Procedure to be followed by Faculty Members conducting AICTE sponsored QIP STCs

1. After CCE issues a letter approving a course proposed by a faculty member, CCE will also inform the Taramani Guest House (TGH) about all the QIP STCs to be conducted in that year with the tentative dates given by the faculty coordinators. TGH will contact the faculty coordinators through email and finalise the dates. For any assistance CCE may be contacted. Faculty members have to plan the schedule of the course based on availability of Taramani Guest House, Lecture Halls, Vacation schedules, Examinations in other universities, Climatic Conditions, Gate and JEE examinations etc. CCE can help in providing information on the availability of rooms in TGH, Hostels and lecture halls in IC SR.

2. Normally TGH will provide 15 rooms on a twin sharing basis. For additional rooms faculty members may contact CCW for hostel accommodation which may be provided only if available.

3. 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.

4. AICTE norms indicate that there should be at least 30 participants. The participants can be only from AICTE approved engineering colleges. However, a limited number of participants from other engineering colleges can also be called after informing Chairman CCE.

5. A Brochure related to the course has to be prepared so that it can be sent/emailed to the colleges. **A sample brochure can be obtained from CCE. It is also available in the CCE website**

6. CCE may be contacted to send the 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.**

7. After obtaining applications from candidates short listing based on suitable criterion has to be done by a small committee formed by the faculty coordinator. Then selected candidates have to be informed by email /post. For this kindly provide the Mobile Number, email ID, Address and Name of the selected candidates to CCE. CCE will then send emails to the selected participants on behalf of the coordinator with a copy to the coordinator. About 10% excess candidates can be selected to take care of dropouts. AICTE provides funds in proportion to the number of candidates and the number can exceed 30.

8. **Faculty coordinators will then receive acceptance emails/letters from participants. IN addition CCE/Coordinators will also receive Bank details from Candidates in order to transfer travel allowance after the program. (CCE will inform the details needed from the participants at the time of sending the email intimating their selection)**

9. **On the first day** inform CCE so that Travel Allowance form can be given to those who have not brought the same. CCE will also confirm the Bank details of participants on the first day and collect the forms for further action.

10. **On the second day** Provide Names of participants with designation and affiliation to CCE OFFICE for preparation of certificates. The certificate templates are available in the website.
11. **On the last day** Obtain feedback from participants. **The form can be obtained from CCE.**
12. **Within 15 days of the end of the program.** Send the bills related to STC along with covering letter for the payment/reimbursement etc.. to CCE. **All bills have to be only in the financial year.**
13. Submit the filled Feedback form, coordinator's report and summary of accounts to CCE and obtain closure certificate from CCE.

   Important Note: Since funding for these courses is from AICTE, Government of India have to be strictly adhered to. Hence faculty members are requested to follow the guidelines /norms provided by CCE. For any details please contact CCE.