

All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org

STTP- Sanction Letter

To

The Drawing and Disbursing Officer,
All India Council for Technical Education,
Nelson Mandela Marg,
Vasant Kunj,
New Delhi – 110070

Sub: Release of a sum of **Rs. 292000 /-** for conduct of Short Term Training Programme (STTP) during the financial year 2019-20– reg.

Sir,

This is to convey the sanction of the Council for payment of **Rs. 292000 /-** (Rupees Two Lakh Ninety Two Thousand only) for conduct of STTP on **Research Methodology in Engineering and Technical Writing using LaTeX to MALLA REDDY ENGINEERING COLLEGE RANGAREDDI Pin No - 500014** Telangana, under the Scheme of Short Term Training Programme.

1. The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the grant-in-aid bill and shall be disbursed to and credited to the Registrar/ Director/Principal of the institute through RTGS.
2. This grant-in-aid is being released in conformity with the terms & conditions as well as norms of the scheme as already communicated, and also being communicated in this letter.
3. The sanctioned amount is debitable to the Major Head 602.13(a) Gen. of the Scheme of Short Term Training Programme and is valid for payment during the financial year 2019-20

The instructions/guidelines to be followed by University/Institution

I. Release of funds and maintenance of accounts

- a. The Principal of the institute and the Coordinator of the program are requested to verify the correctness of the under mentioned bank account/ RTGS details submitted by them along with the Proposal, in which the grant is being released: -

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AAATC4041P	UNION BANK OF INDIA	maisammaguda	Malla Reddy Engineering College Campus, Maisammaguda, Secunderabad	Principal, Malla Reddy Engineering College	Current Account	711401010050010	UBIN0571148

In case of any omission the same should be reported to AICTE immediately.: -

- b. The Institute shall strictly follow the provisions laid down in the scheme document and sanction order no. **F.No. 34-56/70/RIFD/STTP/Policy-1/2017-18** dated **10.5.2019** issued by this office.
- c. Funds covered by this grant shall be kept separately and would not be mixed up with other funds so as to know the amount of interest accrued on the grant.
- d. The University/College/Institute shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on approved items of expenditure.
- e. The grant is intended to cover items of expenditure connected with the Short Term Training Programme such as Boarding & Lodging to the participants, TA to outstation participants, Honorarium to Course

Coordinator, reading material to participants, Honorarium to resource persons, TA/DA to resource persons including two outstations resource persons & working expenses (reprographic services, postage, transport, daily wages, tea/coffee etc.

- f. The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the University/College/Institution. Further, the accounts of the institute will be open for test check by the Council or Controller & Auditor General of India or any other officer designated by them.

II. Disbursement of funds to University/Institutions

- a. The full amount of the grant sanctioned is being released as advance to the University/Institute.
- b. The amount spent by the institute on the conduct of STTP shall be adjusted on the basis of utilization certificate and detailed expenditure statement submitted by the University/Institution on the prescribed format along with other mandatory documents viz feedback form, copy of proceedings and completion report etc.
- c. The above said amount of grant shall be released on the basis of the Letter of Approval (LOA) issued by AICTE to the institute for the academic year 2019-20

III. Conduct of test and issuance of certificate

A test shall be conducted by Program Evaluation Committee (PEC) at the end of the program and the certificates shall be issued to those participants who have attended the program and have qualified in the test.

IV. Submission of documents by University/Institution

- a. The following mandatory relevant documents are required to be submitted by the university/institution within one month of the completion of the program:-
 - (i) Original Statement of actual expenditure & Utilization Certificate in the prescribed proforma duly signed by the Head of the institution and countersigned by Registrar/Finance Officer/Govt. Auditor. In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed and sealed by a Chartered Accountant endorsing the membership number and complete postal address. Photocopies of formats are enclosed.

The university/institution is not required to submit bills/vouchers/invoices etc for the expenditure incurred out of recurring grants. However, such copies of bills/vouchers/invoices shall be digitized by respective institutions receiving grant and uploaded scanned copies of such bills/vouchers/invoices etc on the portal for availability and view at any point of time.
 - (ii) Feedback form in the prescribed proforma
 - (iii) Copy of the proceedings and completion report.
 - (iv) List of candidates who have successfully completed the program on the basis of the test conducted by Program Evaluation Committee (PEC).
 - (v) Report submitted by Program Evaluation Committee (PEC).
- b. The amount of the grant shall be adjusted on submission of utilization certificate & detailed expenditure statement by University/Institution. On receipt of these documents, the total amount of financial assistance, admissible as per the norms, shall be worked out and grant-in-aid adjusted.
- c. The university/institution is expected to submit the above said mandatory documents viz. Utilization Certificate, Expenditure Statement and feedback form etc within one month of conduct of STTP. However, delay of further 2 months may be condoned by AICTE in special circumstances as explained by the institute. Delay in submission of documents after three months of the conduct of STTP shall invite a penalty of 10% of the total sanctioned amount of the STTP, to be recovered from the University/Institute. The entire amount of grant already released, along with interest accrued thereon, shall be refunded to AICTE if mandatory documents are not submitted by the University/Institute beyond one year.

V. General instructions

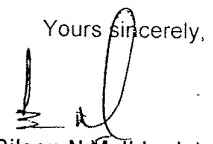
- a. Preferably 10% of the participants may be industry professionals deputed by industry. Further, not more than 20% participants shall be from the host institution/group of institutions.
- b. Interest, accrued on the grant released shall be refunded back to AICTE.
- c. If programme is not conducted in the period of nine months of the issuance of this Sanction Order,

the released amount, along with interest accrued thereon, has to be returned back to AICTE.

- d. The expenditure under the Heads 'Honorarium to Course Coordinator' and 'Honorarium to Resource Persons' shall not exceed 1% & 20% respectively of the total sanctioned grant for the Programme. However, overall expenditure shall not exceed the funds sanctioned for the Programme
- e. Any extra money required to complete the programme must be borne by the institute from their own resources. But the quality of the activities should not be compromised.
- f. The STTP is a residential program of a duration of six days with minimum 40 participants. The approved STTP shall be conducted within nine months from the date of release of funds.
- g. Any unavoidable circumstantial change in the program with respect to name of Project Coordinator, Venue and date for organizing STTP would mandatorily require prior approval of the Council. All such requests should be addressed to AICTE, in advance, recording the specific reasons for proposed changes, failing which the offer for the grant already issued would be treated as automatically withdrawn and the financial assistance released in favour of the beneficiary institution shall be refunded immediately to the Council. Kindly mention the File No. 34-56/7c/RIFD/STTP/Policy-1/2017-18 in your future correspondence.
- h. Program Evaluation Committee (PEC) is required to be constituted at institutional level. The constitution of the PEC shall be as under:
 - (i) Principal/Director/Registrar of the institution (Chairperson)
 - (ii) Coordinator of the program (Member Secretary),
 - (iii) Two HoDs and one subject expert (members).

The members of the said PEC shall not be below the rank of Associate Professor. A test shall be conducted by Program Evaluation Committee (PEC) at the end of the program and the certificates shall be issued to those participants who have attended the program and have qualified in the test. The minutes of the meetings, along with PEC report, are to be submitted to the Council at end of the program along with other mandatory documents.
- i. GoI GFR rules (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed during utilization of grant.
- j. This Sanction Order may be treated as Offer Letter for all purposes.

Yours sincerely,


(Dileep N Malkhede)
Advisor-I (RIFD)

Copy forwarded for information and necessary action to: -

1. Name and Address of the Coordinator

Dr. SUMATHI D
MALLA REDDY ENGINEERING COLLEGE
MAISAMMGUDA, GUNDLAPOCHAMPALLY (VILLAGE),
MEDCHAL (MANDAL) RANGA REDDY (DIST)
SECUNDERABAD - 500 014, RANGAREDDI
SECUNDERABAD- 500014

2. The Registrar / Director / Principal

Dr. S. Sudhakara Reddy
MALLA REDDY ENGINEERING COLLEGE
MAISAMMGUDA, GUNDLAPOCHAMPALLY (VILLAGE),
MEDCHAL (MANDAL) RANGA REDDY (DIST)
SECUNDERABAD - 500 014, RANGAREDDI
SECUNDERABAD- 500014

3. Guard File