

## **COURSE AND TRAINING PROGRAMMES**

### **OBJECTIVES, NORMS & GUIDELINES**

#### **GENERAL OBJECTIVES**

The proposal for organizing Courses and Training Programmes at National and International level in various fields of Technical Education by a Deptt. of Punjab Engg. College University of Technology, Chandigarh may be furnished on the given format. The objective of the proposal should be to facilitate up-gradation of knowledge, skills and intend to provide opportunities for induction training to professionals/ teachers employed in Engineering & Technology. The programme may cover the areas such as pedagogical programmes, technological programmes with new concepts, methods and techniques. It may also aim for enrichment of theory & technological skills and up gradation of pedagogical skills, motivational & communication skills, and other relevant issues to keep pace with the changing scenario in Technical Education.

The course/training programme may be organized by the faculty **at Department Level / College Level independently or in collaboration with any other Ministry, Government agency / Society/ Institute or Private Industry. Thus, the proposed course may be funded by**

- i) Registration fees from Participants alone, or**
- ii) Ministry / Governmental agency like AICTE, UGC, DST, QIP Center etc.**
- iii) Sponsored by a Society like Instt. of Engineers. etc.**
- iv) Fully sponsored by the Industry**
- v) Mix of the above modes ( should be specified by the Principal Coordinator)**

#### **OPERATION OF THE COURSES AND TRAINING PROGRAMMES**

Generally the programme may be of one to two weeks duration with approximately 20-30 participants. The programme should be self financing and should be able to support the expenditures to be incurred on it. The funds raised shall be deposited into the college accounts and operated by Principal Coordinator/ Co-Coordinator.

#### **NORMS FOR EXPENDITURE**

**For the programmes approved and sponsored by Government agencies like AICTE/ UGC/DST etc. the expenditure norms prescribed by the sponsoring agency shall be followed. Alternately, the attached Norms for the expenditure in Annexure-A on other Course/Training Programmes may be followed and referred for preparing the budget of the Course/ Training Programme giving the following details.**

##### **I. Coordination, Honorarium, Service Fee**

- 1) Honorarium for Coordination
- 2) Honorarium to Faculty
- 3) Honorarium to Technical and Laboratory staff
- 4) Honorarium to Supporting staff and Secretarial staff of Deptt.
- 5) Honorarium to Processing Team (Staff – excluding accounts Team).

- 6) Honorarium to Accounts Team (for processing and finance operation).
- 7) Service Fee to Auditor/CA

**II. Institute Overheads**

**III. Direct Expenditure**

- 8) Expenditure on Tea, Coffee, Lunch, Dinner etc.
- 9) TA/ DA to Guest Faculty / Outside Experts
- 10) Incidental expenses (covering Registration and Reading Material to participants Reprographic services, Postage, Printing, Transport, Expenses for Inauguration and Valedictory, Consumables, Stationery, others)

**OBLIGATIONS OF PRINCIPAL COORDINATOR**

The Principal Coordinator shall ensure that the post course Summary Sheet, Feedback form from participants and Audited Utilization Certificate and Statement of Expenditure of Accounts for the income received and expenditure for the program (Annexure I , II , III respectively ) are submitted and refund of unspent imprest amount (if any) may be presented, immediately on termination of the event.

## GUIDELINES

Following guidelines may be adhered to :

01. Proposal should be submitted by the Principal Coordinator jointly with written consent of the Co-Coordiators. The proposal should be accompanied by the letter of intent from the collaborative agencies wherever available/applicable. The proposal has to be forwarded by the Head of the Deptt. as token of making the facilities available in the Deptt. for the said activity.  
Proposal complete in all respects should be sent to Dean RP&D through O/I Courses & Conferences.
02. The Course shall be **self financed**. The Finances shall be raised by the Principal Coordinator from Participants, Sponsorers , Professional Societies/ agencies etc. A refundable seed money of Rs. 10,000 may be sanctioned as an advance to meet the starting expenses.
03. The funds raised/received shall be deposited in the college accounts in the Head of Short Term Course / Training Programme. The account shall be operated by the Principal Coordinator / Co-Coordinator. All the expenditures are to be made by the Principal Coordinator. He/She will maintain the complete account of all the expenditures incurred which shall be audited later.
04. The administrative and financial powers for satisfactory conduct of the course will be with the Principal Coordinator.
05. Funds once released / sanctioned for organizing the particular Course should not be utilized for any other programme.
06. In case the event is cancelled, the funds will be returned back to the Collaborating agency/ Society sponsoring the event, immediately. Prior intimation to O/I Courses & Conferences is required in case date(s) for the course are changed.
07. The Principal Coordinator will have to provide tentative budget of money expected to be allocated for different expenditure heads as per the given norms keeping in view the demands of their programme.
08. **The Honorarium to Coordinator(s), internal faculty and staff shall be paid after meeting all the expenses of the course. Any savings generated after meeting all the expenses shall be contributed to the Institute R&D Fund and Professional Development fund of coordinator(s) as per the percentage prescribed in the norms. Distribution of the savings shall be done through Dean, RPD.**
09. After the completion of the event the Principal Coordinator of the event shall submit the following documents to Dean RP&D.
  - a. Post Course Summary Sheet Annexure-I
  - b. Feed back form from Participants as per Annexure-II;
  - c. Audited utilization certificate and statement of expenditure of accounts for the income received and expenditure for the program duly signed by Principal Coordinator of the event and Financial Head / Officer of the institute as per Annexure – III;
  - d. Soft and Hard Copies of Instruction Material to be placed in the institute library.

**ANNEXURE –A**

**NORMS for PAYMENT OF REMUNERATION / HONORARIUM TO THE FACULTY / GUEST FACULTY AND SUPPORTING STAFF INVOLVED IN CEP/ SHORT TERM COURSES / TRAINING PROGRAMS and OTHER CHARGES/ EXPENDITURES**

**I. Honorarium for Coordination** (to be shared by the Coordinators, in the proportion recommended by Principal Coordinator)

<b>Course Duration</b>	<b>Location</b>	<b>Sponsorship</b>	<b>Honorarium up to</b>
<b>1 to 6 days</b>	PEC, Chandigarh	Govt. / Participants fees	As per norms of funding agency or <b>Rs. 5000</b>
		Private industry / Participant fees / others	<b>Rs.10,000</b>
	Outside PEC in Tricity	Govt. / Participants fees	As per norms of funding agency or <b>Rs. 6,000</b>
		Private industry / Participant fees / others	<b>Rs. 12,000</b>
<b>7 days to less than 4 weeks</b>	PEC, Chandigarh	Govt. / Participants fees	As per norms of funding agency or <b>Rs. 10,000</b>
		Private industry / Participant fees / Others	<b>Rs. 20,000</b>
	Outside PEC in Tricity	Govt. / Participants fees	As per norms of funding agency or <b>Rs. 12,000</b>
		Private industry / Participant fees / Others	<b>Rs. 25,000</b>
<b>4 weeks to 8 weeks</b>	PEC, Chandigarh	Govt. / Participants fees	As per norms of funding agency or <b>Rs. 15,000</b>
		Private industry / Participant fees / Others	<b>Rs. 35,000</b>
	Outside PEC in Tricity	Govt. / Participants fees	As per norms of funding agency or <b>Rs. 20,000</b>
		Private industry / Participant fees / Others	<b>Rs. 45,000</b>

### Honorarium for Faculty\*/ Guest Faculty\* / Laboratory Staff

Honorarium payments to faculty for taking lecture, tutorial and lab classes and lab staffs for taking lab classes.

Type of courses		Faculty	Laboratory Staff
		Up to	Up to
Govt. sponsored or Govt. Funded + Participants' fees	Lecture (1 hour)	<b>Rs.1,500**</b>	Not applicable
	Tutorial (1 hour)	<b>Rs.1,000</b>	Not applicable
	Laboratory (two hrs session)	<b>Rs.1,000</b>	Up to Rs.1000/- per session of 2 hrs. for up to 30 participants (to be shared amongst all lab staff)

Private Industry Sponsored / Pvt. Spons. +Participants' fees / Others (Mixed)	Lecture (1 hour)	<b>Rs.2,500**</b>	Not applicable
	Tutorial (1 hour)	<b>Rs.1,500</b>	Not applicable
	Laboratory (two hrs session)	<b>Rs.1,000</b>	Up to Rs. 2000/- per session of 2 hrs. for up to 30 participants (to be shared amongst all lab staff)

\* No single faculty member shall take more than 40% of Total contact sessions (of lectures + Tutorials + Practicals)

\*\* The expert faculty will provide hard copy of lecture notes alongwith hard copy and soft copy of the PPT to the Principal Coordinator. (including lecture preparation charge) .

Honorarium for Staff of Deptt. involved in organizing the Training Programme	Upto 2 weeks <b>Rs. 6000</b> More than 2 weeks <b>Rs. 8000</b>
Honorarium for Processing Team (staff) (excluding accounts team)	Upto 2 weeks <b>Rs. 2000</b> More than 2 weeks <b>Rs. 3000</b>
Honorarium to Accounts Team for processing and finance operations (Officers and Staff).	Upto 2 weeks <b>Rs. 3000</b> More than 2 weeks <b>Rs. 4000</b>
Fee to Auditor /CA	As per actuals

### II. Institute overheads

Institute overheads	15 % / 25% as per Govt. funded / Private industry funded (including Mixed) of Total Honorarium shall be Chargeable towards Institute Overheads ( <b>Expenditure in Part I of norms</b> )
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### III. Direct Expenditures

Lunch / Tea /Dinner	Could be generally around <b>Rs. 250</b> per participant per day (for courses organized within PEC) and be generally around <b>Rs.500</b> per participant per day. (for courses organized outside PEC) or as per actuals, limited to expenses in a Govt. owned 3 Star Hotel level for a regional level programme and Govt. owned 5 Star Hotel level for National/International level program; or any
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	other hotel approved by the Director.
<b>TA , DA to Experts</b>	As per college rules and available funds in the Course Budget
<b>Incidental expenses for the preparation of course such as Reading material &amp; Registration kit, Telephone, Reprography, Transport, Stationery, Consumables, others.</b>	Upto 35% of the total budget

**IV. Disbursal of Savings obtained if any.**

<b>Percentage Share of Savings</b>	<b>Beneficiary</b>
50%	Institute R&D Fund
50%	To Coordinator(s) Professional Development Fund , in the proportion specified by Principal Coordinator