

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 involved Faculty, Supporting staff and Secretarial staff (Group A,B,C and D) of Deptt.(to be decided by Principal Coordinator)

- 5) Honorarium to Processing Team (involved Officers and Staff Group A,B,C and D) for processing operations. (to be decided by DRP& D)
- 6) Honorarium to Accounts Team (involved Officers and Staff, Group A,B,C and D) for finance operation. (to be decided by ACFA)
- 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)

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

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)	Rs.1,500**	Not applicable
	Tutorial (1 hour)	Rs.1,000	Not applicable
	Laboratory (two hrs session)	Rs.1,000	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)	Rs.2,500**	Not applicable
	Tutorial (1 hour)	Rs.1,500	Not applicable
	Laboratory (two hrs session)	Rs.1,000	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 to involved Faculty, Supporting Staff and Secretarial Staff (Group A,B,C and D) of Deptt. (to be decided by Principal Coordinator)	Upto 2 weeks Rs. 6000 More than 2 weeks Rs. 8000
Honorarium to Processing Team (involved Officers and Staff Group A,B,C and D) for processing operations (to be decided by DRP& D)	Upto 2 weeks Rs. 2000 More than 2 weeks Rs. 3000
Honorarium to Accounts Team (involved Officers and Staff, Group A,B,C and D) for finance operation. (to be decided by ACFA)	Upto 2 weeks Rs. 3000 More than 2 weeks Rs. 4000
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 (Expenditure in Part I of norms)
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III. Direct Expenditures

Lunch / Tea /Dinner	Could be generally around Rs. 250 per participant per day (for courses organized within PEC) and be generally around Rs.500 per participant per day. (for courses
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	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 other hotel approved by the Director.
TA , DA to Experts	As per college rules and available funds in the Course Budget
Incidental expenses for the preparation of course such as Reading material & Registration kit, Telephone, Reprography, Transport, Stationery, Consumables, others.	Upto 35% of the total budget

IV. Disbursal of Savings obtained if any.

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

(Forms & Annexures)

PROPOPSAL for COURSES & TRAINING PROGRAMMES

To be

Organised by

-----ENGG. DEPTT

PUNJAB ENGG COLLEGE (DEEMED UNIVERSITY , CHANDIGARH)

FROM ----- To --- -----

06. Discipline in which applicant intends to conduct Course/ Training programme

a). Board Area _____

b) Sub – Area _____

07. Specify title of Course / Training Programme.

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08. Is the Course / Training Programme funded by

- a) **Registration fees from Participants alone,**
- b) **Ministry / Governmental agency like AICTE, UGC, DST, QIP Center etc.**
- c) **Sponsored by a Society like Instt. of Engrns. Etc**
- d) **Fully sponsored by the Industry**
- e) **Mix of the above modes (should be specified by the coordinator)**

09. Relevance of the **topic selected**. How will this Course / Training Programme will benefit Professionals/Teachers/ Trainees? (Not Exceeding Fifty Words)

10. Proposed dates of programme from

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To

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(Attach tentative Topics with the list of Experts for information along with proposal)

11. Budget Estimate(s) for the programme (refer norms for honorarium and expenditure guidelines)

I. Coordination , Honorarium , Service Fee

- 1. Honorarium for Coordination
- 2. Honorarium to Faculty:
- 3. Honorarium to Technical and Laboratory staff::

4. Honorarium to involved Faculty, Supporting staff and Secretarial staff (Group A,B,C and D) of Deptt. (to be decided by Principal Coordinator)
5. Honorarium to Processing Team (involved Officers and Staff Group A,B,C and D) for processing operations. (to be decided by DRP& D)
6. Honorarium to Accounts Team (involved Officers and Staff, Group A,B,C and D) for finance operation. (to be decided by ACFA)
7. Fee of the 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, preparation for Inauguration and Valedictory, Consumables, Stationery & others.

Total Tentative Expenditure (I + II +III) Rs.

12. Finances proposed to be received from various sponsoring agencies for this training Course

Sl. No.	Name of Agency	Amount
	Total =	

13. Finances proposed to be received from Registration Fees from the participants of this Training Course:

Rs. (per participant) X (nos. of participants) = **Total Rs.**

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14. **Total tentative income (12+ 13) likely to be Generated Rs.:**

Dated:

Name & Signature of the Principal Coordinator & Co-Coordinator (s)

**Signature of the Head of the Deptt.
Name & Address**

PEC UNIVERSITY OF TECHNOLOGY: CHANDIGARH
(Courses / Training Programmes JOB CARD Performa)

Deptt: _____

Dated: _____

1. Name(s) of Principal Coordinator and Co-coordinators:

(i) _____ (ii) _____

(iii) _____ (iv) _____

2. Title of Course / Training Programme:

Dates of the Program: From _____ to _____

3. Tentative Budget Estimate(s) for the Programme:

(Refer norms & guidelines for honorarium and expenditure before giving details)

4. Type of programme and Income Funds expected for Course / Training Programme:

(i) Registration fees from participants alone (Nos. @ Rs.) **Rs.** _____

(ii) Ministry/Governmental agency like AICTE, UGC, DST, QIP Center etc. **Rs.** _____

(iii) Sponsored by a Professional Society like Institute of Engineering etc. **Rs.** _____

(iv) Fully sponsored by the Industry **Rs.** _____

(vi) Any other **Rs.** _____

Total **Rs.** _____

5. Tentative Expenditure on Course/Training Programme:

I. Coordination, Honorarium, Service Fee:

(i) Honorarium for Coordination. **Rs.** _____

(ii) Honorarium to Faculty. **Rs.** _____

(iii) Honorarium to Technical and Laboratory staff. **Rs.** _____

(iv) Honorarium to involved Faculty, Supporting staff and Secretarial staff (Group A,B,C and D) of Deptt. (to be decided by Principal Coordinator) **Rs.** _____

(v) Honorarium to Processing Team (involved Officers and Staff Group A,B,C and D) for processing operations. (to be decided by DRP& D) **Rs.** _____

(vi) Honorarium to Accounts Team (involved Officers and Staff, Group A,B,C and D) for finance operation. (to be decided by ACFA) **Rs.** _____

(vi) Fee of the Auditor/CA. **Rs.** _____

Total of Part I Rs. _____

II. Institute Overheads: (15%/25 %) of Expenses in Part I Rs. _____

III. Direct Expenditure: Rs. _____

(vii) Expenditure on Tea, Coffee, Lunch, Dinner etc. Rs. _____

(viii) TA/ DA to Guest Faculty / Outside experts. Rs. _____

(ix) Incidental expenses. (covering registration and reading material to participants) Reprographic services, Postage, Printing, Transport, preparation for Inauguration and Valedictory, Consumables, Stationery & Others. Rs. _____

Total of Part III Rs. _____

IV. Tentative Expenditure (I + II +III) Rs. _____

6. Any advance received Rs. _____

(i) From Participants Rs. _____

(ii) Sponsoring Institutions Rs. _____

(iii) Both (a + b) Rs. _____

7. Seed money required from the college Rs. _____

(If yes, submit along with advance form)

(Principal Coordinator)

Job No. RP&D/ / /

O/I Courses & Conferences

Dean RP & D

(Director)

COURSES / TRAINING PROGRAMMES
POST COURSE SUMMARY SHEET
(to be submitted after the Course/Training Programme))

1. Ref. No. & Date of Proposal
2. Name of the Principal Coordinator
3. Name of the Department
4. Title of the Course/ Training Program
5. Dates From _____ to _____
6. Venue
7. Total no. of participants proposed and actually attended
Proposed Attended
8. Total expenditure Proposed Rs.
9. **Total expenditure incurred in conducting the Course/ Training Program**
:
10. Finances received from various sponsoring agencies for this training Course

Sl. No.	Name of Agency	Amount in Rs.
	Total =	
11. Finances received from Registration Fees from the participants of this Training Course: Rs.
12. **Total finances (10+ 11) Received Rs.:**
13. **Savings earned in the Course/ Training Programme (if any)**
14. The soft as well as hard copy of the detailed study material/proceedings of the programme has been furnished to the Institute Library.

Name & Signature of Principal Coordinator

PEC UNIVERSITY OF TECHNOLOGY: CHANDIGARH
(Courses / Training Programmes: Actual Expenditure and
Honorarium Distribution Performa)
(To be submitted with the Post Course Summary Sheet)

Job No. RP & D / / /

Deptt: _____

Dated: _____

1. Name(s) of Principal Coordinator and Co-coordinators:

(i) _____ (ii) _____

(iii) _____ (iv) _____

2. Title of Course / Training Programme:

Dates of the Program: From _____ to _____

3. Actual contribution / expenditure in various Heads :

4. Total Funds received for Course / Training Programme:

(i) Registration fees from participants. (Nos. @ Rs.) **Rs.**_____

(ii) Ministry/Governmental agency like AICTE, UGC,
DST, QIP Center etc. **Rs.**_____

(iii) Sponsored by a Professional Society like Institute
of Engineering etc. **Rs.**_____

(iv) Fully sponsored by the Industry **Rs.**_____

(v) Any other **Rs.**_____

Total **Rs.**_____

5. Actual Expenditure on Course / Training Programme:

I. Coordination, Honorarium, Service Fee:

(i) Honorarium for Coordination **Rs.**_____

(ii) Honorarium to Faculty **Rs.**_____

(iii) Honorarium to Technical and Laboratory staff **Rs.**_____

(iv) Honorarium to involved Faculty, Supporting staff and Secretarial
staff (Group A,B,C and D) of Deptt. (to be decided by
Principal Coordinator) **Rs.**_____

(v) Honorarium to Processing Team (involved Officers and
Staff Group A,B,C and D) for processing operations.
(to be decided by DRP& D) **Rs.**_____

(vi) Honorarium to Accounts Team (involved Officers and Staff, Group A,B,C and D) for finance operation. (to be decided by ACFA) **Rs.**_____

(vi) Fee of the Auditor/CA. **Rs.**_____

Total of Part I **Rs.**_____

II. Institute Overheads: **Rs.**_____

III. Direct Expenditure:

(vii) Expenditure on Tea, Coffee, Lunch, Dinner etc. **Rs.**_____

(viii) TA/ DA to Guest Faculty / Outside experts **Rs.**_____

(ix) Incidental expenses. (covering registration and reading material to participants)
Reprographic services, Postage, Printing, Transport, preparation for Inauguration and
Valedictory, Consumables, Stationery & Others **Rs.**_____

Total of Part III **Rs.**_____

IV. Actual Expenditure (I + II +III) **Rs.**_____

(Exact detail of payments to Experts , Coordinators, Faculty , Technicians, Staff , shall be maintained in separate vouchers)

6. If the above distribution is different from the proposed budget

Yes/No

If yes, please mention the heads where it is different and provide justification for difference

7. Seed money taken from the college Rs. _____

If yes, whether the same has been refunded please mention (yes/no)

It is certified that the amount of honorarium in each case has been distributed as per the nature of work & the amount of time spent.

(Principal Coordinator)

(O/I Course & Conferences)

(Dean RP& D)

COURSES / TRAINING PROGRAMMES

PARTICIPANT FEEDBACK FORM

Title of the Program : _____

From _____ To _____

Organized by :

	Fair	Good	V Good	Excellent
1. General Course Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Communication Effectiveness of speakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Quality of Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Gained Professional / Technical Knowledge & Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Overall Rating of Course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Any other comments :

COURSES / TRAINING PROGRAMMES

**FORMAT FOR UTILISATION CERTIFICATE and STATEMENT OF
EXPENDITURE**

Ref. No. / Dated :

Title of the Programme :

Name of the Principal Coordinator :

No. of participants :

Duration and dates of the training course:

Ref. No. and Date	Total Proposed Budget Rs.	Details of expenditure Incurred Itemwise (as per budget)	Finances Received (i) From external sources and (ii) registration fees of participants	Balance to be Received/ Surrendered (if any)
		Total Rs.	Total Rs.	Net Rs.

Certified that the balance money (**Savings**) Rs.
Has been deposited to the Institute R&D Fund, Coordinators PDF vide Receipt
No..... dated

**Name and Signature of Principal
Coordinator**

**Name & Signature of
Dean Planning Research & Development**

Signature (with Seal) of the Finance Officer/Auditor/Accounts Officer

Copy to: **Head of the Deptt.**