Continuing Education Program (CEP) Policy [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.

Preamble

Continuing Education Program (CEP) has been identified as one of the focus areas of DA-IICT (the Institute). CEP is a long-term revenue-generating activity for DA-IICT. The CEP Office (under the guidance of the CEP Advisory Committee on appropriate situations and support from the Social Media Office) has the primary responsibility to open up parallel revenue channels for the CEP Office and, in turn, for DA-IICT, leading to infrastructural development and research fund corpus building. Apart from that, a successful CEP program adds to the branding of the institute. DA-IICT seeks to provide effective training in the areas of core competence of its faculty members. The purpose of this document is to provide guidelines to faculty members that would encourage individuals to initiate CEP programs.

Continuing Education Program

CEP aims to enhance skills for fresh graduates/undergraduates, faculty members from other institutions, industry, the corporate sector, government employees, police and armed forces, or any interested groups of individuals with the help of the expertise of the DA-IICT faculty members and as required in collaboration with industry and other universities.

Developing an institute corpus from CEP

The institute's revenue generated from CEP will be reinvested in building the CEP activity – infrastructure, human resources, system, and methodology - eventually making it self-sustaining. The programs should eventually lead to financial independence (Account, audit, and signatories) and be managed by the Chair of the CEP Office in consultation with the Director, DAIICT, and assigned CEP Advisory Committee. The infrastructure and systems so developed would be shareable with all faculty bodies for research and teaching purposes based on availability. Till financial independence is achieved, the CEP Office would be entitled to an annual operating budget as approved by the Institute.

Categories of the CEP Program

There are **two** broad categories of CEP Programs:

I. **Institute-driven Continuing Education Programs:** These programs are designed either for:
   A. External organizations (called **Sponsor Agencies**) that would like to partner with DA-IICT for specialized training of their employees/staff, or
   B. External partners (called **Collaboration Partners**) would come together to develop and deliver a comprehensive continuing education initiative that would be open for specific or generic target audiences that are not affiliated with the collaboration partner(s).

The sponsor agencies include (but are not limited to) for-profit corporate bodies, universities, educational institutes, Non-profit organizations, Government Departments, etc. The CEP Office would negotiate terms of reference and financial aspects with the Sponsor Agency/Collaboration Partner.

Institute-driven Continuing Education Programs under MoU: In specific cases where DA-IICT already has a standing MoU with the Sponsor Agency, the CEP Office would formulate a suitable CEP proposal as per the directive from the Director's office and specific requirements within the scope of the MoU.

There will be a designated DA-IICT faculty (called **Anchor Faculty**) for all institute-driven CEP programs who will be the coordinator of the course and who will be collaborating with Collaborator Partners in designing and running the course.

II. **Faculty-driven Continuing Education Programs:** This program has been designed for any regular DA-IICT faculty member (called **Anchor Faculty**) to design and float CEP courses for specific target audiences – either individually or as a group with other DA-IICT faculty members or with an Industrial partner, or with faculties from other reputed universities.

Anchor Faculty Eligibility & Honorarium:

1. The Anchor Faculty has to be physically present full-time on the DA-IICT campus during the running of the course and cannot be on leave during the period.[1]
2. Anchors for CEP programs **should not exceed two**,
3. Anchors must be the primary instructors.
4. Anchors will be paid a maximum one-time honorarium of Rs. 500/- per session (eg.: for a 40 sessions (lab + lecture sessions) course, the one-time honorarium will be Rs. 20,000/-). The total one-time honorarium will be disbursed either as per the CEP Policy (i.e., equally distributed) or as per the submitted budget bifurcation with the proposal.
5. Anchor faculty will be responsible for the **Course Plan Proposal** (in collaboration with the Collaborator Partner and other instructors) as per the CEP Policy (ref. Annexure I and II).

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[1] Faculty For faculty initiated consultancy refer
https://www.daiict.ac.in/sites/default/files/other-files/Consultancy-Policy.pdf]

The above two categories of CEP can be further subdivided into two subtypes – **short-term** and **long-term** based on the expected revenue. For Faculty-driven CEP, there should be an Anchor Faculty who has to run the program (see Annexure 3b for responsibilities).

a) **Short-term CEP**: These CEPs encompass software training, networking, technical aptitude training, database software, soft skill training, etc. They will also include Summer Schools, Workshops, Tutorials, Conferences, Symposiums, and Seminars related to the above. The Anchor Faculty would run the program with the assistance of graduate students (Masters or Ph.D. students) as Teaching Assistants or help desk staff as Lab Assistants. However, prior approval of the faculty supervisor(s) (in the case of the students) or DA-IICT Registrar (in the case of help desk staff) needs to be taken.

b) **Long-term CEP**: These CEPs include training in cutting-edge technologies, state-of-the-art tools/methods/techniques, and exploration of new paradigms/areas that are of high market-demand. Such programs should have a minimum of 40 lecture-cum-lab hours (i.e., 40 sessions, with session duration being 1 hour). Efforts should be made to offer as many long-term and targeted CEPs as possible.

In some cases, the brand value of the CEP certificate from DA-IICT may increase if co-branded with relevant industry/research institute partners. These partners may charge a fee for using their brand name for the program and the certification. Such costs will be factored in for relevant collaborations.

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