

NOTESHEET

Student's Details

Name:
Roll no.:
Department:

Mentor's Details

Name:
Designation:

| S.No. | Activity Details | Category of Activity | Date | Entry Time | Exit time | Signature of Student Council Incharge | Number of Credit Hours Accounted | Signature of Mentor |
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- Activities that get * while getting signed from Student Council Incharge shall require valid letters of recommendation/proofs for accounting credit hours. Student Council Incharge shall sign only after presentation of the proof.
- Every student is supposed to attach a proof for verification. The proof can be the copy of a certificate received or letter of recommendation (duly signed) along with a brief report of the event and her contribution to the event (40-50 words)

List of Activities under consideration

1. Core Committee
2. Social Work/NGO
3. Workshops
4. Conferences
5. Participation in college events-
 - a. *Organisation and Management*
 - b. *Volunteer*
 - c. *Audience*
 - d. *Anchoring*

Signing authorities for letters of recommendation

1. Core Committee- Student Council President/Cultural Secretary, Cultural Secretary/ Student Advisor
2. Voluntary Work in College events- Student Council President/Cultural Secretary/Joint Secretary, Student Coordinator of particular event, Cultural Secretary/ Student Advisor
3. Academic Conferences/Workshops- CR, Head of Department
4. Other Workshops- Student Council Treasurer, Cultural Secretary/Student Advisor
5. Sports Activities- Student Council Secretary/Treasurer, Physical Education HOD, Cultural Secretary
6. Social Work/NGO- Student Council Vice-President/Joint Secretary, Signatory from related organization, Cultural Secretary/Student Advisor

Points to Ponder:

- Total Number of Credit Hours to be accounted for Semester January 2017 to May 2017 are **40**.
- Credit Hours will be considered for activities undertaken since January 2017
- Bonus Credit Hours shall be given to volunteers involved in Karvaan 2017.
- Guidelines for the coming academic year shall be given at the beginning of the next semester.