



SCOPE OF WORK FOR RTP & TP

- Provide/Arrangement of classroom, Faculty, all practical tools, raw material & consumables.
- Supply of course material to each candidate
- Registration of candidates and collection of documents/ Feedback sheet & maintenance of database as per our prescribed format.
- Collection of registration/application fees & training fees.
- Candidate attested photocopy should be attested by self only.
- A group-photo of students with faculty, a photograph of venue list of candidates with contact telephone number/E-mail, attendance sheet of trainees to be sent on time to time
- All the cost for successful and quality conduct of the course to be paid by you initially.
- Please ensure the valid contact no./mobile no./E-mail of each candidate.
- Please mention separate file for each batch which should have :
 - (1) *Original application form & copies of certificate*
 - (2) *Group photograph/ photo of venue*
 - (3) *List of candidate*
 - (4) *Attendance Sheet*
 - (5) *CV of faculty*
 - (6) *Hard copy of course material (one copy for a particular course for each batch)*