



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

COURSE AND TRAINING PROGRAMMES

OBJECTIVES, NORMS AND GUIDELINES

The proposal for organizing Courses and Training Programmes at National and International level in various fields of Technical Education by departments of Institute may be furnished on the given format.

The objective of the proposal should be to facilitate up-gradation of knowledge, skills and intend to provide opportunities for induction training to professionals / faculty employed in Engineering and Technology. The programme may cover the areas such as pedagogical programmes, technological programmes with new concepts, methods and techniques. It may also aim for enrichment of theory and technological skills and up gradation of pedagogical skills, motivational and communication skills, and other relevant issues to keep pace with the changing scenario in Technical Education.

The course / training programme may be organized by the faculty at department level / institute level independently or in collaboration with any other Ministry, Government agency / Society / Institute or Private Industry. Thus, the proposed course may be funded by:

- i) Registration fees from participants.
- ii) Ministry / Governmental agency like AICTE, UGC, DST, MeitY, ISRO etc.
- iii) Sponsored by a Professional Societies like Institute of Engineers, IEEE, IETE, CSI, ISTE etc.
- iv) Fully sponsored by the Industry.
- v) Mix of the above modes (should be specified by the Principal Coordinator)

OPERATION OF THE COURSES AND TRAINING PROGRAMMES

Generally the courses organized to faculty / students, can be may be of one to two weeks duration with approximately 20-30 participants.

The programme should be self financing and should be able to support the expenditures to be incurred on it. The funds raised shall be deposited into the institute account and operated by Principal. Proposals in this category can be submitted to the Dean of Planning and Monitoring and Continuous Studies (PMCS) for approval, any time through the year by the program co-ordinators.

Courses organised for engineering and other students by IARE faculty / students under the auspices of the Dean Student Services (DOSS) for approval, any time through the year by the program co-ordinators. These courses include courses conducted by Career Development Centre, TIIC, STSP, CLET etc. Both on campus and off campus courses are permitted.

NORMS FOR EXPENDITURE

For the programmes approved and sponsored by Government agencies like AICTE / UGC / DST etc. the expenditure norms prescribed by the sponsoring agency shall be followed. Alternately, the norms for the expenditure prescribed here, may be followed and referred for preparing the budget of the Course / Training Programme giving the following details.

- I. Co-ordination, Honorarium, Service Fee
 1. Honorarium for Coordination.
 2. Honorarium to Faculty.
 3. Honorarium to Technical and Laboratory staff.
 4. Honorarium to Supporting staff.
 5. Service Fee to Auditor / CA.

II. Institute Overheads

III. Direct Expenditure

1. Expenditure on Tea, Coffee, Lunch, Dinner etc.
2. TA / DA to guest faculty / outside experts.
3. Incidental expenses (covering registration and reading material to participants reprographic services, postage, printing, transport, expenses for inauguration and valedictory, consumables, stationery, others)

OBLIGATIONS OF PRINCIPAL COORDINATOR

The Principal Coordinator shall ensure that the Report Sheet, Feedback form from participants and Audited Utilization Certificate and Statement of Expenditure of Accounts for the income received and expenditure for the program (Annexure I , II , III respectively) are submitted and refund of unspent imprest amount (if any) may be submitted, within 5 days on completion of the event.

GUIDELINES

Following guidelines may be adhered to:

01. Proposal should be submitted by the Principal Co-ordinator jointly with written consent of the Co-ordinators. The proposal should be accompanied by the letter of intent from the collaborative agencies wherever available / applicable. The proposal has to be forwarded by the Head of the Department as token of making the facilities available in the Department for the said activity.
02. Proposal complete in all respects should be sent to Dean of Student Services (in case of programme for students) / Dean of Planning, Monitoring and Continuous Studies (PMCS) through Principal.
03. The course shall preferably be self financed. The finances shall be raised by the principal co-ordinator from participants, sponsors, professional societies / agencies etc. In addition, a refundable seed money of Rs. 10,000 may be sanctioned as an advance to meet the starting expenses.
04. In case fully funded by institute, the detailed proposal may be submitted for sponsorship.
05. Coordinator. All the expenditures are to be made by the Principal Coordinator. He/She will maintain the complete account of all the expenditures incurred which shall be audited later.
06. The administrative and financial powers for satisfactory conduct of the course will be with the principal co-ordinator.
07. Funds once released / sanctioned for organizing the particular course should not be utilized for any other programme.
08. In case the event is cancelled, the funds will be returned back to the collaborating agency/ society sponsoring the event, immediately. Prior intimation to Dean of DOSS / PMCS is required in case date(s) for the course are changed.
09. The principal co-ordinator will have to provide tentative budget of money expected to be allocated for different expenditure heads as per the given norms keeping in view the demands of their programme.
10. Honorarium to co-ordinator(s), internal faculty and staff shall be paid after meeting all the expenses of the course.
11. After the completion of the event the principal co-ordinator of the event shall submit the following documents to Dean of DOSS / PMCS.
 - a. Course Report Sheet.
 - b. Feedback form from Participants.
 - c. Audited utilization certificate and statement of expenditure of accounts for the income received and expenditure for the program duly signed by principal co-ordinator of the event and finance officer.
 - d. Soft copies of instruction material, flyer, attendance sheet of the participants to be placed in the institute Akanksha – LMS portal.

NORMS FOR PAYMENT OF REMUNERATION / HONORARIUM TO THE FACULTY / GUEST FACULTY AND SUPPORTING STAFF AND OTHER CHARGES / EXPENDITURES

Honorarium for Co-ordination (to be shared by the Co-ordinators, in the proportion recommended by Principal Coordinator)

Course Duration	Location	Sponsorship	Honorarium upto
1 to 6 days	IARE	Govt. / Participants fees	As per norms of funding agency or Rs. 5000
		Private industry / Participant fees / others	Rs.10,000
	Outside IARE	Govt. / Participants fees	As per norms of funding agency or Rs. 6,000
		Private industry / Participant fees / others	Rs. 12,000
7 days to less than 4 weeks	IARE	Govt. / Participants fees	As per norms of funding agency or Rs. 10,000
		Private industry / Participant fees / Others	Rs. 20,000
	Outside IARE	Govt. / Participants fees	As per norms of funding agency or Rs. 12,000
		Private industry / Participant fees / Others	Rs. 25,000
4 weeks to 8 weeks	IARE	Govt. / Participants fees	As per norms of funding agency or Rs. 15,000
		Private industry / Participant fees / Others	Rs. 35,000
	Outside IARE	Govt. / Participants fees	As per norms of funding agency or Rs. 20,000
		Private industry / Participant fees / Others	Rs. 45,000

Honorarium for Faculty* / Guest Faculty* / Laboratory Staff

Honorarium payments to faculty for taking lecture, tutorial and laboratory classes and lab staffs for taking lab classes.

Type of courses	Duration	Faculty	Laboratory Staff
		Upto Rs.	Up to
Govt. sponsored or Govt. Funded + Participants' fees	Lecture (1 hour)	1,500**	Not applicable
	Tutorial (1 hour)	1,000	Not applicable
	Laboratory (two hours session)	1,000	Up to Rs.1000/- per session of 2 hrs. for up to 30 participants (to be shared amongst all lab staff)
Private Industry Sponsored / Pvt. Sponsor + Participants' fees / Others (Mixed)	Lecture (1 hour)	2,500**	Not applicable
	Tutorial (1 hour)	1,500	Not applicable
	Laboratory (two hrs session)	1,000	Up to Rs. 2000/- per session of 2 hrs. for up to 30 participants (to be shared amongst all lab staff)

* No single faculty member shall take more than 40% of total contact sessions (of lectures + Tutorials + Practicals).

** The expert faculty will provide hard copy of lecture notes along with hard copy and soft copy of the PPT to the Principal Coordinator. (including lecture preparation charge).

Honorarium for staff of department involved in organizing the Training Programme	Upto 2 weeks Rs. 6000 More than 2 weeks Rs. 8000
Fee to Auditor / CA	As per actuals

I. Institute overheads

Institute overheads	15 % / 25% as per Govt. funded / Private industry funded (including Mixed) of Total Honorarium shall be Chargeable towards institute overheads.
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II. Direct Expenditures

Lunch / Tea / Dinner	Could be generally around Rs. 250 per participant per day (for courses organized within PEC) and be generally around Rs.500 per participant per day. (for courses organized outside PEC) or as per actuals, limited to expenses in a Govt. owned 3 Star Hotel level for a regional level programme and Govt. owned 5 Star Hotel level for National/International level program; or any other hotel approved by the Director.
TA, DA to Experts	As per institute rules
Incidental expenses for the preparation of course such as reading material & registration kit, telephone, reprography, transport, stationery, consumables, others.	Upto 35% of the total budget