



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



AICTE Training and Learning (ATAL) Academy, (Online FDP)

F. No. 01_/AICTE/ATAL-HQ/2020-21/1584077883

Date 12/11/2020

To

The Director
International Management Institute, Bhubaneswar
ODISHA

Sub: Release of a sum of Rs 93,000 /- for AICTE Training and Learning (ATAL) Academy programme Online FDP of Nine Thrust Areas and Other Emerging Areas.

Sir,

This is to convey the sanction of the Council for payment of **Rs. 93,000 /-** (Rupees **Ninety –Three Thousand** Only) for conduct of online **AICTE Training And Learning (ATAL) Academy Programme** Emotional Intelligence to **International Management Institute, Bhubaneswar, ODISHA** under AICTE Training And Learning (ATAL) Academy.

This fund 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.

The instructions/guidelines to be followed by University/Institution

I. Release of funds and maintenance of accounts

- 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.
- The cost for conducting per programme will be Rs. 93,000/- as per detail given as under:

1.	Honorarium for Director	Rs. 10,000/-
2.	Honorarium to Co-ordinator Rs.2000/- per day x 5 days	Rs. 10,000/-
3.	Honorarium for experts (Rs.3000 per session for total 14 session)	Rs. 42,000/-
4.	Provision for payment to Lab Attendant engaged during lab practices	Rs. 1000/-
5.	Institutional charges	Rs. 15,000/-
6.	Miscellaneous charges	Rs. 15,000/-
	TOTAL =	Rs. 93,000/-

Programmes having permission to change amounts under different heads with overall ceiling of Rs 0.93 lakh being intact.

- The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma to be 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 institutions

The full amount of the grant sanctioned will be released as an advance to the University/Institute through electronic transfer on the account of the University/Institute after submission of mandate form

III. Conduct of test and issuance of certificate

- A test shall be conducted by coordinator at the end of the program.

- The certificates shall be issued to those participants who have attended the program with minimum **80% of attendance** and scored **minimum 60% marks** in the test.

IV. Submission of documents by university/institution


- The following mandatory relevant documents are required to be submitted by the university/institution within one month of the completion of the program: -
 - List of candidates who have successfully completed the program on the basis of the test conducted by Program Coordinator.
 - A program completion report along with photographs, videos, media report is to send after the completion of workshop along with the list of participants and Utilization Certificate, Expenditure Statement and feedback form etc. within one month of conduct of **AICTE Training and Learning (ATAL) Academy programme.**
- 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 shall to adjust.

V. General Instructions

- Maximum 200 participants** may be allowed to attend online FDP on a first come first serve basis however AICTE officials may be allowed to attend over and above 200 number. Coordinators are free to admit less number of participants depending on the feasibility.
- A test has to be conducted (may be online) on the last day and those who score more than 60% will be termed as successful candidates. Those who have **attendance 80% or more** and also **score more than 60% in the test** will be issued a **digital certificate.**
- These **online sessions are to be recorded** as the facility is available on the software which is being used for online delivery of FDP. You are also requested to share recording of sessions with AICTE.
- Eligibility for Participants:**
 - The faculty members of the AICTE approved institutions, research scholars, PG, Scholars, participants from Government, Industry (Bureaucrats/ Technicians/ Participants from Industry etc.) and staff of host institutions.
 - Not more than 30% from Host Institution
- If programme is not conducted in the year 2020 only, the released amount, along with interest accrued thereon, has to be returned back to AICTE.
- 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.
- FDP title name, name of coordinator, institute name is not allowed to change without permission.

This Sanction Order may be treated as Offer Letter for all purposes.

Yours sincerely,



12/11/2020

**Regional Officer
Eastern Regional Office, Kolkata**

Copy forwarded for information and necessary action to: -

- Prof/Dr.Bindu Chhabra, Coordinator ATAL Programme, International Management Institute, Bhubaneswar
- ATAL Academy Cell AICTE HQ**
- Guard File**