

FDP/Workshops/Seminar/Conferences

All regular faculty members are free to conduct FDPs/Workshops/Seminar/conferences at any time but without affecting regular class work, teaching and research.

- (i) It can be self- financing without any funding from the Institute/institute agencies
- (ii) It can be with financial assistance from the Institute/institute agencies either partially or fully

There shall be an institute overhead component as an income to the Institute.

All submissions for permissions /endorsements for conducting FDPs/Workshops/Seminar/conferences shall be submitted by Faculty coordinators through HOD to Dean R &C. Complete details proposed shall be enclosed.

Income (from all sources)-Expenditure budget (under all heads) shall be clearly shown as an attachment in the submission.

[Application Form](#)

**Rules and Regulations for conducting FDP/SEMINAR/SKILL DEVELOPMENT
PROGRAMME/WORKSHOP -2020**

1. As far as possible the FDPs are to be scheduled during the summer vacation and semester break of NITC without disturbing the normal academic activities and to ensure maximum faculty participation. Other programmes shall be conducted based on the availability of faculty/space/academic free time and convenience of participants.
2. Topic shall be most relevant and significant. Course faculty shall deliver the concepts, latest trends and research innovations and challenges. Topic shall also be matching with the outcome of the research groups of the Dept so that internal faculty can take minimum about 50-60% of the sessions.
3. It is mandatory to have a fixed batch of minimum 20 participants in each programme. Number of in house participants is not counted for calculation of budget.
4. There should be minimum 7 hours training per day, excluding tea and lunch break. Sufficient amount of laboratory and hands on experience shall be included.
5. Duration of the programme shall be based on the type of programme.
6. It is compulsory for the participants to attend all the sessions of the programme. Otherwise the participant's certificate will not be awarded.
7. Honorarium to in house /university faculty/industry experts is limited to Rs 2000/ session (one session- 90 minutes).
8. Honorarium to Faculty/ External Experts from IIT/ IIM/other NITs/reputed R & D labs (in the Prof cadre or equivalent) is limited to Rs 2500/session and a maximum Rs 8000/- per day.
9. TA to external experts are as per NITC /GOI rules. No TA to participants. Accommodation to external expert can be in the Institute Guest house, if available. Prior approval required for using airlines than Air India.
10. Honorarium to faculty coordinator is Rs 5000/- for one-week course. For more than one coordinators, it shall be shared.
11. Honorarium to technical assistant's/Students assistants for lab set up etc. is limited to Rs 750/day, applicable during the lab sessions of the programme.
12. Stationeries, consumables, certificates printing, report printing, course CD registration materials etc. is limited to Rs 10,000 / day per course.
13. Working lunch and refreshments is limited to Rs 350/- per day per participant.
14. Miscellaneous – Limited to Rs 20000/- per course.
15. Accommodation of the participants shall be in the students hostel, if available.
16. It is mandatory to provide the course material in CD to the participants and one copy in dept library with appropriate label.
17. Registration fee from participants (outside NITC) of all category shall be collected (add GST)
Faculty : Rs 2000- 4000/-/, Technical staff & Scholars : Rs 1000-3000/-/- Students Rs 500-

2000/- for one week programme . No free participation shall be allowed for external participants.

- 18.** Registration charges for in house participation- faculty/staff/students -shall be calculated in the same way without GST . Registration charges calculated in (18) and registration charges received in (17) shall be the overhead charges .
- 19.** A registration fee of Rs 5000- 8000/--(+ GST) minimum shall be collected from participants from industries for one week course. Accommodation to participants from industries can be in the Institute Guest house, if available, on chargeable basis.
- 20.** After the completion of the programme the respective faculty coordinators are required to submit the hard as well as soft copy of the report of the programme to the CEP coordinator within 15 days of the completion of the programme. The report must include the participant list, registration forms, attendance sheet, feed – back forms of the participants, media coverage of the programme, complete details of the resource persons, one group photo, one CD of the course material.

Dean R &C