



INDIAN SOCIETY FOR TECHNICAL EDUCATION

(Under the Societies' Registration Act XXI of 1860)

Prof. Vijay D. Vaidya
Executive Secretary, ISTE

ISTE/AICTE-ISTE Induction/Refresher Program/2018

June 9, 2018

Dear Sir,

Sub : AICTE-ISTE Induction/Refresher Programs - regarding

Ref. : 1. Our offer letter dated March 12, 2018
2. Your willingness to conduct the program.

Sanction is hereby accorded to conduct AICTE-ISTE Induction/Refresher Program on **Engineering Drawing - An Effective Teaching Methodology** during **02-07-2018 to 07-07-2018**.

You are requested to take steps to conduct the program subject to the following terms and conditions (as laid down by the AICTE and ISTE):

1. The total budget sanctioned for the program is **Rs.3,00,000/-** for **40 participants for one week**. Expenses must not exceed the prescribed budget under any circumstances. **In case, the participants are more than 40, no additional funds will be made available by ISTE. However, if the number of participants is less than 40, the budget will be reduced accordingly under the sub-heads Boarding & lodging etc.**
2. Please prepare an information brochure on the program containing desired information and salient features of the program inviting applications from all the institutions in your area. Not more than 20% participants from the host institutions and remaining participants will be from the nearby institutions. Preference should be given to the participants having ISTE Life Membership and those who are not members, kindly ensure and arrange to enroll them as members of ISTE before/during commencement of the program.
3. The fund will be released in two instalments. The first instalment (50% of the total sanctioned budget) will be released before the commencement of the program and on the receipt of acceptance letter. The second instalment will be released after the receipt of the following documents:
 - a. Detailed schedule of the training program
 - b. List of resource persons invited with full address, brief bio-data, contact details, topics etc.
 - c. List of participants attended the training program.

- d. Copy of question paper and mark sheet for the test conducted at the end of program.
- e. Feedback of the participants with signature
- f. Photographs of the conducted events (@10 or more) of which 5 good photos in duplicate for submission to AICTE and a video CD of selected sessions.
- g. Audited statement of expenditure certified by registered and practicing Chartered Accountant firm.
- h. Two copies of proceedings

Note : The above should be countersigned by the Coordinator.

4. The expenditure under the Heads 'Honorarium to Course Coordinator' and 'Honorarium to Resource Persons' will not exceed 1% & 20% respectively of the total sanctioned grant for the program. However, overall expenditure will not be exceed the funds sanctioned for the program. Distribution of grant under different heads is as below :

**TOTAL RECOMMENDED AMOUNT BREAK-UP
(For 40 participants)**

Sl No.	Head of Expenditure	% of total amount	Amount in Rs.
a)	Boarding & Lodging to the participants	25	75,000
b)	TA to outstation participants	20	60,000
c)	Honorarium to Course coordinator	01	3,000
d)	Reading material to participants	08	24,000
e)	Honorarium to Resource Persons	20	60,000
f)	TA/DA to resource persons including two outstations resource persons	09	27,000
g)	Working expenses (reprographic services, services, postage, transport, daily wages, tea/coffee etc.)	17	51,000
	Total recommended Amount	100	3,00,000

5. Any change in the schedule for holding the program, change of Coordinator's name, venue and date would require prior approval, failing which the offer for the grant already issued would be treated as automatically withdrawn.
6. The certification of these programs will be done by ISTE jointly with AICTE. A test should be conducted at the end of the program and the certificates will be issued only to those participants, who qualify the test.

7. In case the program is cancelled, the funds shall be called back from the institute by ISTE immediately alongwith interest accrued on the amount of grant released.
8. Surprise visits will be planned by AICTE and ISTE during the Program. The Executive Council Member/Section Chairman/SMC Member from your State or an expert from the nearby institution may be requested by the Hqrs. to pay visit during the program in order to monitor the progress of the program. They will have discussions with the course coordinator, resource persons and the participants. They will be submitting their report to ISTE which in turn will be submitted to AICTE.
9. The institute should submit statement of expenditure after completion of the program duly audited by certified Chartered Accountant Firm. Institute should keep supporting bills/documents in original with them. It should be made available in verification, if required in future.
10. The program cannot be combined with any other professional body. The Principal sponsor will be AICTE-ISTE and no other major sponsors are allowed.
11. Eminent personalities in the field must be invited as the resource person and minimum one good resource person from industry should be invited during the program.
12. You are requested to introduce one session on **Art of Living** during the program and **no registration fee should be charged to the participants**. This should be mentioned in registration form attached to the program brochure.

I am confident that the program being organized at your institute under your able leadership would be a grand success. Assuring you the best cooperation from our end at all times.

With best regards,

Yours sincerely,



(Prof. Vijay D. Vaidya)

To

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TEL
02-07-2018 to 07-07-2018