

SGT UNIVERSITY**Proforma for Reimbursement of SWAYAM/NPTEL Courses Registration Fees****(Handwritten Form will not be accepted)**

1.	Name of the Course	:	
2.	Online Course: SWAYAM/NPTEL	:	
3.	Roll No./Registration No.	:	
4.	Course Fees	:	
5.	Date of Exam	:	
6.	Percentage marks obtained	:	
7.	Justification for attending the course	:	
8.	Date of Joining	:	
9.	Details of the Authors from SGTU		
	Applicant Name	:	
	Emp ID	:	
	Designation	:	
	Department	:	
	Faculty	:	
	Mobile No.	:	
	Email ID	:	
10.	Bank Details		
	Bank Name	:	
	A/c No.	:	
	IFSC code	:	
	Bank Address	:	

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: 12 March 2025

Signature of the Applicant

Verified by Faculty Research Coordinator

Recommendation & Signature of the Head

Dean of Faculty
(with seal)

List of Enclosures:

- ☐ Copy of the Course/Program with Registration/ Exam Fee details
- ☐ Copy of the Payment Receipt of Registration/ Exam Fee
- ☐ Copy of Course Certificate/Mark-Sheet

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

- (i) The completed application form and the mentioned enclosures, duly forwarded by the Dean, will be sent to the office of the Dean (R&D), SGT University.
- (ii) The Dean (R&D) office will check the submitted application for its value and recommend it to the VC office for approval.

Please note:

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

FOR R&D OFFICE USE ONLY

Verified by

Recommended by