



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
सतत शिक्षा कार्यालय/Office of the Continuing Education

कार्यालय आदेश सं. Office Order No. CE - 02 /2024 dated 06 .11.2024

The undersigned is directed to convey that the competent authority has been pleased to approve the Standard Operating Procedure (SOP) for the Certificate Courses offered by the office of Continuing Education, IIT Bhubaneswar.

The details are given in Annexure-A to this Office Order.

P. Sahoo
06/11/2024

Dy. Registrar (Continuing Education)

Encl: Annexure -A

सेवा में/To

All Concerned Faculty Members

प्रतिलिपि/Copy to:

- 1) All Deans
- 2) All HoS
- 3) All HoD
- 4) All Officers
- 5) PS to Director
- 6) PS to Registrar
- 7) PIC Web - (With a request to upload it on the CE website)



Indian Institute of Technology Bhubaneswar
(Office of the Continuing Education)

**Standard Operating Procedure
for Academic Certificate Programmes by Continuing Education**

The Continuing Education (CE) is IIT Bhubaneswar's outreach initiative that aims to meet the training and development needs of working professionals, such as academic, scientific, and technical staff, as well as interested parties from both inside and outside the institute. By providing a variety of continuing and distance education programs, the CE helps participants enhance their competitive advantage and build unique skills, capabilities, and erudition for meeting operational and strategic needs.

Mission:

1. Provide well curated programmes in line with industry requirements.
2. Provide opportunities to learners via both offline and online modes.
3. Develop partnership with online educational service providers.
4. Develop in house certificate programme and related infrastructure.
5. Draw industry's attention to IIT Bhubaneswar's academic activities.
6. Provide up-to-date knowledge to participants.
7. Gain access to ongoing and upcoming industry practices.
8. Generate opportunities for industry connect and participate in industry meet.
9. Generate revenue for the institute.

P. Sahoo

Programme Name: Academic Certificate Programme for Undergraduates, Graduates and Working Professionals.

Who would initiate the program?

1. Faculty-driven programs: IIT Bhubaneswar faculty members planning the programme with/without third party(s).
2. Institute/Department driven programs: IIT Bhubaneswar Department / School / Faculty group planning the programme with/without third party(s).

Each programme will have a Programme Coordinator(s) (PC) approved by the Competent Authority (“*The Director of the Institute*”) to manage academic activities of the programme along with/without the third party(s). The programme coordinator is responsible for the overall execution and management of academic activities. It includes documentation related to academic approval, course contents, identification of academic resources, overall management of academic workload, coordination of academic activities during the program, and other related matters of academic nature. The office of CE will administer the programme execution.

Who would be the third party?

The third party would be a reputed organization working in the area of EduTech sector for quite a long time and should have established track record of organizing such online certification programmes in association with other IITs/Institute of repute.

Steps to be followed for approval of the programme :

The PC will forward the proposal to the office of CE for initiating the subsequent steps. The advisory committee of the CE will examine and recommend to the Director for approval. **The Director, IIT Bhubaneswar**, will approve the individual programme formulated in consultation with the programme coordinator and Dean (CE). The overall process is highlighted as follows:

Programme Execution Modalities:

1. **Programme Initiation:** The PC along with/without the third party conceptualize the programme in specific areas of interest, design the academic structure, conduct academic/administrative discussions with the school, make appropriate MoU with the third party, if applicable, with support from the office of the CE.
2. **Admission Process:** The PC along with/without third party will finalize the advertisement, the process of inviting applications, and the selection of candidates as per the course curriculum. The PC needs to plan focused necessary outreach activities for the programme with/without the third party to attract sufficient applicants for the program. The office of CE along with the third party will provide assistance related to sending mailers, carrying out social media promotions, and print/electronic media outreach based on the requirements of the PC. The PC along with/without third party will complete the admission process and submit the list of selected candidates to the office of CE for obtaining requisite approvals. The office of CE/third party (wherever applicable as per agreement) is responsible for sending admission letters to the candidates, sending reminders, and providing weekly feedback about enrolment status to the PC. The office of the CE along with/without the third party will also coordinate with external collaborators or participating industries to follow-up on admission-related tasks and other activities.
3. **Publicity:** The PC along with/without the third party will prepare brochures, flyers, invitation letters, and other related materials required for advertising the programme on the institute website, institute social media platforms, emailers, etc. Administrative support will be provided by the office of the CE.



4. **Academic Preparation:** The PC will prepare the academic calendar (preferably in line with the institute academic calendar) for online certificate program. The PC has to identify the faculty members and teaching assistants for academic delivery and finalise timetable and examination schedule.
5. **Students Onboarding:** The PC with/without third party will formalize the procedure for selection. The office of CE will take care of sending acknowledgment letters to the selected candidates, receipt of fees, generation of the final list of students completing the fees payment, relevant document check of the enrolled candidates, etc. The office of CE will generate roll numbers, student database, and Lightweight Directory Access Protocol (LDAP) credentials in coordination with/without the third party (wherever applicable). The list of students with the successful generation of LDAP credentials will be provided to PC once the registration process is complete.
6. **Orientation Program:** The office of CE will coordinate the orientation programme in consultation with PC and with/without third party.
7. **Working Group:** The PC with/without third party partner is/are to identify a critical mass or working group to improve/modify the programme content, overall academic effectiveness, and enrolment ratio. The working group is encouraged to meet periodically and make recommendations to the coordinator to meet these objectives.
8. **Academic Activities:** The academic activities are the complete responsibility of the PC and the third party, if applicable. It includes guiding students in academic activities, addressing periodic student feedback, conducting examinations, devising mechanisms for supporting students with poor academic performance, etc. The arrangements for the physical/online live streaming of lectures, technical trouble shooting, screen configuration, pre-and post-recording checks will be managed by the CE office with/without the help of third party under the direct supervision of the PC. The office of the CE will consolidate and keep the academic records of each candidate and share the appropriate part of the record to the third party as per MOU in cases the information is requested.
9. **Academic rigor:** The PC will ensure the delivery of the syllabus, class schedules, course materials, assignments, exercises, quizzes, etc., required for the course. Various mechanisms like online boards/forums, email-based query resolution, online assignment submission, online doubt clearing classes, etc, shall be taken care of by the PC with/without third party. The PC shall ensure that the participants have access to all the content (Lecture, Tutorial, and the learning materials in both synchronous and asynchronous manner).

Financial management of the programme:

1. The programme fees are to be collected through the institute admission portal, and payment records are to be consolidated at the end of the admission cycle by the office of the CE. The expenses related to the certification programme are to be managed by opening a project account with the office of the CE. Upon closure of the admission cycle, the office of CE will consolidate payment records with the office of the accounts and present a consolidated record to the Director, IIT Bhubaneswar, for the project opening and transfer of fees to the project account.
2. The project with a specific programme name and admission batch will be opened with the office of the CE upon receiving the approval of the Director for the management of expenses and other activities.
3. The expenses for the programme will be made based on the approved financial model as per **Table 1**.
4. The PC will forward bills related to all expenses to the office of the CE for verifying compliance with the financial model. The expenditure bills will be settled by the office of the CE. The detailed flow of processes for the financial approvals is summarized in **Table 2**.
5. It is the collective responsibility of PC, the third party partner (if applicable) and the office of the CE to ensure that the expenditure within each budget head is restricted within the stipulated limits, any deviation requires the approval of the Director, IIT Bhubaneswar.



6. A sample calculation of preparing financial model for the course is given in **Table 1**. Various expenses will be governed by the actual fees collected, not as per the initial proposal.
7. The PC shall propose the honorarium for TAs, technical and administrative staff, proctors, based on their involvement and the actual fee collected (Sl. No. 6 of Table 1).
8. Upon completion of the programme/course the PC should submit a summary report to the office of the CE for settlement of all bills and accounts closure.

Table 1
Financial Model for Online Certificate Program

S. No	Key Items	% share
1	Total Fee Collected from a given program	T=100%
2	Partner organisation's share (if applicable)	N% of T
3	IITBBS Share	(T-N)% (=G)
4	IITBBS Overhead	30% of G
5	Total fund for the Program	70% of G (=X)
6	TA and Technical/Administrative Staff honorarium	Up to 10% of X (=Y)
7	Programme Coordinators' honorarium (divided equally if more than one coordinator)	Up to 10% of X (=Z)
8	Instructor (both IITBBS faculty & guest faculty honorarium)	(X-[Y+Z]) % of X
9.	Contingency	10 % of X

P. S. Choudhary

Table 2**Guidelines for process of approval and Fund Utilization**

S.no.	Head	Process for Approval	When to release funds	Proposed By	Verification By	Approval
1	Programme proposal	Through CE Section		PC	CE office	Director
2	Total Fee Collected from a given program	As per MoU Document	NA	NA	NA	NA
3	Partner Organization's share	MoU Document	As per MoU	PC	CE Office	Director
4	IITBBS Share	As per approved norms	At the end of programme/course	CE Office	CE Office	Director
5	IIT BHUBANESWAR Overhead	As per Approved norms	At the end of programme/course	CE Office	CE Office	Director
6	Total fund for the program	As per approved norms	--	--	--	--
7	TA honorarium + staff	As per the proposal of PC & availability of funds in the Head	At the end of each programme/course	PC	CE office	Dean(CE)/ Director
8	Instructor (both IITBBS faculty & guest faculty honorarium)	As per the proposal of PC & availability of funds in the Head	At the end of each programme/course	PC	CE office	Dean(CE)/ Director
9	Faculty Development Fund (FDF) (applicable only to the internal faculty)	As per the proposal of PC Availability of funds in the Head	At the end of the programme/course	PC	CE office	Dean(CE)/ Director
10	Spending on study material/any infra for teaching & learning/capital investment	As per the proposal of PC & Availability of funds in the Head	During the programme/course	PC	CE office	Dean(CE)/ Director
11	Programme Corpus	As per the proposal submitted by the working group & availability of funds in the Head	At the end of the programme/course	PC	CE Office	Director
12	Programme Coordinators' honorarium (divided equally if more than one coordinator)	As per the proposal from PC & availability of funds in the Head	At the end of the programme/course	PC	CE office	Dean(CE)/ Director
13	Closure of programme/course	As per summery report submitted by PC	At the end of the programme/course	PC	CE office	Director

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