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## **DETAILED GUIDELINES FOR APPROVAL OF EVENTS / PROGRAMS / COURSES**

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The Continuing & Digital Education Centre (CDEC) has been delegated the duties to conduct and monitor all short-term programs including training programs, faculty development programs, workshops etc. to be conducted at various departments/centers of MNIT.

In order to ensure that the proposals include the information necessary for deliberation and approval, the CDEC has developed the following procedures for proposing new short-term programs.

In case you have any questions in this regards, please contact CDEC team members or the Professor-in-charge.

### **A. REVIEW PROCESS**

All proposals should be submitted to the CDEC (Prof in charge / Coordinator).

All proposal will be evaluated by a committee comprising of:

- Professor In-charge / Coordinator, CDEC
- Dean (R&C) or representative
- Concerned Faculty member (proposer / Coordinator)
- Member, CDEC

The CDEC shall ordinarily meet to review the proposal on every second and fourth Friday of the calendar month. The proposals submitted shall be reviewed (1) for compliance with Institute's policies and regulations, and (2) to ensure that it includes all of the required information. If the proposal is complete, it shall be added to the agenda of the next appropriate meeting of the CDEC. Please note that proposals may take more than one meeting to finalize. The CDEC recommends that Departments & Coordinators submit their proposals preferably 10-12 weeks before the desired program schedule.

CDEC may ask the program coordinators to provide more information related to their proposed event and may also ask to revise the same. The program coordinators are required to submit/resubmit the required details within a week of such request, so that the same can be considered in the next meeting of the CDEC.

## **B. PROPOSAL FORMAT AND REQUIREMENTS**

### **1. Cover Note**

The proposal should include a brief cover note from the Program Coordinator(s), forwarded by the concerned Head of the department/center, addressed to the CDEC. All communications from the CDEC will be addressed to the faculty identified in the cover note.

### **2. Program Proposal**

Each proposal must include a program summary. This should provide the title, a concise outline of the program objectives and learning outcomes, its rationale and justification, and the proposed effective date. Proposals along with the details must be submitted in the "Proforma for submission of proposal of the Program/Event" provided by CDEC (attached).

#### **Title**

The proposal should mention the title and the nature of the short term program clearly. This title shall be printed on all promotional material, communications and certificates of participations.

#### **Program Objectives and Learning Outcomes**

The proposal shall accompany brief and clear Program Objectives stating general aims or purpose of the program. The objectives may be defined in terms of

- **Cognitive Objectives:** "What do you want your participants to know?"
- **Affective Objectives:** "What do you want your participants to think, care and be sensitive about?"
- **Behavioral Objectives:** "What do you want your participants to be able to do and be skilled into?"

The proposal shall also accompany Learning Outcomes that describes significant and essential learning that the participants shall achieve and can reliably demonstrate at the end of the program. Questions which learning outcomes address shall ordinarily include:

- What knowledge, skills, abilities and dispositions should the ideal participant from our program demonstrate?
- How will they be able to demonstrate these capacities?
- How well does our program prepare participants for – careers, ability, professional study, and/or lifelong learning?

#### **Type of Program**

The proposal should accompany with a brief about the nature of the program. The tentative list of category of program may be

- Subject upgradation in a specific topic /emerging areas
- Familiarization of new equipment/Lab/software

- Familiarization of general purpose tools
- Familiarization of ICT / Web assisted learning
- Induction training/ Pedagogical training
- Communication skills
- Creative approaches in teaching/learning
- Administration/Institutional management
- Certificate Programs
- Others (please specify)

### **Course Contents/Topics**

The proposal should include a tentative list of topics to be covered during the short-term program. The contents should preferably be divided into themes and subtheme detailing the core area and focus areas of the program.

### **Course Pedagogy**

The proposal should also include a short brief on various methods that shall be used to deliver the course contents. It should also include any material/resources that the instructors/resource persons as well as participants of the course need to bring with them or will be supplied during the course of the program and the support required from CDEC for the same.

### **Course Audience/Clientele**

The proposal should include the clientele for which the program is meant. It should also define if there are certain prerequisites/skills that the participants should possess in order to qualify for the program. The proposal should also define the limit on the number of participants for the program, and the expected number of participants.

The proposal should also include a list of organizations, if any, among which the promotional material for the program should be distributed.

### **List of resource persons**

The proposal shall be accompanied with a list of person that may serve as prospective resource persons for the delivery of the program contents along with their affiliation. It is suggested that only prominent personalities with proven expertise in their respective areas are suggested as resource persons. As there are possibilities that the program schedule may not match the convenience and availability of proposed resource persons, an extensive list of prospective resource persons in the respective areas along with relative preference should be supplied along with the proposal.

### **Schedule of program**

The proposal should mention the duration during which the program should be organized. The program proposal should ordinarily be submitted at least 10-12 weeks before the

proposed dates of schedule. It should also include the daily schedule of the program as well as sessions planned for each day (program time table).

### **Venue and other institutional support/resources for program**

The proposal should also include the venue and institutional support required at the venue. The proposal should explicitly state institutional resources required for the program in terms of:

- Promotional support
- Computing and visual aids,
- Laboratories and instrument support
- Furniture and other facilities at program venue,
- Travel arrangements for resource persons/participants,
- Boarding and lodging facilities for resource persons/participants,
- Lunch, Dinner, Refreshments arrangements
- Any other institutional support

### **Participation Fees and other charges**

It is recommended that the Program Coordinators propose a reasonable participation fees for the program. The participation fees proposed may be differential in nature detailing fees payable by different types of participants (Academicians, Industry participants, students, Indian nationals, foreign participants, internal participants, external participants, and so on). The proposal should also include details of any other charges, if any, payable by the participants such as boarding and lodging charges, course material charges, etc.

All fees/charges are to be collected ONLINE only in favor of "Registrar MNIT Jaipur". The overheads 20% towards CDEC operational expenses / IRG need to be included as per the prevalent norms of the Institute.

### **3. Budget Estimates for the program**

#### **Summary of Expenses\***

<b>Sr.</b>	<b>Expense Head</b>	<b>Amount (in ₹)</b>
1.	Honorarium to faculty (max per hour / max per day)	
2.	Travel Expenses (as per TA Rules of the Institute)	
	i. Resource Persons/Invited Delegates	
	ii. Participants	
3.	Boarding and Lodging Expenses (as per Rules of the Institute)	
	i. Resource Persons/Invited Delegates	
	ii. Participants	

4.	Honorarium for Lab support to faculty/ staff/ students	
5.	Printing (Promotional Material, Participation Certificates, etc.)	
6.	Communication & other related expenses	
7.	Program Registration Kits	
8.	Program Material (Hard/Soft copies)	
9.	Refreshments and Lunch	
10.	Contingency, Consumables, Reprographic and other incidental expenses	
11.	Other pre-event/post-event expenses (please supply details)	
12.	Expenses for Inaugural and Valedictory sessions (incl. Mementos, bouquets, decoration, etc.)	
	<b>Total</b>	

\*[If the total revenue generated is, say, T (after deducting GST applicable as per norms), 20% of T will be the overhead charges. Remaining 80% of T will be used towards all expenses including Honorarium for Coordinator(s) and Co-Coordinator(s), staff involved, honorarium for resource persons, travel expenses, contingencies, food/refreshment, kits and all other course expenses. Institute norms will be followed for all expenses].

#### **Proposed sources of funds**

<b>Sr.</b>	<b>Details</b>	<b>Amount (in ₹)</b>
1.	From registration fees & charges	
2.	From Funding agency (please provide details)	
3.	From Sponsorship (please provide details)	
4.	From other sources (please provide details)	
5.	From MNIT grant/support*	
	<b>Total</b>	

\* It is expected that all programs are self-financed.

#### **4. General Guidelines**

Following guidelines may be adhered to:

- I. Proposal should be submitted by the Principal Coordinator jointly with written consent of the Co-Coordinator(s). 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. Proposal complete in all respects should be sent to Coordinator/Professor-in-Charge, CDEC.
- II. The Course shall strive to be self-financed to the extent possible. The Finances shall be raised by the Principal Coordinator from Participants, Sponsors, Professional Societies/agencies etc. A maximum advance of Rs 50,000/- out of the amount collected by the

course coordinator may be sanctioned subject to availability and approval on a case basis, or as decided by competent authority.

- III.** The funds raised/received shall be deposited in the institute's accounts. All the expenditures are to be made by the Principal Coordinator. He/ She shall maintain the complete account of all the expenditures incurred which shall be audited later.
- IV.** The administrative and financial powers for satisfactory conduct of the program shall be with the Principal Coordinator, as dictated by the Institute rules in accordance with the rules prevalent.
- V.** Funds once released/ sanctioned for organizing the particular program should not be utilized for any other program.
- VI.** In case the event is cancelled, the funds shall be returned back to the Collaborating agency/ Society sponsoring the event, immediately. Prior intimation to CDEC is required in case date(s) for the course are changed
- VII.** The Principal Coordinator shall 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 program.
- VIII.** Any savings generated after meeting all the expenses shall be contributed to the Institute's fund. Distribution of the savings among Program Coordinators / co-coordinators is not usually permissible, beyond the honoraria already sidelined.
- IX.** After the completion of the event the Principal Coordinator of the program shall submit the following documents to CDEC
  - a.** Post Program Summary Sheet/Program Report
  - b.** Feedback from Participants
  - c.** Statement of expenditure of accounts for the income received and expenditure for the program duly signed by Principal Coordinator of the event.
  - d.** Soft and Hard Copies of Instruction/Course Material to be placed in the CDEC repository.
- X.** Any other issues not covered may be subject to the approval of the Director on the recommendations of the review committee.