# Dr. Mahalingam College of Engineering and Technology- Pollachi-03.
## (An Autonomous Institution)
### Office of Dean Research and Innovation
### NPTEL Online Course –Claim Form and Checklist

**NPTEL Course details:**

| | |
|---|---|
| Claim for the Academic year | |
| Name of the Faculty | |
| Designation and Department | |
| Date of Joining in MCET | |

| S.No. | Name of the course and course code | Offering IIT's | Course Start and End Date | Course Duration (in week) | Course semester (ODD/EVEN) | Certificate Type(Sucessfully/Elite/Elite+Silver/Elite+Gold) | Amount |
|---|---|---|---|---|---|---|---|
| 1. | | | | | | | |
| **Total** | | | | | | | |

## Check-List &Recommendation
*(Please provide Hard and Soft Copy of below mentioned details)*

☐ NPTEL Course Completion Certificate          ☐          FDP Certificate

I /We assured you that the above-mentioned details are correct. I declare that the incentive for the above-mentioned online course was not claimed previously and it will not be claimed in MCET in the future.

| Name of the Faculty | Designation & Department | No.of Nptel courses | Claim Amount | Signature with Date | Recommendations of HoD |
|---|---|---|---|---|---|
| | | | | | **Verified/Not Verified** <br><br> _____ <br> **(Signature of HoD)** |

**Date:**

**Place:**

**For office Use Only**

The details are verified and incentive of Rs. _____ has been recommended.

| S.No. | Name of the Faculty | Designation & Department | No.of Nptel courses | Amount Claimed | Amount Sanctioned |
|-------|---------------------|--------------------------|---------------------|----------------|-------------------|
| 1. | | | | | |
| | | | **Total Grant** | | |

**MCET-SWAYAM/NPTEL Coordinator**

**Signature of the Dean R & I**                                    **Signature of the Principal**

**NORMS FOR REIMBURSEMENT OF COURSE FEES FOR ONLINE COURSES**

- Faculty members participation in online courses only through COURSERA, NPTEL SWAYAM platforms are mandatory for every faculty (Office order 210. Dt.26.10.2021) for which the yearly maximum claim per faculty is revised as Rs.1500.