



*In Pursuit of Global Competitiveness*  
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## **CONTINUING EDUCATION PROGRAMME**

### **Rules and procedures of self finance, sponsored short term courses, National & International Conferences and Workshops under Continuing Education Programme**

(approved As per Resolution No. BOM X/10.14 dated 24/10/2015)

With the rapid pace of growth in technological knowledge and frequent paradigm shifts in technology, Continuing Education of working professionals in industry is a vital need.

The Continuing Education Programme at Government College of Engineering, Aurangabad has been set up to meet the manpower training and knowledge upgradation needs of the industry.

Government College of Engineering, Aurangabad is very well equipped to provide this Continuing Educational Need.

#### **The Objectives of Continuing Education Programme :**

- To assist working professionals in the industry in widening their knowledge base and in improving their skills.
- To assist the industry to be globally competitive and be at the cutting edge of technology by providing training and expertise in critical areas.
- To promote strong industry-institute interaction.

### **1. Approval of Short-term courses, Conferences and Workshops :**

All short term courses, national and international conferences and workshops offered by the Institute or any of its constituents will be under the purview of the Continuing Education Programme.

Such events proposed by the faculty members of departments need the approval of Dean (Continuing Education Programme) and Principal, Government College of Engineering, Aurangabad , before they are offered.

### **2. Course Coordinator and Conference Organizing Chair :**

A faculty member of the Government College of Engineering, Aurangabad, will be appointed as the coordinator of a short term course.

The course coordinator will have the responsibility of managing the course on behalf of the Institute within the approved norms. Normally the faculty member proposing a course will be the coordinator.

In case of conferences, the Chairman of the local organizing committee will have the responsibility of managing the conference on behalf of the Institute within the approved norm. The Coordinator should normally propose the name of another faculty member, to serve as a co-coordinator. The co-coordinator may be given financial powers only in the absence of the coordinator against a written request from the coordinator. In case of highly specialized courses, requirements of co-coordinator may be waived.

### **3. Duration :**

A course will ordinarily be of duration between 1 day and 3 months. Courses of longer duration may be considered on merit. A conference will be ordinarily of three to four days.

#### **4. Venue**

Courses, conferences and workshops may be conducted within Government College of Engineering, Aurangabad campus.

These events may also be conducted outside Government College of Engineering, Aurangabad, e.g. at corporate premises, or at hotels or any other place in India with adequate facilities. If any event is conducted outside Government College of Engineering, Aurangabad, prior approval of the Principal, Government College of Engineering, Aurangabad should be taken for offering such events. For off-campus events, the proposal must accompany the appropriate leave application duly recommended by the HOD and HOD in turn will ensure that the classes run as per the schedule.

#### **5. Short-term Course Contents :**

The course contents and pre-requisites will be worked out by the coordinator, and will form a part the proposal in consultation with coordinator and other interested faculty members.

#### **6. Short-term Courses, Conferences and Workshop Participants :**

The events will be open to all intending participants from India and abroad subject to satisfying academic and professional prerequisites and payment of registration fees. Any registered students of the institute at UG/PG levels and any faculty member interested to attend these events may attend without payment of registration fees. It will be the discretion of the course coordinator / organizing chair to offer course or conference materials.

#### **7. Announcements :**

The coordinator or conference organizing chair may announce the events through newspaper advertisement, magazines, pamphlets, web sites, or any other medium that he/she thinks fit. The announcement should contain

- (i) the title,

- (ii) the name and contact address of the coordinator/conference chair,
- (iii) the course contents for short-term course and areas of interest for the conferences
- (iv) the course / registration fees and the mode of payment and
- (v) academic requirements of the prospective participants.
- (vi)

#### **8. Finance and Accounts :**

Continuing Education programmes will be self supporting, while contributing a service charge to the Institute.

#### **9. Management of funds :**

The finance of all short term courses will be managed by the office of the Continuing Education Programme. All funds received will be deposited in the Saving bank accounts Coordinator Continuing Education Programme and Principal, Government College of Engineering, Aurangabad A/c at the State Bank of Hyderabad, Station road Branch, Aurangabad maintained by office of Continuing Education Programme.

#### **10. Financial Authority :**

On receiving a proposal, Dean (CE) will scrutinize courses and all courses. all courses will need the approval of the Principal, Government College of Engineering, Aurangabad . All expenditure by the course coordinators need the sanction of Dean (Continuing Education Programme) and Principal, Government College of Engineering, Aurangabad before payment.

#### **11. Course Fee :**

In the case of self financed courses, conceived and proposed by the coordinator, he/she will fix the course fee taking into consideration the duration of the course, the intended quality of instruction and facilities provided to the participants.

## **12. Expenditure :**

In view of the vast differences in requirements of the courses, it is not practical to fix a rigid expenditure formula. The coordinator will apportion the gross budget over the expenditure heads (except institute fee and coordinator's fee).

Institute Service Charges : 20% of gross fee received (In Aurangabad). 30% of gross fee receipts when the course is conducted outside the campuses of Government College of Engineering, Aurangabad for participants nominated by a single sponsor.

## **13. Expenditure norms :**

The following expenditure norms are required to be followed :

- a. For the expenses pertaining to various support services within the institute (Seminar hall/ auditorium, honorarium to Institute faculty, staff and students etc.), bills will be directly paid by the office of Continuing Education Programme, after these are duly endorsed by the coordinators.
- b. Advances will be granted to the coordinators of short-term courses, workshops, for meeting expenses of petty nature only. Such advances will be normally restricted to Rs.50,000/-. No advance will be granted unless the previous advance is settled.
- c. Except for approved off-campus courses, workshops and conferences during the specified duration and the reasonable travel time margins, all other outstation travels of the coordinators and the resource persons (internal and external) will require prior approval of Dean, Continuing Education Programme and Principal, Government College of Engineering, Aurangabad in a specified format along with the submission of leave form. The travel bills will require the approval slips attached. Any post-facto approval will require approval of Principal, Government College of Engineering, Aurangabad.
- d. To facilitate the coordinator, a 3-member Continuing Education Programme purchase committee will be constituted by the Head of the concerned department to process all expenses, utilizing non-Institute services (registration kits, mementos, food etc.). The committee will have one member from the coordinating team and two faculty members outside the team. The committee will carry out market survey, identification of vendors and price negotiations etc.

Purchase requisitions may be processed with the recommendations of the committee members and with HOD's signature.

e. The coordinators of the short-term courses are required to provide the break-up of lecture and laboratory hours in the honorarium plans for faculty and technical staff. Any exception will require prior approval with justifications of Dean (Continuing Education Programme) and Principal, Government College of Engineering, Aurangabad.

f. All honorarium payments will be made through account payee cheques only.

**14.** In case of courses wholly sponsored by Government or quasi Government agencies, (AICTE, DST, CSIR, ISTE, and others) the rules and norms set by those agencies are to be followed.

**15. Institute Service Charges :**

The Institute Service Charges will be as per norms given in item 12. Under special circumstances, particularly for courses sponsored by Government agencies, Principal, Government College of Engineering, Aurangabad may approve a lower fee.

**16. Use of Departmental Facilities :**

The courses will pay to the departmental operating grant the cost of consumables and maintenance cost of equipment.

**17. Assets :**

The course coordinator will maintain a procurement cum stock register in the standard format. The register will contain record of all expenses. On completion of a course, the register will be checked by Dean, Continuing Education Programme and return to course coordinator, which will be available for future auditing. Any assets left over on completion of a course will be transferred to the concerned Department/Centre and entered in the departmental stock register.

### **18. Reports :**

The coordinator shall provide a soft copy of written report and a soft copy of the lecture notes to the Continuing Education Programme office for permanent archival.

### **19. Closure of Accounts :**

The accounts related to any event should be closed within 2 months after the completion of the event and all account should be audited by an approved auditor / Chartered Accountant and the expenses are to be borne from the event expenditure and not from overheads. In case, accounts cannot be audited due to valid reasons like non-receipts of sponsors' contributions, the statement of accounts needs to be submitted within two months, with payment dues and receipt dues indicated separately.

### **20. Opening of Bank Account :**

In exceptional cases, Principal, Government College of Engineering, Aurangabad may permit the coordinator and cocoordinator or the conference chair / co-chair to jointly open a temporary bank account and operate the account within the prevailing financial norms of the Institute. The account has to be closed after due auditing within 2 months from the completion of the course.

### **21. Collaboration with other Institutions :**

Short term courses may be offered in collaboration with other academic and R&D institution, professional societies and industries. The dues to the Institute will be decided by the Dean (Continuing Education Programme) and Principal taking into consideration the nature of the collaboration and fees payable to the collaborating organizations. In case of a course conducted in collaboration with another educational institution or a professional society with significant participation from both institutions, the certificates given to the participants may contain logos and signatures of competent signatories of both the institutions.

**22. National and International Conferences and Workshops.**

In case of any proposal for conducting national and international conference and workshop, proper homework should be made to involve all faculty of the Institute related to the broad area of the theme of the conference which cuts across many departments. The complete vision paper involving good number of faculty members of the Institute in various sub-areas with the endorsement of all related Heads of the departments should accompany the proposal. Other rules are same as 1 to 21 given above.

*Prakashini*  
Principal

Government College of Engineering, Aurangabad