



ENGINEERS WITH  
SOCIAL RESPONSIBILITY

# Dhirubhai Ambani Institute of Information and Communication Technology

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NAAC Accredited Grade A<sup>+</sup>

Recipient of Centre of Excellence Award by the Government of Gujarat

Recipient of '5 Star' in GSIRF Ranking by Government of Gujarat

## Continuing Education Program (CEP) Policy Annexures

**[2023]**

**Disclaimer:** This policy has been formulated as an initial step to initiate CEP activities. As we move forward, we will make adjustments and revisions based on our experiences and feedback.

### **Annexure 1: Honorarium Details**

**Table 1: CEP Proposal Overview**

Budget/Form Submission	Honorarium to instructors & TAs	Anchor fees	Overhead + Min. CEP Corpus Addition	Course fees	Maximum Participants	Other Expenses
Immediately after Intent-For-Proposal (IFP) is approved (Ref. Annexure-III)	Decided by Anchor in accordance with CEP Policy (As per the Table-2)	Decided by Anchor in accordance with CEP Policy (As per Table-3)	Fixed (As per Annexure-II) <u>Can be reduced under the discretion of Director, DA-IICT in specific cases for meeting financial feasibility</u>	Decided by Anchor for Faculty-driven CEP, else negotiated by CEP Office	Decided by Anchor (not exceeding infrastructural capacity for On-campus courses)	As applicable

**Table 2: Honorarium guideline for On-Campus and Online CEP Training Program under Institute-driven Training Mode and Faculty-driven Mode:**

Course Duration	Course Hours	Course Module	Lecture Honorarium (Instructor: Internal & External)	Lab Honorarium Per Session	
				TA	Faculty: Internal & External
Min. 5 Days (for On-campus Long-term CEP)	40 Hours Minimum (Eg.: 20 Hours Lecture + 20 Hours Hand-on)	Lecture + Hands-on	Max cap of Rs. 5000/- Per Session	Max cap of Rs. 2000/- per lab-session	Max cap of Rs.3000/- Per lab-session
	1 Session = 1hr		(For MoU-based CEP: Max cap of Rs. 4000/- Per Session)		(For MoU-based CEP: Max cap of Rs. 2000/- Per lab-session)

		<p><b>*Minimum CEP Surplus should be Rs. 1 Lakh for long-term CEP</b></p> <p>*In case the event's Minimum CEP surplus is not met, the CEP Office has the option to cover the deficit amount from the institute's overhead budget at the discretion of the Director, DA-IICT.</p>
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## **Annexure 2: Detailed Budget Guideline**

**Table-1: Revenue**

Expected Revenue	Amount (INR)
Total Revenue from Registration (incl. GST)	Course Fee * No. of Participants
Total Revenue from Sponsorship (incl. GST)	
<b>A: Total</b>	
<b>B: Reduce GST (18%)</b>	
<b>C: Net Amount (A - B)</b>	
<b>D: Funding from Govt. or Other GST exempt Agency</b>	
<b>E: Net Available Revenue (C + D)</b>	

**Table-2: Expenses**

Expected Expenses	Budget (incl. of GST) (INR)
<b>A. Overhead (fixed)</b>	20% of Net Available Revenue (Table 1.E)
<b>B. Minimum CEP Corpus Addition</b>	1,00,000 INR (for Long-term CEP)
<b>C. Honorarium</b>	<b>NT: 1 session = minimum 1 hr lecture/lab</b>
<p><b>Instructor Honorarium</b> (both DA-IICT Faculty and External)</p> <p><i>NT 1: For all programs: External experts can teach a <u>maximum of 30%</u> of the total lecture-hours of the course. In specific cases Director DA-IICT has the discretion to increase it to a max of 50%</i></p> <p><i>NT 2: For all programs: A course must have atleast two instructors</i></p>	<p><b>Institute Initiated CEP under MoU:</b></p> <p><u>Lecture</u>: max. cap of 4,000 INR per session</p> <p><u>Lab engagement</u>: max. cap of 2,000 INR per lab-session</p> <p><b>All other CEP:</b></p> <p><u>Lecture</u>: max. cap of 5,000 INR per session</p> <p><u>Lab engagement</u>: max. cap of 3,000 INR per lab-session</p>
<p><b>Total Anchor Honorarium</b></p> <p><i>NT 1: For all programs: A course can have max of two anchors</i></p> <p><i>NT 2: For all programs: An Anchor must be the primary instructor</i></p> <p><i>NT 2: Total Anchor Honorarium will be disbursed to Anchors from DA-IICT as per CEP Policy (equal distribution) or as per CEP proposal submitted by Anchor Faculty</i></p>	max. cap of 500 INR per session

<b>TA Stipend/Staff Support Fee</b>	<u>Lab engagement</u> : max. cap of 2,000 INR per lab-session
<b>D. Food for participant (for Offline and Hybrid mode)</b>	
Breakfast	INR 60 per participant per day ( <b>max. cap</b> )
Lunch	INR 150 per participant per day ( <b>max. cap</b> )
Tea breaks	INR 20 per participant per day ( <b>max. cap</b> )
<b>E. Food for external instructor (for Offline and Hybrid mode)</b>	
Breakfast	INR 60 per instructor per day ( <b>max. cap</b> )
Lunch	INR 250 per instructor per day ( <b>max. cap</b> )
Evening Tea & Snacks	INR 60 per instructor per day ( <b>max. cap</b> )
<b>F. Travel (for external instructor)</b>	INR 16,000 per external instructor per trip (flight) ( <b>max. cap</b> )
<b>G. Accommodation (for external instructor)</b>	INR 6,500 per person per night ( <b>max. cap</b> )
<b>H. Marketing</b>  NT 1: Support given by CEP Office, Media Office, and external Marketing Agency (as per requirement)  NT 2: Percentage may vary depending on Marketing Agency revenue share	Minimum 7% of Net Available Revenue (Table 1.E)
<b>I. Contingencies (as per requirement)</b>	max 15% of Overhead
<b>J. Total Expected Expenses</b>	<b>Sum(A:I)</b>

**Table-3: Surplus Split**

<b>Expected Revenue</b>	<b>Amount (INR)</b>
<b>A. Total Surplus</b>	Net Available Revenue (Table 1.E) - Net Actual Expense
<b>B. Surplus Split</b>	50% of Total Surplus will be disbursed to course instructors from DA-IICT as per CEP Policy (equal distribution) or as per CEP proposal submitted by Anchor Faculty

### **Annexure 3: Operating Mechanism (for support email cep@daiict.ac.in)**

For any category of CEP course to run (Institute-driven and Faculty-driven), there has to be at least one Anchor faculty (a DA-IICT full-time faculty member who is not on-leave).

#### **A. Protocol for Institute-driven CEP:**

1. The CEP office will initiate deliberation and finalization of the Scope, Roles, Responsibilities, Expectations, and other terms and conditions with the Sponsor Agency/Collaboration Partner. CEP Office, under the guidance of the CEP Advisory Committee, would negotiate the terms of reference and financial aspects with the Sponsor Agency/Collaboration Partner. All terms and conditions should be compliant with the CEP Policy Guidelines. After that, the CEP Office will come into a Letter of Intent (LoI) signing with the Sponsor Agency/Collaboration Partner. In the case of external organizations having a standing MoU with DA-IICT, directives to initiate the aforementioned deliberation will come from the Director's Office.
2. The CEP Office would send the **Call-for Anchor-Proposals (CFAP)** to relevant DA-IICT faculties. The CFAP would include
  - a. The deadline date for an **Intent-for-Proposal (IFP) submission (3 working days from the launch of CFAP)**. The IFP form can be downloaded from: [Intent-for-Proposal \(IFP\).docx](#).
  - b. A **Budget Plan** prepared by the CEP Office jointly with the Collaboration Partner or Sponsor Agency, whenever applicable.
  - c. Minimum financial viability requirements to launch the course.
  - d. A copy of the signed MoU/LoI document (if applicable)
  - e. All relevant specific terms and conditions agreed between DA-IICT and Partner/Agency.
3. The IFP should be submitted by an Anchor faculty (maximum two anchors) within the deadline to the **CEP Chair (cep\_chair@daiict.ac.in)** for further processing. The IFP must include Anchor's (if Anchor is also an instructor) and associated instructors' teaching history (past five years) and, if available, research background (Google Scholar link will be sufficient).
4. **For steps after IFP submission: Please go to the Protocol after IFP (section C.) below for further steps.**

#### **B. Protocol for Faculty-initiated CEP:**

1. The process starts with the interested DA-IICT faculty member submitting an **Intent-for-Proposal (IFP)** to the **CEP Chair (cep\_chair@daiict.ac.in)**. The IFP form can be downloaded from: [Intent-for-Proposal \(IFP\).docx](#).
2. **For steps after IFP submission: Please go to the Protocol after IFP (section C.) below for further steps.**

#### **C. Protocol after Intent-of-Proposal (IFP) Submission**

1. After basic compliance checking is done, CEP Office will request the Anchor Faculty to submit a **Course Plan Proposal** that should contain the following:
  - a. **Course Details**
  - b. **Budget Plan** (as per guidelines in Annexure-I; Table 2).

2. The **Course Plan Proposal** needs to be submitted to the CEP office **at least 45 days** before the tentative course start date. Offline CEP programs should preferably be offered during the vacation (if accommodation is required) or during extended breaks within the semester due to the current infrastructure limitations. If a program is being offered during working days, the instructor(s) need to ensure that the program does not interfere with regular classes/labs.
3. The CEP Committee shall review the **financial feasibility (expected net surplus<sup>1</sup> should be positive)** of the **Course Plan Proposal**. All **Course Plan Proposals** have to be officially approved by the Director of the Institute.
4. After the **Course Plan Proposal** has been submitted and approved by the CEP Office, the Anchor Faculty(s) should then start the process of promotion and registration (course fee should **not** be collected at this time) of the course with the full support of the CEP Office and Media Office (and Marketing Agency if availed).
5. During the registration period, if the minimum criteria of the financial feasibility of the course (*i.e.*, the **expected net surplus should be positive**) are achieved through the estimated registration fees and other operational/infrastructural requirements provided in the **Course Plan Proposal** are met, then the CEP Office will notify the Anchor Faculty(s) to start preparation for launching the course as per schedule. Otherwise, the Anchor Faculty will be asked to continue with the registration process and reschedule the tentative launch date of the course to a later date.
6. After ascertaining the financial feasibility of the course, the Anchor Faculty(s) and CEP Officer will plan out further details of starting the course. At this stage, the CEP Office will coordinate with the DA-IICT Accounts Office to start registration fee collection from the participants.
7. After the course is started, the Anchor Faculty(s) has to coordinate with the CEP Officer to ensure the smooth running of the course. CEP Office will ensure all operational support with the help of DA-IICT administration, depending upon the course modality (*i.e.*, online, offline, or hybrid).

### **Post CEP Evaluation**

1. After completing the course, certificates would be given based on the Course Plan. The CEP Office would conduct course feedback.
2. DA-IICT will release an honorarium as per Annexure-I; Table-2 at the end of the course lectures, evaluations/examinations, if any. In case of a course with multiple instructors, DA-IICT will distribute the total honorarium of the course commensurate with the lecture hours given by each instructor<sup>2</sup>.

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<sup>1</sup> Expected Net Surplus = Expected Net Available Revenue (Ref. Annexure II; Table 1: E) - Total Estimated Expenses

1. <sup>2</sup> The DAIICT finance department will collect fees. Payment will be through a cheque payable to the CEP DAIICT account.
2. All expenses incurred by the Anchor Faculty (and other instructors if involved) must be accounted for by submitting original bills to the accounts department for verification.