**SGT UNIVERSITY**

**Proforma for Reimbursement of SWAYAM/NPTEL Courses Registration Fees**

(To be submitted for approval before attending the courses etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **Name of the Faculty**  *(EMP ID, Designation, Department, Faculty, Email ID & Mobile No.)* | **:** |  |
| **2.** | **Date of Joining** | **:** |  |
| **3.** | **Details of the Program/ Course** | **:** |  |
| **4.** | **Complete details of the Organizer** | **:** |  |
| **5.** | **Justification for attending the program** | **:** |  |
| **6.** | **Percentage of the marks obtained in the course** | **:** |  |
| **7.** | **No. of other faculty availing the financial assistance for the same course**  (*to be filled by Dean*) | **:** | 1. |
|  | 2. |
|  | 3. |

**7. Bank Details of Author’s:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Beneficiary Name *(as per bank record)*** | **Author-1** | **Author-2**  **(if applicable)** | **Author-3**  **(if applicable)** |
| **Bank Name:** |  |  |  |
| **Bank Address:** |  |  |  |
| **A/c No.:** |  |  |  |
| **IFSC code:** |  |  |  |

**Declaration**

I undertake to state that all information given by me as above is true to the best of my knowledge. If any information given above is found false/misleading, disciplinary action may be taken against me and an incentive (if any) issued for attending the course given above may be recovered from me. This is to also certify that I have not availed any incentive for attending the same course from SGT University, previously.

**Date of Submission:**

**Signature of the Applicant/s** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendation/ Remarks & Signature of the Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendation/ Remarks & Signature of the Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head of Department Dean of Faculty**

*(with seal)*

**Note:** Hand Written application will not be accepted

**List of Enclosures:**

**Before attending the program**

* Covering Letter
* Duly filled application form
* Copy of the course/program (with full details)
* Registration /Exam Fee details

**After attending the program (within 3 days)**

* Original copy of Registration Receipt
* Copy of course certificate/mark-sheet

**Steps for application and reimbursement of the SWAYAM/NPTEL course Registration/ Exam fees:**

1. The completed application form along with the mentioned enclosures, duly forwarded by the HoD and Dean, is to be sent to the office of Dean (R&D), SGT University for approval.
2. After attending the course, the other mentioned enclosures must be submitted to Dean (R&D) (within 3 days)
3. The office of Dean (R&D) will check the submitted application and recommend it to VC office for approval.

**Please note:**

* The HOD and Dean has to check thoroughly for the eligibility and then forward with remarks/ recommendations (according to the current research promotion policy guidelines)