

**SCHEME  
OF  
INDUSTRY INSTITUTE PARTNERSHIP CELL  
(IIPC)**

**GUIDELINES & FORMAT**



**All India Council for Technical Education  
IG Sports Complex, IP Estate  
New Delhi - 110 002**

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# Part A

## 1.1 INTRODUCTION

An educated society is vital for growth and development. This should not be confused with literacy. The issues relating to faculty, research and quality education constitute the core of an educational process. The competence and dedication of teachers, their constant up gradation, the pedagogy, the level and quality of inputs, performance levels are some of the basic determinants of education. Knowledge either imported or home spun has signaled new challenges and improved the quality of life.

The educational reform of linking Technical Education with Industry has been amongst the important educational innovations undertaken in this country. Interaction between Institute and the Industry is now widely recognized as an essential requirement to train and develop the right kind of technical manpower necessary to sustain and promote industrial and economic growth. Education planners in India have been engaged in the task of bringing about a proper match between technical education and the needs of the industry, and it is in this context that schemes such as practice school programmes, sandwich programmes and cooperative programmes have been introduced in the system of technical education. Some technical institutions have developed links with industries and improved the quality of their courses and pass outs to varying degrees of success. However, the vast majority of technical institutions in our country have limited interaction with the industry

The technical education system must respond to the rapidly changing technological needs by continuously evaluating and updating curricula, introducing new courses, training teachers, modernizing laboratories and workshops, and providing for a close interaction between technical institutions and the world of work. Graduates of technical institutions should be well informed about field practices and technological advances apart from possessing skills necessary for decision making, communication, handling of workers, leadership and so on. Employers now look for technical manpower, which is both creative and innovative. They must be able to apply the newly acquired knowledge and skills and take up challenges in face of the current technological developments and information explosion.

The Government has initiated major economic reforms and changes in the industrial policy since July 1991. Liberalization and globalization of the Indian economy will call for the adoption of latest technologies and Practices in various sectors. Quality and productivity have to be improved so that Indian products become competitive in the world market. These changes ultimately have to be carried out by people. In the face of these swift changes, human resource development assumes a central place in our scheme of things. On one hand, there are competitive pressures of quality, reduced response times, seeking and sustaining new markets, and on the other hand there is reduced government intervention. Technical manpower will have to meet these challenges effectively. This calls for collaboration between the technical education institutions and the Industry in programme design, their implementation, and evaluation.

Due to liberalization of the economic and industrial policy, industries will be compelled to export a part of their production and compete with multinationals for the internal market also. The emphasis will shift to quality products and well trained manpower to produce these. There will be a greater need for industries to depend on technical institutions both for R & D work and for the supply of highly qualified and skilled manpower. Retraining of the workforce will become a major activity for all industries. Therefore, this is a good opportunity for institutions to establish strong links with industry.

There is unemployment in technically trained manpower in certain areas. Interaction with industry and employing organizations and reorientation of academic programmes may help in overcoming this problem.

Improvement in the productivity of work force assumes particular significance in our economy where low productivity and low income of a large mass of employed persons is a problem of greater dimension than unemployment, measured conventionally in terms of involuntary idleness. The problems of unemployment / underemployment have been perceived as problems of mismatch between the skill requirements of

employment opportunities and the skill base of the job seekers. It must be recognized that the demand for labour cannot always be created to suit the characteristics of labour supply. Shortages and surpluses are found to coexist in the labour market due to mismatch between skills and other requirements of new employment opportunities and the attributes of available workers. This mismatch is likely to become more acute in the process of rapid structural changes and modernization of the Indian economy. It is, therefore, essential to reorient educational and training system towards improving its capacity to supply the requisite skills in the medium and long-term and introduce greater flexibility in training system so as to respond to labour market changes in the short run. In order that the training and skill formation systems are closely aligned with the trends in labour demand, it would be essential that users, that is, the employers have a major role and involvement in planning and running them. To bridge the gap **AICTE** has launched a series of Schemes for technical institutions.

All India Council for Technical Education (AICTE) was established by an Act of Parliament in 1987 with a view to promote proper planning and coordinated development of technical education system throughout the country. AICTE helps promotion of qualitative improvements in technical education in relation to the planned quantitative growth and regulates proper maintenance of norms and standards and matters connected therewith. The technical education covers programmes of education, research, training in Engineering & Technology, Architecture, Town Planning, Management, Pharmacy, Applied Arts and Crafts and other related areas in Engineering & Technology.

As a part of its functions, AICTE provides financial assistance to promote research and development in technical institutions and to enhance industry Institute Interaction under various schemes like Industry Institute Partnership Cell (IIPC), Entrepreneurship Development Cell (EDC), National Facilities in Engineering and Technology with Industrial Collaboration (NAFETIC) and Nationally Coordinated Projects (NCP) in the technical disciplines through the Bureau of 'Research & Institutional Development' (RID). To ensure effective implementation of these programmes, the Council has set up a high powered Board of Industry Institute Interaction (BOIII) comprising eminent scientists, engineers, academicians, industrialists and technologists. Guidelines for applying for financial assistance under the scheme of IIPC are given in this brochure.

## **1.2 OBJECTIVES OF INDUSTRY INSTITUTE INTERACTION**

**The objective of the IIP Cell is to reduce the gap between industry expectations (practice) and academic offerings (theory) by direct involvement of industry to attain a symbiosis.**

All the Stakeholders, namely: Institutions, Industry, Students and Society stand to gain as it can be a win-win partnership. The Institutions stand to gain by way of up to date curricula, source of revenue generation by consultancy and R & D, source of manpower for employment, societal relevance, and most importantly acquisition of brand name/equity; industry stands to gain by way of availability of employable manpower pool, and increased productivity; faculty stand to gain by way of exposure to latest industry practices for more effective teaching-learning processes, etc; students stand to gain by way of hands-on training, reduction of learning curve in industrial practices; and, society stands to gain by way of improved quality of goods and services.

## **1.3 SUGGESTED ACTIVITIES TO ACHIEVE THE OBJECTIVES OF IIP CELL ARE:**

1. To arrange industrial training for students and identify student project work in Industries. To encourage Industry to collaborate in Industry Study Tour Programmes (ISTP) and placement of students in Industries.
2. To interact with R&D Organizations for conducting joint research work involving faculty/scientists and

students/research scholars etc.

3. Faculty exchanges - getting professionals from industry as visiting faculty or adjunct professors for short or long periods and deputation of faculty to industry to gain industrial experience and/or work on projects in industry.
4. Curriculum development- associating experts from industry in curriculum planning and review.
5. Personality development workshop for students relating with soft skills (communication skills / personality development).
6. Guest lectures by eminent personalities, academics, leading industrialists at regular intervals to update the students knowledge.
7. To arrange technical festivals/open houses/student design competitions.
8. Continuing education programmes:
  - Providing infrastructure to meet the training needs of the industry, like improving communication skills, job analysis, inventory & financial controls, efficient management skills and on up gradation of technical knowledge on current topics.
9. To update the knowledge base (qualification) of professionals in different emerging sectors (Biotechnology, Nanotechnology etc.)
10. To arrange short-term programmes: Duration of 5 to 7 days for the benefit of Professionals in various technical disciplines.
11. In house training programme at the request of industries at their location
12. Promotion of Income Generating activities namely: Testing, Calibration, Consultancy and R & D (for achieving self sustenance of the Cell with in 3 - 5 years) typically for:
  - a. Creating facilities for Design, development and improvement of existing practices/ processes/ concepts.
  - b. Up gradation & modernization of workshop facilities.
  - c. Preparation of operators manuals, Audio and visual cassettes and assistance in implementation of BIS & ISO standards through conducting various audit analysis.
  - d. Finding solutions of various problems faced by the industry during production and operation of the industrial units.
  - e. Conducting market surveys and feasibility reports through projects assigned to the students and providing them to the industry for their benefit.
13. Technology transfer in the nearby rural areas.
14. To set up Innovation Centres and Centres of Excellence.
15. Signing MOU's with industry and Institutes. Setting up of technology parks in collaboration with alumni and industry for cost effective opportunity for R&D leading to marketable products.
16. Promotion of Homegrown technologies, which is expected to strengthen the linkages between research institutes and industry indigenously by commercialization of indigenously developed technologies.
17. Institution of Industry sponsored special chairs/staff positions with all expenses met where reputed

persons can be appointed for a fixed period.

**18. Services to industry-** Institute can provide services to industry such as:-

- a. Library and information services to the industries
- b. Access to institute research information service
- c. Access to laboratory facilities.
- d. Access as partner industry to set up common facilities for better Industry -Institute synergy.

#### **1.4. STATUS OF THE IIPC**

The IIPC should function as a separate entity within the Parent Institution. It should function as a Central Facility of the entire institution and not as a facility for a particular Department of the parent institution. It should have effective linkages with T&P cell and with other various Departments of the Institutions for optimal utilization of the expertise, resources and know-how available.

The IIPC should enjoy independent administrative and financial status for ensuring effective and speedy implementation of various programmes and activities of the Cell.

#### **1.5 FUNDING MECHANISM & FINANCIAL GUIDELINES**

The AICTE would provide financial assistance to the selected institution for meeting the recurring expenditure maximum of Rs.5.00 lakhs for Manpower Cost, Travel, Administrative- Overheads programmes / event expenses and Contingencies, etc. of the IIPC for maximum five full operational years subject to satisfactory yearly performance. However, the financial assistance from AICTE would be available in the project mode on a year-to-year basis, based on successful implementation of the IIPC project as decided in monitoring meetings by Expert Committees duly constituted by AICTE. The AICTE would also provide limited one time financial assistance, up to a maximum of Rs.5.00 lakhs, required for the purchase of Desktop PC with Internet facility, fax/modem, back-up, multimedia/OHP, equipment, furniture, audio visual aids, library books, journals, LCD Projector etc (non-recurring expenditure).

The parent institution should provide adequate building space for setting up of IIPC and also usage of classrooms for training, conference room, library, workshops, laboratories, etc. to the IIPC for its activities.

#### **1.6 FINANCIAL DISCIPLINE AND GUIDELINES**

The IIPC will maintain a separate saving bank account in a scheduled bank which will be jointly operated by IIPC and the Institution. Money generated by the institution by all the departments and other financial receipts/funds received by the Cell will be credited to this account. Surplus funds and revenue earned should be indicated in audit reports and credited to Corpus Fund to earn higher rates of interest by utilizing appropriate instruments. All payments by the IIPC should be authorized by the Head of the IIPC with the approval of Director/ Principal of the institute. The accounts should be audited either by a Chartered Accountant in or by the Financial Head of the institution as per the norms of the parent institution. The IIPC should also maintain a separate stock register for the assets created.

#### **1.7 ORGANIZATIONAL REQUIREMENTS**

The IIPC will function under the guidance and control of the Director/Head of the Parent Institution and its activities will be monitored by an Advisory Board.

## Advisory Board

For effective implementation of the programmes and setting up of the IIPC an Advisory Board should be constituted by the Parent Institution immediately after the sanction of the Cell/Centre by the AICTE. The Advisory Board will lay down policy guidelines, fixing up of physical and financial targets, suggesting measures for raising funds, effective utilisation of facilities and expertise available in the parent Institute and sourcing of expertise and facilities from other institutions in the region. The Advisory Board should meet at least twice a year.

The Advisory Board should have the following composition:

- |  |   |          |
|--|---|----------|
| 1. Director/Principal/Head of the Institution                      | - | Chairman |
| 2. Dean (Research Planning)  | - | member   |
| 3. HOD's & one faculty member                                      | - | member   |
| 4. Representative of Industries department                         | - | member   |
| 5. Representative from CII   | - | member   |
| 6. Two Members from Industry Associations/Entrepreneurs            | - | member   |
| 7. Two representatives from reputed R&D institutions of the region | - | member   |
| 8. Training and Placement Officer                                  | - | member   |
| 9. Chief Coordinator of the Cell                                   | - | Convener |

## Manpower for the IIPC

For the Cell to function smoothly and to meet its objectives effectively, it is essential that the Cell must have adequate manpower so as to become a catalyst of change. IIPC thus must have some Core Staff. The Core Staff should include a Chief Coordinator from the host institution at a honorarium not exceeding Rs. 3000/- per month. In case more than one faculty member is involved in the project, then the same amount of Rs. 3000/- may be distributed equally amongst these two. The Chief Coordinator (and coordinator) will be assisted by a Project Assistant and an Office Assistant and both of whom must be computer literate along with one helper. The requirements for the staff is given in Part B. All the appointments in IIPC would be on contractual basis on a fixed remuneration. The contract would be renewed every year subject to satisfactory performance. For additional assistance, the Host Institution may identify some persons from its existing staff having relevant experience and aptitude and utilize their services in the Cell on Honorarium basis.

AICTE would provide financial assistance on a project mode basis, for a maximum period of five complete years of operations, subject to satisfactory performance. The recurring grant to be provided by AICTE, after assessing the viability of the Cell on year-to-year basis during its 5 complete years of operation in a project mode, would not exceed Rs.5.00 lakhs per annum (Rs.1.56 lakhs for Manpower and balance for Admn. Overheads, Travel, Miscellaneous & Contingencies, etc). However, the one time non-recurring grant, as referred in earlier paragraphs, would be provided by AICTE in addition to the recurring grant. If the recurring grant awarded by AICTE is less than Rs. 2.50 lakhs, the contract staff may be reduced suitably to run the project successfully.

The qualifications and eligibility criteria etc. for selection of candidates for the Project Staff and the prerequisites for selection would be worked out by host institution with open advertisement. However, the manpower for the Cell would be selected by a duly constituted committee.

The IIPC would prepare an Action Plan for each financial year and fix physical and financial targets to be achieved during the year. These plans and target should be duly approved by the Advisory Board of the Cell. The Action Plan and Targets should be finalized by 30th April of the financial year. The Action Plan along with the financial requirements for the year should be submitted to AICTE by 15th May for timely release of funds.

The institution will also submit a report on the progress made in the previous Financial Year to the AICTE latest by 30th April of the following year in the format given in Part-E (III).

## **Utilisation Certificate and Statement of Audited Expenditure**

The Cell will submit Utilisation Certificate and Statement of Audited Expenditure annually in the prescribed proforma of AICTE (Part-E(IV)) and also a list of assets created to AICTE. Similar requirements should also be met in case of funds raised from other sources/sponsor.



## PART-B

### Process for submission of application for setting up of an IIPC

#### PROCEDURE FOR APPLICATION

1. The University/ Institute may nominate a permanent staff member as Chief Coordinator preferably not below the rank of Reader to coordinate the activities of the cell and also nominate a Coordinator not below the rank of Lecturer.
2. Proposals under IIP cell scheme may be submitted in the prescribed proforma to the Research and Institutional Development Bureau of AICTE through the executive head of the Institute / University duly certifying that the Institution will discharge all its obligations.
3. **In case of proposals from of self-financing Institutions, only accredited Institutions by AICTE shall be considered. However, this condition does not apply to the five-year-old Institutions located in the region of Jammu & Kashmir and North Eastern States.**
4. Since IIP cell is given to an institution as a whole, only one application from an institution/university/technical university school will be entertained. If several proposals from an individual institution are received in the Council, the first proposal will be accepted while all others will be summarily rejected.
5. Applications should be addressed to :

The Adviser,  
RID Bureau- All India Council for Technical Education  
NBCC Place, 4th Floor, East Tower, Pragati Vihar,  
Bhisham Pitamaha Marg  
New Delhi-110 003

6. Proposals will be received throughout the year. However, the proposals duly filled in the prescribed proforma, received at AICTE, New Delhi upto **October 10, 2006** will be processed in the first instance in October 2006 and those received later will be processed in December, 2006 and/or March 2007.

## PART - B

**Guidelines for Framing Recruitment rules for selection of core staff for Center for Industry Institute Partnership Cell.**

### **1. Project Assistant (Max. Remuneration Rs.5,000/- per month)**

#### **1) Essential requirements:**

- a. At least a graduate in engineering/technology or a Postgraduate in any branch of Science, Economics or Business Administration with good working knowledge of computers.
- b. At least 10 years experience in industries/industries promotion or Entrepreneurship development of which minimum 5 years should be in a responsible (Supervisory/Managerial) capacity.

#### **2) Desirable :**

- a. Post graduate in Management or engineering
- b. Experience in industrial project planning and execution.
- c. Teaching experience in Entrepreneurship

### **2. Office Assistant (Max. Remuneration Rs.3,000/- per month)**

#### **1) Essential requirements:**

- a. A degree/ diploma holder with good working knowledge of computers
- b. At least one year experience as Office Assistant.

### **3. Helper: (Max. Remuneration Rs.2,000/- per month)**

#### **1) Essential requirements:**

- a. Matriculation

### **4. Remuneration**

Summary details of Honorarium/Remuneration/Salary of core staff of the cell per month

<b>S. No.</b>	<b>Designation</b>	<b>Nature</b>	<b>Amount (Rs.)</b>
1.	Chief Coordinator	Regular Staff	1500.00/-
2.	Coordinator	Regular Staff	1500.00/-
3.	Project Assistant	Contract	5000.00/-
4.	Office Assistant	Contract	3000.00/-
5.	Helper	Contract	2000.00/-
<b>Grand Total Rs.</b>			<b>13,000.00/-</b>

**The Annual Manpower Costs should not exceed Rs. 13,000X12=Rs. 1,56,000/-**

## **Project Management and Action plan for IIPC**

### **The project will operate in the following phases:**

Phase I up to 1 year

Phase II 1 - 3 years

Phase III between 3-5 years of operation

### **Phase I**

#### **Constitution of Advisory Board and formation of core**

### **Phase II**

- Meeting of the Advisory Board at least twice in a Year.
- Initiating activities of the Cell/Center
- Orientation of Heads of related Departments, Centers & Facilities
- Appointment of the Core Staff
- Identification of faculty, staff to be associated with the Cell
- Sensitization of students and faculty of Host Institute and other institutions in the region by conduct of Awareness Camps, Lectures, Seminars & workshops
- Interaction with Industry/Association
- Mobilization of resources
- Visits to industries both by faculty and students group to near by industrial associations.
- Linkages with agencies of the support system
- Conduct of Market Survey for identifying opportunities
- Proposal for Research
- Consultancy

### **Phase III**

- Consolidation of Phase I & II
- Growth and Sustainability

#### **Minimum set of Activities to be performed by the IIPC Cell every Year**

<b>S. No.</b>	<b>Activity</b>	<b>Target/ Year</b>
<b>1</b>	Expert Talks ( Honorarium Rs.1000/- +TA)	10
<b>2</b>	Industrial Visits	03
<b>3</b>	Technical Festivals /Exhibition/ Students Competitions etc.	01
<b>4</b>	Competency Development/Personality Development Programmes	02
<b>5</b>	Consultancy jobs/research work to be done by the students under the supervision of experts from industry: render help to sick products/process/software development	03

# PART - C

FORMAT

for

Internal Office Code No.

TITLE COVER

TITLE OF THE PROJECT

(1)

SCHEME

(2)

NAME OF THE CHIEF COORDINATOR

(3)

NAME OF THE INSTITUTION AND ADDRESS	INSTITUTE TYPE			
	UD/ DU	Govt.	PGA	SF (Accredited by AICTE)
Name Address City STD code Telephone No. Fax No. E-mail Website				
Pin code				

**FORMAT  
For  
SUMMARY SHEET**

**Internal Office Code No.**

1. Scheme (IIPC)

2. Name of the Chief Coordinator (CC)

Designation

Department

Approval status of the concerned deptt.

F.No.

Date

Validity

Accreditation status of the concerned deptt.

F.No.

Date

Validity

3. Affiliation

4. Name of the Institute

5. Address of the Institute

City

State

Pin code

STD code

Phone No.

Fax No.

E-mail /website

6. Type of Institute (Please√)

University Department

Govt. College

Private (Govt. Aided)

Self-Financing  
Accredited by AICTE

North - East (5 years old)

J&K - (5 years old)

Year of Establishment of the Institute

(I) Objectives of proposed cell

- (a)
- (b)
- (c)
- (d)

(II) Activities already in progress - Tie ups with industry.

(III) Activities proposed

- (a)
- (b)
- (c)
- (d)

(IV) Proposed Cost

**(not more than Rs.5 lakhs -Recurring & Rs.5 lakhs -Non rec.)**

- |                   |                |
|-------------------|----------------|
| (I) Non-Recurring | (II) Recurring |
| (a)               | (a)            |
| (b)               | (b)            |
| (c)               | (c)            |
| (d)               | (d)            |

(v) Whether Industry Institute Partnership Cell is already functioning has been sanctioned before by AICTE? (Yes/ No), If yes mention

- a. Year of sanction.
- b. Grant sanctioned so far.
- c. Submit a report on its activity.
- d. If progress report is submitted. (Give details)
- e. If no, please give details of the envisaged activities.
- f. Give reasons for closure of Cell.

Internal Office Code No.

**FORMAT  
For  
PROFILE OF THE INSTITUTION**

1. Name of the Institution with full address  
including Phone, Fax, E-mail, STD No., Internet Address]

2. (a) Name of the Head of Institution  
(b) Name of the Coordinator of the Cell  
Add :  
City : Pin-code: State:  
Telephone:  
Fax :

3. Whether the Institute is approved by AICTE Yes   No. and Date of Approval

4. Type of Institution (Please ✓ )

- i. University Department
- ii. Govt. Institution
- iii. Private-Govt.-aided
- iv. Self – financing - Accredited by AICTE
- v. Self- financing- Not accredited by AICTE
- vi Deemed to be university

5. Courses available in the Institute

Level	Course/ Programme	Whether the programme is approved by AICTE	File No. and date of approval
Diploma			
UG			
PG			
Doctoral			
Post doctoral			

6. Major facilities available in the Institution (Please)

- i. Library networking
- ii. E-mail/Internet
- iii Consultancy Cell
- iv Placement Cell

7. Infrastructural facilities available in the institution:  
(Please give details)

**8. List of collaborative Programmes run by the Institute/ University, if any (National/ International)**

S. No.	Programme	Title of the Project	Instt. /University	Status of completion

**9. Achievement in Academic / R&D/ Consultancy service etc, and funds generated in last three years.**

S. No.	Consultancy, Training, Testing, R&D Projects	Name of Industry / Agency	Amount	Date of starting	Date of completion

**10. Name and address of Industries where possible interaction R&D/ sponsored project / Consultancy / Related services) in the specific areas can be developed.**

S. No.	Name and add. of Industries	Areas	Type of Interaction

**11. (a) Record of past activities of industry-institutional activities.**

1. Industrial Visits
2. Consultancy
3. Joint R&D
4. Guest lectures/Seminars
5. UG/PG Students Project work completed in industry
6. Sponsored programmes

**(b) Attach Endorsement from one major industry/or 3 medium industries (in the related areas/ that the industry will allow its managing staff for guest lectures/academic consultancy/guiding projects of UG/PG students/developing curriculum etc.**

- 1) Name of the industry/industries.
- 2) Size of the industry (Turnover and employee size)
- 3) Nature of the industry
- 4) No of managerial personnel with their designation & qualification, experience.
- 5) Whether agreed for academic interaction with the institution

**12. Activities during last 3 years through collaboration / Industry-Institute Interaction.**

S. No.	Industry / Agency	Amount	Date of starting	Date of completion

**13. Budget estimate**

(A) Non-Recurring (Equipment)



S. No.	Name of Equipment/ Facilities to be procured	Broad specifications of equipment	Number of units	Estimated Cost as on date

**(B) Recurring**

S. No	Envisaged activities for the year (a) Salary (b) Activities / events	Period	Estimated Expenses			
			Office exp.	Hospitality	Publication/ printing	Traveling exp.
		Total				

**14.** Any other information to support the proposal:

**15.** Period for which AICTE support would be required to establish the Cell.  
(Between 3 to 5 years)

Place:

Date:

(Signature of the Chief Coordinator)

**Internal Office Code No.**

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**ENDORSEMENT FROM THE HEAD OF INSTITUTION**

1. It is certified that the Institution will assume full responsibilities for fruitful implementation of the proposal submitted by \_\_\_\_\_ as Chief Coordinator under IIP programme of AICTE.
2. The Institute will provide all the basic facilities available in the Institution to ensure implementation of the project and will undertake the financial and management responsibilities of the project.
3. This is to certify that the information provided in the project proposal is true to the best of my knowledge and belief.
4. The Institute agrees to abide by the terms and conditions as laid down by AICTE from time to time

Place:

Date:

Head of the Institution  
(Signature & Seal)

Note: The endorsement should be signed by the Registrar of University / Director of the Institution / Principal of the College.

## PART-D

### ANNEXURE - I

#### GUIDELINES FOR OPERATION OF IIPC CELLS

1. Only full time regular faculty should be appointed as Chief Coordinator / Coordinator of IIP Cell.
2. A separate bank account should be maintained for the project in the name of the institution and the same may be informed to the Council immediately.
3. State/Central Government procedures should be adopted for procuring equipment/services. Equipment/services recommended by the Council alone should be procured. Equipment purchased should be engraved/super scribed with AICTE Project Number.
4. A stock register of equipments should be maintained for purchases made out of the project grant for likely verification by AICTE appointed experts at any time. List of assets procured from funds provided by AICTE should be submitted to the Council every year.
5. It must be ensured that projects are completed within the specified period of time. Extension of time duration, if required, may be asked in advance.
6. Progress reports should be submitted regularly to AICTE at an interval of six months. One detailed Progress Report with audited statement of accounts is expected each year for the project to be considered for continuation. The format for this report is provided in Annexure - III. In particular, item no.8 of Annexure III should be sufficiently detailed to facilitate evaluation of the project activities.
7. Provisional audit certificates should be submitted annually. The Final audited UC should be submitted immediately after the completion of the project along with progress report and the details of the assets thus created/procured out of the grant-in-aid as per GFR-19 given in Annexure-VI.
8. Receipt of an AICTE project on a nationally competitive basis is itself a credit to the Institution. **There is provision for honorarium to Chief Coordinator and coordinator (optional) of the IIPC Cell not exceeding a max. of Rs. 3000/- in total (3000\*1 or 1500\*2).**
9. Project Staff and Secretarial Assistance can be availed but not exceeding Rupees Thirteen Thousands only per month in total, if required, which is to be debited to the Recurring Component of the grant. AICTE will not accept any responsibility of the project staff and secretarial help. It is the responsibility of the IIPC Cell recipient technical institute.
10. As per approved State/Central Government rules, travel by the entitled conveyance is permitted for coordinating the cell activities.
11. Postage, Telephone charges, Printing, Stationary and Contingency charges employed for running the Cell are admissible under the recurring grant.
12. AICTE should be informed of any interest that may accrue on AICTE grants. This amount can be considered as part of project grant.

Every year a minimum prescribed set of activities should be performed by the IIPC, as indicated in page 10 of the booklet. Mere conduct of activities is not sufficient to ensure disbursement of recurring grants from the second year onwards. The annual monitoring exercise done by the Council to evaluate successful operation of the Cells will be based on output parameters such as the Internal Revenue generated by the Cell every year. From the second year of operation, at least two lakhs should be generated by the cell and by the fifth year the cell should become self sustaining.

14. The Skill Development Programmes run under the aegis of the IIPC Cell of the institute are non-formal programmes and **do not carry any AICTE approval**. Hence the host institute, while advertising for such programmes or while issuing participation certificates to the participants at the end of the Programme/Workshop, shall **not** carry any logo/emblem of AICTE/GOI. Any violation will lead to termination of the violating cell.
15. A minimum of 50% of funds generated from the cell activity may be ploughed back into the institutional fund for development.

16. Batch size of trainees for a programme should not exceed 40.
17. **Renewal of a project is entirely subject to monitoring of its progress by an Expert Committee, following which its future is decided. The Chief Coordinator or Coordinator has to attend all monitoring meetings.**
18. The funds awarded after Monitoring of the Project (from second year of the project onwards) is meant exclusively for recurring expenses. No part of this money may be used for non-recurring expenditure such as purchase of fixed assets. If the recurring grant awarded by AICTE is less than Rs. 2.50 lakhs per annum, the contract staff can be reduced suitably to run the activities successfully.
19. Items and activities not admissible under the schemes include:
  - Purchase of Palmtop Computers
  - Construction of entire or part of building.
  - Purchase of Godrej chairs or other expensive furniture.
  - Purchase of Air Conditioners and vehicles.

## PART - D

## ANNEXURE - II

### ALL INDIA COUNCIL FOR TECHNICAL EDUCATION NEW DELHI

#### TERMS & CONDITIONS

#### For Implementing the Programme sanctioned under Industry Institute Partnership Cells

1. Each Programme sanctioned by AICTE is assigned a specific File No. All Correspondence addressed to AICTE regarding the programme must invariably quote this number along with the year in which the programme was sanctioned and should be addressed to the concerned Bureau Officer.
2. The chief coordinator/ University/ Institute should inform the council of their consent to implement the programme as approved, by way of Acceptance Letter. If the Acceptance Letter is not received by the AICTE within one month of issue of letter, it may be presumed that Chief Coordinator/ University/ Institution is not interested to take up the programme, and the approval of the programme shall stand withdrawn.
3. The date of receipt of the Bank Draft of the first installment of the grant-in-aid by the Institution shall be taken as the date of commencement of the programme. The Institutions/ Coordinator should intimate this date immediately to AICTE. The approved duration of the programme is reckoned from this date.
4. A **separate Bank Account** shall be opened in a Nationalized Bank in the joint name of the Chief Coordinator of the programme and the institutional head or its nominee.
5. The grant-in-aid will be utilized strictly for the specific programme and should be exclusively spent on the programme and within the time frame as specified in the sanction letter. Re-appropriation of funds from one stipulated head to another head is not permitted without prior approval of council.
6. If the University/ Institution is unable to start the programme within six months of the receipt of the grant-in-aid, the approval shall ipso facto lapse.
7. Any expenditure incurred prior to the issuance of the approval letter and after the expiry of tenure of the programme is not allowed for any adjustment in the grant-in-aid.
8. Interest earned on the programme fund, if any, shall be treated as a part of the sanctioned grant-in-aid and shall be used to procure equipment or for other purposes of the programme approved by the Council.
9. The grant-in-aid released under these programmes cannot be spent on creating infrastructural facilities such as construction of roads and building, purchase of vehicles, purchase of air-conditioners.

10. AICTE reserves the right to terminate the project at any stage if it is convinced that the grant-in-aid has not been properly utilized and/or sufficient progress is not achieved towards the purpose for which the grant -in-aid was sanctioned.
11. The assets acquired out of the grant-in-aid shall be the property of the Institute. No assets acquired out of the grant-in-aid shall be disposed off without the permission of the Council.
12. The council shall not provide any maintenance grant-in-aid after the expiry of the incubation period for the programme.
13. The Comptroller and Auditor General of India and/or AICTE or its authorized representative shall have the right to access the books and accounts of the Institute in respect of the grant received from AICTE. The Institute must, therefore, maintain separate records of expenditure and audited accounts of the project.
14. The Grantee Institution shall observe all financial norms and guidelines as prescribed by the AICTE/GOI from time to time.
15. The Chief- Coordinator must submit Annual Progress Report in the prescribed format every year indicating the progress of the cell and the status of the grant-in-aid utilized. If it is found that the grant-in-aid released is not utilized for the purposes for which it was intended for and the progress of the programmes is not satisfactory, the programmes may be closed down. Action may be taken to seek refund of grant released. Further extension of financial support from AICTE shall be based on the progress of the cell and effective utilization of the earlier grant-in-aid provided.
16. The Chief Coordinator must take steps to ensure that the audited Utilization Certificate and statement of accounts for the grant-in-aid are submitted by the Institute/University department as stated below:
  - A. The statement of expenditure and Utilization Certificate should be certified by the Accounts Officer and countersigned by Finance Officer, Registrar/ administrator of the University/ Institute and submitted to AICTE WITHIN ONE MONTH OF COMPLETION OF FINANCIAL YEAR.
  - B. An audited statement of expenditure and U.C. duly certified by the statutory audit authority of the Institution should also be sent in due course.
17. AICTE shall review the progress of the cells from time to time. The Chief Coordinator will be invited to present the progress of the cells before the experts in the Monitoring Committees to ascertain the progress of the cell and guide the Chief Coordinator in implementing the programme. The recommendations of the Committee may be conveyed to the Chief Coordinator / Institution / University for implementation. AICTE may also constitute a Monitoring Committee to visit the Institution to review the progress of the programme and to verify proper utilization of grant-in-aid. If Chief Coordinator/ coordinator fails to attend the monitoring meeting for any reason, funding will be stopped.
18. If the Chief Coordinator leaves the institution, retires, or goes on long leave, the institute will appoint another Chief Coordinator to the programme, under intimation to the council immediately. The chief coordinator will be appointed by the Head of the Institute.
19. The details of the assets thus created/procured out of the grant-in-aid under IIPC scheme should be maintained and submitted to AICTE, as per the format as given in Annexure VI, along with the progress report.

# PART - E

## ANNEXURE - III

### FORMAT FOR Annual Progress Report for AICTE funded project under IIPC

File No. : -----  
(As mentioned in sanction letter)

Date of Sanction :-----

1. Chief Coordinator :  
(Name & address)
2. Date of commencement of the Programme:  
Duration of Project :  
Amount sanctioned by AICTE :  
Amount released by AICTE :  
Details of Expenditure :

#### A. NON-RECURRING

S. No	List of approved equipment	List of procured equipment	Major specifications of Equipment procured	No. of units	Date of purchase	Cost
	Total					

#### B. Recurring (Service charges etc.)

S. No	Particulars of activities	Period	Expenses incurred			
			Office exp.	Hospitality	Publication/ printing	Traveling exp.
	Total					

#### Total (A & B)

Whether there is any deviation from the purpose for which:  
Grant was released. If so detail of amount to be given

Give details of the activities carried out during the year:

9a. Details of individual activities:

9b. Significance of Output :

9b1. Details of publications.

9b2. Other reports / communications etc.

9c. Details of training imparted.

9d. Details of Internal Revenue Generation



**FORMAT  
FOR  
Utilization Certificate****Date:**

1. For the financial year
2. Title of the Project
3. AICTE Sanction Letter No.
4. Name of the organization
5. Chief Coordinator
6. Amount received and its details

**NON-RECURRING**

S. No.	List of the approved equipment	List of the equipment procured	Date of purchase	Amount Sanctioned	Amount Utilised (Itemwise)	Unspent Balance

**RECURRING**

S. No.	Activities undertaken	Period	Amount Sanctioned	Amount Utilised (Itemwise)	Unspent Balance

7. Unspent balance refunded, if any  
(Please give details of cheque/DD no,)

**Details of refund amount**

S. No.	Type of Grant	Amount (in Rs.)
	RECURRING	
	NON-RECURRING	
	Total	

**8. Amount to be carry forwarded if any**

Certified that the grant has been utilized for the purpose for which it was sanctioned in accordance with the "Terms and Conditions" attached to the grant. If, as a result of check or audit objection some irregularity is detected at a later stage, action will be taken to refund, adjust or regularize the amount objected to.

-----  
Finance Officer  
(Signature & Seal)

-----  
Registrar /Principal/ Director  
(Signature & Seal)

Date:

Name and Address of the University/ Institution

**Note:** The Registrar/ Finance Officer in the case of Universities, Principals in the case of Colleges and Executive Heads of other Institutions will sign the Utilization Certificate (UC). The internal auditors may countersign the Provisional UC wherever the system of the internal audit exists. In case of the Self-Financing/ Private Institutions, UC has to be signed by a Chartered Accountant.

**\*This is to be submitted for every financial year along with the detailed expenditure statement.**

**FORMAT**  
**FOR**  
**AUDITED UTILISATION CERTIFICATE**

Certified that out of Rs. \_\_\_\_\_ of Grant- in – aid sanctioned during the year  
\_\_\_\_\_vide Letter No. \_\_\_\_\_ Rs. \_\_\_\_\_

has been utilized for the purpose of \_\_\_\_\_ for which it was sanctioned and the  
balance of Rs. \_\_\_\_\_ remaining unutilized at the end of the year has been  
surrendered to \_\_\_\_\_ All India Council for Technical Education (vide cheque/ Draft No.  
\_\_\_\_\_ dated \_\_\_\_\_)/ will be adjusted towards the Grant – in – aid  
payable during the next year i.e, \_\_\_\_\_ as per the details attached.

Certified that the grant has been utilized as per laid down terms and conditions for which it was sanctioned.

\_\_\_\_\_  
Finance Officer  
(Signature & Seal)

\_\_\_\_\_  
Registrar/Principal/Director  
(Signature & Seal)

Date:

\_\_\_\_\_  
Chartered Accountant  
(Signature & Seal)

**FORMAT FOR GENERAL FINANCIAL RULES  
(GFR- 19)**

**Assets acquired wholly or substantially out of Government grant**

Register maintained by grantee institution  
Block Account maintained by sanctioning authorities  
Name of the sanctioning authority

1. Serial No. :
2. Name of Grantee Institution :
3. No. and date of sanction :
4. Amount of the Sanctioned grant :
5. Brief purpose of the grant :
6. Whether any condition regarding the Right of ownership of Government in the property or other assets acquired out of the grant was incorporated in the grant sanction. :
7. Particulars of assets actually created or acquired :
8. Value of the Assets as on :
9. Purpose for which utilized at present:
10. Encumbered or not :
11. Reasons if encumbered :
12. Disposed of or not :
13. Reasons and authority, if any, for disposal :
14. Amount realized on disposal :
15. Remarks :