IQAC/CL/TP/01

Check List for Organizing Training Programme

Training Department : **(i) Placement: (a) Technical [Software /Core]**
(b) Non-Technical [Soft skills / Aptitude]
(ii) Higher Education Training
(iii) EDC/ Skill development

Name of the Coordinators(s) :

Department :

Resource Person : **Internal / External**

Training Date (From & To) :

Venue :

Whether it is belongs to : **IIC / Non - IIC**

If associated with Professional Society: ISTE / IEEE / IETE / IGEN / WiCyS

Name of the associated COE (if any) :

Name of the associated MoU (if any):

S. No	Requisite	Available / Not Available	Verified & Approved
1	Requisition Letter to Head of the Institution seeking permission to organize the training.		
2	Request letter for Food & Transport.		
3	Requisition Letter to Head of the Institution for Financial Assistance.		
4	Requisition Letter to the Trainer		
5	Acceptance Letter / Mail from the Trainer		
6	Resume of Trainer.		
7	Students Willingness list		
8	Training information to the students (Circular/Brochure/Flyer/Email)		
9	Training Schedule- Training Plan, Time Table, Training Session Plan		
10	Attendance Sheet		
11	Course File-with Report and Geotagged Photos		
12	Feedback from Trainer. (Manually Filled).		
13	Feedback from the participants. (Manually Filled).		
14	Settlement Form / Account Statement / Bill Copies.		

Faculty In-charge **ERP In-charge** **Head-Training** **Dean-I&R**

Verified by

IQAC Team **Dean-IQAC**