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# *Working Manual for Local Coordinators*

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*After you login to the GIAN portal ([www.gian.iitkgp.ac.in](http://www.gian.iitkgp.ac.in)) for the first time, please do the following:*

- 1. You should edit profile to provide details including your contact number and read the guidelines for proposal submission given in the GIAN portal.*
- 2. Please circulate proposal template to your faculty for submitting proposal to you. The proposal template can be downloaded from the download section (after LC Login).*
- 3. In the Menu of Local Coordinator, select Invite Proposal and type course coordinator's email id and click Invite Proposal. The email of Course Coordinator should be authentic. The course coordinator will receive a mail including a link to upload the Proposal. The proposals to upload should be in PDF format.*
- 4. Once course coordinator uploads the proposal and clicks Final Submit, Local coordinator will be able to view the proposal and the foreign faculty consent form. Local coordinator should scrutinize the proposal and the consent form before forwarding the proposal to GIAN office by clicking the 'Accept' button. Local Coordinator should ensure the proposal is submitted as per prescribed format. In case of any modification required, local coordinator should click on 'Reject' button for modification and resubmission of the Proposal by course coordinator.*
- 5. Once the Proposal is accepted by the Local Coordinator, the proposal is forwarded to GIAN Office for document verification. The proposal may be sent back to Course Coordinator with comments if the required documents lack information and are not in proper format. If the proposal is in order, then it is sent to the Chairman of appropriate sectional committee for arranging review of the proposal. The status of the proposal will change to Submitted to Section Coordinator for Review.*
- 6. The status for the proposal will change continuously till it is approved by the Apex body.*
- 7. You will receive approval mail from the National Coordinator with a request to upload the final brochure.*
- 8. You will coordinate with the course coordinator to upload the final brochure for the course and the final dates of organization of the course.*
- 9. The official signed sanction letter with details of fund sanctioned alongwith terms and conditions for each approved course will be sent to your Institute with a copy marked to you.*
- 10. **The fund allocated for the course will be released after the course brochure is uploaded in the portal.***
- 11. Once the brochure is uploaded for a course, the status of the course will change to 'Brochure uploaded' and a mail containing login details of course registration site will be sent to the course coordinator's email address. Please confirm from the course coordinator regarding the receipt of the mail otherwise contact GIAN office at [gian@iitkgp.ac.in](mailto:gian@iitkgp.ac.in)*
- 12. While the course is running, please enter the relevant data by clicking the 'monitoring course' in the right hand pane.*

13. *Course coordinator should select the participants who are attending the course, so that participants can fill the feedback form online before the completion of the course.*
14. *The following documents for each course should be sent to IIT Kharagpur, national Coordinating Institute:*

- *Course completion report*
- *Fund Utilization certificate for the course*

*The templates for the above documents can be downloaded from the download section (after LC Login)*

15. *In case you want to postpone a course because of non-availability of the foreign expert or any other reason, you should click 'Postpone' button against that course. The status of the course will be automatically changed in the 'Upcoming Courses' as postponed course.*
16. *In order to resume a course after postponement or reschedule a course, you should upload the brochure with revised dates and inform the GIAN office. The GIAN office will change the dates and status of the course.*
17. ***Please Note that All approved courses have to be completed by 31<sup>st</sup> December 2017.***