Revised guidelines for four fund utilization as on 17-3-2021

**GOVERNMENT ENGINEERING
COLLEGE KOZHIKODE**
Selected under Sub Component 1.1.

Technical Education Quality Improvement
Programme Phase II

Summary of Four funds

1.	Corpus Fund	Academic support for students	Research projects taken by UG/PG students, Research publications, Remedial Class, Visiting Faculty, Industry Institute Interaction, Skill Development & Others
		Incremental operating cost	Salary of staff, BoG meetings, Stationary and other expenses
2.	Faculty and staff Development Fund	FSD	Training in subject domain, pedagogical training, organize in-house subject area training programs/workshops/seminars/conferences etc., Participation in external seminars/conferences/workshops etc.
3.	Equipment Replacement fund	ERF	Equipment, Books, Software, Furniture, etc.
4.	Equipment & Civil Maintenance Fund	ECMF	Equipment maintenance and Civil works.

GUIDELINES FOR THE EFFECTIVE UTILISATION OF FOUR FUNDS
The initial amount available in four funds is to be shared among the Departments as follows for the period November 2017-August 2022.

Account Name	Balance (Rs.) 01/11/2017
Corpus Fund	32,14,752
Faculty Development Fund	33,29,875
Equipment Replacement Fund	31,95,000
Maintenance Fund	32,05,375

TOTAL	1,29,45,002

And the re-allocated amount as on 17-3-2021 is as follows.

Account Name	Re-allocated amount (Rs.) as on 17/03/2021
Corpus Fund	**4260349**
Faculty Development Fund	**2242665**
Equipment Replacement Fund	**4430445**
Maintenance Fund	**2011543**
TOTAL	1,29,45,002

1. APPOINTMENT OF CONTRACT STAFF

Permission was granted for the appointment of a Clerk-cum-Junior Accountant on contract basis (as per G.O (Rt) No. 1578/2017 dated 25/8/2017) for the continuation of TEQIP II activities using the four funds. The salary of the Clerk-cum Junior Accountant is revised as Rs.15000/- per month with effect from 01st September 2019.

2. GUIDELINES FOR FSD PROGRAMMES USING FOUR FUNDS

In-house training programmes for faculty and staff may be permitted on subject-oriented, interdisciplinary, or research related STTP/FSD/Workshop for a maximum of 6 days per program.

A. Expenses towards Honorarium, TA, Accommodation and Conveyance charges

Sl No	Particulars	Permitted limit of expenditure (in Rs.)	Remarks
1a	Honorarium to Faculty/External expert	Rs.1500/- per hour for lecture and Rs.1000/-per hour for laboratory sessions (only one resource person in each laboratory session)	Limited to a maximum of 3 days (limited to 18hours) per course for each faculty/external expert

1b	Honorarium to Faculty/External exper from NITs/1ITs/IISc/lIST/AIM	Rs.2000/- per hour for lecture and Rs.1500/-| per hour for laboratory sessions (only one resource person in each laboratory session)	Limited to a maximum of 3 days (limited to 18hours) per course for each faculty/external expert
1c	Honorarium to Laboratory Staff	Rs.300/- per hour.	This amount shall be shared among all lab staffs who are put on duty for laboratory sessions.
2	TA to external faculty expert	At actual, including air fare	
3	Accommodation to external faculty expert	At actual, subjected to maximum limit of Rs. 5000/- per day for food and accommodation	
4	TA to Participants /coordinators (outside HQ)	As per Government rules	
5	Accommodation to Participants /coordinators (outside HQ)	Rs.1500/- per day per person	
6	Conveyance/Transportation of Participants and expert from lodging to training center	of Rs.10000/- per course	
7	Honorarium to Course coordinator. One additional. coordinator is permitted	to Rs. 1000/- per day subject to a maximum of Rs. 5000/- per coordinator per course	
8	Honorarium to technical Assistant for Venue arrangement/Purchase assistance/ Data entry work etc. (Only one person is permitted)	Rs.500 per day (subject to a maximum of Rs.3000 per course)	
9	Honorarium to office staff for processing.verification, and performing other official procedure for payment sanction and related work.	Rs. 1000/- per course.	

B. Expenses towards training materials, stationeries, consumables, printing, food/refreshments and other Expense

Sl No	Particulars	Permitted limit of expenditure (in Rs.)	Remarks
1	Expenditure towards Course Training materials (Hard copy. Soft copy. Text books..ete)	Rs.750 per participant	
2	Expenditure towards Stationeries. Consumables. Certificate printing. Report printing. Photography..etc	Rs.10000 per course	
3	Food/refreshment expense	Rs.500 per day per participant	
4	Miscellaneous expenses, if any	Maximum Rs. 10000 per course	

i) The expert faculty shall provide soft copy of lecture notes and other course material/PPT etc to the Course Coordinator

ii) No single faculty member shall take more than 50% of the total contact sessions (Lectures+Practicals)

iii) If the course coordinator himself/herself is an expert faculty, coordinator's honorarium cannot be claimed during the lecturing days. Only one honorarium can be claimed at a time.

iv) Course coordinator should be a regular faculty/staff of the Institute.

v) Course coordinator should submit á course completion report to TEQIP office within two weeks after successful completion of the programme

vi) If accommodation is provided, then halt DA should not be granted.

vii) All the purchases, if needed should be as per the store purchase manual and should be recorded in the stock register.

viii) All the vouchers, bills, trip sheets etc. should be verified and certified by the Course coordinator.

ix) Digital plat form feedback/manual feedback should be made mandatory on the conclusion of the programme.

x) Minimum 50% of the programme including lectures and laboratory sessions should be taught by external faculties.

xi) Registration fee of Rs. 1000/- per participant shall be charged from participants of self-financing institutions and the amount should be remitted to TEQIP four funds.

xii) Each course should have minimum of 20 participants and maximum should not exceed 40. At least 50% of the participants should be faculties/staffs from other institutions.

xiii) Duration of the programme shall be 3 to 6 days.

xiv) The green protocol must be adhered to strictly in accordance with the latest Government order when conducting the program

xv) Follow the Outcome Based Education (OBE) process model and thus the assessment tasks shall be aligned to the learning activities assumed in the intended outcomes.

xvi) Final settlement and Claims should be submitted within 2 months and audited within 3 months. The delay in settlement of bills shall be liable to penal interest as per the Government orders.

3. Guidelines for conducting ONLINE Training programmes for faculties and staffs

SI.No	Particulars	Permitted limit of expenditure (in Rs)
1	Honorarium to Faculty/External expert	Rs.1500/- per hour for lecture subject to a maximum of Rs.4500/- per day.
2	Honorariuiii to Faculty/External experts from NITs/IITs/IISc/IIST/IIM	Rs. 2000/- per hour for lecture subject to a maximum of Rs.6000/- per day
3	Honorarium to Course coordinator (only one coordinator is allowed per course)	Rs. 500/- her day subject to a maximum ot Rs. 30(3t). - per course
4	Miscellaneous expenses	Rs.5000/- per course.

i) The expert faculty should provide a soft copy of the lecture notes, PPT and other relevant materials to the Course Coordinator

ii) If the Course Coordinator himself/herself is an expert faculty, coordinator's honorarium cannot be claimed during the lecturing days.

iii) Course coordinator should be a regular faculty/staff of the institute.

iv) Reliable online platforms (preferably open-source platforms) should be used to conduct the training programmes.

v) Duration of the programme:
   For 1 day programme: 3 to 6 hours
   For 3 days programme : 9 to 12 hours
   For 6 days programme: 18 to 24 hours. Maximum duration of the programme should be limited to 24 hours per course.

vi) Digital platforms shall be used for sharing Certificates, course materials...etc.

vii) All the purchases, if needed for conducting the online training programme should be as per the store purchase manual and should be recorded in the, stock register.

viii) All the vouchers, bills etc. should be verified and certified by the course coordinator.

ix) Digital Platform feedback should be made mandatory on the conclusion of each programme.
Minimum 50% of the programme topics should be taught by external faculties.

x) Course coordinator should submit the Course completion report to TEQIP office within two weeks after successful completion of each programme.

xi) Each programme should have minimum of 40 participants and maximum should not exceed 100. At least 50% of the participants should be faculties/staffs from other institutions.

xii) Registration fee of Rs. 500/- per participant shall be charged from participants of self-financing institutions and the amount should be remitted to TEQIP four funds.

xiii) Course coordinator should take steps in monitoring and reporting the attendance of participants on each day and additional measures for the total participation of the registered participants.

xiv) Steps may be taken for session recording and upload the same through a document sharing online platform, satisfying copy-right policies and with the permission of session presenters, organizers and participants.

xv) Follow the outcome-based education (OBE) process model and thus the assessment tasks shall be aligned to the learning activities assumed in the intended outcomes by adopting online quizzes, rubrics, feedback, etc.

xvi) Final settlement and claims should be submitted within 2 months and audited within 3 months. The delay in settlement of bills shall be liable to penal interest as per the Government orders.

4. Guidelines for National and international level conferences/workshops/seminars

Sl No	Particulars	National			International		
		Permitted limit of expenditure(in Rs.)			Permitted limit of expenditure(in Rs.)		
		1 day	2-day	3-day	1 day	2-day	3-day
1.	Honorarium to External experts(Chairman, Keynote speaker, invited speakers, reviewers)	8000	16000	24000	15000	30000	45000
2.	TA/DA for external experts and local transport	15000	30000	45000	25000	50000	75000
3.	Accommodation expenses of experts	10000	20000	30000	20000	40000	60000
4.	Honorarium to internal experts	4000	8000	12000	6000	12000	18000
5.	Honorarium to support staff(PA system, LCD operation, Logistic support)	2000	4000	6000	3000	6000	9000
6.	Expenditure for conference kit, folder, writing pad, pen, pencil, eraser etc	300/- per delegate			500/- per delegate		
7.	Printing of brochures. Certificate. Reprography	10000			15000		
8.	Conference proceedings printing and related expenses	5000			7000		
9	Light refreshment and Lunch Dinner expenditure per day	500 per delegate			750 per delegate		

10	Postage Telephone charge	2000			3000		
11	Publicity/ Website banner, boards etc	8000			15000		
12	Photography/ Video recording etc.	8000			10000		
13	Consumables	2000	4000	6000	3000	6000	9000
14	Miscellaneous	3000	6000	9000	3000	6000	9000
15	**Maximum expenditure is limited to**	**1,00,000 (1-day programme)**	**2,00,000 (2-days programme)**	**3,00,000 (3-days programme)**	**2,00,000 (1-day programme)**	**4,00,000 (2-days programme)**	**6,00,000 (3-days programme)**

i) Duration of the programme shall be 1 to 3 days.

ii) Preference shall be given to those events that are aimed at promoting high standards by way of extending facilities to teachers, researchers and students, by providing a forum for sharing their knowledge, experiences and research findings.

iii) Original research and topics in thrust areas shall be encouraged.

iv) The proposals for each programme shall include conference title, abstract, details of the topic, keynote speakers involved, detailed technical programme with the proposed title of talk of the speakers, Work Plan/Specific Activities, objectives, expected outcomes, contents, budget estimate, details of other funding and other relevant details, if any.

v) Digital platforms may preferably be used for sharing Conference proceedings and other related documents of the event.

vi) A regular and senior/experienced faculty shall be nominated as the organizing secretary.

vii) The details of registration fee to be collected from the participants shall also be included in the proposal for approval.

viii) The organizers are allowed to collect and spend the registration fee by opening a separate bank account. However any income generated shall be paid to the four funds as per TEQIP norms.

ix) All the purchases, if needed for conducting the above programmes should be as per the store purchase manual and should be recorded in the stock register.

x) All the vouchers, bills etc. should be verified and certified by the organizing secretary.

xi) The entire amount including assistance from other agencies and that realized through registration fee collected, sponsoring agencies, publication of souvenir etc. should be accounted and audited within three months from completion of the event.

xii) Under any circumstance, the event should not be out-sourced.

xiii) The green protocol must be adhered to in accordance with the latest Government order when conducting the programme.

xiv) Follow the outcome-based education (OBE) model for measuring participant's performance through feedback based evaluation on target audience.

xv) Final settlement and claims should be submitted within 2 months and audited within 3 months. The delay in settlement of bills shall be liable to penal interest as per the Government orders.

5.   **Membership in professional bodies**: Half the membership fee may be refunded to faculty who secure membership in national and international professional bodies. This may be limited to holding one professional body membership per faculty for life membership and one membership in a year per faculty for annual memberships.

6.   **Part-time PhD support: Beginning from the start of the four fund utilization period(1ˢᵗ August 2017), the registration fee and tuition fee paid by faculty members pursuing part-time Ph.D. programs in India may be refunded from the four funds. This shall be availed by faculty who are affiliated with GEC Kozhikode for the period of claiming the fees. This shall be claimed if the registration start date is not more than 60 months older from the end date of the claim period. An extended financial support of additional 12 months shall also be provided in a case by case basis, after providing reasons for extending the PhD. Program. However the part-time PhD fees support scheme is not applicable to those who converted QIP programs to part time.**

7.   **External Training support**: The Faculty/Technical/Administrative staff will be permitted to attend external training programs having a maximum duration of 2 (two) weeks per program. The respective HoDs should:
   a) recommend the concerned staff member's participation in the external training program, and
   b) verify and endorse the benefits that would be transferred to the students, Department and the Institution.
   Programs/Courses offered by the IITs, IISc, NITs and similar premier national-level Institutions should be preferred.

8.   Faculty/Technical/Administrative staff members must submit a proposal about participation in external training programmes/conferences/workshops, and should get the prior approval of their participation from their respective HoDs to ensure that the normal functioning of their Department will not be adversely affected during the period of their absence.

9.   If any advance amounts be taken to be paid at and during such external training programs, then the corresponding bills incurred for participation in such programs must be submitted to the Principal by the concerned faculty/staff for settlement within 3 weeks of completion of the program, as per rules.

10. Faculty members will be supported to present papers in reputed international and national conferences. Prior approval of the TEQIP Committee should be obtained for using the faculty and staff development fund to support grant of TA and DA as per rules and payment of conference registration fees, and other permissible expenses. The provision of funding support mandates that such faculty/staff members must explicitly cite in their paper their affiliation with GEC Kozhikode.

11. On a case-by-case basis, faculty/staff members may be permitted to attend well established conferences conducted within India by premier institutions such as IITs/IISc/NITs/ISRO, etc., <u>even without presenting a paper</u>, and with financial support provided from the four funds scheme for registration fees, TA, DA and other permissible expenses as per rules.. Such permission must be preceded by:

(a) recommendation of and by the Academic and Finance committees, (b) endorsement of the merit of the conference and its usefulness for the Institute by the TEQIP Research Committee, and (c) grant of prior permission of the Chairman, BoG. This is limited to ordinarily one conference per year and a maximum of two per faculty per year under special circumstances. The concerned faculty members must submit a detailed participation proposal. The maximum amount allowed will be Rs.30000/- (Rs. Thirty Thousand only) per faculty per conference.

12. Grant of TA and DA for the faculty/staff to enable their participation in external programs will be as per Government of Kerala rules. Faculty members with AGP Rs.6000/- (Rs.Six Thousand only) and above (pre-revised) are eligible for travel by air as per existing orders. If participation in such events is approved as per rules for ad hoc faculty members, then the corresponding TA shall be limited to 3A class travel by train.

13. The faculty/staff registering into MOOC courses shall be refunded the registration fee (Rs.1000/- per course, presently) on production of their respective course completion certificates.

14. The research seed money of up to Rs. 2 lakhs shall be given to young faculty members with not more than 15 years of experience. Research project proposals may be submitted to the newly constituted RGC. The project duration shall not exceed one year. This grant can be availed by a faculty only once. The contingency expenses shall not exceed 10% of total fund. Research equipment (other than computer and peripherals) and software may be purchased with consent from research committee. Only 25% of total grand can be availed as advance at a time. Final settlement shall be done with in one month of completion of project(detailed guidelines available with research coordinator. See: **RESEARCH SEED MONEY: Terms and Conditions**).

15. GUIDELINES FOR THE CONDUCT OF STUDENT SUPPORT PROGRAMMES

Remedial or Bridge Courses, Student Training Programs, Internships, Conferences, Technical Competitions, etc., are permitted with funding from the corpus fund.

i   The remedial classes for students shall be offered preferably by a faculty member other than the one who taught the subject. If the same faculty member who offered a course is to offer the remedial classes also, then specific justifications must be presented to the TEQIP Academic committee for obtaining its prior approval.

ii. Remedial classes for a course will be permitted if and only if a minimum of five students would be enrolled into it. Attendance of students in remedial classes is compulsory and this should be monitored by the HoD.

iii. The concerned Departments should monitor the results of the students taking remedial classes. The concerned faculty member and HoD should submit a report to the TEQIP office within one week of the announcement of results.

iv. The faculty members or experts conducting GATE or remedial or bridge classes will be paid an honorarium of Rs.600/- (Rs.Six Hundred only) per hour.

v. A minimum number of 5 (five) hours of remedial classes for the corresponding courses shall be arranged for the purpose of helping the students to understand difficult topics, which would have already been discussed during the regular course offered by the concerned faculty member.

vi. Reputed professional counselors having a minimum experience of 5 (five) years may be invited to the college for interacting with needy students. Professionals from Government/Government supported institutions shall be invited for the same. For their services, they will be paid an honorarium as per FSD norms. The payment of TA and DA will be as per Government/TEQIP-II rules and as per the FSD program norms.

vii. The TEQIP Academic committee may recommend the conduct of skill development and placement training programs for students in the College campus. Experts/Professional teams may be selected for this by following TEQIP II/Government norms.

viii. Students who will participate in and present their academic papers in reputed conferences in India conducted by a state government or government-aided Institutions having NAAC accreditation or at least one NBA-accredited program will be eligible for full financial support for, or reimbursement of (a) the conference registration fees, and (b) TA in sleeper class by rail or bus fare by shortest route. The students will also be provided a subsistence allowance of Rs.200/- (Rs. Two Hundred only) per day per student. The provision of funding support mandates that their affiliation with GEC Kozhikode must explicitly be cited by the author-students in their paper. **Since the accreditation process is in a stand still since 2020 onwards due to prevailing COVID-19 situation, the immediate previous accreditation shall also be considered for all applications since 1-1-2020.**

ix. M.Tech. and B.Tech. students can submit applications to attend external workshops conducted by institutions such as the IITs, IISc, NITs, and other

Premier Institutes and reputed Organizations in specialized areas related to their projects. Students selected from among the applicants will be eligible for full financial support for, or reimbursement of (a) the workshop registration fees, and (b) TA in sleeper class by rail or bus fare by shortest route. The students will also be provided a subsistence allowance of Rs.200/- (Rs.Two Hundred only) per day per student. The funding support will be given for a maximum of two programs for M.Tech. students and one program for B.Tech. students during their study period at GEC Kozhikode.

x. A maximum amount of Rupees Two Lakh per Department (4 lakhs for AEI dept having 2 UG Programs) per academic year can be utilized from the Corpus Fund for UG and PG student project work related expenses. For such projects, subject to availability of earmarked funds, consumables may be purchased and minor fabrication work done with funding support from the Corpus Fund allocated to the concerned Department. The maximum expenditure per project will be limited to Rs. 20,000.

xi. Training programs/workshops conducted by industrial organizations and placement related training programs may be organized at GEC Kozhikode with the prior approval of the TEQIP committees and the BoG. For training programs/workshops conducted by industries, the experts/resource persons should have a minimum of five years of professional experience in the relevant areas. Funding support for such programs will be provided under the four funds scheme.

xii. Students undergoing industrial training and internship will not be eligible for any financial support. However, the Corpus Fund of a Department can be used to meet expenses incurred for College bus and serving of light refreshments pertaining to industrial visits of its students.

xiii. The students attending MOOC courses of NPTEL/SWAYAM shall be refunded the registration fee (Rs.1000/- (Rs.One Thousand only) per course, presently) on production of their course completion certificates.

xiv. **Laptops may be purchased by concerned departments, for economically weak students of second third and fourth years of B.Tech Programme using corpus fund (As per GO (Rt)237/2021/HEDN, Thiruvananthapuram dated 8/2/2021). The income of parents (certificate from competent authority) and a committee including the staff advisor/s evaluating the financial status report collected from students shall be used for finding the beneficiaries. The students shall return the Laptop to the department while leaving the institute. In case of loss of the laptop the student shall have to replace or reimburse the cost as decided by the department. Each department may initiate the purchase process through the project lab or any other lab decided by the department. The departments may start the process with the requirements of final year students, then 3rd year and finally second year.**

xv. **M.Tech students(having no other support like GATE, DTE scholarship, QIP etc) in second and fourth semester(starting from 2021) shall apply for a monthly scholarship of Rs.3000 if they obtain a specified CGPA in each stream as decided by college council in first semester university results. The scholarship shall be given from the month of application till the end of the course (only during the four fund period), the student has to maintain the CGPA in subsequent semesters for continuing with the scholarship, and this shall be applicable from the month of publication of University results. Students can re-apply for the scholarship once they attain the specified CGPA in subsequent semesters. After publication of each university result, the student shall submit the results to TEQIP office.**

xvi. **The best outgoing B.Tech student shall be given the *BoG chairmans award* and a cash prize of Rs. 25000 during the four fund period. The award will be based on CGPA of the student. If there is a tie in CGPA, co and extra curricular achievements shall be considered to decide the winner by the TEQIP academic committee.**

16. GENERAL GUIDELINES

i. Original, signed and sealed bills/receipts should be submitted as per government rules.

ii. All proposals mentioned above should be submitted well in advance to the respective committees/BoG stating detailed justifications, expected outcomes and benefits, through the respective HODs/Department academic/purchase/maintenance committees.

iii. Faculty/Staff members, and students who will be supported with TEQIP funds must give a full presentation at the College after the program/conference/workshop/STTP, etc. In this connection, they must also submit a detailed report to the Principal within one month of completion of the program.

iv. For ERF and EMF (for items purchased under TEQIP II only) justification, detailed specifications should be submitted as per SPM along with the respective Department technical/purchase committee minutes.