



Form 3

Checklist for organizing Short Term Course

For Principal Faculty & Co-Principal Faculty

1	Is the accommodation in Guest house/hostels booked?	
2	Is the venue booked?	
3	Are the food arrangements completed?	
4	Is the brochure ready?	
5	Are you developing website for your STC to communicate the necessary information to the registered and shortlisted participants? If YES, is the website of your event linked to the CET QIP webpage?	
6	Have you aggressively advertised your STC among the potential academic participants?	
7	Are AI flight tickets booked for the outside Resource person (if applicable) through IITG DTA?	
8	Are the materials (Lecture Notes, etc.), to be distributed to the participants, prepared?	
9	Is the Inaugural function planned? Have the Dignitaries {Director/DD; Dean (AA); Coordinator, QIP (Head CET); Head of your Department/ Centre} 'officially' invited to inaugurate the STC?	
10	Is the Participants' Registration Kit kept ready before the commencement of the STC?	
11	Is the Certificate downloaded, filled up & signed by Principal Faculty?	
12	Are these certificates along with 'Form 4' sent to QIP office for signature of QIP Coordinator (Head, CET)?	
13	Is feedback taken from (Form 5) participants during the last day of STC?	
14	Are you following the financial guidelines as mentioned on the CET website under QIP link?	
15	Is there anything else that has slipped and needs to be done?	
(Note: This is only a list to assist and by no means covers all the aspects which may differ from event to event)		



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Check List for Closer of QIP STC

1	Is the Accounts Settlement Form (Form 6) submitted to the QIP office?	
2	Is the Principal Faculty's report (Form 7) submitted to the QIP office?	
3	Are the Participant's FEED BACK Forms (Form 5) submitted to the QIP office?	
4	Are the photographs of various sessions submitted in soft copy to QIP office? [Note: If any video capture is taken (optional), it needs to be submitted to the QIP office as well.]	
5	Is one set of Notes/Handouts (given to the participants), submitted to QIP office?	
<i>(Note: This is only a list to assist and by no means covers all the aspects which may differ from STC to STC)</i>		