



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar
Argul, Khordha – 752 050
दूरभाष/Tel: +91-674-7135098, वेब/web: www.iitbbs.ac.in

File No. 2- 14 / 2013- Estt.

Dt.: 20 June 2024

कार्यालय आदेश /Office Order No.: 230 /2024

In continuation to the Office Order No. 244/2018 dated 08 December 2018, the undersigned is directed to convey that the Competent Authority has been pleased to approve the implementation of guidelines towards fixing and disbursement of expert fees, course coordinator fees and supporting staff fees for CE Programme as detailed given under:

Sl. No.	Type of Academic Outreach Programmes	Expert Fees	Rete per hour	Supporting Staff Fee	Institute Overhead Percentage
1	National and International Symposia/Conference	As per Honorarium Component in the Conference Proposal Submitted to Institute			As mentioned in the CE Guidelines
2	Short Term Course/Workshop/Seminar	Expert fees, and Course Coordinator fees will be paid as per approved Budget Or MoU signed with Institute		Max. Rs. 2,000/- for 1-Day event, Rs. 4,000/- for 2 – Day event and so on.	As mentioned in the CE Guidelines
3	Institutional Collaboration Programmes from the private agencies	Expert fees, Course Coordinator fees, and Supporting Staff fees will be paid as per approved Budget Or MoU signed with Institute			As mentioned in the CE Guidelines
4	GIAN (Registration Fee Part)	Indian* ¹ and Foreign expert fees, and Course Coordinator fees will be paid as per the norms given by the GIAN.		Max. Rs. 2,000/- for 1-Day event, Rs. 4,000/- for 2 – Day event and so on.	As mentioned in the CE Guidelines
5	Online Certification Programmes / Training Program for the private agencies	Expert fees, Course Coordinator fees, and Supporting Staff fees will be paid as per Approved Budget Or MoU signed with Institute			As mentioned in the CE Guidelines
6	Program sponsored by the Govt. agency	The expert fees, Course Coordinator fees and supporting staff fees will be paid as per the specified guidelines of the sponsoring agency.		Max. Rs. 2,000/- for 1-Day event, Rs. 4,000/- for 2 – Day event and so on.	Institute Overhead will be deducted as per guidelines specified by the sponsoring agencies.

45

N. B.:

- a) Indian Expert includes faculty members of IIT Bhubaneswar and experts from the other Indian Institutions.
- b) Utilization of non-govt. resources: Unspent fund from miscellaneous heads such as food, stationary, etc., (other than fees), can be transferred to Faculty Development Fund (FDF) of the program coordinators after taking their consent.
- c) As mentioned in the CE Guidelines means 20 % Institute overhead and 18% GST.

 M. Achy.
21/6/2024
कुलसचिव / Registrar

सेवा में / To

1. Dean (CE)
2. Assistant Registrar (CE.)

प्रतिलिपि / Copy to:

1. All Deans/ Heads of Schools/ Academic Coordinators
2. All PICs/ Chairpersons/ Coordinators
3. All Faculty/ Officers/ Staff
4. PIC-Web: With request to update in the Institute website
5. Secretary to Director/ Registrar: for kind information please
6. Office Order File



Indian Institute of Technology Bhubaneswar
Argul, Khordha -752050
www.iitbbs.ac.in

No.F.13-8/2018-BoG-32-8
December 08, 2018

OFFICE ORDER NO.244/2018

Subject: Policy on Continuing Education Program of the Institute.

The undersigned is directed to convey that the Board of Governors of the Institute in its 32nd meeting held on 22.09.2018, upon the recommendations of Finance Committee in its 31st meeting, approved the Policy on Continuing Education formulated by the Institute for implementation based on the clearance of MHRD vide their comments dated 20.09.2018.

Board also approved to the operational mechanism of the policy towards deposit of overhead charges of all internal accounts to Institute account.


Registrar

Encl: Policy on Continuing Education Program.

To

- ✓ 1. Dean (CE)
2. Assistant Registrar (Estt.)

Copy to:

1. All Deans/ HoSs
2. All Academic Coordinators
3. All PICs
4. All Chairmen
5. Joint Registrar (F&A)
6. OSD (F&A)
7. Deputy Librarian
8. All Assistant Registrars
9. Secretary to Director/ Registrar
10. Guard File, BoG

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

CONTINUING EDUCATION

RULES AND PROCEDURES

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

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

All short term courses/ training programmes, national and international conferences and workshops offered by the Institute or any of its constituents will be under the purview of the CE. Such events proposed by the faculty members of Schools/ centers / 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 as the coordinator of a short term course/training programme. 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/workshops, the Chairman of the local organizing committee will have the responsibility of managing the conference on behalf of the Institute within the approved norms.

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/training programme 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 two to five days, including tutorials. A workshop will be ordinarily of one to three days duration, including tutorial sessions.

4. Venue :

Courses, conferences and workshops may be conducted within IIT campus, Bhubaneswar or at any of its extension centers. 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 centers), 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 HOS and HOS 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 of the proposal in consultation with coordinator and other interested faculty members in the Institute.

6. Short-term Courses/ Training Programmes/ 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 to the local participants in such cases.

7. Accommodation :

Participants of continuing education events will ordinarily be provided accommodation in the IIT Bhubaneswar Guest House, MHR and SHR Hostel. Very senior executives and foreign nationals participating in short duration courses as an expert may also be accommodated in the IIT 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 fund of respective event or from the operating grant of the School/ Centre to which the course coordinator or organizing chair belongs to.

8. Announcements :

The coordinator or conference organizing chair may announce the events through newspaper advertisements, brochures, 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 details of payment to be made and (v) academic requirements of the prospective participants.

9. Finance and Accounts :

Continuing Education will be self-supporting, while contributing a service charge to the Institute. There shall be no subsidy to CE 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 Dean (CE). All funds received will be deposited in the following account.

Short term courses/ Conferences/Workshops
- CEP-STC, IIT Bhubaneswar A/c No. 24282010001960 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. 10,00,000.00 (Ten Lakhs). In exceptional cases, the courses with a higher budget, all off campus events, events conducted outside India and the course to be conducted by any retired faculty of IIT system 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. 2,00,000.00 (Rupees two Lakhs)** and advance up to **Rs.50,000.00.(Rupees fifty thousand)**. Any expenditure beyond this amount needs the approval of the Director.

12. 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 (DST, AICTE etc.) may serve as the lower limit in fixing the course fees.

13. 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 Bhubaneswar).
: 30% of gross fee receipts when the course is conducted outside the campuses of IIT for participants nominated by a single sponsor.

14. (i) School Development Fund (SDF):

A portion of the Institutional overhead taken from the fund generated through organizing STC/TP/Workshop/Conferences will be available to the Schools/ Centers as School/ Development Fund (SDF) to meet the expenses related to professional development as given below:

15% of the Overhead charges are to be kept under the School Development Fund (SDF).

14(ii) Honorarium to Coordinators/Co-ordinators:

The following payment norms for the coordinators and resource persons may be followed if there are sufficient participants for the course, revenue generated is sufficient and the budget is surplus after incurring all the expenditure:

Sl.No.	Item	Duration	Maximum Amount (Rupees)
1	Coordinators' honorarium	One week	30,000
2	Coordinators' honorarium	Two weeks	40,000
3	Coordinators' honorarium	03 days	20,000

15. Expenditure norms :

The following expenditure norms are required to be followed:

- a. For the expenses pertaining to various supporting services within the institute (guest houses, auditorium, honorarium to Institute faculty, staff and students etc.), bills will be directly paid by the CE, after these are duly endorsed by the coordinators.
- b. Advances will be granted to the coordinators of short-term courses, training program, workshops, for meeting miscellaneous 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 (Annexure). The travel bills will require the approval slips attached. Any post-facto approval will require the Director's approval.
- d. To facilitate effective coordination, a 3-member CE Purchase Committee will be constituted by the Head of the concerned School to process all expenses exceeding Rs.25,000/- (i.e. for procurement of registration kits, mementos, food etc.). The committee will have one member from the coordinating team and two faculty members from the School purchase Committee. 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 HOS'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.



16. 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.

17. Institute Service Charges :

The Institute Service Charges will be as per norms given in item 13. Under special circumstances, particularly for courses sponsored by Government agencies, Dean (CE)/ Director may approve a lower fee.

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

The Institute Main A/c = 85%
School/ Centre OPG = 15%

The School/Centers will spend this earning towards development of continuing/distance education. The CE 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.

18. Use of School/ Centres Facilities :

In addition to the portion of the overhead charges mentioned in section 17, the courses will pay to the School/Centre operating grant the cost of consumables and maintenance cost of equipment. The rates for use of equipment will be same as those outlined in R&D rules.

19. 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 School/Centre and entered in the School stock register.

20. Reports :

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

21. 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.

22. Opening of Bank Account :

In exceptional cases as cited in clause-11, the 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.

23. Expenditure met out from School Operating Grant:


For some reason when the proposed program could not be conducted by the Coordinator/ Chairman, the seed money spent towards the initial activities will be adjusted from the Operating Grant of respective School and will be credited to CE account.

24. 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 Schools and Centers. 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 Schools/ Centers should accompany the proposal. Other rules are same as 1 to 23 given above.

25. Collaboration with other Institutions :

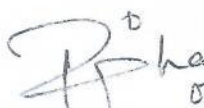
Non-unit-bearing short term courses may be offered in collaboration with other academic and R&D institution, professional societies and industries. The dues to the Institute will be decided by the Dean (CE)/Director taking into consideration the nature of the collaboration and fees payable to the collaborating organizations.




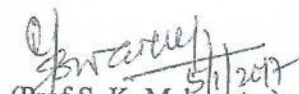
26. Participation Certificate:

The participants attending the training programme/ Short term course may be issued with certificates of participation on successful completion of the training programme with signatures of Coordinator and Dean (CE) and it should bear the logo of the Institute.

However, for conferences/ workshops, participation certificates may be issued by the Chairman depending on necessity.


(Dr. Rajan Jha)
Member


(Prof. B.K. Dhindaw)
Member


(Prof S. K. Mahapatra)
Chairman,

No.19(36)/E.Coord/2018
Government of India
Ministry of Finance
Department of Expenditure
E.Coord Branch

New Delhi, the 30th May, 2018

OFFICE MEMORANDUM

Subject: Guidelines to be followed for holding of Conferences/ Workshops/ Seminars, etc. (Domestic & International)

Ministry of Finance, Department of Expenditure has been issuing guidelines for holding of Conferences/ Workshops/ Seminars, etc. (Domestic & International) from time to time with the objective that Ministries/Departments undertake such events keeping in mind the absolute necessity of it and adhering to utmost economy. The extant guidelines have been reviewed and stand revised.

2. It has been decided that henceforth only proposals involving expenditure above Rs. 40 lakhs for International as well as domestic Conferences/ Seminars/ Workshops etc. will need to be referred to the Department of Expenditure.

3. **International conferences/ workshops /seminars/ meetings etc:**

- i) All proposals involving expenditure of Rs. 40 Lakh or less for holding conferences/ workshops/ seminars/ meetings etc. involving participation of foreign delegates may be decided by the Ministry/ Department in consultation with their Financial Adviser. The approval of the Minister in Charge, political clearance from Ministry of External Affairs and clearance of Ministry of Home Affairs from security angle (wherever required) shall be obtained.
- ii) All Proposals involving expenditure above Rs. 40 (Forty) lakh for incurring expenditure on holding conferences/ workshops/ seminars/ meetings etc. with international participation should be referred to the Department of Expenditure (DoE) with the approval of the Minister in Charge, political clearance from Ministry of External Affairs and clearance of Ministry of Home Affairs from security angle (wherever required) for obtaining approval of the Cabinet Secretary through Secretary (Expenditure).
- iii) Commitment for bearing travel/ accommodation cost on participants from foreign countries should be kept to the barest minimum. Ministries/ Departments shall exercise utmost economy and austerity in this regard.
- iv) "In-principle" approval of the Minister-in-charge should be taken sufficiently in advance before the event.
- v) Priority will be given to those conferences that arise out of international agreements/ obligations. Other conferences etc. should be planned only if there is residual provision in the Budget.

Handwritten signature

vi) All preparations for holding the conference and other formalities should be completed sufficiently in advance to avoid any last minute hitch and embarrassment.

vii) All administrative arrangements including issuance of invitations should be done after receiving Cabinet Secretary's approval or as per the powers delegated under this OM.

4. Domestic conferences/ workshops /seminars/ meetings etc:

Proposals involving Rs. 40 (Forty) lakh or less may be decided by the Ministry/ Department in consultation with their Financial Adviser. Proposals involving expenditure above Rs. 40 (Forty) lakh for incurring expenditure on holding conferences/ workshops/ seminars/ meetings etc. with participation limited to Indian delegates only may be referred to Department of Expenditure for approval of Secretary (Expenditure). Approval of Secretary of the Ministry/ Department may be obtained prior to the file being referred to Department of Expenditure.

5. Autonomous Bodies:

- i) Conferences held by Autonomous Bodies generally generate revenue from sponsorships and registrations and most of the time either they do not require government support or require in small portions. Administrative Ministries are competent to grant approval for holding the conferences (whether domestic or international) where no funds are required from Government.
- ii) However, if Government funds are required and the financial assistance required is more than Rs. 40 Lakhs for International as well as Domestic conferences/ workshops /seminars/ meetings etc. such cases shall be referred to Department of Expenditure.

6. General Instructions:

While referring the cases of Conferences etc., whether domestic or international, to Department of Expenditure, following may be strictly adhered to:

- (i) Holding of Exhibitions/ fairs/ seminars/ conferences/ workshops etc. abroad should be discouraged except for promotion of trade and business and for projection of 'Brand India'. For this purpose, depending on the nature of event, if more than one Ministry/ Department is involved, a Nodal Ministry/ Department should be identified to take the lead for coordinating and organizing the event.
- (ii) All proposals referred to Department of Expenditure on the subject should be sent at least one month in advance of commencement of the event and only through the Financial Adviser concerned. While referring the proposals to the Department of Expenditure, it may be ensured that necessary clearances viz. from Ministry of External Affairs, Ministry of Home Affairs etc. and approval of competent authority in the Ministry/ Department have been obtained and placed in the file. In the absence of these, the proposals will be returned without processing in the Department of Expenditure.



- (iii) Sufficient provision in the relevant Budget should be ensured before such proposals are processed in the Ministry/ Department and before referring proposals to Department of Expenditure. The proposal should clearly indicate the budget provision.
 - (iv) Stipulated timeline for submission of proposals may be adhered to strictly. It may be noted that henceforth, delayed proposals will not be processed unless accompanied by a Delay Report containing reasons for delay, duly approved by the Administrative Secretary.
 - (v) Holding of conferences/ workshops /seminars/ meetings etc. in Five Star Hotels is banned except in case of bilateral/ multilateral official engagements held at the level of Minister-in-Charge or Administrative Secretary with foreign Government or international bodies of which India is a Member. Any deviation in this regard should be referred to the Department of Expenditure with adequate justification.
 - (vi) Ministries/Departments shall not resort to seeking ex post- facto approval on the proposals since they are liable to be rejected. Hence, adequate advance planning and obtention of all requisite approvals/clearances is emphasized.
7. Notwithstanding the enhancement in the prescribed expenditure ceiling, all Ministries/ Departments shall ensure utmost economy in public expenditure.
8. This is in supersession of Department of Expenditure's earlier instructions on the subject cited above issued vide following O.Ms No.:
- i) 19(9)/E.Coord/2011 dated 5th March, 2015
 - ii) 19(9)/E.Coord./2012 dated 12th July, 2012
 - iii) 19(9)/E.Coord./2012 dated 13th September, 2011
 - iv) 7(1)/E.Coord/2010 dated 13th September, 2010
 - v) 7(1)/E.Coord/2010 dated 31st May, 2010
 - vi) 7(5)/E.Coord/2002 dated 28th May, 2003
9. These instructions will come into operation with immediate effect.

H. Atheli
30/5/18

(H. Atheli)
Director
Tel: 2309 2604

To

1. All Ministries/ Departments as per standard mailing list
2. All Secretaries to the Government of India
3. All Financial Advisers of Ministries/Departments