

Guidelines for Expenditure of FDP-SI related to Students' Induction

This document outlines the expenditure guidelines for FDP-SI. There are three types of workshops:

1. 3-day FDP-SI For faculty (open to deans, directors also)
2. 7/8-day FDP-SI For faculty (open to deans, directors also)
3. 1-day ALP Academic Leadership Program for VCs, deans, directors...
Conducted by Chairman NCC-IP / Convener NCC-IP

Overall budget:

1. 1-day ALP max 100 participants as per actuals (not more than Rs 1.5 Lakh)
2. 3-day FDP-SI max 100 participants Rs. 650/participant/day on average
3. 7/8-day FDP-SI max 80 participants Rs. 650/participant/day on average
(on average means total expense on food and accommodation divided by total number of participants – for both local as well as outstation participants combined).

Note : Minimum 40 participants should be there in any FDP. Any FDP having less than 60 registrations should be rescheduled.
Maximum 30% participation from host institution should be allowed to allot the program.

RO may ensure that payment has to be made only for AICTE approved instate faculty members. Payment of participants from Non-AICTE approved institute will be done by respective institution

In case the overall per participant cost on average is exceeding the guideline above, the LPC is expected to draw up a budget while the planning the FDP and get prior approval of the RO.

To keep the overall costs to a minimum, it is suggested to:

- Accommodate outstation participants in the institution's guest house, faculty hostel or student hostel
- Keep an appropriate mix of outstation and local participants
- Keep the kit simple and share most of the material online

Following expenses are catered for:

1. Travel for resource persons.
2. Accommodation for resource persons.
3. Local transport for resource persons.
4. Food for resource persons and their team
5. No honorarium, gifts, mementoes etc. for resource persons.

For the workshop

6. Workshop (Hall preparation)
7. Participant kit (photocopying, copy, pen etc.)

For the participants

8. Food for participants from the local area (they will be offered only lunch and two teas).
9. Food for outstation participants (they will be offered breakfast, lunch, two teas and dinner).
10. Accommodation for outstation participants.
11. No local travel for outstation participants.

Guidelines:

1. **Food** : Maximum expenditure limit for 3 days and 7/8 days FDP is
 - i. Rs 400 per day for residential participant (3 meals- B.F., Lunch & Dinner + 2 Tea and refreshment)
 - ii. Rs 250 for non Residential participants (Meals – Lunch+ 2 Tea & Refreshments)
 - iii. For Academic Leadership Workshop (ALP)/Dean/Director FDP- Meal Charges would be as per actual.

2. **Accommodation:**

- i. It is desirable that institutions having accommodation facility should be encouraged to organized FDP. In this case bedding charges up to a maximum of Rs 150 per participant per day will be paid by AICTE.
 - ii. In case, there are accommodation related issue at Host college, accommodation may be arranged at local hotel – the entitlement for reimbursement of accommodation will be maximum limit of Rs 500 per day (for 3 nights or 7/8 nights per workshop) against actual bills.
(This will be subject to production of bills duly signed by host college coordinator and Director)
3. Travel, boarding/stay, local transport cost for Resource persons/ Co-facilitators/ observers/ SAC to be paid by the host institution which will be reimbursed by authorized Regional Office of AICTE.
 4. No honorarium to be paid to Resource persons/ Co-facilitators/ observers/ Local Program Coordinator / SAC by AICTE.
 5. Cost of travel for participants will be borne either by the respective institutions or participants themselves.
 6. No transport allowance or vehicle charges will be paid to the institutes by AICTE.
 7. No reimbursement of stay allowance shall be paid to non-residential participants.
8. **Workshop Hall:**
- Mattress charges (in case of floor sitting only) for FDP hall to be maximum Rs. 1500 per day.
 - Cost of the audio system, banner etc. (if any) are to be borne by the host institution

7 **Participant Kit:**

- Workshop kit cost limited to maximum Rs. 50/- per participant. The kit should be simple, limited to a notebook and a pen.
- Photocopy cost for handouts etc. may be limited to maximum Rs. 100/- per participant. Online material should be provided to participants.

8 **Procedure:**

The local program coordinator is expected to submit duly verified original bills, within 5-10 working days after the FDP is over, to concerned RO.

The LPC / host institution may be provided an advance, if required, of say 50% of the estimated budget proposed upon request by the LPC to respective RO along with details of participants. Same will be updated on the portal.

Advance may be given in order of priority to universities that are planning minimum 10 FDPs.

- Advance may be given to Government Technical Universities which run AICTE approved courses
- Advance may be given to other reputed institutions on a case to case basis

It will take about 1 month to validate and release advance by AICTE, so UC/LPC are expected to plan accordingly.

Depending on the situation, approval for any other item/excess estimate budget, prior approval of RO may be obtained before commencement of expenditure.

Additional Tips:

1. Talk to the respective university's VC and local program coordinator of the host college to fix the date and venue of the workshop.
2. Once it is finalized, fix the resource persons, talk to the coordinator, NCCIP and upload the details to the AICTE website
3. Call the local program coordinator every alternate date to ensure smooth planning and conduction of the workshop.
4. Keep a track of the preparation of the FDP and help local program coordinators wherever needed. Update the status of the preparation to the convener, NCC-IP via email