



GOVERNMENT OF KERALA

Abstract

Technical Education - Revised Guidelines for conducting Training programmes, Seminars, Conference, Workshop in Government Engineering colleges and Polytechnic colleges – Approved - Orders issued.

HIGHER EDUCATION (G) DEPARTMENT

G.O (Rt) No.1606/2020/H.Edn. Dated, Thiruvananthapuram, 23.12.2020

Read: Letter No.L5/14566/20/DTE dated 28.08.2020, 02.11.2020 from the Director of Technical Education, Thiruvananthapuram.

ORDER

As per the letters read above, the Director of Technical Education has submitted revised Guidelines for conducting Training programmes, Seminars, Conference, Workshop in Government Engineering colleges and Polytechnic colleges along with proposal for permission to conduct Online Training programmes, Seminars, Conference, Workshops considering the present COVID-19 pandemic situation.

2. The Director of Technical Education has also submitted that the total expenditure for the conduct of the programmes remains same as in the existing guidelines and no additional financial commitment is required for effecting the revision.

3. Government have examined the proposal of the Director of Technical Education in detail and are pleased to approve the revised guidelines for conducting Training Programmes, Seminars, Conference, Workshop in Government Engineering colleges and Polytechnic colleges and permission is also granted for conducting Online Training programmes, Seminars, Conference, Workshops, as appended herewith:

(By order of the Governor)

C. AJAYAN

ADDITIONAL SECRETARY

To:

✓ The Director of Technical Education, Thiruvananthapuram.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A&E), Kerala, Thiruvananthapuram.

The Information Officer, Web & New Media, I & PR Department.

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Section Officer

Guidelines for conducting Conference/Seminar/Workshop in Govt. Engineering Colleges and Polytechnic Colleges

Sl. No	Particulars	National			International		
		Permitted limit of expenditure (in Rs.)			Permitted limit of expenditure (in Rs.)		
		1-day	2-days	3-days	1-day	2-days	3-days
1.	Honorarium to External experts (Key note speaker, Chairman of sessions, Invited speakers, Reviewers)	8000	16000	24000	15000	30000	45000
2.	TA/DA of external experts & local transport	15000	30000	45000	25000	50000	75000
3.	Accommodation expenses of experts	10000	20000	30000	20000	40000	60000
4.	Honorarium to internal experts (Chairman, Reviewers, organizing secretary)	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
	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. 50% of the registration fee collected in this manner should be remitted to Government revenue and the remaining 50% shall be treated as internal revenue of the institution.
- viii. Excess expenditure if any, can be met from generated fund including maximum of 50% of registration fee collected from the delegates. The organizers are allowed to collect and spend the registration fee by opening a separate bank account.
- 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 DTE and 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 by measuring participant's performance through outcomes.
- 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.

Guidelines for conducting training programmes for faculties and staffs in Govt. Engineering Colleges, Polytechnic Colleges and Directorate**I. Expenses towards Honorarium, TA, Accommodation and Conveyance charges**

Sl. No	Particulars	Permitted limit of expenditure (in Rs.)	Remarks
A. 1a.	Honorarium to Faculty/External expert	Rs.1500/- per hour for lecture and Rs.1000/- per hour for laboratory sessions (<i>only one resource person in each laboratory session</i>)	Limited to a maximum of 3 days (limited to 18 hours) per course for each faculty/external expert
1b.	Honorarium to Faculty/External expert from NITs/IITs/IISc/IIST/IIM	Rs.2000/- per hour for lecture and Rs.1500/- per hour for laboratory sessions (<i>only one resource person in each laboratory session</i>)	Limited to a maximum of 3 days (limited to 18 hours) per course for each faculty/external expert
1c.	Honorarium to Laboratory Staff	Rs.300/- per hour.	This amount shall be shared among all lab staff, 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 Rs.2000/- per day per person for executive training programmes.	For executive training programmes participants should be not below the rank of Principals of Engg. Colleges and Polytechnic colleges

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6.	Conveyance/Transportation of Participants and expert from lodging to training center	Rs.10000/- per course	
7.	Honorarium to Centre coordinator	Rs. 1000/- per course. Limited to a maximum of Rs. 5000/- per academic year.	
8	Honorarium to i. Course coordinator. One additional coordinator is permitted	Rs. 1000/- per day subject to a maximum of Rs. 5000/- per coordinator per course.	
	ii. Department coordinator – training programmes for the benefit of Officers and Staffs under the department . One additional coordinator is permitted	Rs. 1000/- per day subject to a maximum of Rs. 5000/- per coordinator per course	Only for programmes outside DTE's office and is organized by the directorate.
9.	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)	
10	Honorarium to office staff for processing ,verification, and performing other official procedure for payment sanction and related work.	Rs. 1000/- per course.	

II. Expenses towards training materials, stationeries, consumables, printing, photography/videography, food/refreshments and other expenses:

Sl. No	Particulars	Permitted limit of expenditure (in Rs.)	Remarks
1.	Expenditure towards Course Training materials (Hard copy, Soft copy, Text books..etc)	Rs.750 per participant	
2.	Expenditure towards Stationeries, Consumables, Certificate printing, Report printing, Photography..etc	Rs.10000 per course	
3.	Expenses for Videography	Rs.10000 per course	Permitted only for special cases with prior approval from DTE. (The explanation for need of videography and purpose shall be included)
4.	Food/refreshment expense	Rs.500 per day per participant	For executive training programmes participants should be not below the rank of Principals of Engg. Colleges and Polytechnic colleges
		Rs.750 per day per participant – for Executive training programmes.	
5.	Miscellaneous expenses, if any	Maximum Rs.10000 per course.	

- i. The expert faculty shall provide hard a copy of lecture notes along with hard copy and soft copy of the PPT to the Principal 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. Centre coordinator should preferably be a senior regular faculty and Course coordinator should be a regular faculty/staff of the institute.
- v. The centre coordinator should monitor all the courses conducted in their centre and ensure that report of the programme is uploaded in the training portal / sent to DTE.
- vi. Course coordinator should submit a detailed online course completion report to the DTE through online portal and should submit detailed report to centre coordinator within two weeks after successful completion of the programme.
- vii. If accommodation is provided, then halt DA should not be granted.
- viii. All the purchases, if needed should be as per the store purchase manual and should be recorded in the stock register.
- ix. All the vouchers, bills, trip sheets etc.. should be verified and certified by the Course coordinator.
- x. Digital platform feedback/manual feedback should be made mandatory on the conclusion of the programme.
- xi. Minimum 50% of the programme including lectures and laboratory sessions should be taught by external faculties.
- xii. Registration fee of Rs. 1000/- per participant shall be charged from participants of self-financing institutions and the amount should be remitted to government revenue.
- xiii. 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.
- xiv. Duration of the programme shall be 3 to 6 days.
- xv. The green protocol must be adhered to strictly in accordance with the latest Government order when conducting the program
- xvi. 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.

- xvii. 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.

Guidelines for conducting ONLINE Training programmes for faculties and staffs in Govt. Engineering Colleges, Polytechnic Colleges and directorate

Sl.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	Honorarium to Faculty/External expert from NITs/IITs/IISc/IIST/IIM	Rs. 2000/- per hour for lecture subject to a maximum of Rs.6000/- per day
3.	Honorarium to Centre coordinator	Rs. 500/-per course. Limited to a maximum of Rs. 3000/- per academic year.
4.	Honorarium to Course coordinator (only one coordinator is allowed per course)	Rs. 500/- per day subject to a maximum of Rs. 3000/- per course.
5.	Miscellaneous expenses	Rs.5000/- per course.

- i. Prior permission from DTE is required for conducting the online training programme.

- ii. The expert faculty should provide a soft copy of the lecture notes, PPT and other relevant materials to the Course Coordinator.
- iii. If Course coordinator himself/herself is an expert faculty, coordinator's honorarium cannot be claimed during the lecturing days.
- iv. Centre coordinator should monitor all the courses conducted in their Centre and report the details to the DTE in time.
- v. Centre coordinator should preferably be a senior regular faculty and Course coordinator should be a regular faculty/staff of the institute.
- vi. Reliable online platforms (preferably open-source platforms) should be used to conduct the training programmes.
- vii. 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.
- viii. Digital platforms shall be used for sharing Certificates, course materials...etc.
- ix. 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.
- x. All the vouchers, bills etc... should be verified and certified by the course coordinator.
- xi. Digital Platform feedback should be made mandatory on the conclusion of each programme.
- xii. Minimum 50% of the programme topics should be taught by external faculties.
- xiii. Course coordinator should submit the detailed Online Course completion report to the DTE through online training portal and should submit detailed report to Centre coordinator within two weeks after successful completion of each programme.
- xiv. 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.
- xv. Registration fee of Rs. 500/- per participant shall be charged from participants of self-financing institutions and the amount should be remitted to government revenue.

- xvi. 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.
- xvii. 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.
- xviii. 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..
- xix. 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.

Guidelines for conducting ONLINE Conference/Seminar/Workshop in Govt. Engineering Colleges and Polytechnic Colleges

Sl. No	Particulars	National			International		
		Permitted limit of expenditure (in Rs.)			Permitted limit of expenditure (in Rs.)		
		1-day	2-days	3-days	1-day	2-days	3-days
1.	Honorarium to External experts (Key note speaker, Chairman of sessions, Invited speakers, Reviewers)	8000	16000	24000	15000	30000	45000
2.	Honorarium to internal experts (Chairman, Reviewers, organizing secretary)	4000	8000	12000	6000	12000	18000
3.	Honorarium to support staff (PA system, LCD operation, Logistic support))	2000	4000	6000	3000	6000	9000
7.	Miscellaneous expenses	6000	12000	13000	6000	12000	13000
	Maximum expenditure is limited to	20,000 (1-day programme)	40,000 (2-days programme)	55,000 (3-days programme)	30,000 (1-day programme)	60,000 (2-days programme)	85,000 (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. Reliable online platforms (preferably open-source) should be used to conduct the programme.
- vi. Conference materials including the schedule, certificates, soft copy of proceedings, etc.. shall be shared to every delegate through digital platforms.
- vii. A regular and senior/experienced faculty from the hosting institution shall be nominated as the Organizing Secretary of the event.
- viii. The details of registration fee to be collected from the participants shall also be included in the proposal for approval. 50% of the registration fee collected in this manner should be remitted to Government revenue and the remaining 50% shall be treated as internal revenue of the institution.
- ix. Excess expenditure if any, can be met from generated funds including a maximum of 50% of registration fees collected from the delegates. The organizers are allowed to collect and spend the registration fee by opening a separate bank account.
- x. All the purchases, if needed for conducting the above online programmes should be as per the store purchase manual and should be recorded in the stock register.
- xi. All the vouchers, bills etc... should be verified and certified by the organizing secretary.
- xii. The entire amount including assistance from DTE and 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.
- xiii. Under any circumstance, the event should not be outsourced.
- xiv. Follow the outcome-based education (OBE) model by measuring participant's performance through outcomes.
- 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.
- xvi. 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.