



CENTER FOR CONTINUING EDUCATION NATIONAL INSTITUTE OF TECHNOLOGY

WARANGAL-506004 TELANGANA STATE-INDIA

CHECKLIST DETAILS FOR SHORT TERM COURSE/FDP/SEMINAR/WORKSHOP

01	Registrations Forms
02	Course Approval copy
03	Lecture Schedule
04	List of speakers
05	List of registered participants along with email, College and designation
06	Registration Fee details
07	Attendance Details Day wise
08	Participants feedback
09	Sample assessment test paper if conducted
10	Group Photo/ Inauguration/Valedictory Photos
11	Course kit details
12	Course Brochure
13	Sample copy of Certificate
14	TA Forms
15	Account settlement copy
16	Youtube link details for lecture sessions
17	Media/Press News etc.,