



Dhirubhai Ambani Institute of Information and Communication Technology

Near Indroda Circle, Gandhinagar, Gujarat, India 382 007.

Tel.: +91 79 68261500 | Fax: +91 79 68261710 | Web: www.daiict.ac.in

Continuing Education Program (CEP) Policy

DA-IICT seeks to provide effective training programs in the areas of core competence of its faculty members under the office of Continuing Education Program (CEP). The training programs aim to enhance skills of working professionals, faculty members, students and scholars from other institutions, industries, and Govt. sectors.

A regular faculty or a group of faculty of DA-IICT can initiate a proposal for conducting training sessions under the CEP. The proposal should identify faculty anchor/proposer of the program, program coordinator(s), objective of the program, content/coverage and duration of the program, experts who would conduct the sessions, and a projected budget of the program. The proposal should be submitted to the CEP office well in advance, so that the CEP office can facilitate the necessary supports to smooth conduct of the program. The faculty anchor(s) of the program will closely work with the CEP office for hosting it either in physical mode, hybrid or an online mode. The anchor faculty will be responsible to design the program, to invite domain experts within and outside the institute, to work out budget and manage commercial aspects (**aiming at no loss making program**) covering remuneration of experts, logistic and other program related expenditure. The quality check of the program lies with the anchor(s) and the coordinator(s) of the program. **It is required that one of domain experts (Faculty) within the institute acts as the program coordinator along with the anchor faculty.** The faculty anchor(s) must ensure that the program runs with a positive balance sheet with all incomes and expenses.

Every proposal along with the projected budget of the program has to be approved by the Director.

Commercial aspects and Revenue:

A. Total income (e.g. Program fees)

B. Expense (e.g. remuneration of experts, food, reg. kit, stationaries, transport, etc.)

C. Institute overhead: 10% of A

D. Faculty Anchor/Proposer(s): 10% of A

Total expenditure: $E = (B+C+D)$

Surplus: $P = (A-E)$

The surplus amount will be shared between the program coordinator(s) and the Institute as follows:

Settlement of the surplus amount	Institute share	Faculty Program Coordinator(s) share
Surplus < 3 lakhs	20%	80%
Surplus between 3 - 5 lakhs	30%	70%
Surplus > 5 lakhs	50%	50%

It is the faculty anchor(s) responsibility to ensure that P is always positive. The faculty anchor will decide a reasonable remuneration model for experts (**remuneration should be equal**) and other related expenses for running the program in a most feasible and effective way. After the conclusion of the program the formal UC and SE has to be submitted to the CEP office.

S. Bandyopadhyay
Director, DA-IICT, Gandhinagar

May 31st, 2024



Effective date of this policy document: May 31st, 2024