



### Form 3.2 Checklist for collaborative research under TEQIP-III

For Proposer & DC

1	Is the accommodation (hostel/Guest house as appropriate), booked for the required duration of collaborative research?	
2	Have the participant, under collaborative research joining you, reported the TEQIP office of IIT Guwahati with a leave certificate from the parent institution?	
<i>(Note: This is only a list to assist and by no means covers all the aspects which may differ from event to event)</i>		

#### Check List for Closer of TEQIP Event

For Coordinators & DC for winding up/closer of the research under TEQIP an event

1	Is the financial report (as available in 'FORM 6.2' at the CET website), submitted to the TEQIP office?	
2	Is one copy (hard and soft each) of research report (thesis if deemed fit) of the collaborative work submitted to the TEQIP office for record?	
3	Is the attendance sheet (FORM 4) of the participant under collaborative research submitted to the TEQIP office?	
4	Is one copy of publication (International/National Journal/Conference) submitted to TEQIP office?	
<i>(Note: This is only a list to assist and by no means covers all the aspects which may differ from event to event)</i>		