



Government College of Engineering, Aurangabad
Chhatrapati Sambhajanagar
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CONTINUING EDUCATION PROGRAMME (CEP)

**Rules and Procedures of Self Finance, Sponsored Short Term Courses and Workshops
under Continuing Education Programme**

With the rapid pace of growth in 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 up-gradation needs of the industry. Expertise and the facilities available at Government College of Engineering, Aurangabad is capable to provide this Continuing Educational Needs of the technical and industrial sectors.

The Objectives of Continuing Education Programme:

- To facilitate working professionals in the industry/ organization in widening their knowledge base and enhancement of technical skills.
- To facilitate the industry/organization to be a globally competitive and be at the cutting edge of technology through training and expertise in critical areas.
- To enhance industry-institute interactions, Research and arrange collaborative programs with mutual benefits.

1. Approval of Short-term courses and Workshops:

All short term courses and workshops offered by the Institute or any of its constituents will be under the purview of the Continuing Education Programme. Such courses/ workshops / events proposed by the faculty members of institute (GECA) need the approval of Principal, Government College of Engineering Aurangabad before commencement. Programs on specific courses with specialization of concerned department/ faculty are to be focused and offered.

2. Course Coordinator:

A permanent 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.

The Coordinator can consider another faculty members in the capacities of co-coordinator and members of organizing committee. 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 and other



faculty members may be waived. In case, the courses/ workshops /events offered by the department may include more faculty members to promote expertise and facilities available with the department, the Head of the Department will be considered as coordinator of the said program. Course coordinator will be allowed to organize minimum one and maximum two programs every year to encourage the participation of all faculties in CEP.

3. Duration:

A course will be at least of 15 hours duration and can be up-to 3 months duration. Courses of longer duration may be considered on merit. Preferably program durations should be on holidays, weekends, winter/summer vacations to avoid regular academic schedule of the institute.

4. Venue:

Courses and workshops may be conducted within the campus of Government College of Engineering Aurangabad and campus of its associated partner organization /industry. 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 to be conducted outside Government College of Engineering, Aurangabad, prior approval of the Principal, Government College of Engineering Aurangabad is mandatory for offering such events. For off-campus events, faculty members may be granted leaves by ensuring his/her own academic schedule.

5. Short-term Course Contents:

The course contents and pre-requisites will be worked out by the coordinator and mandatory to submit with the proposal before its commencement.

6. Short-term Courses 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 with prior permission from Principal. It will be the discretion of the course coordinator / organizing chair to offer course materials to the participants.

7. Announcements:

The coordinator may announce the program through newspaper advertisement, magazines. Pamphlets, web sites, or any other medium found to be appropriate. The announcement should contain

- (i) Title
- (ii) Name and contact address of the coordinator.
- (iii) Course contents for short-term course, duration, objectives, and outcomes
- (iv) Course / registration fees and the mode of payment and

- (v) Academic requirements of the prospective participants.

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 coordinator. All funds received will be deposited in the Saving bank account of the college and Principal Government College of Engineering, Aurangabad at the State Bank of India, Station road Branch, Chh. Sambhajinagar.

10. Financial Authority:

All expenditure by the course coordinators needs the sanction of Principal, Government College of Engineering Aurangabad before any financial disbursements.

11. Participant Registration Fee/Course Fee:

Participant registration fee will be decided by the coordinator, considering the duration of the course, the intended quality of instruction and facilities to be provided to the participants to meet all the expenses, resource generation under self finance.

12. Expenditure:

The coordinator will apportion the gross budget over the expenditure heads (except institute charges and distribution of remuneration to the authorities). Institute Service Charges is 30% of gross fee received.

12.1 Following expenditure for conducting the CEP are deducted from the total amount collected through the fees:

1. Advertisement
2. Brochure and certificate printing
3. Registration kit
4. Study material photo copying
5. Honorarium and TA/DA to experts
6. Miscellaneous and appropriate

12.2 Distribution of fees collected for courses under Continuing Education Programme-

Distribution of remaining funds (after actual expenditure) is below:

Sr. No.	Particulars	Distribution in %
1	Institute Charges	30
2	Balance Amount	70

12.3 Distribution of 70 % funds will be distributed as below:

Sr. No.	Particular	Distribution in %
1	Principal	05
2	Coordinator of program	40
3	Co-coordinator of program, Organizing committee members	30
4	Head of the Department	05
5	Non Teaching Faculty members(Class III & IV)	17.5
6	Administrative Officer of Institute	2.5

*In case of absence of co-coordinator and organizing committee members, share of coordinator will be 70%

*In case of absence of organizing committee members, share of co-coordinator will be 30%

Note:-Earnings of any of the above members shall abide to Rules of extra income by the stated by Government of Maharashtra.

13. Expenditure norms:

The following expenditure norms are required to be followed:

- Advance amount will be granted to the coordinators of short-term courses, workshops, for meeting expenses of petty nature only. No advance amount will be granted unless the previous advance is settled. It will be mandatory to settle the advance and account of the program within one month of the completion of it.
- Except for approved off-campus courses and workshops 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 Principal, Government College of Engineering Aurangabad along with the submission of leave form/ application. The travel bills will require the approval slips attached. Any post-facto approval will require approval of Principal, Government College of Engineering, Aurangabad.
- 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 Principal, Government College of Engineering, Aurangabad.
- In case of courses wholly sponsored by Government or Semi Government agencies, (AICTE DST, CSIR, ISTE, and others) the rules and norms set by those agencies are to be followed.

14. 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.

15. Assets:

The course coordinator will maintain procurement cum stock register in the standard format. The register will contain record of all expenses. On completion of a course, the register shall be made 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.

16. Reports:


The coordinator shall maintain a soft copy of written report and a soft copy of the lecture notes for permanent record.

17. Closure of Accounts:


The accounts related to any program should be closed within 1 month after the completion of the program 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 one month, with payment dues and receipt dues indicated separately.

18. Collaboration with other Institutions:

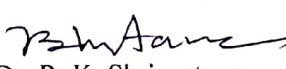
Short term courses may be offered in collaboration with other academic and R&D institution, professional societies and industries. The dues to the Institute will be decided by the CEP Committee and Principal taking into consideration the nature of the collaboration and fees payable to the collaborating 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.



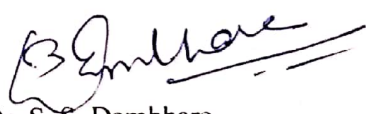
Dr. V. R. Ratnaparkhe
Member
CEP Committee



Dr. K. P. Wagh
Member Secretary
CEP Committee



Dr. R. K. Shrivastava
Chairman
CEP Committee



Dr. S. S. Damhare
Principal
G.C.O.E. Aurangabad