

## **Continuing Education CELL (CEC) NIT DURGAPUR**

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### **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 wants 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.
7. The resource persons for delivering lectures in the programme should be atleast 50% from our Institute.