



# NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

[An Institute of National Importance under Ministry of Education, Govt. of India]

Sector 1, Rourkela, Sundergarh Dist., Odisha 769 008

## SPONSORED RESEARCH INDUSTRIAL CONSULTANCY CONTINUING EDUCATION

**SR-CEP01A**

[Enclosure for the SR-CEP01 vide the below mentioned FTS]

### Terms & Conditions for conduct of Continuing Education Programmes (CEP)


1. The Department is permitted to organize the event [Workshops / Short-Term Courses] as approved vide as per details in the enclosed SR-CEP01 vide;

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2. The Committee is permitted to use the below bank account details for the said event to collect applicable Registration / Participation / Course Fees. The same account details may be provided to various Inter-Governmental (International) / Government / Private Organizations for the purpose of Sponsorship / Funding Support. (No Separate account is to be opened by the Committee).

For all Workshops & Short-Term Courses (CT)	
Account Name	Continuing Education, NIT Rourkela
Account Number	101 3895 1784
Account Type	Savings
Bank Name	State Bank of India (SBI)
Branch Name	NIT Rourkela Campus
Branch Code	002109
IFS Code	SBIN002109
MICR Code	769002007
SWIFT Code	SBININBB137
PFMS Unique ID	NIT14
Pan No.	AAAJN0665L
GST No.	21AAAJN0665L1Z8
IE Code	AAAJN0665L
Bank AD Code	0009678 / 1800007



UPI ID: 01389517841@sbi  
Merchant Name:  
Continuing Education NIT

*This QR Code pertaining to the a/c details mentioned over here may be used for UPI Payments directly. The same may be used in the brochures / web notices.*

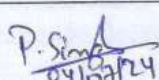
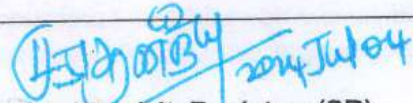
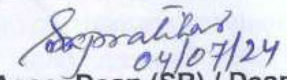
Appropriate Bank Mandate Form (as per PFMS format) & Cancelled Cheque is available in the SRICCE Module of NITRIS Portal under the "Tab: Circulars / Notices", which may be used to publishing in the Website / towards submitting the same to Funding Organizations.

3. Please ensure that the Registration / Participation / Course Fee for the said course is not collected from any Student / Staff of NIT, Rourkela.
4. The main functionaries of the Local Organizing Committee shall be as per S. No. 5 of SR-CEP01.
5. The Committee is permitted to proceed with printing of the Invitation / Brochure (as applicable) as per the draft submitted. Kindly use these letters of permission (SR-CEP01 & SR-CEP01A) to apply for sponsorship / funding support from Inter-Governmental (International) / Government / Private Organizations.

*Handwritten signature and date: 2024 July*

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6. The Institute agrees to provide the necessary infrastructure and other facilities [Ex: Auditorium(s), Lecture Hall(s), Conference Hall(s), Guest House(s), Transport(s), Projector(s), Audio-Visual Equipment / Manpower Support etc.,) against applicable charges (if any) for successful conduct of the event. All constituents of the Institute are requested to extend cooperation (as per request / approval).
7. Reference to requirement of funds to initiate the event, the Institute supports with funds as required against Approved Sponsorship / Funding Letters / Expected Registration Fees. This may be initiated using SR-CA02 with relevant support documents as above (if available any), which is to be refunded as and when the funds are in receipt at our end or within one (01) month (at the maximum) of completion of the event.
8. The committee is further directed to ensure that the accounts are completed and audited within one (01) month of completion of the event, and proper utilization certificates sent to the sponsors (if any as per their deadlines). Further, a completion report may be submitted in the relevant form (SR-CR01).
9. Events might require auditing & appropriate Audit Certificate from an Auditing Source, either the O/o Internal Audit or an External Certified Auditor / Chartered Accountant (CA) Auditor, as per the demand of few funding Organizations who might support the event with their funds. In such cases, Auditor Charges may be provisioned in the budget to pay the External Auditing Source as per the market requirement / availability, as applicable. The committee is free to choose any auditor and the charges might be provisioned upon discussing with the auditing source.
10. Registration, Receipt(s) & Expenditure(s) including payment of TA / DA must be made according to the regulations of GFR, GST & relevant Institute rules (as applicable) using relevant forms (SR-CEP01, SR-CEP02, SR-PY04, SR-PY05, SR-CA01 & SR-CA02).
11. The request for rooms in the Guest House(s) or Halls of Residence(s) may be obtained from PIC, Guest House & Chief Warden respectively.
12. A brief report, a copy of the event proceedings / notes, the final Utilization Certificate (UC) & Statement of Expenditure (SoE) and the Examination Grade Sheet(s) (if any), list of participants (Name and Address) are required to be submitted to O/o SRICCE within one (01) month of completion on the course along with the relevant form SR-CR01.
13. All receipts / expenditures will be adjusted at the end of the course on proportionate basis / at actuals / as per breakup from the Sponsor to match the gross receipts.
14. Please prepare certificates in approved format only (Format enclosed). Certificate(s) may be sent to Associate Dean (SR) / Dean (SR) & Director for their Signature only after putting the Signature of Committee Member(s) (preferably Course Coordinator). Please enclose the list of Participant(s) (duly signed copy) along with the certificates to be signed.
15. The committee is requested to make any other arrangements as per requirement with necessary approval(s) from the applicable Competent Authority [Associate Dean (SR) / Dean (SR) / Director].

 04/07/24 <b>Dealing Seat (SR)</b>	 20/07/24 <b>Asst. / Dy. / Jt. Registrar (SR)</b>	 04/07/24 <b>Asso. Dean (SR) / Dean (SR)</b>
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SRICCE

02 JUL 2024

NIT, Rourkela

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Sector 1, Rourkela, Sundergarh Dist., Odisha 769 008

SPONSORED RESEARCH INDUSTRIAL CONSULTANCY CONTINUING EDUCATION

NITR/SR/2024/M/1212 dt. 02/07/2024

FTS - 4256 AB

SR-CEP01

## Form for Permission to Host a Short Term Course (CT)

1.	Type of the Event:	Short Term Course (STC) ✓
2.	Title of the Course:	Capacity Building Course for ORSTC Professionals [Phase-II]
3.	National / International:	National ✓
4.	Type:	Offline ✓
5.	Main Functionaries: (as applicable)	
	i.) Patron	Prof. K. Umamaheswar Rao and Shri. Diptesh Kumar Pattnayak ✓
	ii.) Patron	Shri. Laxmikanta Sethy ✓
	iii.) Chairman	Prof. Saroj Kumar Patel ✓
	iv.) Co-ordinator	Prof. Bukke Kiran Naik ✓
	v.) Co-ordinator	Prof. S. Murugan ✓
6.	Proposed date(s):	From 10/07/2024 to 15/07/2024
7.	Number of Day(s):	06 ✓
8.	Expected number of participants:	30 ✓
9.	Proposed Budget:	INR 300,000.00
10.	<b>Budget Estimate:</b>	
	<b>Receipts</b> (Expected Registration Fee & Sponsorships obtained till date, if any)	with OH      without OH
	From Sponsor / SSR (Sponsored research project): (Enclose Copy of financial sanction)	INR INR INR INR 300,000.00 ✓
	From Participants: Course fee per Participant @ INR (inclusive of 18% GST) [ × INR 100 ]	INR 0.00 ✓
	<b>Total</b>	INR 300,000.00      300,000.00
	<b>Total Tentative Expenditure</b> [Separate Budget approval for the entire funds to be obtained from Asso. Dean (SR) / Dean (SR)]	
	<b>SRICCE Overhead</b> (15% for Conference, Seminar / Webinar & 20% for Workshops, STC)	<input checked="" type="radio"/> Workshops & Short Term Courses / <input type="radio"/> Conference & Seminar / Webinar
	Coordinators' fee (< 10% of the total budget)	INR 60,000.00
	Remuneration to employees / students	INR 30,000.00
	Honorarium to Guests (Indian & Foreign)	INR 12,000.00
	Conference Kit / Course materials	INR 10,000.00
	Pre-printing charges	INR 20,000.00
	Digital Publication / Publication charges	INR
	Stationery items	INR 8,000.00
	Travel charges (Indian & Foreign)	INR 6,000.00
	Accommodation charges (Indian & Foreign)	INR
	Refreshment / Food Expenses	INR 80,000.00
	Facility or Equipment Rental / Hiring Charges	INR 12,000.00
	Consumables	INR 0.00
	Contingency	INR 4,710.00
	Others (if any)      Banner	INR 3,000.00
	Others (if any)      Auditor	INR 6,000.00
	Others (if any)	INR
	<b>Sub-Total</b>	INR 251,710.00
	Payment to department for laboratory facilities (standard @ 1%)	INR 2,517.10
	<b>Net-Total</b>	INR 254,227.10
	<b>GST @18% (of net-Total)</b>	INR 45,760.88
	<b>Grand Total</b>	INR 299,987.98
11.	Continuing Education Units: (as applicable) [One CEU is associated with 10 hours of instruction, 5 hours of in-class assignment and end-course Examination, Minimum 2 CEUs.]	2 ✓
12.	Associated / Collaborating Organization: (as applicable)	Odisha State Road Transport Corporation, Odisha State ✓

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13.	Venue:	<input checked="" type="checkbox"/>	NIT Rourkela, Campus	<input type="checkbox"/>	Off campus (if Off-campus, give details on a separate page).
14.	Source of Funds: (Tick one or both as applicable)	<input type="checkbox"/>	Sponsored (Copies of relevant correspondence and / or Financial Approval enclosed)	<input checked="" type="checkbox"/>	To be received through Registration fee
15.	Sponsoring Agency & Expected Sponsorship: (as applicable)		NA		INR
					INR
					INR
					INR
					INR
16. List of Employees associated with the program including the list mentioned at S. No. 5 (for off-campus activities)					
S. No.	Name of the Employee / Student	Employee Code / Roll No.	Period of absence		
			From	To	
		NA			
17. Departmental facilities required:					
<input checked="" type="checkbox"/>	<b>Laboratories</b> Heat Power Lab	<input checked="" type="checkbox"/>	<b>Equipment</b> Exhaust gas analyser and smoke meter	<input type="checkbox"/>	<b>Consumables</b> NA
<input checked="" type="checkbox"/>	I / We, undertake to submit the bills, vouchers and settle the accounts to the Institute within 15 days of completion of program. I also undertake to abide by the Senate Guidelines for conduct of the Program. I / We, also certify that NO participation / course fee will be collected from any student / staff of NIT, Rourkela for the above course.		<input checked="" type="checkbox"/>	The department will extend all necessary facilities and resources for successful conduct of the Conference / Seminar / Symposium / Workshop / STC. <b>Additional comments, if any:</b> Yes	
Prof. Kiran Naik is out of India till 8/07/2024 Signature of Functionaries			 Signature of Head of Department		
<b>SRICCE Office</b>					
Short Term Course (CT) / 24 / ME / 028					
<input checked="" type="checkbox"/> The proposal has been examined. <input type="checkbox"/> Recommended <input type="checkbox"/> Approved					
P. Sindhu 04/07/24 Dealing Seat (SR)		 Asst. / Dy. / Jt. Registrar (SR)		 Asso. Dean (SR) / Dean (SR)	
<input type="checkbox"/> Recommended to BoG for approval <input type="checkbox"/> Approved					
<b>Dy. Director / Director</b>					

Note:

- Draft Brochure to be enclosed.
- For out-station courses only (off campus), the absence from Rourkela will be treated as On-Duty.
- Travel permission to be obtained by all employees associated with the program using Online application for 'Official Tour' in the NITRIS portal to be applied for.
- Travel permission to be obtained by all Project Fellows / students associated with the program using SR-TR01.
- BoG approval to be obtained for all International activity (Off-campus and On-campus) with any value.
- Director's approval to be obtained for all Off-campus activity and On-campus activity with gross budget exceeding INR 10,00,000.00 (Ten Lakhs).
- S. No. 3: For "International" activity - Approval of BoG to be enclosed, if obtained earlier. Else, this application with all relevant documents will be forwarded to BoG for approval.
- S. No. 13: SRICCE Overhead is calculated with additional 10% (to the existing overhead mentioned at S. No. 10) for all Outstation activities.

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