

GUIDELINES FOR ORGANIZING SHORT TERM COURSES

SPONSORED BY
ALL INDIA COUNCIL FOR TECHNICAL EDUCATION



QUALITY IMPROVEMENT PROGRAMME
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

The STC (short Term Course) under QIP is offered through AICTE funding to conduct courses in emerging areas for faculty participants from AICTE approved institutions. The steps to conduct such courses are as follows:

A. NUMBER OF PARTICIPANTS

Principal Faculties are requested to admit a minimum of 30 eligible participants for the program. For this, maximum selection can be given to about 40 participants so that even with some dropouts, at least 30 participants attend the program. The last 10 candidates should be intimated that their selection is provisional and their confirmation will be subject to availability of seats. **In case number of participants are less than 20 after the last date of submission of application, the Principal Faculty may opt for change of the course date suitably and re-advertisement may be made. The change of date must be notify to the QIP office.**

B. ELIGIBILITY OF PARTICIPANTS

1. All teachers of degree level technical/engineering College/Institutions/Universities approved by the AICTE are eligible to attend the Short Term Course.
2. The ISTE (Indian Society for Technical Education) handbook, containing addresses of NITS and AICTE recognized degree level technical colleges/institutions may be collected from QIP office, which may be used for sending QIP-STC brochures. The QIP office would be happy of assist you in this matter.
3. The coordinators of Short Term Course are requested to admit few teachers from the north-eastern Polytechnics provided they meet the eligibility criteria.

Note: Participants (teachers or non-teachers) from other government and private organizations (non-NITS and non-AICTE recognized colleges) may be included provided they meet their TA and DA and pay a course fee maximum of Rs 5000/- for government organizations and Rs. 10000/- for private organizations.

C. PROCEDURE FOR SELECTION OF PARTICIPANTS

1. You may prepare an information brochure on the program containing desired information and salient features of the program inviting applications from all the institutions in the eastern & north eastern states and a few selected from remaining States of India. The list of addresses can be down loaded from : www.aicte.ernet.in

or may be requested from QIP Office.

2. Select-sufficient number of participants based on area of special interest/seniority position/ geographical distribution etc., and inform them sufficiently in advance (by Fax/e-mail / uploading names of selected candidates in the course website).

D. BUDGET FOR THE PROGRAMME

1. The total budget sanctioned for one-week program is Rs. 4,50,000.00 for 30 participants. (See *Budget Norms* for further details). **This must not exceed under any circumstances.**
2. You may admit up to 10 participants from professionals/industry/fields etc. by charging a suitable course fee on NO LOSS - NO PROFIT basis. The course fee may be of the maximum of Rs. 5000/- for Govt. organizations & Rs. 10000/- for private organizations and this amount may be used to meet the additional expenditure, if any. Unspent money must be deposited to "QIP" head of account through QIP office only.
3. In case, the participants are more than 30, additional financial support may be made available from QIP office subject to the availability of QIP fund. However, if the number of participants is less than 30, the budget will be reduced accordingly.
4. Since QIP courses are conducted from the limited fund obtained from AICTE in every financial year, Principal Faculties are requested to conduct the course with in-house (IITG) resource persons as far as practicable.

E. BOARDING AND LODGING

The Principal Faculties are requested to arrange and ensure reasonably satisfactory boarding and lodging facilities to the participants in the Institute Guest house/Hostels. For booking of the accommodation Establishment/ Students Affairs office may be contacted. The list of participants and experts may be sent to senior medical officer for necessary action & emergency.

F. TA / DA FOR PARTICIPANTS

1. Selected candidates will be entitled for to-and-fro III AC railway fare by the shortest

route. Local transport by auto rickshaw from railway stations only to IIT on the dates of arrival and departure will be refunded. Local participants will be given TA charges as per Institute rules.

2. Only those who attend the program in full are eligible for TA/DA from QIP.
3. TA is limited to Economic AI Air for the resource persons.
4. The Principal Faculties are requested to verify TA from accounts section before releasing (through DBT) any money to participants & resource persons. No advances may be taken for payment of the same.

G. CONDUCT OF THE COURSE

1. The STC should preferably commence on **MONDAY** and conclude on **FRIDAY** of the following week with five working days in a week.
2. STC brochure should be prepared as per the specimen format available at QIP webpage. Send the soft copy for your course, to the QIP office cet@iitg.ac.in for uploading on the webpage.
3. The QIP office can assist you in mailing the brochure.
4. Upon receiving registration forms from Applicants, over 30 candidates should be selected. Candidates, over to the 30 candidates, must be kept as waitlisted. All the candidates must be informed accordingly.
5. A caution deposit of Rs. 1,000/- or Rs. 2,000/- may be collected in the form of DD from Prospective participants before sending them the final invitation letter.
6. Any purchase (under contingency/consumable etc) MUST be through the normal purchase procedure of the Institute.
7. No expenditure should be incurred on costly folders, photographs, garlands, entertainment, etc., from the funds released by the QIP. This is in accordance with the Audit requirements.
8. Academic section may be contacted for booking of class room/gallery.
9. The QIP coordinator should requested to pay visit for the inauguration & valedictory functions and during the program in order to monitor the progress of

STC. He/She will have discussions with the Principal Faculty, resource persons and the participants. This is in accordance with the recommendations of the AICTE.

10. Director/Dy. Director and Dean (AA) should be called for inaugural & valedictory functions as Chief Guest. Concern department HOD must be invited and requested to give a briefing of the department activities, facilities etc.
11. Outside experts if present during these functions, may be made Guest of Honor in the function. Principal Faculty should well plan and effectively coordinate these functions for smooth conduct of the same.
12. A list of participants must be sent to QIP office immediately after the commencement of the program.
13. Participants MUST attend the program in Full.
14. Attendance of participants (Form 4) should be maintained for each sessions and submitted along with the settlement of accounts.
15. The caution deposit along with TA/DA amount is paid to the participants on the last day of the course.
16. A certificate (preferably in glossy papers) should be issued to the participants in the prescribed format (Certificate format may be downloaded from CET site).
17. The resource persons should be engaged from the nearby premier institutions/organizations in order to keep the expenditures on T.A. within the stipulated limit.
18. Utmost care should be taken in the development of Lecture Notes/Course Material. These must be given to the participants and resource persons at the time registration of the course.
13. The Ancillary Staff may be paid honorarium on the basis of the nature of work actually rendered by the person concerned only.
14. The course should be properly planned and organized with utmost importance given to the development of the course material, selection of participants and resource persons, effective management of the program, conduct of laboratory classes/demonstrations/visits, etc. and maintenance of accounts.
15. If any additional information or assistance is needed from this office, please feel free to ask the same (Phone 3007).

H. MAINTENANCE AND CLOSING OF ACCOUNTS

1. The Expenditure Settlement of Short Term Course (Form 6) along with vouchers duly signed by the Principal Faculty, list of participants, attendance sheet (Form 4) (duly signed), participant's feedback forms (Form 5), Principal Faculty's report, copy of the Lecture Notes/Course Material (hard and soft copies) must be sent to the QIP office within 30 days from the date of completion of the STC to facilitate early payment of the final instalment.
2. All the bills must be duly signed by the Principal Faculty; a revenue stamp should be put in case bill is of more than Rs. 5000; three spot quotations should be furnished for purchase of any items of more than Rs. 25000/-.

P.S.: Principal Faculty's suggestions in improvement of this information booklet is most welcome.