

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME

NEW GUIDELINES FOR THE UTILIZATION OF FOUR FUNDS



RAJIV GANDHI INSTITUTE OF TECHNOLOGY

VELLOR P.O., KOTTAYAM-686501 KERALA

Phone: 0481-2505963

New Guidelines for the utilization of Four Funds

Use of funds under the four funds

It is suggested that Corpus Fund (CF), Maintenance Fund (MF) and Faculty Development Funds (FDF) are to be utilized initially. The re-appropriation of Equipment Replacement Fund (ERF) to CF and FDF can be considered only after the effective utilization of the first two funds (CF and FDF).

I .Corpus Fund

- Conducting BoG meetings minimum two in each year.
- Salary expenses of contract staff in the post of clerk cum Accountant (One Post) as per Government norms.
- Hiring professional services for TDS filing, auditing.
- Minor office expenses.
- Seed money projects for faculty (the limit for which need to be fixed)
- Conducting III Cell Programs
- Student support activities
 - i. Remedial Classes
 - ii. Bridge Courses
 - iii. Skill development training
 - iv. Funding for R&D Projects
 - v. Internship to UG & PG Students

II. Faculty Development Fund

- Expenditure on faculty members attending training in subject domain.
- Expenditure on organizing in-house subject area training programs/workshops/seminars/conferences
- Expenditure on participation by faculty in seminar/Conferences/workshop etc
- Reimbursing of fees paid in professional bodies for membership following the existing norms.
- Faculty attending capacity building programs/management programs to supplement the academic master plan.

III. Equipment Replacement Fund

- Replacement of obsolete furniture and equipment including computers and related devices.
- Additional components and accessories for equipments purchased under TEQIP - II

IV. Equipment Maintenance Fund

- Maintenance of furniture and equipment including computers and related devices.
- Purchasing of consumables for the training activities in connection with the TEQIP equipments.
- Renewing software and adding further modules for training activities in connection with the TEQIP equipments.
- Annual maintenance contract for the equipments procured under TEQIP Phase II Project and as per existing Government Rules.
- Calibration and certification charges of equipments

Implementation of various schemes

It is suggested

- To divide the funds based on the student strength and faculty strength of each Department. The division will be applicable to FDPs and EAPs
- To permit the departments to recommend programmes within the total allocation of the department for the respective year.
- Each proposal from department shall be recommended by the staff council of department for transparency.
- To limit the training programmes only to regular faculty.
- To limit, the number of courses attended by a faculty member to a maximum of one per semester to ensure equitable sharing of funds.
- To exercise such control, priority shall be fixed based on the past support given by TEQIP II and as per TNA of faculty and those attended less number of training under TEQIP II shall be given priority in the selection.
- Topics of training programmes shall be restricted to thrust areas of department or in emerging technologies.
- It is suggested to give less priority to in-house training programs except training programmes in connection with NBA accreditation and that support the OBE and only with proper justification.
- It is suggested that a committee shall screen the application for attending FDPs. Funding shall be limited to attend training programmes, preferably in connection with any collaborative research with IITs, IISc, IIITs, NITs and National Institutes/Universities of repute.
- Paid FDPs shall be allowed only in IITs and NITs that too in domain areas and in emerging technologies.

- TA/DA and room rents will be as per Govt norms.
- No registration fee shall be allowed in normal cases for training programmes. However with the consent of BoG such cases shall be considered on merit upto a maximum of Rs. 15,000 per programme that too in IITs, IISc, IIIT, NITs and other Government institutes of national repute and those ranked by NIRF
- For faculty attending conferences within India shall be considered as per the above stipulations.
- For students attending conferences shall be limited during period of their study and those organised by IITs, NITs, Universities and by IEEE, ASCE and other world class professional bodies.

Remedial classes

A committee shall be formed for scrutinizing proposals for remedial classes and general rules for the same is decided as follows.

- Remedial class shall be offered by a faculty other than the one who taught the subject. However, exemption in this regard may be given by the committee on special cases.
- The minimum number of students required to claim an expense from TEQIP is 15% of the number of students in the concerned class.
- Remedial classes shall be arranged only for helping the students in understanding difficult topics, which was already covered by the Instructor. By considering the time constraints, the maximum number of remedial hours is limited to 25% of the total number of hours as per the university curriculum.