :

Event Type : FDP/Seminar/Workshop/Hackathon/GL/Others _____

Name of the Event :

Event Date (From & To) :

Event Venue

S. No	Requisite	Available / Not Available	Verified & Approved
1	Requisition Letter to Head of the Institution seeking permission to participate in the event through HoD.		
2	Requisition Letter to Head of the Institution for Financial Assistance.		
3	Acceptance Letter / Mail from the Event Organiser.		
4	Event Brochure / Notice / Flyer.		
5	Schedule of the Event (Detailed).		
6	Event Report.		
7	Geotagged Photos.		
8	Participation Certificate.		
9	Details of Achievements. (Prize / Award)		
10	Registration Bill Copy.		
11	Settlement Form / Account Statement / Bill Copies.		

Faculty In-charge   **ERP In-charge**   **HoD**

Verified by

IQAC Team   **Dean-IQAC**