

All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



STTP in collaboration with Technical University - Sanction Letter

Ref. No. 34-37/16/FDC/STTP-TU/JCBUSTYF/2020-21

Dated: _____

To

The Drawing and Disbursing Officer,
All India Council for Technical Education,
Nelson Mandela Marg,
Vasant Kunj,
New Delhi – 110070

Sub: Release of a sum of **Rs. 16,50,000** /- for conduct of ten Short Term Training Programme (STTP) for teachers and 01 training program for Librarians in technical universities during the financial year 2020-21 – reg.

Sir,

This is to convey the sanction of the Council for payment of **Rs. 16,50,000** /-(Rupees sixteen Lakh fifty thousand only) as advance for conduct of ten STTPs for teachers and 01 training program for Librarians to **J.C. Bose University of Science & Technology YMCA Faridabad, Sector-6, Faridabad Haryana-121006** under the Scheme of Short Term Training Programme in collaboration with technical universities in the country.

1. The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the grant-in-aid bill and shall be disbursed to and credited to the Finance Officer/Registrar/Dean/VC/The University through RTGS.
2. This grant-in-aid is being released in conformity with the terms & conditions as well as norms of the scheme and MoU executed between AICTE and the University as already communicated, and also being communicated in this letter.
3. The sanctioned amount is debit to the Major Head 601.15(a) Gen. of the Scheme of Short Term Training Programme (Plan) and is valid for payment during the financial year 2020-21.
4. Due to Covid-19 pandemic the program during the financial year 2020-21 will be conducted in online mode only and amount to be incurred as under :-
 - The amount of grant to be adjusted / reimbursed per program for the online mode as per detail given below:-

a.	Honorarium for Coordinator	Rs. 5000.00
b.	Honorarium to experts	Rs. 75000.00
c.	Provision for payment to lab attendant engaged during lab practices	Rs. 3000.00
d.	Miscellaneous charge	Rs. 10000.00
	Total amount for each FDP's	Rs 93000.00

- Amount to be incurred for conducting 11 program (10 for teachers + 1 for librarian) = 93,000 X 11 = Rs. 10,23,000/-.
- Balance amount to be incurred for procurement of equipment's as per university requirements for conducting online activities / program except procurement of laptop / desktop.

- Total amount to be incurred for conducting above program is Rs. 16,50,000/- (i.e. 15,00,000 for teachers + 1,50,000 for librarian).

The above instructions may be followed strictly while conducting program in online mode only.

The instructions/guidelines to be followed by University/Institution

I. Release of funds and maintenance of accounts

- a. The Finance Officer/Registrar/Dean/VC/The University and the Coordinator of the program are requested to verify the correctness of the under mentioned bank account/ RTGS details submitted by them, in which the grant is being released: -

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder	Account Type	Account Number	IFSC Code
AAALY0055D	Indian Overseas Bank	YMCA Branch	Sector-6, Faridabad	Registrar	Savings	14660100000088	IOBA0001466

In case of any omission the same should be reported to AICTE immediately.: -

- b. The Institute shall strictly follow the provisions laid down in the scheme document/ MoU and sanction letter no. F.No. 34-37/16/FDC/STTP-TU/JCBUSTYF/2020-21 dated _____ issued by this office.
- c. Funds covered by this grant shall be kept separately and would not be mixed up with other funds so as to know the amount of interest accrued on the grant.
- d. The University shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on approved items of expenditure.
- e. The grant is intended to cover items of expenditure connected with the Short Term Training Programme such as Boarding & Lodging to the participants, TA to outstation participants, Honorarium to Course Coordinator, reading material to participants, Honorarium to resource persons, TA/DA to resource persons including two outstations resource persons & working expenses (reprographic services, postage, transport, daily wages, tea/coffee etc (N/A for online program)).
- f. The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the University. Further, the accounts of the university will be open for test check by the Council or Controller & Auditor General of India or any other officer designated by them.

II. Disbursement of funds to University

- a. The full amount of the grant sanctioned is being released as advance to the University towards conduct of ten programs.
- b. The amount spent by the university on the conduct of STTP shall be adjusted on the basis of utilization certificate and detailed expenditure statement submitted by the University on the prescribed format along with other mandatory documents viz feedback form, copy of proceedings and completion report etc.

III. Conduct of test and issuance of certificate

A test shall be conducted by Project Monitoring Committee (PMC) at the end of the program and the certificates shall be issued to those participants who have attended the program and have qualified in the test.

IV. Submission of documents by University

- a. The following mandatory relevant documents are required to be submitted by the university within one month of the completion of the program:-
- (i) Original Statement of actual expenditure & Utilization Certificate in the prescribed proforma duly signed by the Dean/Registrar/Vice Chancellor. Statement of actual Expenditure & Utilization Certificate are required to be audited & signed and sealed by a Chartered Accountant endorsing the membership number and complete postal address. Photocopies of formats are enclosed.

The university/institution is not required to submit bills/vouchers/invoices etc for the expenditure incurred out of recurring grants. However, such copies of bills/vouchers/invoices shall be digitized by respective institutions receiving grant and uploaded scanned copies of such bills/vouchers/invoices etc on the portal for availability and view at any point of time.
 - (ii) Feedback form in the prescribed proforma.
 - (iii) Copy of the proceedings and completion report.
 - (iv) List of candidates who have successfully completed the program on the basis of the test conducted by Project Monitoring Committee (PMC).
 - (v) Report submitted by Project Monitoring Committee (PMC).
- b. The amount of the grant shall be adjusted on submission of utilization certificate & detailed expenditure statement by University. On receipt of these documents, the total amount of financial assistance, admissible as per the norms, shall be worked out and grant-in-aid adjusted.
- c. The university is expected to submit the above said mandatory documents viz. Utilization Certificate, Expenditure Statement and feedback form etc within one month of conduct of STTP. However, delay of further 2 months may be condoned by AICTE in special circumstances as explained by the university. Delay in submission of documents after three months of the conduct of STTP shall invite a penalty of 10% of the total sanctioned amount of the STTP, to be recovered from the University. The entire amount of grant already released, along with interest accrued thereon, shall be refunded to AICTE if mandatory documents are not submitted by the University beyond one year.

V. General instructions

- a. Preferably 10% of the participants may be industry professionals deputed by industry.
- b. Interest, accrued on the grant released shall be refunded back to AICTE.
- c. If programme is not conducted during the financial year 2020-21, the released amount, along with interest accrued thereon, has to be returned back to AICTE.
- d. The expenditure under the Heads 'Honorarium to Course Coordinator' and 'Honorarium to Resource Persons' shall not exceed 1% & 20% respectively of the total sanctioned grant for the Program (kindly refer point no. 4 above at page 1) However, overall expenditure shall not exceed the funds sanctioned for the Program.
- e. Any extra money required to complete the program must be borne by the university from their own resources. But the quality of the activities should not be compromised.
- f. The AICTE-technical university training program will be of five days' online program with minimum 40 participants.

Some of the topics suggested by AICTE which may be included in addition to programs designed by host institutions for conducting Training Programme curricula are as below:

1. Examination reforms.
2. Mentor's Training as per the norms of NITTT.
3. Cognitive skills & Design thinking.
4. NBA Accreditation & the processes.
5. Identifying problems & double diamond approach towards design.

6. Model curriculum as prescribed by AICTE.
 7. Induction program for students as prescribed by AICTE.
 8. Intellectual property management at early stage of innovation & start - ups.
 9. Frugal innovations & social entrepreneurship.
- g. Any unavoidable circumstantial change in the program with respect to name of Project Coordinator, Venue and date for organizing STTP would mandatorily require prior approval of the Council. All such requests should be addressed to AICTE, in advance, recording the specific reasons for proposed changes, failing which the offer for the grant already issued would be treated as automatically withdrawn and the financial assistance released in favour of the beneficiary university shall be refunded immediately to the Council. Kindly mention the File No **34-37/16/FDC/STTP-TU/JCBUSTYF/2020-21** in your future correspondence.
- h. **Permissible limits of allowable expenditure:-**
- a) The Technical University is eligible to use Grand –in-Aid of Rs. 1.5 lakhs in following manner as per the MoU :-
 5. The payment of Honorarium to resource person should not exceed 20% of total expenditure incurred for conducting of training programme.
 6. TA / DA expenses of resource person.
 7. TA for outstation participants
 8. Course material to participants.
 - b) The Technical University shall meet following expenses from its own contribution (1.5 lakhs) :-
 4. Boarding & lodging of participants.
 5. Honorarium to Programme Coordinator should not exceed 1% of total expenditure incurred for conducting of training programme.
 6. Working expenses (Tea / Coffee / Stationery / Certificate / Printing etc.)
- i. **Steering Committee/Project Monitoring Committee (PMC)** is required to be constituted at institutional level. The constitution of the PMC shall be as under:
- (i) Dean/Registrar/VC of the university (Chairperson)
 - (ii) Director, Faculty Development Cell, AICTE
 - (iii) Coordinator of the program (Member Secretary),
 - (iv) Two HoDs and one subject expert (members).
- The members of the said PEC shall not be below the rank of Associate Professor. The minutes of the meetings, along with report, are to be submitted to the Council at end of the program along with other mandatory documents.
- j. The steering committee meeting shall be conducted quarterly for monitoring activity and outcomes of the training programmes with the following mandate:
- To oversee measurable outcomes of the programmes.
 - To ensure conduct with special focus on improvements in UG, PG subject specific course/ curriculum.
 - To ensure a better teaching-learning system.
 - To ensure improvement in the quality of teachers by inculcating latest teaching aids & methods.
 - To enable & ensure publishing of articles/papers by the participants.
 - A test shall be conducted at the end of the program and the certificates shall be issued to those participants who have attended the program and have qualified in the test.
- k. **Gol GFR rules** (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed during utilization of grant.
- l. This Sanction Letter may be treated as Offer Letter for all purposes.

Yours sincerely,

(Col B Venkat)
Director (FDC)

30 DEC 2020

Copy forwarded for information and necessary action to: -

1. **Name and Address of the Registrar/Dean/VC/Finance Officer**
J.C. Bose University of Science & Technology YMCA Faridabad,
Sector-6, Faridabad Haryana-121006
2. **Guard File**