

Academic Year: 2022-23

Sl.No	Name of the PI/ Co-PI/Name of the person holding the Chair	Title of the research project, endowments, Research Chairs	Name of the funding agency	Amount INR in Lakhs
1	Dr. Garima Mathur Dr. Chanda Gulati	Blended Mode FDP on "Using HR Analytics for managing workplace Behaviours"	AICTE-Learning and Training Academy	3
2	Dr. Navita Nathani Dr. Indira Sharma	14th International Conference on "Industry 4.0: Optimising Operations And Shaping The Future of Business"	AICTE	0.5



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

F.No.01/AICTE/ATAL-HQ/2022-23/192

Dated: 26.08.2022

To

Prestige Institute of Management & Research
Airport Rd, D.D. Nagar, Deen Dayal Nagar, Gwalior
Gwalior, MADHYA PRADESH - 474020

Sub: Release of a sum of Rs. 3,00,000/- for AICTE Training and Learning (ATAL) Academy Blended/Hybrid FDPs/CPDPs.

Sir,

This is to convey the sanction of the Council for payment of **Rs. 3,00,000/-** (Rupees Three Lakh Only) for conducting of online **AICTE Training And Learning (ATAL) Academy FDP/CPDP (1651121304 - Using HR Analytics for Workplace Behaviours)** to **(Prestige Institute of Management & Research, Airport Rd, D.D. Nagar, Deen Dayal Nagar, Gwalior, Gwalior, MADHYA PRADESH)**, 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.3,00,000/- as per detail given as under:

S.No.	Particulars	Sanctioned Amount for 2022-23 (for Blended FDPs/CPDP)
1	Honorarium to Coordinator	Rs. 10,000/-
2	Honorarium to Co-Coordinator	Rs. 7,000/-
3	Honorarium for computer operator	Rs. 1,000/-
4	Honorarium for experts (Rs. 5,000/ session for 14 sessions)	Rs. 70,000/-
5	Provision for payment to Three Lab Technicians engaged during lab practices @ Rs.5,000/- per programme per lab Technician	Rs. 15,000/-
6	TA/DA to Experts engaging sessions (lump sum)	Rs. 32,000/-
7	Refreshment & Lunch (Rs. 350/ head for 50 trainees for 5 days)	Rs. 87,500/-
8	One book each for 20 participants as reward	Rs. 10,000/-
9	Miscellaneous charges (petty expenses not covered above)	Rs. 5,500/-
10	Hands on training material, Consumable items, etc. (reimbursed on actual basis)	Rs. 62,000/-
	Total	Rs. 3,00,000/-

Programmes having permission to change amounts under different heads with overall ceiling of Rs.3.0 lakh being intact.

- c. 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 (i) Rs.2.38 lakh (ii) Rs.62,000/- on actual basis 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. A test shall be conducted by coordinator at the end of the program.
- b. The certificates shall be issued to those participants who have been approved by the coordinator, attended the program with minimum of attendance and scored minimum 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) List of candidates who have successfully completed the program on the basis of the test conducted by Program Coordinator.
 - (ii) 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 etc., within one month of conduct of **AICTE Training and Learning (ATAL) Academy programme**.
- 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 shall to adjusted.

V. General Instructions

- a. **Maximum 50 (minimum 30) participants** may be allowed to attend blended FDP/CPDP within 100 km of host institutes. However, AICTE officials may be allowed to attend over and above the maximum limit.
- b. A test has to be conducted on the last day accordingly Scheme Document 2022-23 and those who score more than 70% will be termed as successful candidates. Those who have attendance 80% or more and also score more than 70% in the test will be issued a digital certificate.
- c. The **sessions are to be recorded** as the faculty is available on the software which is being used for online delivery of FDP/CPDP. You are also requested to upload recording on youtube of google drive.
- d. **Eligibility**

For Institutions (Both Technical & Non-Technical)

- i) The government funded institutions like IITs, IIMs, NITs, Universities, State Universities/Institutions/research institutes other government organizations and PSUs.
- ii) Private organizations / institutions having overall NIRF ranking up to 200 or NAAC grade A++ or Department conducting FDP/CPDP having full NBA accreditation.
- iii) Industry/Training Institutions (Experience in Relevant training in last 5 Years).

Coordinator must be a full-time regular faculty/instructor / trainer etc. & having knowledge and experience to conduct blended FDP/CPDP.

For Participants

- i) The faculty members of the AICTE approved institutions, Research scholars, PG Scholars, participants from Government, Industry Bureaucrats/Technicians/Professionals/School Teachers and staff of host institutions.

To be nominated by the Institute.

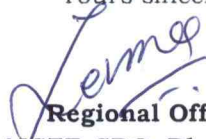
- ii) Not more than 10% from Host Institution.
iii) Maximum 50 (minimum 30) participants may be allowed to attend blended FDP/CPDP within 100 km of host institutes. However, AICTE officials may be allowed to attend over and above the maximum limit.
iv) Participants shall bear the cost of travelling and boarding/lodging if he/she wishes to attend ATAL FDP/CPDP. However, refreshment & lunch would be provided for free.

ATAL FDPs/CPDP are free, and No fee will be charged from any participant attending ATAL FDP/CPDP.

- e. If programme is not conducted in the financial year 2022 only, the released amount has to be returned back to AICTE.
f. 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.
g. FDP/CPDP title name, name of coordinator, institute name is not allowed to change without permission however scheduled dates may be changed with information ATAL Academy cell and Regional Office.

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

Yours sincerely,


Regional Officer
AICTE-CRO, Bhopal

Copy forwarded for information and necessary action to:-

1. Garima Mathur, Coordinator ATAL Programme
2. ATAL Academy Cell AICTE HQ
3. Guard File

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



Grant for Organizing Conference – Offer Letter

To

The Registrar / Director / Principal
Prestige Institute of Management and Research,
Gwalior, Airport Road, Near Dcendayal Nagar, Gwalior,
Madhya Pradesh-474020
✓ [PID: 1-17260993]

Subject: Offer of Financial Assistance to conduct conference under the scheme AICTE-GOC).

Sir/Madam,

With reference to the proposal submitted by your institute under the scheme **Grant for Organizing Conference (GOC)** regarding financial assistance for conducting the conference it is informed that the proposal has been provisionally recommended by the Council as per the details given below:

1.	Title of Conference:	ICSGBP
2.	Mode of Conference:	Online Conference
3.	Level of Conference:	International
4.	Proposed date & duration by institute:	7th to 9th October, 2022
5.	Name of Coordinator:	Dr. Navita Nathani
6.	Name of Co-Coordinator:	Indira Sharma
7.	Maximum amount offered:	Rs. 50,000/-

The said offer is as per the norms and guidelines of the scheme as well as subject to the following terms and conditions: -

I. Release of funds

- a. The amount will be released on receipt of requisite documents after successful conduct of the Conference.
- b. This offer is issued in exercise of the powers delegated to the Council and other terms and condition laid down in the guidelines of the scheme.

II. Limit of Funding

- a. The grant from AICTE will be **one-third (limited to Rs. 50,000/-)** of the total expenditure incurred for organizing the Conference and rest amount i.e. two-third of total expenditure will be managed by institute itself.

III. Utilization of funds

- a. 10% of the funds offered by AICTE should have been utilized for registration fee of participants belonging to SC/ST category.
- b. At least 15% and 25% participation from other states is must for onsite conference and online conference respectively.
- c. Papers from host institution should not have been more than 10% of the total papers.
- d. Coordinator will maintain an electronic record of papers, participants, their institution & its location, to ensure that norm of Pan-India participation, overseas participants in International Conferences and papers from local faculty, are adhered to and also shared with AICTE.

IV. Maintenance of accounts

- a. The institute shall strictly follow the provisions laid down in the scheme document and this offer letter. All correspondence related to the conference must contain the number of this letter alongwith year of sanction of the conference failing which correspondence will not be entertained.
- b. The institute shall maintain proper accounts of the expenditure and the Council or its nominee shall have the right to check/ verify the account to satisfy that the fund has been utilized for the purpose for it was sanctioned.

V. Documents to be uploaded on AICTE Dashboard/ Portal

On receipt of offer :

The Acceptance Letter with dates of Conference, within 7 days from the date of receipt of the offer letter duly signed and seal affixed by Coordinator and Head of the Institutions along with permission/clearance of Govt. of India for Organizing Conference.

After conduct of the Conference:

Institute has to fill up Report on AICTE dashboard/ portal and upload following documents:

- a. Copy of proceedings of conference
- b. Feedback of the participants.
- c. Geotagged photographs (maximum 15) of the conference.

VI. Submission of documents by institute after conduct of conference

The following documents must be submitted to AICTE within a period of one month, from the date of conduct of Conference for reimbursement of the grant:

- a. Utilization Certificate and Statement of Expenditure in prescribed format duly audited by the Chartered Accountant in the case of a private institution and by the Finance Officer/Account Officer in respect of government/government- aided institution.
- b. Supporting bills/documents on account of expenses incurred for the purpose duly attested by the Head of the Institute.
- c. Soft copy of final report submitted on portal as mentioned above (in section V).

VII. General instructions

- a. Any change in the programme for holding Conference, change of Coordinator name, Venue and Date should be effected only after prior approval of the Council, failing which the sanction for the grant already issued would be treated as automatically withdrawn.
- b. The assets acquired wholly or substantially of the AICTE's grants shall not be disposed or encumbered or utilized for the purposes other than those for which it was given without proper sanction of the Council and should, at any time the Institution ceased to function, such assets shall revert to the AICTE.
- c. The beneficiary institute will make best efforts to promote the scheme by mentioning the sponsorship/ support from AICTE, carrying the Logo of AICTE in conference and other means.
- d. The beneficiary Institution shall observe all financial norms and guidelines as prescribed by the AICTE/ Government of India from time to time. GOI GFR rules (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed while spending for the event.
- e. In respect of international conference, additional guidelines at **Annexure-I** should have been followed.
- f. In respect of Online/ e-Conference, additional guidelines at **Annexure-II** should have been followed.

Dated- 28th January, 2022

F. No.67- 9 /IDC/GOC/POLICY-4/2021-22

- g. This offer letter may be used for seeking financial support/sponsorship from Institute/Professional body/Institute

Yours sincerely,


Dr. Neeraj Saxena
Adviser (IDC)

Copy forwarded for information and necessary action to:

1. **Name and Address of the Coordinator**
Dr. Navita Nathani
Prestige Institute of Management and Research,
Gwalior, Airport Road, Near Deendayal Nagar,
Gwalior, Madhya Pradesh-474020

2. **Name and Address of the Co-coordinator**
Indira Sharma
Prestige Institute of Management and Research,
Gwalior, Airport Road, Near Deendayal Nagar,
Gwalior, Madhya Pradesh-474020

3. **Guard File**