**Guideline for the Participants by AICTE New Delhi**

Participants must be informed to check following points before coming to the workshop to avoid inconvenience-

1. Report workshop venue on the first day of Workshop at 9:00 a.m. sharp for registration.
2. Timing of workshop will be 9:30 a.m. to 6:30 p.m. daily as per AICTE schedule.
3. There is no holiday during the workshop.
4. There will be five session daily and separate attendance will be taken in each session. So don't approach the Resource Person / Observers of the AICTE or organizing team for any relaxation in timings.
5. Late coming, leaving early and absentees will be marked in attendance register and report will be send to AICTE and University on daily basis.
6. 100% attendance is necessary in the workshop. In case missing any session or continuously coming late, certificate will not be issued by AICTE New Delhi or University. Regarding this nothing is in capacity of Resource Person / Observers or organizing team.
7. Send your confirmation about joining the FDP to host college in response of their email/ phone calls. If you need accommodation in campus, mention in particular to make necessary arrangements.
8. Participants opting hostel need to bring their own water bottle, mosquito repellent and lock (to keep your belongings safe).
9. There is no fee for FDP. Travelling expenses will be given by respective college.
10. For higher level workshop, participants are required to submit Xerox copy of previously issued certificate as proof against eligibility criteria at the time of registration.