



INDIAN INSTITUTE OF TECHNOLOGY JODHPUR CENTER FOR CONTINUING EDUCATION (CCE)

POLICY DOCUMENT



September 2024

CONTENTS

Prelude.....	2
1) Mandate.....	2
2) Governance.....	2
3) Types of Outreach Programs.....	2
a)National and International Symposia/Conference:.....	3
b)Short Term Course/Workshop/Seminar.....	3
c)AICTE sponsored QIP Courses.....	3
d)Institutional collaboration Programs.....	4
e)GIAN (Registration Fee Part)	4
f)Additional Outreach/Certification Programs (can evolve in the Future).....	4
4) Conduct of Academic Outreach Programs.....	4
5) Management of The Outreach Program.....	5
6) Institute Overheads, GST, and Accounting.....	6
7) Reduction of Overheads and Exemption from GST.....	7
8) Selection and Approval of QIP short term Courses.....	8
9) Certification Format and Procedure for Distribution.....	8
10) Honorarium and Disbursement for Courses and Training	8
11) Guidelines for Drafting MoU.....	10
12) Template MoU and Approval.....	10
13) Plagiarism Policy.....	11
14) Proactive Disclosure Policy.....	11

Prelude

IIT Jodhpur offers a variety of continuing and distance education programs (short-term courses, conferences, workshops, online certificate courses, web courses, and internship programs) to students, academic, scientific and technical staff, professionals and to interested participants both from within and outside the Institute. The aim of all such activities is to provide opportunities to gain knowledge and to develop skill sets for professional growth. All such extension and academic outreach educational activities of IIT Jodhpur are handled by the Centre for Continuing Education (CCE).

1. Mandate

The mandate of the CCE in reference to Office Order IITJ/DIR/2024-25/08, dated July 11th, 2024 is as follows:

- All academic outreach activities including Conference, Workshops, Symposia, Short-term courses, Training program, Internships programs and other similar activities of the Institute require to seek approval via CCE and run under the umbrella of the CCE.
- The CCE will provide necessary logistics, administrative support to run such programs.
- All financial matters including handling of outreach program accounts, issue of UC/SoE, and any other related matter will be handled by the CCE.
- The outreach program coordinators will open, operate, and close the extension program/course accounts via the CCE, and the CCE would approve all accounts.
- The CCE will evolve policy mechanisms for charging overheads, and other related policy matters to make itself financially sustainable.

2. Governance

All administrative responsibilities of the CCE will be handled by the office of CCE led by PIC, CCE. PIC, CCE will perform the duties of the Head of this section. The PIC, CCE will be appointed by the Director, IIT Jodhpur via an office order.

3. Types of Outreach Programs

The following outreach programs which are conducted by or in association with IIT Jodhpur Faculty/Academic Staff, will require approval and will be managed by CCE, IIT Jodhpur.

- All Institute outreach programs which collect/receive monetary funds in the form of registration fees, sponsorship, or any similar mode.
- All Institute outreach programs which issue a certificate utilizing the Logo and/or the name of IIT Jodhpur in any form.

- All Institute outreach programs which utilize facilities of IIT Jodhpur in any manner.
- All outreach program being organized by full-time employees of the institute inside or outside the institute.

An illustrative listing of such programs is provided below for reference.

a. **National and International Symposia/Conference:**

A meeting or conference for the discussion of some subject, especially a meeting at which several speakers talk on or discuss a topic before an audience. It is a collection of opinions expressed or articles contributed by several persons on a given subject or topic. Both short and long term Symposia are included in this category. Proposals in this category can be submitted to the CCE for approval, any time through the year by the program coordinators.

b. **Short Term Course/Workshop/Seminar:**

These are certificate programs that can be completed in a small amount of time.

Generally, the duration of these courses range from 3/5/10/15/30 days. They can help enhance a person's career or personal interest. Short Term Courses can be further classified as:

- **Self-Financed Course/Workshop:** These are courses for which Government financial aid is not provided and the person has to bear the cost of study. Primarily aimed at working professionals and students who can meet the expenses of study themselves. Both on campus and off campus courses offered by IITJ faculty are included in this category. Proposals in this category can be submitted to the CCE for approval, any time through the year by the program coordinators.
- **Government/Industry Sponsored Course/Workshop:** Government/Industry participants normally mean the once who are sponsored by industries for short term certification studies. In addition to the normal fees of participants the Government/Industry also may pay an additional sponsorship fee. Both on campus and off campus courses are included in this category. Proposals in this category can be submitted to the CCE for approval, any time through the year by the program coordinators.
- **Student Conducted Courses/Workshop:** Courses organised for engineering and other students by IIT Jodhpur students under the auspices of the Dean of Student Affairs (DOSA). Both on campus and off campus courses are included in this category. Proposals in this category can be submitted to the CCE for approval, any time through the year by the program coordinators.

c. **AICTE sponsored QIP Courses:**

Quality Improvement Program certification courses are organised for the AICTE approved engineering college faculties with annual funding received from AICTE. The CFP for these proposals is issued by the CCE once in a calendar year.

- **AICTE sponsored QIP Courses:** These courses are organised only for AICTE approved engineering college faculty. No fees is charged for any of the participants as the budget is provided by AICTE. Travel and other expenses of participating

faculty are also met under this scheme, as per eligibility and approved norms by AICTE.

- **AICTE sponsored QIP Courses with Self-Financed Part:** Some QIP courses are very popular and to accommodate a large number of requests, these courses are opened up for other participants from academia and industry with a registration fee.
- d. **Institutional collaboration Programs:** Initiatives or arrangements of various kinds between two or more institutes working to accomplish specific goals in distance education that have institutional commitment. These programs can include offering short term courses, Faculty development programs (FDPs), Institutes under the Director of Technical Education of State Governments, and any other such Partners with whom a Proposal/ Agreement/ MoU is approved and established.
- e. **GIAN (Registration Fee Part):**
Govt. of India approved a new program titled Global Initiative of Academic Networks (GIAN) in Higher Education aimed at tapping the talent pool of scientists and entrepreneurs, internationally to encourage their engagement with the institutes of Higher Education in India so as to augment the country's existing academic resources, accelerate the pace of quality reform, and elevate India's scientific and technological capacity to global excellence. GIAN has helped garner the best international experience into our systems of education, enable interaction of students and faculty with the best academic and industry experts from all over the world and also share their experiences and expertise to motivate people to work on Indian problems, via FDPs. However these FDPs require registration by Faculty and other participants by paying a course registration fee. Sometimes a self-financed part is also included in such courses to augment the financial receipts. For all GIAN courses an approval from the CCE is required. The registration fee will be collected via the CCE, and all transactions regarding the course will be performed via the CCE.
- f. **Additional Outreach/Certification/Training Programs (can evolve in the Future):** All outreach/certification programs that can come, e.g., the immersion program of students from various universities in collaboration with section 8 companies like TISC.
 - CCE shall charge 50% overhead on generated revenue for the continuing education/training programs run by section (8) companies in case the effort requires IITJ's resources and infrastructure.

4. Conduct of Academic Outreach Programs

All academic outreach programs listed in Section (1), will require an approval from the CCE prior to its organization. The procedure to be followed for approval of AICTE sponsored QIP programs and all other types of outreach programs is illustrated as a flow diagram in Fig. 1

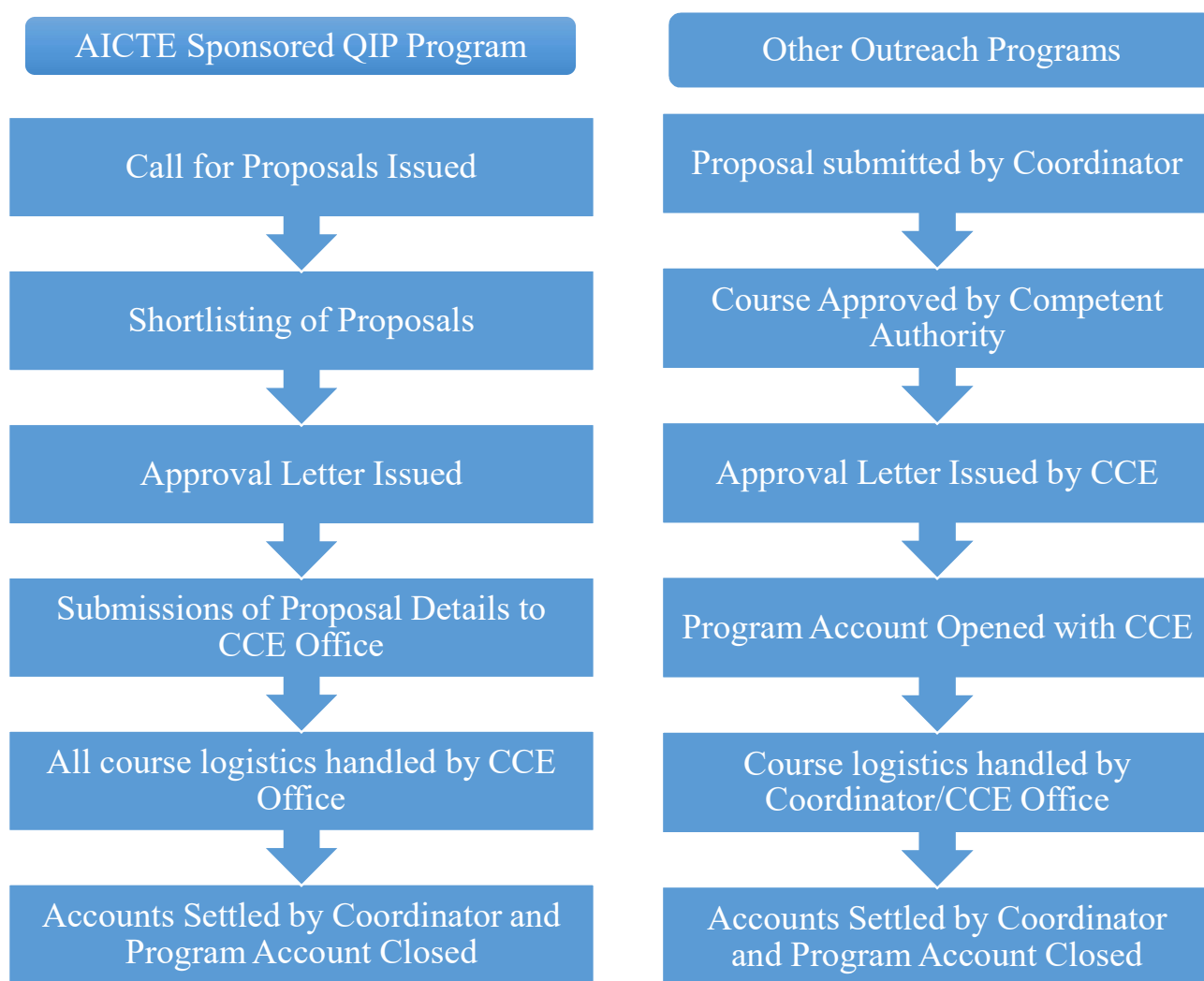


Figure 1: Procedure for approval of outreach program.

5. Management of The Outreach Program Account

- Once an outreach program is approved by the CCE, the coordinator will request to open a course account by filling out the appropriate form with CCE (the account will be opened in DORD office)
- The Bank Account details of Course Account will be provided for the transfer of all incoming funds. All incoming funds with respect to the conduction of the course like registration fees, sponsorship funds, and other related sources will be parked in the specific outreach program account created for this purpose in DORD office. Invoices will also be issued by the CCE wherever required.
- The coordinator will operate the expenditures of the project strictly through the CCE.
- The honorarium of the coordinator will be fixed as per the original program proposal or the honorarium policy of CCE and will be disbursed from this account.

- After completion of the program, the coordinator needs to settle all advances drawn, complete the expenditure reimbursement procedure, and close the program account opened by CCE in DORD office. UC/SoE will also be issued by the CCE wherever required.
- If any seed funds are provided by CCE, IITJ will be deducted back from the surplus funds remaining in the event account after completion of the event, before disbursement of honorarium.
- Established Institute accounting norms will be followed for management and closing of the course account.

The flow diagram for this procedure is illustrated in Fig. 2.

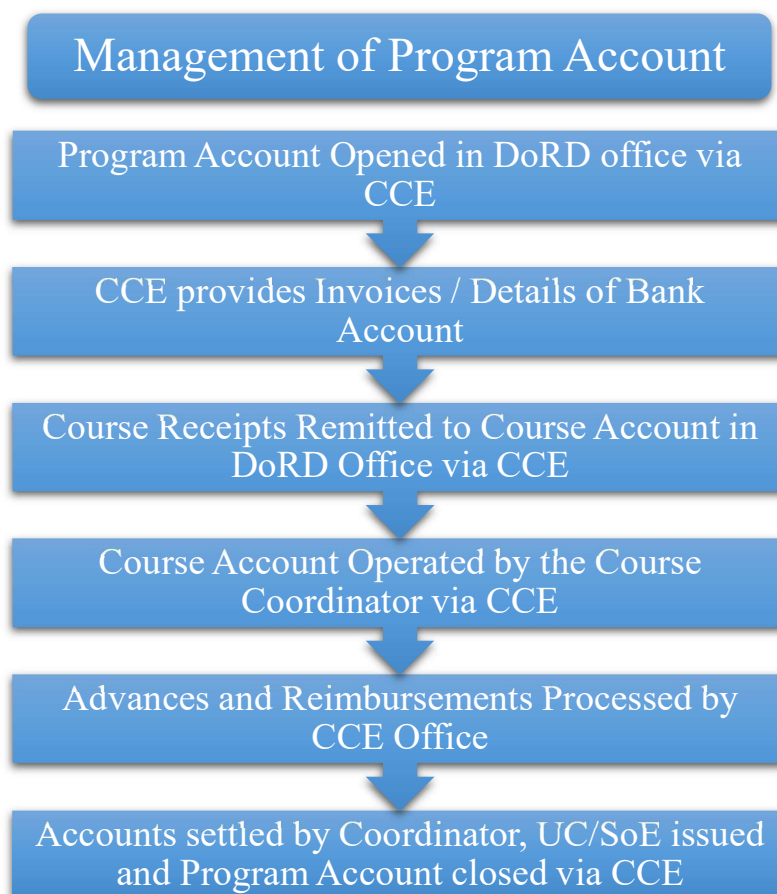


Figure 2 : Management of outreach program account.

6. Institute Overheads, GST, and Accounting

- For all types of academic outreach activities listed in Section (1), Institute overhead charges of 15% will be deducted by the CCE on total receipts in the respective outreach program account.

- In addition, CCE will deduct 2.5% of the total receipts to the Departmental Development Fund (DDF) of the coordinator's parent Department. An additional 2.5% of the total receipts will be deducted and remitted to the Personal Development Account (PDA) of the course coordinator conducting the outreach program. If there are multiple coordinators, there will be equal split of funds among them.
- The total overhead charges will therefore be 20% of the total receipts in the respective outreach program account. The total receipts include multiple sources of incoming funds e.g., registration fee, sponsorship, external grant by government or private agencies, internal departmental funds, etc. However, this will exclude any seed grant provided by CCE, IITJ.
- A fixed CCE coordination fee (by considering the total proposed budget of a particular program) will be charged for all programs which are completely proposed, developed, or coordinated by the CCE.
- A GST of 18% will be charged for all incoming funds/fees/sponsorship amount, except in the case where the source of funds is exempt from GST (For eg. fees received from IIT Jodhpur employees/their dependents, and other sources exempt from GST). Please refer to Figure 3 for example illustration.

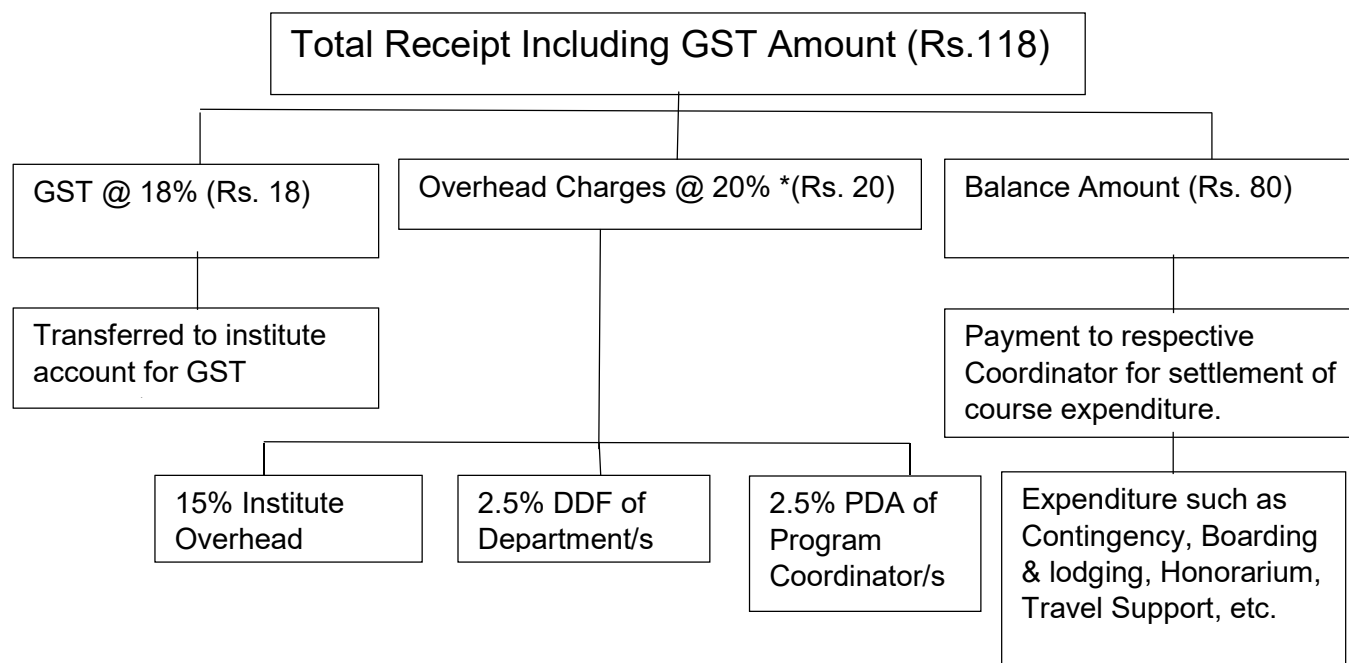


Figure 3 : An example based illustration for deduction of GST, overheads, and expenditure management.

** These overhead charges may be reconsidered, subject to approval from the competent authority.*

7. Reduction of Overheads and Exemption from GST

- Overhead charges above 15% (i.e., remaining max 5%) will be split equally into DDF portion of the parent department and the PDA portion of the program coordinator(s).

- The DDF portion of the parent department and the PDA portion of the program coordinator will not be processed by the CCE for any outreach program where Institute overhead charges are 15% or lesser.
- All sources of incoming funds/course fees etc. which are exempt from GST as per GST guidelines will be adhered to in consultation/on the advice of the CCE/Institute Accounts Section.

8. Selection and Approval of QIP short term Courses

An open call for proposals for conducting QIP short courses will be released at the beginning of each financial year. **A four-member committee, with Head CCE as Chairman** will scrutinize the proposals and finalize the list of selected proposals. A wait list of selected proposals will also be finalized. The complete list of selected and waitlisted proposals will be posted on the CCE website at <https://www.iitj.ac.in/cce/>. The selection of QIP course proposals will be broadly based on the following criteria

- New, emerging, popular and cutting-edge areas which can attract significant interest will be given preference in the selection process.
- Faculty who have not offered QIP courses earlier (in the last three years) will be given priority.
- Departments which have not been active in the past in offering QIP courses will be given priority.
- A co-ordinator/co-coordinator can submit at most two proposals in one financial year for consideration.

9. Certification Format and Procedure for Distribution

All outreach programs, under all categories mentioned in Section (1), which require distribution of certificates to participants must follow the format specified by the CCE.

- A sample copy of the certificate for all outreach programs is available at : <https://www.iitj.ac.in/cce/forms.php>
- An approval from the CCE office is required If any changes/modifications are required in the certificate.
- Certificates will be approved and signed by PIC, CCE after the CCE Office verifies the list of participants with signatures.

10. Honorarium and Disbursement for Courses and Training Programs

Table 1 provides broad suggestions for honorarium for all outreach programs listed in Section (1). These guidelines may be followed by the program coordinator for honorarium disbursement from the funds generated by the program.

Sr. No.	Types of Academic Outreach Programs	Faculty Fee		Laboratory Staff Fee
A	National and International Symposia/Conference	No Honorarium for Speaker or Organisers		
B	Short Term Course/Workshop/Seminar	Lecture (Per hour)	2000 (In Campus) 3000 (Out of Campus)	1000/- per hour (In Campus)
		Tutorial (Per hour)	1000 (Both In and Out of Campus)	
		Laboratory (Per two hr session)	1000 (Both In and Out of Campus)	
C	AICTE sponsored QIP Programs As per Current AICTE Guidelines	Lecture (hour) (as per AICTE norms)	2000	1000/- per hour
		Tutorial (hour)	1000	
		Laboratory (two hrs session)	1000	
D	Foreign Language Program	As per Honorarium Component approved by the Competent Authority		
E	Institutional collaboration Programs	As Per Approved Budget (AB) /or/ MoU signed with Institute	Lecture (hour)	As Per MoU/AB
			Tutorial (hour)	As Per MoU/AB
			Laboratory (two hrs session)	As Per MoU/AB
F	GIAN (Registration Fee Part)	Lecture (hour)	5000	2000/- per hour
		Tutorial (hour)	3000	
G	Online Certification Programs and MOOCS	As per Institute approved Budget/Commercials/MoU		

Table 1: Guidelines for Fixing and Disbursement of Honorarium.

The procedure for honorarium disbursement to coordinator, and staff is illustrated in Figure 4.

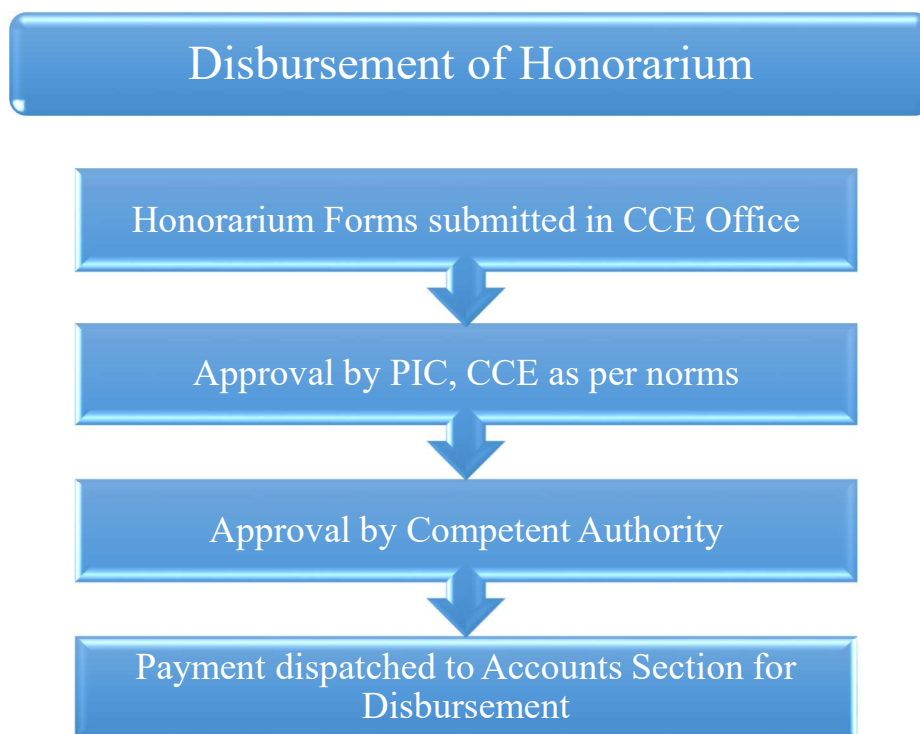


Figure 4 : Procedure for Honorarium Disbursement

11. Guidelines for Drafting MoU

The broad guidelines for drafting an MoU with other agencies/entities/organizations/service providers in relation to the activities and programs offered under the umbrella of the CCE will be similar to the guidelines for drafting an MoU of DORD Office which can be found at the MoU Guidelines [Link](#).

However, since CCE is mandated only with the conduction and management of all outreach programs of the Institute, specific matters not addressed in these guidelines will be evolved from time to time, on a case by case basis in consultation with the Policy advisory committee and ICEPC.

12. Template MoU and Approval

The template MoUs for organizing short term courses and other training programs in understanding with various external entities is available at: <https://www.iitj.ac.in/cce/forms.php>

The approval process flow for signing an MoU is enumerated below:

- i. Proposal for an MoU is initiated by CCE/External Entity/Faculty of IIT Jodhpur.

- ii. An initial Draft of the proposed MoU is provided by the external entity or the template MoU of CCE is used as a reference.
- iii. The draft MoU is vetted thoroughly by the Institute for policy, legal, IPR, and other related aspects, either using Institute experts or external experts, as the need may be.
- iv. After the MoU is finalized and accepted by both parties (IIT Jodhpur and external entity), A note file is prepared by the CCE Office.
- v. If the MoU originates from a Faculty, he/she is involved in the finalization and note file preparation. The note file format is available at : <https://www.iitj.ac.in/cce/forms.php>
- vi. The note file is sent for approval by the Competent Authority.
- vii. Once approved by the Competent Authority, two copies of the MoU are signed by the Head, CCE on behalf of IIT Jodhpur, and one copy is kept in safe records of CCE Office. The other copy is sent to the external entity.

13. Plagiarism Policy

The Plagiarism policy of the CCE will be exactly similar to the approved plagiarism policy of IIT Jodhpur, developed by the Institute Ethics and Plagiarism committee.

14. Proactive Disclosure Policy

CCE will follow a proactive disclosure policy with respect to its functioning. All information regarding the activities of the CCE will be made available through the CCE website. Currently the website of the CCE with all information and disclosures is available at: <https://www.iitj.ac.in/cce/> The policy can be revised in future as per the approval of competent authority.

Please refer to Annexure 1 for additional information.

ANNEXURE – 1

Role and Responsibilities of the Office of CCE

1. The Office of CCE will facilitate approvals for the given proposal.
2. The Office of CCE will facilitate obtaining availability for the requested facilities with the responsible entities/offices.
3. The Office of CCE will facilitate the opening of project account with the Office of R&D.
4. The Office of CCE will facilitate the settlement of bills in accordance with institute norms after the conclusion of the event.