

CONTINUING EDUCATION PROGRAMME IIT KHARAGPUR

RULES AND PROCEDURES

RULES OF QIP, SELF FINANCE, SPONSORED SHORT TERM COURSES, NATIONAL & INTERNATIONAL CONFERENCES & WORKSHOPS

1. Approval of Short-term courses, Conferences and Workshops :

All short term courses, national and international conferences and workshops offered by the Institute or any of its constituents will be under the purview of the CEP. Such events proposed by the faculty members of departments/centres/schools need the approval of Dean(CE)/Director, before they are offered.

2. Course Coordinator and Conference Organizing Chair :

A member of the IIT faculty or a senior (at a grade equal to that of an Assistant Professor) academic staff member, will be appointed the coordinator of a short term course. The course coordinator will have the responsibility of managing the course on behalf of the Institute within the approved norms. Normally the faculty member proposing a course will be the coordinator.

In case of conferences, the Chairman of the local organizing committee will have the responsibility of managing the conference on behalf of the Institute within the approved norm.

The Coordinator should normally propose the name of another faculty member, an academic staff member (at a grade equal to or above that of an Assistant Professor) to serve as a co-coordinator. The co-coordinator may be given financial powers only in the absence of the coordinator against a written request from the coordinator. In case of highly specialized courses, requirements of co-coordinator may be waived.

3. Duration :

A course will ordinarily be of duration between 1 day and 3 months. Courses of longer duration may be considered on merit. A conference will be ordinarily of three to four days, including tutorials.

4. Venue :

Courses, conferences and workshops may be conducted within IIT campus, Kharagpur or at any of its extension centres. These events may also be conducted outside IIT, e.g. at corporate premises, or at hotels or any other place in India or abroad with adequate facilities. If any event is conducted outside IIT (i.e. main campus or extension centres), prior approval of the Director should be taken for offering such events.

For off-campus events, the proposal must accompany the appropriate leave application duly recommended by the HOD and HOD in turn will ensure that the classes run as per the schedule.

5. Short-term Course Contents :

The course contents and pre-requisites will be worked out by the coordinator, and will form a part the proposal in consultation with coordinator and other interested faculty members.

6. Short-term Courses, Conferences and Workshop Participants :

The events will be open to all intending participants from India and abroad subject to satisfying academic and professional prerequisites and payment of registration fees. Any registered students of the institute at UG/PG levels, any faculty member or any staff member interested to attend these events may attend without payment of registration fees. It will be the discretion of the course coordinator / organizing chair to offer course or conference materials.

7. Accommodation :

Participants of continuing education events will ordinarily be provided accommodation in the CEC Guest House, AM Hall and Transit Hostel. Very senior executives and foreign nationals participating in short duration courses may also be accommodated in the Technology Guest House, if room is available. The board and lodging charges will be as per prevailing norms of the guest houses. The coordinator / organizing chair will do the booking at the time of submitting the proposal. Any cancellation of accommodation will lead to cancellation charge and it will be deducted from the operating grant of the department to which the course coordinator or organizing chair belongs to.

8. Announcements :

The coordinator or conference organizing chair may announce the events through newspaper advertisement, magazines, pamphlets, web sites, or any other medium that he/she thinks fit. The announcement should contain (i) the title, (ii) the name and contact address of the coordinator/conference chair, (iii) the course contents for short-term course and areas of interest for the conferences (iv) the course / registration fees and the mode of payment and (v) academic requirements of the prospective participants.

9. Finance and Accounts :

Continuing Education programmes will be self supporting, while contributing a service charge to the Institute. There shall be no subsidy to CEP courses, conferences and workshops, except with the explicit approval of the Director.

10. Management of funds :

The finance of all short term courses will be managed by the office of the CEP. All funds received will be deposited in the following accounts.

- a) QIP (stipend, contingency and CD Cell activities)
 - RCRSC A/c maintained by the Accounts Section.
- b) Short term courses
 - CEP-STC, IIT Kharagpur A/c at the Syndicate Bank maintained by CEP

11. Financial Authority :

On receiving a proposal, Dean (CE) may approve courses with a gross budget less than Rs. 2,00,000.00 . All courses with a higher budget, all off campus events and events conducted outside India will need the approval of the Director.

All expenditure by the course coordinators need the sanction of Dean(CE) or Director before payment. Dean (CE) can approve expenditure (reimbursement or direct payment) upto Rs. 1,00,000.00 and advance upto Rs. 50,000.00. Any expenditure beyond this amount needs the approval of the Director.

11. Course Fee :

In the case of self financed courses, conceived and proposed by the coordinator, he/she will fix the course fee taking into consideration the duration of the course, the intended quality of instruction and facilities provided to the participants. The fee structure set by the agencies of the Govt. of India (DOPT, AICTE etc.) may serve as the lower limit in fixing the course fees.

12. Expenditure :

In view of the vast differences in requirements of the courses, it is not practical to fix a rigid expenditure formula. The coordinator will apportion the gross budget over the expenditure heads (except institute fee and coordinator's fee).

Institute Service Charges : 20% of gross fee received (In Kharagpur).
30% of gross fee receipts when the course is conducted outside the campuses of IIT for participants nominated by a single sponsor.

13. Expenditure norms :

The following expenditure norms are required to be followed :

- a. For the expenses pertaining to various support services within the institute (guest houses, auditorium, honorarium to Institute faculty, staff and students etc.), bills will be directly paid by the CEP, after these are duly endorsed by the coordinators.
- b. Advances will be granted to the coordinators of short-term courses, workshops, for meeting expenses of petty nature only. Such advances will be normally restricted to Rs.50,000/-. No advance will be granted unless the previous advance is settled. Any advance beyond this limit will require the approval of the Director with proper justifications.
- c. Except for approved off-campus courses, workshops and conferences during the specified duration and the reasonable travel time margins, all other outstation travels of the coordinators and the resource persons (internal and external) will require prior approval of Dean, CE in a specified format along with the submission of leave form (similar to that used in SRIC). The travel bills will require the approval slips attached. Any post-facto approval will require Director's approval.
- d. To facilitate the coordinator, a 3-member CEP purchase committee will be constituted by the Head of the concerned department to process all expenses exceeding Rs.10,000/-, utilizing non-Institute services (registration kits, mementos, food etc.). The committee will have one member from the coordinating team and two faculty members outside the team. The committee will carry out market survey, identification of vendors and price negotiations etc. Purchase requisitions may be processed with the recommendations of the committee members and with HOD's signature.
- e. Multiple bills for the same vendor (even for different products and on different dates), or multiple bills of the same product from different vendors will be combined together to consider the expenditure limits specified in para d. above.
- f. The coordinators of the short-term courses are required to provide the break-up of lecture and laboratory hours in the honorarium plans for faculty and technical staff. Honorarium to any outsourced manpower for secretarial and attendant's job should be less than Rs.5000/- for a week long course and less than Rs.10,000/- for courses of two week's duration. Any exception will require Dean, CE's prior approval with justifications.
- g. All honorarium payments will be made through account payee cheques only.

14. In case of courses wholly sponsored by Government or quasi Government agencies, (AICTE, DST, CSIR, DOPT, SIDBI, ISTE, and others) the rules and norms set by those agencies are to be followed.

15. Institute Service Charges :

The Institute Service Charges will be as per norms given in item 12. Under special circumstances, particularly for courses sponsored by Government agencies, Dean(CE)/Director may approve a lower fee.

The fee received by the Institute will be distributed as follows :

The Institute Main A/c	= 85%
Department/Centres OPG	= 15%

The Departments/Centres will spend this earning towards development of continuing/distance education. The CEP may spend a small percentage of the Institute service charge as honorarium to the staff of CEO and other sections dealing with STC matters who may have to work outside office hours to provide prompt service and meet deadlines.

16. Use of Departmental Facilities :

In addition to the portion of the overhead charges mentioned in section 15, the courses will pay to the departmental operating grant the cost of consumables and maintenance cost of equipment. The rates for use of equipment will be same as those outlined in SRIC rules.

17. Assets :

The course coordinator will maintain a procurement cum stock register in the standard format. The register will contain record of all expenses. On completion of a course, the register will be submitted to the CE Office which will be available for future auditing. Any assets left over on completion of a course will be transferred to the concerned Department/Centre and entered in the departmental stock register.

18. Reports :

The coordinator shall provide a soft copy of written report and a soft copy of the lecture notes to the CEP for permanent archival.

19. Closure of Accounts :

The accounts related to any event should be closed within 2 months after the completion of the event and all account should be audited by an approved auditor / Chartered Accountant and the expenses are to be borne from the event expenditure and not from overheads. In case, accounts cannot be audited due to valid reasons like non-receipts of sponsors' contributions, the statement of accounts needs to be submitted within two months, with payment dues and receipt dues indicated separately.

20. Opening of Bank Account :

In exceptional cases, Director may permit the coordinator and co-coordinator or the conference chair / co-chair to jointly open a temporary bank account and operate the account within the prevailing financial norms of the Institute. The account has to be closed after due auditing within 2 months from the completion of the course.

21. Collaboration with other Institutions :

Non-unit-bearing short term courses may be offered in collaboration with other academic and R&D institution, professional societies and industries. The dues to the Institute will be decided by the Dean(CE)/Director taking into consideration the nature of the collaboration and fees payable to the collaborating organizations. In case of a course conducted in collaboration with another educational institution or a professional society with significant participation from both institutions, the certificates given to the participants may contain logos and signatures of competent signatories of both the institutions.

22. National and International Conferences and Workshops.

In case of any proposal for conducting national and international conference and workshop, proper homework should be made to involve all faculty of the Institute related to the broad area of the theme of the conference which cuts across many departments and centres. The complete vision paper involving good number of faculty members of the Institute in various sub-areas with the endorsement of all related Heads of the departments and centres should accompany the proposal. Other rules are same as 1 to 21 given above.

(Somnath Sengupta)
Dean, CEP