

Procedure to be followed by Faculty Coordinators conducting GIAN Courses

1. After the announcement by the Local GIAN Coordinator, proposals can be submitted as mentioned in the announcement. The format for the proposal is available in the CCE Website.
2. A faculty Member can only propose a maximum of two courses at a time. It is desirable that the invited guest faculty must be very accomplished. Also the proposed course should be at a level useful to a large section of students and not very specialised. It is preferable that the same course should not have been offered by the concerned foreign faculty at another institution within India.
3. After the course is approved by the Local GIAN Advisory Committee, an invitation to upload the proposal at IIT Kharagpur GIAN Website will be sent by the Local GAIN coordinator. The details of the uploaded courses will be available in the GIAN website of IITKGP.
4. After receiving invitation, proposals in the prescribed format (along with signed consent form from the foreign faculty) may be uploaded at the IITKGP Website.
5. CCE office will then request the faculty coordinator to provide details for preparing the letter of invitation for the foreign faculty member. Kindly provide the same, so that the letter can be prepared and sent directly by the Director's office. A copy of invitation letter will also be sent by the Director's office to the faculty coordinator. The invitation letter is needed for obtaining a Business Visa.
6. The faculty coordinator should prepare a brochure for the program giving dates (please check the availability of class room while deciding the dates by seeing the CCE website or by contacting CCE office). A template for the brochure would have already reached the faculty coordinator. The format of the brochure is also available in the CCE website. The prepared brochure should be sent as early as possible to the Local GIAN coordinator so that it can be uploaded in the GIAN main IITKGP web site.
7. CCE will then send a set of forms that need to be filled in and returned. These forms are also available in the CCE website.
8. Faculty coordinators need to submit the following documents obtained from the foreign faculty for their honorarium & Travel allowance:
 - Filled Honorarium and Travel expenditure form (along with the course coordinator & foreign faculty signature)
 - Copy of pass port and Boarding pass
 - Document of Air fare ticket details
 - Filled Income tax deduction form along with copy of Social Security card bearing No.(in case Social Security Card is not available copy of either TIN or Residence card have to be provided). All copies have to be self attested.
 - Kindly note that in all cases 10%TDS will be deducted even if the above details are given as per Norms. If the above details are not given TDS at 20% will be deducted. However, Form 16A indicating this deduction will be provided as soon as it is received from the IT Department.
9. Before finalising the dates and the brochure, the booking for the class room has to be made by sending an email to (ravikondda@gmail.com) with copy to (smrajabe@gmail.com, seenidata@gmail.com). A request also has to be made for video Recording. Details of the availability of class rooms are provided at the CCE website.
10. An email has to be sent to TGH for accommodation in BEGH for the foreign faculty member with copy to CCE (cceoffice@iitm.ac.in).
11. Student participants have to apply for hostel accommodation through the CCW website (iKollege) which has to be approved by the faculty coordinator. CCE does not get involved in this.

12. The faculty coordinator may inform industries and colleges about the program. CCE can assist in sending the brochure if the details are given.
13. Once the industry participation is confirmed, the faculty coordinators should provide the details of the industry to CCE, namely: **Registered Name, Address, PAN No & TAN No. & Registered GST No.** of the company/s concerned. This is essential for avoiding TDS or for recovering the amount paid by the company as TDS. CCE will help in obtaining these if the details of the contact person in the Company/s are provided.
14. All money receipts should be only into the CCE Account. Bank details are available in the registration form and also in the CCE website. The preferred mode of receiving money is by NEFT/RTGS. Faculty coordinators are requested to inform these bank details to the companies/individuals making payments. The Course Coordinator has to collect and send the details of the online transactions of participants (Name, UTR No, transaction date) to CCE before the commencement of the course.
15. The Course Coordinator needs to submit all DD's, Cheque's to CCE. (CCE will prepare the pay in slip and send to Accounts. They will prepare the receipts to individual participants)
16. Only CCE can issue invoices for all receipts. **Faculty members are requested not to issue invoices directly. Every receipt of money needs an invoice as per the GST rules.** All receipts can normally be made only after invoices are issued. However, in some cases like registration fees of individuals invoices can be issued by CCE after the money is received.
17. Since a lot of receipts will be made to the CCE account, it will not be possible to automatically link each receipt of money to the concerned course. Hence, faculty coordinators have to provide the details of the money receipts/ transactions related to their course to CCE as and when they occur.
18. On the first day of the course, the course Coordinator has to send the participant details (Name & Institute, Email ID, Address, Company, Mob No) to CCE in order to prepare the certificates and also for records.
19. CCE will then prepare the certificates and hand them over to the course coordinator. The certificates have to be distributed only at the end of the program.
20. The Course Coordinator has to send a report on the course to CCE after its completion within one week. The format would have been sent by the CCE. The same is also available in the CCE website.
21. The Course Coordinator has to submit all the bills along with a covering letter to CCE for payment. All payments have to be only through CCE.
22. The Course Coordinator has to prepare the grade details and send to DEAN Academic Courses. This will not be done by CCE and will be handled only by the academic section. However, CCE can assist if details are provided.
23. The Course Coordinator has to send the filled distribution form to CCE after ascertaining the amount left.
24. Finally after completing all the formalities, faculty coordinator can close the GIAN by providing the filled Check list to CCE. CCE will then issue a closure certificate.

In case the local coordinator has to travel for work related to the GIAN, such travel should only be by Air India if the funding is from Government of India. In case this is not possible prior permission from the Ministry of Civil Aviation has to be obtained by the Faculty member through CCE. Only if permission is granted can Non-Air India travel be allowed. If the funding is from sources other than Govt. of India travel can be by any air line.