Check List for attending Online Course (Faculty)

Name of the Faculty :

Department :

Online Platform : NPTEL / Coursera / Spoken Tutorial / Udemy / Others _____

Whether it belongs to FDP : Yes / No

Title of the Course :

Dates (From & To) :

Certificate Type : Completed / Elite / Elite Silver / Gold / NA

Topper : 1% / 5% / No

S. No	Requisite	Available / Not Available	Verified & Approved
1	Requisition Letter to Head of the Institution seeking permission to attend the online course through HoD.		
2	Proof of Course Registration		
3	Course Schedule (Week wise Contents)		
4	Report		
5	Geotagged Photos.		
6	Participation Certificate.		
7	Settlement Form / Account Statement / Bill Copies.		

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

Verified by

IQAC Team   **Dean-IQAC**