

Directorate of Technical Education, Thiruvananthapuram

Proceedings

Education Technical –Directorate of Technical Education- Guidelines for conducting Faculty and Staff Development training programmes in Govt Engg Colleges-orders issued.

PLANNING SECTION

No: L4/4036(i)/2015

Dated Thiruvananthapuram, 19-02-2015

Read: Minutes of the controlling officer's meeting held on 11-2-2015

ORDER

Under Faculty and Staff Development training programmes in Govt Engg colleges short term courses and training programme are organized at CET and GEC, Thrissur for the benefit of the officers and faculty under the Department. Training on e- governance, e-tendering, awareness of service rules and office proceedings, knowledge management programme and other orientation training programme etc will be conducted. The number of participants can be about 20 for every programme out of which at least 75% from outside the institution. The programme can be up to 5 days duration. TA/DA, accommodation, food etc will be arranged by the center.

Guidelines for expenditure

The financial requirements for conducting one programme:

Sl. No.	Particulars	Permitted Limit of Expenditure
1.a)	Honorarium to Faculty/External Experts	₹1000/- per Hour
b)	Honorarium to Faculty/External Experts from IIT/IIM/ National Institutes	₹5000/- per person per day
2.	TA/ Accommodation to external faculty/ experts	At Actual
3.	TA to Participants	As per Government Norms
4.	Accommodation to Participants	₹1000/- per Day per Person
5	For conveyance/ Transportation of participants and experts from lodging to training center.	₹ 10000/- per course .
6..	Honorarium to Center coordinator and course coordinator	₹12000/- per course(To be shared between them)
7.	Honorarium to technical Assistants for venue arrangement, Purchase assistance, data entry, etc. (Only 2 Persons are permitted)	₹500/- per Day per Person subject to a maximum of 5000/- for one course.
8.	Course/ Training Material (soft/hard copy/text Book)	₹750/- per participant.
9.	Stationeries, consumables, certificate printing, report printing, photography etc	₹ 10000/-per course.
10.	Food	₹500/- per day per participant
11.	Miscellaneous	₹10000/- per course

Guidelines for Purchase

1. All purchases if needed should be as per store purchase manual and should be recorded in the stock registers
2. The expenses towards the preparation/ purchase of the course materials, stationeries, refreshments, conveyance facility, accommodation etc should be verified and certified by the course coordinator.

Guidelines for Documentation

Following Registers should be strictly maintained.

1. Acquaintance roll for the disbursement of remuneration to all faculty members/External experts (Honorarium), Participants and staff.
2. Attendance register- for participants.
3. All vouchers should be properly certified and maintained.
4. All participants details are to be updated in MIS.

The coordinators report and utilization certificate as per the proforma duly endorsed by Head of Department and Principal along with Photographs should be forwarded to this office after each programme.

These guidelines come in to force from 01.01.2015

Sd/-
Dr. K.Vijaya Kumar
Director of Technical Education (I/C)

To
The Principals, CET & GEC Thrissur,
SJD(ECS), DD(P&T), AO(General)
Training Officer
SF/OC

Forwarded by Order

Senior Superintendent


