



# National Institute of Technology Calicut

## Office of Dean (R & C)

### Offline Self Financing Continuing Education Programme (CEP) 2022-23

#### General Guidelines

#### **Objectives:**

To conduct continuing education programmes like FDP, STTP and workshops for helping in imparting quality technical education and to support technical institutions in fostering pedagogy, research, innovation and entrepreneurship through training in various emerging areas and fundamental topics .

#### **Submission of Proposal**

A detailed proposal for conducting the CEP should be submitted to the Dean R&C Office along with the following documents in the given format(Annexure)for obtaining AS&FS for conducting the programme:

1. Application in the prescribed format through the online form given in CEP website. (<http://www.nitc.ac.in/cec/index.html>)
2. Short CV of Coordinator/Coordinators.
3. Summary of Profile of proposed Resource Persons.
4. Proposed budget in the prescribed format.
5. Brochure(Or website link)

The programme should be self financed, the expenditure of which can be collected through participant registrations and sponsorships(If any).

After getting the AS&FS the brochure can be circulated and applications for registration for the CEP can be invited. Hardcopy of the application, approval e-mail, Brochure, Proposed Budget and Schedule should be submitted to the Dean R&C office after getting online approval.

**Registration fee should be collected through the CEP account.**

Account details:

- Account No.: **37618269594**
- Account holder name: **DIRECTOR NIT CALICUT-CONTINUING EDUCATION PROGRAMME**
- Bank: State Bank of India, NIT Calicut Campus
- IFSC: SBIN0002207

It shall be instructed to the potential participant registering for the programme to include the **short name** of the programme while making payment (registration fee or any other payment) so that the short name (preferably abbreviation of the programme name) will be appearing in the Description field of the receiver's bank account statement. The coordinator shall collect the reference document of remittance from the participant.

Along with registration fee, GST @18% should be collected from participants from outside the institute. The registration fee shall be collected only from the shortlisted participants, this will help in ensuring a minimum number of registrations for conducting the programme before collecting the registration fees. If the coordinator is applying for an advance, ensure that sufficient registration amount has been received for meeting the expenses, and apply for advance at least two weeks before the program. Submit all the documents listed below for settlement to the Dean R&C office within two weeks after conducting the program, and payments will be made by the account section according to the details submitted to the beneficiary account.)

**For all offline(face to face) selffinancing CEPs, follow these guidelines:**

1. Proposal for AS&FS with a budget showing income and expenditure shall be submitted well in advance. The proposal shall contain details of potential experts from outside the institute and within the institute. It is required to attach a brief bio-data of the experts enlightening his/her recent expertise in the specified direction. The programme title with a short name (abbreviation of the programme name) must be provided in the proposal.
2. The area and title selected for the CEP shall reflect the latest theoretical/technological/managerial advancements. Topics for various sessions shall be from the latest area of advancements/trends aligned with the title of the programme.
3. Registration Fee shall be fixed by the coordinator(s) based on the demand for the programme and the amount be sufficient to meet all expenditures for a predefined minimum number of participants. The fee remitted once will not be returned normally. The general guidelines for the course fee from applicants are as follows:
  - o The fee for participants from academic institutions (faculty members) shall be Rs 1500 to 2500 for programmes having delivery contents of 10 to 18 hours, Rs 3500 to 4500 for programmes having delivery contents of 20 to 35 hours and shall be Rs 6000 to 7000 for programmes having delivery contents 40 to 60 hours. Appropriate concessions can be given to other classes of participants based on the participant category, such as B.Tech., M.Tech. and PhD students. (The above range is excluding GST, Coordinators should collect the Registration fee including the applicable GST amount also)
  - o The fee from the industrial participants may be a minimum of double the fee for the faculty members from academic institutions.

- o Additional fee may be collected for food and accommodation expenses as per requirements. (Coordinator should mention the daily additional expense rate in these heads in the brochure )
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4. Honorarium to Experts from reputed Industry/Academia (in the faculty cadre or equivalent) is limited to a maximum of Rs 7000 per day (Minimum session duration per day by a resource person should be 3 Hours) . However, exemptions can be done under special circumstances after receiving the approval from Dean (R & C).
  5. Honorarium to faculty coordinator is Rs 8000/-for programmes having a duration of 10 to 18 hours, Rs 10,000/- for programmes having a duration of 20 to 35 hours, and Rs 12000 for programmes having a duration of 40 to 60 hours. For more than one coordinator, it shall be shared.
  6. Honorarium to Technical assistants/Student assistants for lab setup, online lab/tutorial sessions, general arrangements, etc. is limited to a maximum of Rs 1000/day/person.
  7. A minimum of 5% of the fund collected (5% of (revenue – (GST, , etc.))) shall be deposited as **institute overhead** and shall be maintained in the CEP account of the institute. Any excess fund over the expenditure shall also be maintained as institute overhead.
  8. After the completion of the programme, the respective faculty coordinators are required to submit the hard as well as soft copy of the report of the programme to the CEP coordinator within 15 days of the completion of the programme. The report must include the (i) documents as per the Appendices, (ii) registration forms, (iii) attendance sheet, (iv) programme time table, (v) feedback forms of the participants, (vi) media coverage of the programme, if any, (vii) one online group photo covering all participants, and (viii) copy of the course material.
    - o The expense for the preparation of these documents shall be booked under DOC of the organising department. If the programme is organised by an interdisciplinary group, the expenses can be booked proportionately to the DOC of coordinators' departments. In this case, the application shall be forwarded by concerned HoDs. (Signatures of concerned HoDs should be available in the same application.)
  9. An application shall be invited from potential participants . The pieces of information related with the participant such as Name, Designation, Email ID, Phone, Affiliating organisation, Official complete address, Details of fee structure (these details shall contain fields such as Fee amount, Account No., Name of bank, and its IFSC, course short name). Before submission of application by the applicant, the details of fee remitted are also required as part of the application. The required details of fee remitted are amount, fee paid method (net banking, UPI method, etc.) and the copy of fee paid showing document. You can include any other matter deemed to be required. Clear instructions should be mentioned in application to include the '**short name of the programme**' in the fee remittance transaction so that it will be reflected in the

Description field of the receiver's bank statement. The call for application should be titled with the programme title, the date of the programme and hours planned to engage in the programme.

10. On completion of the programme (within 15 days of completion), all the details of the income and expenditure along with an Income & Expenditure statement (IE) shall be submitted through the online settlement form given in cep website and after getting approval mail hardcopies of all the listed documents should be submitted to the Dean (R&C) for settlement. The following documents given as Appendix shall be submitted as part of the settlement.

Appendix-1: Income and expenditure statement

Appendix-2(a): Participants details with fee collected,

Appendix-2(b): Details of any other collections as income

Appendix-3(a): Consolidated details of Honorarium, and Tax deducted,

Appendix-3(b): Receipts from individual experts

Appendix-4: Honorarium to faculty coordinator(s)

Appendix-5: Honorarium to technical assistants/Student assistants

Appendix-6: Consumables used for lab sessions

Appendix-7: Bank statement of the CEP account

If any of the Appendix is not applicable, submit a NIL statement in the given format.

11. A general feedback about the programme shall be collected in the given format. You are free to collect any other specific feedback as per the needs of the programme.
12. 80% attendance should be made mandatory for the issuing of the certificates. A summary of attendance should be submitted along with the other documents.
13. A test should be conducted based on the topics covered in the CEP and minimum 60% marks should be scored by the participant for issuing the certificate. (Applicable for FDP & STTP)
14. A group photo of the participants also should be taken and a copy of the same should be submitted.
15. Soft copy of the resource material given to the participants shall be uploaded along with settlement form
16. Accommodation details and documents

In addition to the above proper GST bills/forms/receipts/vouchers should be submitted for the following if applicable

- TA&DA forms of participants and experts
- Books/Registration kits purchased for participants
- Any other additional expenses

17. On submission of all proper documents to the office of Dean (R&C), the honorarium and all other disbursement to the bank account of the concerned parties will be completed in 15 days under normal circumstances.

18. Certificate of participation and receipt for registration fee received shall be issued by the coordinator(s). GST invoice/bill sample given in the website of Dean (R&C) shall be used for preparing receipt of registration fee. Get advice from the account section for filling the details in the Receipt for Registration Fee (An Excel form is attached herewith.)
19. It is advised to conduct programmes of duration having 25 hours or more and less than 36 hours so that such programmes shall be counted as a week-long programme. (5 to 6 hours of engagement is considered as a day.)
20. GST receipt with their GSTIN shall be issued to sponsored participants, if requested for such receipt. In this case, you have to collect their GSTIN number of their sponsoring organisation for issuing such a receipt.
21. CEP envisages Workshop, Short-Term Training Programme (STTP), Faculty Development Programme (FDP), Skill Development Programme (SDP), etc. at its umbrella.

Dean (R&C)