

## **Registers required to be maintained by the ATIs**

Written by Administrator

Tuesday, 20 August 2013 11:29 - Last Updated Wednesday, 20 March 2019 11:03

---

### **REGISTERS REQUIRED FOR A TRAINING CENTRE**

The following are the registers and other records required at the Training Centres of our Production Units:

- Admission Register
- Students Attendance
- Staff Attendance Register
- Guest faculties Attendance Register
- Class Log
- Personal Log
- Register for Students Internal Evaluation Marks
- Field Visit Register
- OJT Students Record Register
- Fee Receipts
- Daily Fee Collection Register
- CD Register

## **Registers required to be maintained by the ATIs**

Written by Administrator

Tuesday, 20 August 2013 11:29 - Last Updated Wednesday, 20 March 2019 11:03

---

- Issue of Mark List Register
  
- Issue of Certificate Register

Sufficient number of the above registers and records may be supplied to the six production units of KERALA SIDCO, where the training courses are proposed to commence in March 2013.