ESTD: 2009

CMR TECHNICAL CAMPUS
UGC AUTONOMOUS
Accredited by NBA & NAAC with 'A' Grade
Approved by AICTE, New Delhi and JNTU Hyderabad

C3

C3- Check List for Events Attended by Faculty
(Faculty Development Program/ Seminar/ Workshop/ Symposium/ Conference/ STTP/
Training Program/Guest Lecture/ Any other)

Name of the Faculty:

Department: Designation:

Name of the Event:

Venue: Date of Event:

S. No	Document	Please Mark √ as applicable	
		Yes	No
1	Request Letter		
2	On Duty(OD) Form		
3	Announcement of the Event (Brochure, Pamphlet, Flyer, Invitation)		
4	Completed Registration Form		
5	Participation Certificate		
6	Payment Proof (if Any)		
7	Feed Back		
8	Course Material (Soft or Hard Copy, if Any)		

Submitted By   Verified By   Approved By

Faculty Member   HOD   Director