

# CENTRE FOR PROFESSIONAL DEVELOPMENT EDUCATION

ANNA UNIVERSITY :: CHENNAI - 600 025.

## Check List - List of Enclosures

(To be furnished along with Remuneration Claim)

1. Requisition Letter
2. Guest Faculty on Hourly Basis – Copy of Permission letter from the Director, Academic Courses
3. Consolidated report of class Handled
4. Claim for Remuneration and Incidental Charges
5. Time Table
6. Class Advisor Claim
7. Project coordinator Claim
8. Project Review Remuneration
9. Project Guidance Remuneration
10. Student Roll List