



Guidelines for Conduction of Online QIP Short-term Courses

- The minimum instruction days for a one-week course are six.
- A course flyer should be prepared and shared with the QIP office and the same needs to be uploaded in the institute website, preferably two weeks before the start of the course.
- The course coordinator needs to circulate the flyer for wider publicity of the course.
- A minimum of 3-4 sessions of 90 - 120 mins each should be conducted for a six-day course, thereby totaling to 18 - 24 sessions.
- The course instructors/subject experts should be from reputed institutes and research organizations.
- **As per the guidelines provided by the AICTE, a resource person should not be utilized twice within the same course** to bring diversity and an insight on the subject from various scholars.
- **One session on NEP - 2020 is a must in the course and need to be scheduled.**
- The list of participants along with their IDs and application forms (with Certificate of AICTE Recognition of the Institute in given format)) should be shared with the QIP office at least two days before the start of the course.
- A minimum of 15 faculty participants (from the AICTE approved colleges) are mandatory for conducting a course.
- It is required to take attendance of participants each day and needs to be shared with the QIP office on completion of the course.
- A course feedback should be collected at the end of the course. Further, it needs to be shared with the QIP office on completion of the course.
- An assessment (based on test, assignment etc.) shall be conducted by the coordinator at the end of the course. The certificates should be issued to those participants who attended the course with minimum 80% of attendance and scored minimum 60% marks in the assessment.
- Disbursement of any registration fee generated from Non-AICTE participants (any participant other than the faculty members of AICTE approved institutes) will be done as per the CEP guidelines of the institute.

- After completion of the course, course-coordinator should submit following documents to QIP office within one week from the completion of the course.
 - ➔ Summary sheet
 - ➔ Course report (including screen shots from the lectures)
 - ➔ Assessment forms
 - ➔ Attendance report
 - ➔ Feedback of the participants
 - ➔ Photographs (if any)
 - ➔ Link to recorded lectures (if any)
 - ➔ Honorarium payment forms and all bills.

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