



DEPARTMENT OF

DOCUMENTATION CHECKLIST STTP/FDP/PBL

- | | |
|---|--------------------------|
| Preapproval Form (Scanned Copy) | <input type="checkbox"/> |
| Course/Activity Agenda | <input type="checkbox"/> |
| Acknowledgement from trainer | <input type="checkbox"/> |
| Format to be filled by Trainer/Organizer (Scanned Copy) | <input type="checkbox"/> |
| Trainer's Profile | <input type="checkbox"/> |
| Photos (ongoing session & group photos) | <input type="checkbox"/> |
| Course Brochure | <input type="checkbox"/> |
| Certificates and Standee Formats | <input type="checkbox"/> |
| Detailed Report(1Page) | <input type="checkbox"/> |
| Summarized Report (suitable for website, social media) | <input type="checkbox"/> |
| Participant Performance Test(online/offline) | <input type="checkbox"/> |
| Payment Details (income and expenditures) | <input type="checkbox"/> |
| Feedback Report (Online/Offline) | <input type="checkbox"/> |
| Attendance Report | <input type="checkbox"/> |

***Please that items in the checklist are uploaded on Google drive link created & ensure completion within 5 days after activity completion.

Coordinator

Head of Department

