Working Manual for Course Coordinator

1. You need to contact Local Coordinator of your Institute for proposal submission under GIAN

2. Once Local Coordinator invites course coordinator to submit a proposal, the course coordinator will receive a mail including a link to upload the Proposal. The proposals to upload should be in PDF format.

3. The format of Foreign Faculty Consent Form should be downloaded and sent to foreign faculty for his/her signed consent. The scanned copy of the same should be uploaded in PDF format while submitting the proposal.

4. Course coordinator should upload the proposal and click on Final Submit.

5. If required, the proposal may be sent back to the course coordinator for modification and resubmission.

6. The status of the proposal can be viewed from Proposal Tracking link on the Home page of GIAN.

7. If the course is approved by APEX body, contact the Local Coordinator for brochure format and further actions.

8. Once the brochure is uploaded for a course by the local coordinator, a mail containing login details of course registration site will be sent to the course coordinator's email address. In case this mail is not received, please contact local coordinator.

9. The Participants for a course will register in the GIAN registration portal and apply for attending courses. Course Coordinator should select the participants in the GIAN portal and may inform the selected participants regarding mode and amount of fee payment, course registration, venue etc via mail facility provided in the portal.

10. **_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._**

11. The following documents for each course should be completed/needed :
    a. Course participation certificate
    b. Course gradesheet
    c. Course completion report
    d. TA bill for foreign expert
    e. Fund Utilization certificate for the course