**CHECKLIST VERIFICATION CERTIFICATE**

This is to certify that I have submitted the documents listed below to the Internal Quality Assurance Cell (IQAC), Cachar College, Silchar to ensure systematic data archival.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Required information in the digital data archival system of IQAC**(https://www.cacharcollege.ac.in/iqac\_data.html) | : | **Yes/ No** |
|  | **Geo-tagged photograph** | : | **Yes/ No** |
|  | **Attendance Sheet**(https://www.cacharcollege.ac.in/iqac\_data.html) | : | **Yes/ No** |
|  | **Report of the event** (as per IQAC format)(https://www.cacharcollege.ac.in/iqac\_data.html) | : | **Yes/ No** |
|  | **Uploaded in the College Social Media page** | : | **Yes/ No** |
|  | **Notice of the event/ Brochure of the event** (Photocopy) | : | **Yes/ No** |
|  | **Organising Committee Formation Notice** (Photocopy) | : | **Yes/ Not Applicable** |
|  | **Print/ Digital Media Coverage** (Photocopy) | : | **Yes/ Not Published** |
|  | **Letter/ Notice received from higher authority/ External collaborating agency** | : | **Yes/ Not Applicable** |
|  | **Judgment Sheet duly signed by judge(s)** (In case of Competition) | : | **Yes/ Not Applicable** |

**Signature with date**

Name: ……..………………………

Designation………………………………….…Department………….………

This is to certify that the concerned teacher has (a) uploaded the required information to the Digital Data Archival System and Social Media Page of the College, and has also (b) submitted hard copies of the same to the IQAC as per the above checklist.

**Signature with date**

Coordinator, IQAC

Cachar College, Silchar-1