

National Institute of Technology Durgapur
CONTINUING EDUCATION CELL



Regulations
of
Continuing Education Cell (CEC)
(Effective from July 2018)

**[Approved in 50th Senate 18 May 2018, Item No. 50.11; 54th Senate dated 30 July 2019, Item No. 54.12;
Subsequent approvals of Chairman, Senate]**

1.1 **Continuing Education Cell (CEC)**

It is the cell through which all the short-term courses, certificate courses, training programmes, students' internship etc. and TEQIP III activities will be co-ordinated and will be monitored by institute nominated committee. The nominated members of the committee will have tenure of two years. The monitoring committee constitutes the following members. (*Committee composition reframed vide Director's approval dated 24.03.2026*).

1. Chairman, CEC
2. Dean (Students' Welfare), Member
3. Dean (Research & Consultancy), Member
4. Two Professors nominated by the Director, Member
5. Two Associate Professors nominated by the Director, Member
6. Two Assistant Professors nominated by the Director, Member

Any program to be organized will have a Co-ordinator/Organizing Secretary. The coordinator may propose the name of another faculty member, an academic staff member (at a grade equal to or above that of an Assistant Professor) to serve as a Co-coordinator. The co-coordinator may be given financial powers only in the absence of the coordinator against a written request from the coordinator.

1.2 **Duration**

A course will ordinarily be of short duration 1 day, 3 days and 5 days and long duration of 3 months. Courses of longer duration may be considered on merit.

1.3 **Venue**

Course may be conducted at Institute campus or may also be conducted outside of the Institute e.g. at research organization, corporate premises or any other place in India with adequate facilities. If a course is conducted outside of the institute, prior approval of the Director is to take for offering such courses.

1.4 **The course faculty**

The instructors of a course will be drawn from among the faculty and supporting staff of the institute. The faculty will be chosen by the coordinator to provide cohesive and

competent coverage of the subject. Consent of the concerned Head of the Department/Centres must be obtained before receiving the services of supporting Staff. Guest teachers can also be invited from other organisations (Government, industry or education/research-organisation).

The coordinator should choose the faculty to fix the time table in a way which avoids (or minimises) any disruption of normal classes. The Head of the Department/Centre should be informed about any unavoidable disruption and lost classes should be compensated.

1.5 Course Contents

The course contents and pre-requisites will be worked out by the coordinator, and will form a part of the proposal.

1.6 Course participants

Continuing education course will be open to all intending participants from India and abroad subject to satisfying academic and professional prerequisites.

1.7 Accommodation

Participants of continuing education courses will ordinarily be provided accommodation in the Institute Guest House. Very senior executive and foreign nationals participating in short duration courses will also be accommodated in the Suite/VIP room of Institute Guest House, if room is available. The boarding and lodging charges will be as per prevailing norms of the guest houses. The course coordinator will do the booking at the time of submitting the proposal.

1.8 Course Announcement

The coordinator may announce the courses through newspaper advertisements, pamphlets and Institute websites or any other medium that he thinks fit. The announcement should contain (i) the title (ii) the name and contact address of the coordinator (iii) the course contents and pre-requisites (iv) the course fee and mode of payment and (v) academic requirements of prospective participants.

1.9 **Finance and Accounts**

Continuing Education Programmes will be self-supporting, while contributing a service charge to the Institute except the programme conducted under TEQIP III. There shall be no subsidy to a CE course, except with the explicit approval of the Director.

1.10 **Management of funds**

The finance of all short-term courses will be managed by the office of the CEC. All funds received will be deposited in the following accounts.

- 1 QIP (Stipend & contingency) maintained by CEC
- 2 Short term courses - "CEP NIT Durgapur" maintained by CEC
- 3 TEQIP III activities - maintained by CEC
- 4 Other CEP activities - maintained by CEC

1.11 **Finance Authority**

On receiving a proposal, Chairman (CEC) may approve courses with a gross budget less than Rs 2,00,000/-. All courses with a higher budget and courses conducted outside will need the approval of the Director.

All expenditure by the course Coordinators needs the sanction of Chairman (CEC) or Director before payment. Chairman (CEC) can approve expenditure (reimbursement or direct payment) upto Rs. 1,00,000/-, and advance upto Rs. 50,000/-. Any expenditure beyond this amount needs the approval of the Director. In case of expenses on remuneration, the payment plan needs the approval of Chairman (CEC)/Director before an advance is given to the coordinator.

1.12 **Course fee**

In the case of self-financed courses, conceived and proposed by the Coordinator, he will fix the course fee taking into consideration the duration of the course, the intended quality of instruction and facilities provided to the participants. The fee structure set by the agencies of the Govt. of India (DOPT, AICTE etc.) may serve as the lower limit in fixing the course fees.

Boarding and lodging expenses may or may not be included in the gross course fee at the discretion of the Coordinator. The fee structure for participants from academic, Government or charitable institutions and alumni of the Institute may be different from that for participants from industry. The fee payable by participants from abroad may also be different from that by students from India.

1.13 **Expenditure**

In view of the vast differences in requirements of the courses, it is not practical to fix a rigid expenditure formula. The coordinator will apportion the gross budget over the expenditure heads (except Institute fee and coordinator's fee). However, if a guideline is given, may be followed (except for programmes of which terms and condition set by Sponsor).

Items	Budget for 3- or 5-days Programme
Institute Service Charges	20%
Departmental Charges	5%
Co-ordinator's fee	10%
TA, DA & Honorarium to faculty & staff	40-50%
Contingency expenses	30-50%
Total	100%

** For a course organized outside the campus of NITD for participants nominated by a single sponsor.

(Institute and Departmental share changed vide Director's approval dated 24.03.2026.)

1.14 **Institute Service Charges**

The Institute Service Charges will be as per norms given in item 1.13. Under special circumstances, particularly for courses sponsored by Government agencies, Chairman (CEC)/Director may approve a lower fee.

The Departments/Centres will spend this earning towards development of the Department. The CEP may spend a small percentage of the Institute service charge as honorarium to the staff of CEP and other sections dealing with STC Matters who may have to work outside office hours to provide prompt service and meet deadlines.

1.15 Use of Department facilities

In addition to the portion of the overhead charges mentioned in section 1.14, the courses will pay to the department operating grant towards the cost of consumables and maintenance cost of equipment. The rates for use of equipment will be same as those outlined in SRCC rules.

1.16 Remuneration

Considering the vast difference in the demand of different subjects and that in the quality of instruction provided, it is not practical to fix a single rate of remuneration for the faculty. It should, however, be comparable to the remuneration earned by successful persons in other professions. The remuneration will be suggested by the coordinator taking into consideration the service rendered and the course fees received and it will have to be approved by the Chairman (CEC) after due examination of the work involved. In general, remuneration of per lecture may be fixed maximum @ ₹5,000.00. (*vide Director's approval dated 24.03.2026*)

1.17 Other expenses

Apart from Institute overhead charges, coordinator's and teachers' remuneration, board, lodging and travel of participants and external instructors, the admissible expenditure includes preparation of lecture notes, bags/folios, writing pads, pens, notebooks, snacks, field trips and local travel for the participants. Small social events such as welcome and valedictory functions and course dinner are also admissible.

1.18 Assets

The course coordinator will maintain procurement-cum-stock register in standard format. The register will contain record of all expenses. On completion of a course the register will be submitted to the Chairman (CEC) office which will be available for 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.

1.19 Certificates

On the recommendation of the course coordinator, Chairman (CEC) will provide appropriate certificates to all participants having satisfactory record attendance. In the case of non-Unit-bearing

courses it will be a certificate of participation, while in a Unit-bearing course, certificate will mention the number of units associated with the course and the grade obtained. Participants failing in a unit-bearing course will not be given any certificate. The certificate will bear the signatures of the course coordinator and of the Chairman (CEC). Signature of the Head of the Department may also be included. The certificate will not bear the signature of persons outside the Institute who may be associated with the course, except in courses conducted in collaboration with another educational Institution or Professional society with significant participation by both institutions. In such courses the certificate will also bear the logos of both the Institutions (only non-unit-bearing courses can be conducted in collaboration with other institutes). If a student completes a series of courses on related subjects, he may be given a single certificate showing all the courses that he has completed satisfactorily. The certificate will be signed by the series coordinator and the Chairman (CEC). There shall, however, be no overall title to the group of courses, even if they are in a single or in related subjects.

1.20 Reports

The coordinator shall provide a written report and a copy of the lecture notes to the CEC for permanent archival.

1.21 Collaboration with other Institution

Non-unit-bearing short-term courses may be offered in collaboration with other academic and R & D institution, Professional societies and industries. The expenditure share to the Institute will be decided by the Chairman (CEC)/Director taking into consideration the nature of the collaboration, and fees payable to the collaborating organisations. 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 signature of competent signature of both the institutions.

1.22 Internships

- a. CEC will take up the responsibility of wide circulation of advertisements for internships through institute website.
- b. Interested candidates will apply in advance through a prescribed format as available on the institute website.

- c. Minimum qualifications of the interns will be: BE/BTech/ME/MTech/MSc/BSc/MA/BA/MBA/BBA or equivalent from any Government or Private institute or university.
- d. The application and registration fees will be ₹1,000.00 and monthly fees will be ₹3,000.00 (per month).
- e. The accommodation of interns may be arranged in the hostels of the institute, subject to availability, @ ₹1,000.00 per month per intern.
- f. The interns will be allowed to avail the facilities of the institute including Central Library (Reading Room only), Computer Centre, Central Research Facility as per the norms of the institute.
- g. The departments will be solely responsible for conducting the selection process and may recommend a partial fee waiver of internship fees based on financial condition of the candidate.
- h. The department will send the list of selected candidates and their applications to CEC for further proceedings.
- i. CEC, in consultation with the department, will upload the list of selected candidates on the institute website.
- j. No financial support shall be extended by the institute for the internship. However, the supervisors may extend financial help to the interns from their projects.
- k. All payments will be made to the CEC NIT Durgapur account.
- l. The Department and/or CEC will provide certificates on successful completion of internships.
- m. Sharing of internship fees will be done as per the regulations of CEC.

1.23 Continuing Education Cell Units (CEU)

Continuing Education is formalised by assigning course units to CE course of higher standard. These CE units, though comparable in content and standard, are unrelated to the course credits earned through formal education in the Institute and will not be used for award of any degree or diploma by the Institute.

Continuing Education CELL (CEC)

NIT DURGAPUR

General Guidelines

1. All the programmes under CEC are necessarily to be planned well in advance. Any programme without prior approval would not be funded.
2. The programmes (workshop/ short term courses/conferences/training) less than 20–25 external participants are not advisable to conduct and it can be postponed with due approval for better participation.
3. Any faculty members want to organize a Short-Term Programme (STP) is required to apply in prescribed format on an invitation from CEC or as per terms and conditions of any external sponsored programme. Interval of invitation for STP under TEQIP III will be normally six months and any application without invitation under TEQIP III would not be accepted.
4. The applications received for different activities will be screened and approved as applicable.
5. Norms of expenditure for activities under TEQIP III may vary time to time as per requirement.
6. Presently, the fees for programme co-ordinator will be Rs. 15,000/- for 3 days programme and Rs. 20,000/- for 5 days programme (which includes remuneration for delivering lectures also) but not 10% of estimated expenditure of the said programme.
