



**Form 3.3 Checklist for organizing International/National Conference under TEQIP-III**

For organizers & DC

1	Have you defined the role/responsibility of the co-organizing faculty member from TEQIP III institutes?	
2	Is the accommodation in the Guest house/hostels booked?	
3	Is the venue been booked?	
4	Is the conference poster ready?	
5	Are you developing an event-website? If YES, is the website of your event linked to the CET TEQIP webpage?	
6	Have you aggressively initiated process to generate external funding?	
7	Have you aggressively advertised your International/National conference among the potential academic participants?	
8	Are the food arrangements completed?	
9	Is the conference proceeding for the participants, prepared?	
10	Is the Participants Registration Kit kept ready before the commencement of the event?	
11	Is the Inaugural function planned? Are the Dignitaries {Director/DD, Dean (R&D)/Dean (AA), PI-TEQIP (Head CET), Head of your Department/ Centre} 'officially' invited to inaugurate the event?	
12	Have you followed the GFR, Govt. of India guidelines for utilizing TEQIP III fund to support your conference?	
13	Is there anything else that has slipped and needs to be done?	
<b>Note:</b> 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 TEQIP Event**

*For organizers & DC for winding up/closer of a TEQIP event*

1	Is the Accounts Settlement Form (as available in 'FORM 6.3') submitted to the TEQIP office?	
2	Is the conference report submitted to TEQIP office?	
3	Is one copy of the conference proceeding (docx file and hard copy both) deposited to the TEQIP office?	
4	Are the photographs, of the sessions, submitted in soft copy to TEQIP office? [Note: If any video capture is taken (optional), it needs to be submitted to TEQIP office as well.]	
<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>		