

GLOBAL INITIATIVE OF ACADEMIC NETWORKS (GIAN) CHECK LIST

The Course Coordinator has to do the following:

Before the course:

Check List for GIAN Coordinators	Tick Here
❖ Provide the details of the organization or college related to the CEP being conducted so that CCE can apply for TDS Exemption certificate related to the transaction. (Registered Name, Address, PAN No & TAN No. & Registered GST No.)	
❖ Email to be sent to TGH for the accommodation in BEGH with copy to CCE (cceoffice@iitm.ac.in)	
❖ Email to be sent to (ravikondda@gmail.com) with copy to (smrajabe@gmail.com , seenidata@gmail.com) for booking the Venue and for Video Recording	
❖ Filled Proforma for Registration form to be sent to CCE (CCE will provide a Registration No)	
❖ If the industries may sponsor the participants, the Course Coordinator To be send that the industries Name, Address, GST No, Pan to CCE (CCE will raise the invoice that send to the concern person and copy to Course Coordinator.)	

During the course:

❖ The Course Coordinator to collect and send the details of participants online transaction (Name, UTR No, transaction date) to CCE before the commencement of the course.	
❖ The Course Coordinator 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)	
❖ The Course Coordinator to send the participants details (Name & Institute, Email ID, Address, Company, Mob No) before end of the course to CCE for prepare the certificates	
❖ To submit the following documents from the foreign faculty for honorarium & Travel allowance: <ul style="list-style-type: none"> ▪ 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 these proof (Social Security No, TIN, Residence card) 	

After the Course:

❖ The Course Coordinator has to be sent the report of conduct GIAN course to CCE	
❖ The Course Coordinator has to be submitting the expenditure bills along with covering letter to CCE	
❖ The Course Coordinator has to be prepare the grade details and send to DEAN Academic Courses	
❖ Finally the Course Coordinator has to be sent the filled distribution form to CCE	

