

# GUIDELINES FOR ORGANIZING SHORT TERM COURSES

The STC (short Term Course) under QIP is offered through AICTE funding to conduct courses in emerging areas for faculty participants from AICTE approved institutions. The steps to conduct such courses are as follows:

- Faculties are requested to admit a minimum of 30 eligible participants for the program.
- All teachers of degree level technical/engineering College/Institutions/Universities approved by the AICTE are eligible to attend the Short Term Course.
- The total budget sanctioned for one-week program is Rs. 4,50,000.00 for 30 participants.
- Selected candidates will be entitled for to-and-fro III AC railway fare by the shortest route. Only those who attend the program in full are eligible for TA/DA from QIP.
- The STC should preferably commence on **MONDAY** and conclude on **FRIDAY** of the following week with five working days in a week.
- A caution deposit of Rs. 1,000/- or Rs. 2,000/- may be collected in the form of DD from Prospective participants before sending them the final invitation letter.
- Participants **MUST** attend the program in Full.
- The caution deposit along with TA/DA amount is paid to the participants on the last day of the course.
- The resource persons should be engaged from the nearby premier institutions/organizations in order to keep the expenditures on T.A. within the stipulated limit.
- The Ancillary Staff may be paid honorarium on the basis of the nature of work actually rendered by the person concerned only.
- The course should be properly planned and organized with utmost importance given to the development of the course material, selection of participants and resource persons, conduct of laboratory classes/demonstrations/visits, etc.