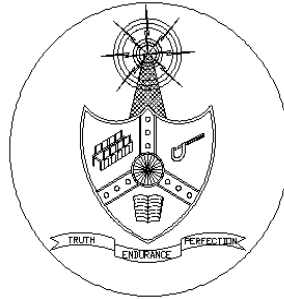


# GOVERNMENT COLLEGE OF ENGINEERING, KARAD

(An Autonomous Institute of Govt. of Maharashtra)



## GUIDELINES FOR TRAINING OF FACULTY AND STAFF MEMBERS

The guidelines for various training activities to be conducted in the institute shall be as follows. (The expenditure should be limited to the prescribed limits in each head. However in exceptional circumstances, they should take prior permission of Principal.)

### Organizing short term training program for faculty

- There shall be minimum 30 and maximum 60 participants for the training.
- The proposal to organize STTP shall be submitted to Principal through head of department as per training plan given in the budget.
- Proposal should consist of budget estimates under different heads. This budget should be approved by Principal.
- Expenditure on following items are permissible
  - Registration kits = No. of participants + No. of expert faculty/guest + 5
  - Cost of Registration kit including bag, pen, writing pad etc. should not exceed Rs. 500/- per kit
  - Stationary
  - Banner
  - Expenditure on lunch, tea, breakfast etc shall not exceed Rs 300/- per person per day
  - Expenditure on bouquet is not permitted.
  - Honorarium for experts – Rs 2000/- for one hour, (however for faculty from reputed institute such as IIT's honorarium may be upto Rs. 5000/- with special permission from principal)
  - Books as Memento – Rs. 500/- each
  - Accommodation for experts in hotel
  - Course material/hand outs (preferably in CD)
  - Photos
  - Petrol for generator
  - Printing of certificates
- Travelling, lodging, boarding expenses will have to be borne by participant

- The registration fee shall be Rs 2000/- for one week program and Rs. 3000/- for two weeks program for academicians and Rs. 4000/- for participants from industry, Rs. 1000/- for PG students.
- Registration fee by the participants shall be made by demand draft in favour of Principal, Government College of Engineering, Karad
- Travelling expenses at actual are permissible to guest/experts. These bills must be accompanied with taxi bill, train or bus ticket etc or certified by expert. In case of travel by own vehicle government norms shall be followed. For air travel, permission from Principal as special case is needed.
- A proper evaluation mechanism must be used to evaluate the performance of the participants.
- Attendance for the programme may be made compulsory and certificate shall be given to participants having more than 75% attendance.
- The effectiveness of the faculty and the conduct of the programmes need to be assessed by a feedback form.
- Advance shall be provided to organizing secretary
- STTP should be arranged only during such period (preferably vacation) which will not hamper regular academics of UG and PG students.
- The total expenditure for STTP normally shall not exceed 3,00,000/= for one week program and 4,00,000/- for two week program.
- Accounts will be settled within two weeks of completion of the program and unspent balance, if any, is to be refunded immediately.

## **Organizing Industry oriented short term training program / workshops for faculty**

- Number of participants: Maximum 30
- Registration fee: Rs. 4000/-- for Industry and outside faculty members  
Rs. 3500/-- for students
- Expert/resource : From Industry/reputed organization such as IIT, IIM etc/training agency
- Training proposal by department should include justification for selecting a particular training agency.
- Electronic board/kits/ Soft material (detailed explanation of board, Sample programs, Study Material, etc)/certificates etc should be provided to every participant by the Industry/organization
- Sessions hours : 6 hrs(3hrs theory and 3 hrs practical or as per requirements)
- Proposal invited should include cost all inclusive i.e. cost of board / kits/study material/ certificates etc. and remuneration

## **Deputation of faculty for STTP/conference organized in the institute**

For attending STTP/conferences organized in the institute the faculty members should follow the procedure given below.

- It is expected that all the faculty members in the organizing department shall attend the STTP and conferences organized by the department.
- There is no need to submit registration form and registration fee by individual faculty member in organizing department. However the faculty members need to register their names to the coordinator and coordinator shall submit the names of interested faculty to Principal at least a day before the commencement of training to issue office order.
- The faculty members of other department may also register for the STTP/conference by submitting registration form duly signed by HOD and Principal to coordinator. The coordinator shall submit the list of interested faculty from other department to Principal at least a day before the commencement of training to issue office order.
- After successful completion of the STTP/conference the participation certificate will be issued to faculty members having more than 75% attendance.

### Organizing National/International seminar/conference/workshop

- Departments in association with other departments and/or professional societies can organize National/International conference/ seminar /workshop in advanced area of engineering and technology
- The department should submit proposal for budget estimates under different heads and get approval from Principal
- Expenditure on following items are permissible
  - Registration kits = No. of participants + No. of expert faculty/guest + 5
  - Cost of Registration kit including bag, pen, writing pad etc. should not exceed Rs. 600/- per kit for national and Rs. 1000/- for international events.
  - Stationary
  - Memento
  - Banner
  - Expenditure on lunch, tea, breakfast etc shall not exceed Rs 300/- per person per day
  - Honorarium for key note address/ address during planery session – National event - Rs 3000/- per session
  - Honorarium key note address/ address during planery session–International event – Rs. 5000/- per session
  - Accommodation for experts in hotel
  - Photo
  - Advertisement
  - Petrol for generator
  - Printing of certificates
  - Printing of proceedings
- Travelling, lodging, boarding expenses will have to be borne by participant., however, institute shall facilitate.
- Registration fee of Rs 3000/- for academicians and Rs. 4000/- for participant from industry shall be made by demand draft in favour of Principal, Government College of Engineering, Karad

- Travelling expenses at actual are permissible to guest/experts. These bills must be accompanied with taxi bill/ plane, train or bus ticket etc or certified by expert. In case of travel by own vehicle government norms shall be followed.
- Advance shall be provided to organizing secretary
- total expenditure on these events normally shall be within the limit mentioned below
  - National conference Rs. 6,00,000/- for two days
  - International conference Rs. 10,00,000/- for two days
- Accounts will be settled within two weeks of completion of the program and unspent balance, if any, is to be refunded immediately to office.

## Deputation of faculty for STTP

- Financial assistance will be provided to attend STTP in their area of study or research, only in institutes like IIT, NIT, Government, Government aided or autonomous institutes etc.
- The recommendation should be sent to Principal through HOD
- The permission should be obtained from regular Principal well in advance in prescribed format.
- The faculty is entitled to get registration fee of the course along with TA for AC III tier and DA for city category A will be permissible. For travel by AC II and for air travel, permission from Principal is needed.
- In case the accommodation is not provided by the organizer, permission shall be taken from Principal for proposed actual expenditure on accommodation before going for STTP.
- The faculty has to submit one page report on training and presentation in concerned department signed by HoD to Principal along with bills
- As far as possible, the faculty should attend the training in vacations to avoid any academic loss of the students.

## Deputation of faculty for National/International conferences

- Financial assistance will be provided to attend and present a paper in National/International conferences in institutes like IIT, NIT, Government, Government aided or autonomous institutes or any other reputed institute within India.
- The permission should be obtained from regular Principal well in advance in prescribed format.
- The faculty is entitled to get registration fee of the course along with TA for AC III tier and DA for city category A will be permissible. For travel by AC II and for air travel, permission from Principal is needed.
- The assistance for attending the International conference/workshop/short term training course in any of the foreign country will cover air fare (economy class).
- In case the accommodation is not provided by the organizer, permission shall be taken from Principal for proposed actual expenditure on accommodation before going for conference.
- The applicant should have an invitation and acceptance of his/her paper to be presented in the conference / or has an invitation to chair a session or is an invited speaker for international conference, however for national conferences, faculty may be deputed to attend the conferences without paper presentation.
- The applicant should not have availed financial assistance from the institute for international conference/training in foreign country in the last two years.

- The applicant has to fulfill all the formalities as per Government procedure to attend conference abroad
- To attend conference/training abroad, the application complete in all respect, forwarded through head of department should be sent to Principal well in advance to get approval from BoM.
- Details regarding the financial assistance received by other funding agencies should be provided with the application
- The amount will be reimbursed to the candidate only on his return to India after participation in the conference
- Details of benefit to the institute by attending the conference/seminar abroad should be attached to the application
- Accounts will be settled within two weeks of rejoining the institute

### **Organizing training program for supporting staff**

- In house training for supporting staff can be arranged in vacations
- Expenditure on following items are permissible
  - Registration kits = No. of participants + No. of expert faculty/guest + 5
  - Cost of Registration kit including bag, pen, writing pad etc. = Rs. 200/- per kit
  - Stationary
  - Banner
  - Expenditure on lunch, tea, breakfast etc shall not exceed Rs 200/- per person
  - Honorarium for outside experts – Rs 2000/- for one hour
  - Accommodation for experts in hotel
  - Memento
  - course material/hand outs (preferably in CD)
  - Photo
  - Advertisement
  - Petrol for generator
  - Printing of certificates
- Travelling, lodging, boarding expenses will have to be borne by participant
- Registration fees for the training program shall be Rs. 500/-
- All payments by the participants shall be made by demand draft in favour of Principal, Government College of Engineering Karad
- Travelling expenses at actual are permissible to guest/experts. These bills must be accompanied with taxi bill/ plane, train or bus ticket etc. or certified by the expert. In case of travel by own vehicle government norms shall be followed. For air travel, permission from Principal as special case is needed.
- Honorarium to internal expert faculty is not permissible
- For 30 participants, the total expenditure on one week STTP normally shall not exceed 2,00,000/=
- Accounts will be settled within two weeks of completion of the program and unspent balance, if any, is to be refunded immediately.
- A proper evaluation mechanism must be used to evaluate the performance of the participants.

- Attendance for the program may be made compulsory and certificate shall be given to participants having more than 75% attendance.
- The effectiveness of the faculty and the conduct of the program may be assessed by a feedback form.
- Faculty member appointed by Principal will work as organizing secretary for such trainings
- Advance shall be provided to organizing secretary
- The duration of training should not hamper regular academics of the students.

### **Deputation of supporting staff and laboratory staff for training**

- Financial assistance will be provided to attend training.
- The proposal should be sent to Principal through HOD in prescribed format.
- The permission should be obtained from regular Principal well in advance.
- The staff is entitled to get registration fee of the course and TA DA as per government norms.
- The staff has to submit one page report on training to Principal along with bills.
- As far as possible, they should attend the training in vacations.



Principal

Govt. College of Engineering, Karad