

Check List AICTE QIP STCs

1.	Plan the schedule of the course based on availability of Taramani Guest House, Lecture Halls Vacation, Holidays, Examinations in other universities, Climatic Conditions, Gate and JEE examinations etc.	
2.	Booking TGH, Halls/conference rooms for STC CCE can help in providing information on the availability of rooms in TGH, Hostels and lecture halls in IC SR)	
3.	Preparing the Brochure. A sample brochure can be obtained from CCE.	
4.	Sending brochure to AICTE approved Colleges by email and post. CCE can provide a list of AICTE approved colleges and also help in emailing and posting the brochures.	
5.	Prepare Course material and letters to resource persons	
6.	Short list candidates and send intimation letters to selected candidates. About 10% excess candidates can be selected. AICTE provides funds in proportion to the number of candidates and the number can exceed 30.	
7.	Receive acceptance and also Bank details from Candidates. (CCE will intimate the details needed)	
8.	On the first day of the course Circulate Travel Allowance form and confirm Bank details of participants and submit the filled form to CCE OFFICE. CCE will help in this regard.	
9.	On the second day Provide Names of participants with designation and affiliation to CCE OFFICE for preparation of certificates	
10.	On the last day Obtain feed back from participants. The form can be obtained from CCE.	
11.	Within 15 days of the end of the program. Send the bills related to along with covering letter for the payment/reimbursement etc.. to CC All bills have to be only in the financial year.	
12.	Submit the filled Feed back form, coordinator's report and summary accounts to CCE and obtain closure certificate from CCE.	

Note:

1. Only candidates from AICTE approved colleges can be selected. However, over and above this some candidates from other engineering colleges and Deemed Universities can also be called after consulting CCE.
2. The Norms provided by CCE at the time of approval of the course have to be strictly followed.
3. The course must cater to at least 30 participants from Engineering Colleges.
4. Any expert called for delivering lectures can travel only by Air India. If not prior permission from Ministry of Civil Aviation has to be obtained by the coordinator.
5. A one week course has to be run for 6 days.
6. For any clarifications please contact CCE.