**Institutional Procedure for Conduction of Self Financed/ Instituted Funded Short Term Training Program/ Seminar/ Workshop, NIT Raipur**

1. **Procedure –** A proposal for the event should be sent through Dean (R&C) to the Director for approval at least two months before the commencement of the programme. The proposal should invariably contain the following details (a & b):

**a) Course details**

1. Title of the programme:
2. Proposed dates for the programme:
3. Schedule (Attach in the prescribed format)
4. Objectives of the event :
5. Organising department/ departments :
6. Names of the Coordinators/ Convener (maximum two):
7. Members of the organizing committee:
8. Expected number of participants (minimum 20 out of which at least 50% participation must be from outside NITRR):
9. List of invited speakers (name, designation and address along with the anticipated schedule of their visit):
10. Draft copy of the brochure with registration from:
11. Draft copy of the certificate.

 **b) Estimated Budget –**

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| --- | --- | --- | --- | --- |
| S.No. | Type | Number | Receivable Amount | Payable Amount |
| i | Registration fees (Justified)  | -- |  | -- |
| ii | Sponsorship amount | -- |  | -- |
| iii | Remuneration for External Experts (maximum Rs. 10000 per day per person, for minimum 4 lectures for one hour each ) |  | -- |  |
| iv | Remuneration for Internal Experts (maximum Rs. 3000 per day per person for minimum two lectures) |  | -- |  |
| v | TA/DA and Accommodation for experts as per institute norms |  | -- |  |
| vi | Study Materials (flex, certificate printing, stationary etc.) |  | -- |  |
| vii | Registration kit (file, folders, pen, notebook, schedule, feedback format etc.) (up to Rs 300 per kit) |  | -- |  |
| viii | Lunch/Breakfast/High Tea and Snacks |  | -- |  |
| ix | Sampling Plants (@500/- Max.) |  | -- |  |
| x | Mementos (maximum Rs.750 per memento) |  | -- |  |
| xi | Institute over head charges (10% of Budget amount or Rs. 5,000 whichever is minimum) | -- | -- |  |
| TOTAL |  |  |

\* 10% variation in the estimated budget will be permissible.

\* Mementos to Institute members should be avoided.

 2. **Accounts** –

1. The registration and sponsorship amount should be collected in the form of DD/Banker’s cheque in the nameof **Director, NIT Raipur** .
2. Receipts of sponsorship/registration amount will be issued by the account section to the sponsor/participants. Account section will depute a person for collection of registration fees on the inaugural day. Coordinators will coordinate
3. Temporary advances will be sanctioned only for pre-conference activities like printing of brochure stationary, study material, purchase of registration kits, mementoes etc. [The requisition should be sent to Dy. Reg (F&A) who will after scrutiny and suitable recommendation will send it to the Director for approval through Dean (R&C)] The advances will have to be settled within one month after the event is over.
4. At the time of settlement of advance, all other bills; where the payment is to be done to the vendors; needs to be submitted to Account Section, at the earliest.
5. The TA/DA and honorarium claims should be submitted in person directly to Registrar for speedy reimbursement.

3. **Coordination –**

 Coordinator of the event will keep a record of the details of the event including written feedback from the participants. After completion of the program, a report will have to be submitted to the office of Dean (R&C). The report should include a brief write up, details of expenditure, list of participants and list of expert’s along with a few photographs, in hardcopy as well as softcopy

4. **Accommodation, travel and local conveyences –**

1. Institute Gust house may be preferred for accommodations for accommodating the experts.
2. The local conveyance can be arranged by the Institute vehicle. In case of non availability of the same, the vehicle In-charge of the Institute will arrange it after receiving the indent from the program coordinator. The vehicle In-charge will look after the payments to be made to the outside agency.
3. The ticket for the air travel to be performed by the experts should be preferably booked through the office. A detailed program of the experts can be sent to Asst. Registrar (Estt.) for the needful.
4. In case of any deviation due to an emergency, the coordinator can take suitable action as per govt. norms for which, he will take post-facto approval of the Director at the earliest.

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