



GUIDELINES FOR CONTINUING EDUCATION PROGRAMME

1. Please fill up the Proposal Form completely keeping in view the approved norms for payment of honorarium etc. and submit the form to the CEP office, 1st floor, Vishwakarma Bhawan, IIT Delhi.
2. All CEP proposal form must be recommended by DRC/CRC/SRC and HOD/HOC/HOS respectively. A copy of the relevant DRC/CRC/SRC minutes "**MUST**" be attached with the proposal form.
3. The Participation fees for the CEP programmes will be accepted only through Demand Drafts drawn in favor of "**IITD CEP Account**" or e-transfer/RTGS/NEFT. **Personal cheque will not be accepted** in any case.

Details for Online Payments through RTGS/NEFT or e-transfer:

1.	Bank Account No.	:	36819334799
2.	Bank Address	:	State Bank of India, IIT Delhi Hauz Khas New Delhi-16
3.	MICR Code	:	110002156
4.	Beneficiary	:	IITD CEP Account
5.	Bank Telephone No.	:	011-26521719
6.	IFSC Code	:	SBIN0001077
7.	Account Type	:	Saving

4. CEP office will process the proposal and after obtaining the requisite approvals & will notify it.
5. No single faculty member shall take more than 50% of lectures/tutorials/Practical. *Any exceptions should be specifically approved by the respective DFB/CFB/SFB.*
6. All the purchasing during the programme should be as per Store & Purchase rules, IIT Delhi.
7. All Purchase (Single bill expenditure more than and above Rs.15000/-) Committee "**MUST**" be booked before the programme. For this purpose you may contact Mr. Jai Kumar & Ms. Sheela phone no. is 7118.
8. All payment to faculty and supporting staff will be through CEP office/Accounts office.
9. Please get the Course Evaluation feedback form filled by the participants and submit to CEP office immediately after completion of the programme.
10. The Programme Certificates will not be processed without duly filled **Performa** for participants details & programme fees (Performa enclosed).
11. The Course Coordinator/s should ensure that the total expenditure to be incurred on the course should remain within the total budget of the programme.
12. Before submitting the honorarium bill in respect of faculty/supporting staff for payments, it may please be ensured that (i) No other bills are pending for adjustment/payments, (ii) Copies of the lecture notes, (iii) List of the participants, certified by the course coordinator/s and (iv) Certified copy of the programme/course schedule. (v) Summary of the course evaluation as above.
13. Certificate should be printed as per **approved Performa** (attached) and should be submitted to QIP/CEP office for signature of the QIP/CEP Coordinator well in advance with the list (**Certified by the Course Coordinator/s**) of participants. In case of "on the spot registration", the certificate will be sent by post after completion of the programme.
14. All accounts are required to be closed within three (03) months of completion of the course.