

# Guidelines for Continuing Education Programme under GIAN



The below guidelines are for the participation of external candidates (Non IIT Students, professionals working in Industry, Research Scholars, Govt. Agencies etc.) in attending CEP programme under GIAN initiative.

1. Fees Structure (in Rs):

For the external participants (Non IIT)	1 Week programme	2 Week Programme
Research Scholars/ Students	5,000	7,500
Faculty	10,000	15,000
Working Professionals	15,000	20,000

2. Honorarium payment to faculty will be **only applicable if**, the faculty is involved in the delivery of programme lecture along with the Foreign Faculty

Honorarium to faculty	Upto (Rs.)
Lecture (hour)	5,000/-
Tutorial (hour)	2,500/-
Laboratory (two hrs. session)	2,500/-

3. The Participation fees for the CEP programmes under GIAN will be accepted only through Demand Drafts drawn in favour of "IITD CEP Account" or e-transfer/RTGS/NEFT and Taxes as applicable on participant fee. **Bank detail as under**

(i)	Bank Account No.	36819334799
(ii)	Bank Address	State Bank of India, IIT Delhi, Hauz Khas New Delhi-16
(iii)	MICR Code	110002156
(iv)	Beneficiary	IITD CEP ACCOUNTS
(v)	IFSC Code	SBIN0001077
(vi)	MICR Code	110002156
(vii)	Account Type	Saving

- Maximum 20 external candidates through CEP can be accommodated/ enrolled under the GIAN programme.
- All the purchasing for external candidates during the CEP programme under GIAN should be as per Store & Purchase rules, IIT Delhi.
- All Purchase for external candidates (Single bill expenditure more than and above Rs.25000/-) Committee "MUST" be booked before the programme. For this purpose you may contact Ms. Simrath Kaur at 1343.
- All payment for the activities of external participants (Non IIT) will be through CEP Accounts office only
- Please get the programme Evaluation feedback form filled by the external participants (Non IIT) and submit to CEP office immediately after completion of the programme.
- The Institute will not be liable for any damages on account of any injuries/loss sustained by such candidates during their programme work at the Institute.
- The Programme Coordinator/s should ensure that the total expenditure to be incurred on the programme for the external candidates (Non IIT) under GIAN should remain within the total budget of the programme under **CEP head**.
- Before submitting the honorarium bill for the coordination fee of the faculty, it may please be ensured that (i) No other bills are pending for adjustment/payments, (ii) List of the participants, certified by the programme coordinator/s and (iii) Certified copy of the programme schedule. (iv) Summary of the programme evaluation as above.
- Certificate should be printed as per approved Performa and should be submitted to QIP/CEP office for signature of the QIP/CEP Coordinator well in advance with the list (Certified by the programme Coordinator/s) of participants. In case of "on the spot registration", the certificate will be sent by post after completion of the programme.
- All accounts are required to be closed within three (03) months of completion of the programme.
- All professional candidates (Non IIT/ External candidates), attending programme may also appear in all tests and also submit all class assignments. Based on the performance he/she will be awarded credits and certificate of satisfactory completion of the programme.
- CEP office will **only** engage with those activities where the participants are enrolled through CEP entry process (external participants).