



**Quality Improvement Programme
Continuing Education Programme
QIP-CEP**



Indian Institute of Technology Patna

**GUIDELINES FOR QUALITY IMPROVEMENT PROGRAMME &
CONTINUING EDUCATION PROGRAMME (QIP-CEP)**

1. Any programme/course must be initiated with submission of required proposal form to QIP-CEP office, IIT Patna.
2. All proposal forms submitted to QIP-CEP office must be recommended by concerned HOD(s).
3. The Participation fees for the QIP-CEP programmes will be accepted only through Demand Drafts drawn in favour of "Indian Institute of Technology Patna" or e-transfer/RTGS/NEFT. Personal cheque will not be accepted in any case.

Details for Online Payments through RTGS/NEFT or e-transfer:

A/c Name: CEP-IIT PATNA

A/c No.: 40968673047

IFSC Code: SBIN0017164

Bank Name: STATE BANK OF INDIA

Branch Name: IIT Patna Bihta Campus Branch

MICR Code : 801002005

Beneficiary : Indian Institute of Technology Patna

Bank Telephone: 0612-3028062

IFSC Code : SBIN0017164

Account Type : Savings A/c

4. QIP-CEP office will process the proposal and after obtaining the requisite approvals will notify it.
5. The Course Coordinator should confirm the programme at least 15 days before the scheduled date of the course otherwise the course is assumed to be cancelled.
6. If the course is not done within the three months of the proposed date, it will be considered void and a new approval is required with proper explanation for not conducting the course.
7. A final time table should be submitted at least two days prior to the starting date of the course.
8. Course certificate should be given to a participant having at least 80% attendance during the training programme.
9. All the purchasing during the programme should be as per Store & Purchase rules, IIT Patna.
10. All payment to faculty and supporting staff will be through QIP-CEP office/Accounts office. All the bills pertaining to the courses should be sent to the QIP-CEP Office for payment after proper entries in the stock register of the concerned Department(s).
11. Submission of Course Evaluation feedback form filled by the participants to the QIP-CEP office immediately after completion of the programme is mandatory. Course feedback form will be prepared by the Course coordinator.
12. The Course Coordinator(s) should ensure that the total expenditure to be incurred on the course should remain within the total budget of the programme.
13. Before submitting the honorarium bill in respect of faculty/supporting staff for payments, it may please be ensured that (i) No other bills are pending for adjustment/payments, (ii) List of the participants, certified by the course coordinator/s and (iii) Certified copy of the programme/course schedule, (iv) Summary of the course evaluation, and (v) attendance of participants; have been submitted.
14. All accounts are required to be closed within three (03) months of completion of the course.
15. QIP-CEP overhead will be 30% of gross receipts. GST will be applicable as per rule.