

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

RESEARCH AND CONSULTANCY SECTION

Checklist for the permission to conduct Workshop /Conference/FDP/STTP

| SL No | Particulars | ✓ |
|-------|---|---|
| 1 | Permission letter duly recommended and forwarded from the HoD | |
| 2 | Income and expenditure details (Estimate) & other details (Schedule, Brochure etc.) | |

Checklist for settlement of Workshop /Conference/FDP/STTP

| SL No | Particulars | ✓ |
|-------|--|---|
| 1 | Submission duly recommended and forwarded from the HoD | |
| 2 | Copy of the Administrative and Financial Sanction | |
| 3 | Details of Income and Expenditures to be submitted in the format available in the website (CEP) (as per the CEP guidelines). | |
| 4 | Details of registration fee collected (Copy of the Bank statement) | |

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