

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME

**NEW GUIDELINES FOR THE
UTILIZATION OF FOUR FUNDS
(Revised)**



RAJIV GANDHI INSTITUTE OF TECHNOLOGY

VELLOR P.O., KOTTAYAM-686501 KERALA

Phone: 0481-2505963

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.
- Reimbursing of fees paid in professional bodies for membership following the existing norms
- 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
- 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 equipment.
- Renewing software and adding further modules for training activities in connection with the TEQIP equipment.
- Annual maintenance contract for the equipments procured under TEQIP Phase II Project and as per existing Government Rules.
- Calibration and certification charges of equipment.

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.

Additional Guidelines for the utilization of Four Funds

- All proposals should be submitted with the department minutes of meeting.
- Faculty from Architecture & MCA shall be permitted to conduct FDPs in association with TEQIP supporting departments

Research & Development Committee

- All research proposals shall be submitted in the specified format provided by the TEQIP office and need to include the minutes of the department committee approving the proposal. Necessary care shall be taken to ensure that the proposal is in line with the stated thrust areas of the department.
- The application will be initially screened by the TEQIP research committee and further evaluated by the expert panel of evaluators before granting the final sanction.
- The maximum support provided through TEQIP research seed money is one lakh.
- Proposals shall also explore the possibility of providing research internship for either UG / PG students.
- The expert committee must consist of an expert member outside the institution and two internal members.
- The applicant (Principal Investigator) and Head of the concerned department must open a joint bank account in the name of research project
- All the proposals shall justify how the investigation would lead to collaborations with lead research institutions / industries for enhancing the research activity. Also, it is necessary to seek extended external funding after the completion of seed money research .
- Students attending reputed conferences for oral presentation can be funded through TEQIP. The

support received from TEQIP-II FOUR FUNDS must be acknowledged in the paper presented. The citation of the institution in the paper is mandatory for this funding. For students attending conferences shall be limited during period of their study and those organised by IITs, NITs, NIRF ranking institute and by IEEE, ASCE and other world class professional bodies (scopex index).Prior permission is mandatory.

- Proposals of paper presentation from the faculty members must get recommendation from R & D Committee

Equity Assurance Plan (EAP) Committee

- Faculty arranged industrial visit is permissible under TEQIP (Travelling expenses)
- For the students project competition , they must present the detailed project work before EAP committee .Registration fee, travelling expense(II class Sleeper) and transportation charge may be permissible.
- Coaching classes for appearing in competitive examinations like GATE, CAT, MAT, etc can be conducted subjected to recommendation of EAP committee
- All student proposals must be submitted by the concerned faculty members only.

Equipment Replacement and Maintenance Committee

- Above 75% damaged /obsolete equipment can be replaced
- AMC can be considered for maintenance of equipment procured under TEQIP Phase II
- Ensure the utility of the equipment to be replaced
- Inspection charges given to the technicians limited to Rs.5000/-(inclusive all taxes)
- Proposals for maintenance/replacement from the departments should be submitted along with the department maintenance committee minutes and estimate.
- Replacement/maintenance fund can be only used for the equipment procured under TEQIP Phase II
- Upgradation of software purchased under TEQIP-II is permissible.

III Cell Committee

- The expert lecture conducted by industrial experts should be at least for a minimum of 3hrs and honorarium of Rs 3000/- per day can be paid.The TA (train or airfare –actuals) ,accommodation expenses (Rs 3000 max),food and Taxifare can also be met through IIICell head, The students can be given refreshment for Rs 25 per student per half day session and Rs 50 per student for a full day session.
- TA up to second class train sleeper fare /bus fare whichever is applicable to all those industrial training (not less than five days)conducted/approved by the departments can be given to students
- TA up to second class train sleeper fare /bus fare whichever is applicable can be paid for industrial visits arranged by the departments. The upper limit for the TA for the industrial visit is Rs 300/-

- The expenses which may be incurred during MoU Signing Ceremony can be met through IIIcell head
- The expenses for seeking expertise of industrial experts for curriculum review and department advisory board meetings.