GOVERNMENT ENGINEERING COLLEGE PALAKKAD

CENTRE FOR CONTINUING EDUCATION

The objective of CENTRE FOR CONTINUING EDUCATION PALAKKAD (CCEPKD) is the effective implementation of consultancy works and testing works.

The effective implementation of the program in the institution is governed by an advisory committee consisting of (1) The President (The Principal), (2) The HoDs of major departments (CSE/ECE/IT/ME/EEE) and (3) The manager CCE (Senior Faculty not below the rank of Assistant Professor having at least 3years of continuous service in the institution and appointed by the President).

The Advisory Committee shall

a) Meet at least once in every three months to review the progress of the program planned and for their effective implementation.

b) Scrutinize the programs planned by the coordinators considering its benefits to the participants identified; Check the activities connected with courses such as title, intake, duration, fees and to submit for approval by the president.

c) Decide on the share of the amount payable to CCE and the faculty and staff involved. The decision of the advisory committee in this regard will be final.

d) Review and approve the guidelines set for the conduct of the programs once in every two year.

The President shall

a) Coordinate the activities of the centre

b) Correspond with DTE and BoG in all matters regarding the centre.

c) Appoint the manager, course coordinators and supporting staff of the centre

d) Give approval for the programs, advertise in dailies, and admit candidates for various programmes.

e) Approve the budget for the programmes and consultancy works

f) Scrutinize the proposals for consultancy works and pass the vouchers submitted by the coordinator on completion of the work.

g) Approve and sanction the proposals involving the payment from the centre

h) Be responsible for implementing rules and regulations issued by the BoG from time to time for the effective functioning of the Centre.

i) Verify the accounts every month.

The Manager Shall

a) Scrutinize the budget prepared by the coordinator and Check all vouchers submitted by the coordinator and submit it for approval by the President.

b) After getting permission from the President, the vouchers must be prepared by the manager for making payment.

c) Collect the amount proposed as consultancy charges by the coordinator of the program/lab in charge and approved by the advisory committee and deposit the same in the bank account within a week time.

d) Responsible for maintaining accounts and registers and submit them for verification to president as and when required.

e) Responsible for maintaining the files, proper cash book and other vouchers.

f) The term of the manager will be for a period of 3 years and may be extended as per the discretion of the President subject to the approval of BoG.

The Course Coordinator Shall

a) Submit the proposal for the program with all details and budget included. He may suggest the fees to be collected, intake duration etc. with the approval of the department committee.

b) Prepare the syllabus and coordinate the conduct of the program.

c) Maintain the attendance register of staff and trainees, Conduct test for evaluation of trainees and submit them for scrutiny to the manager CCE.

d) Act as the course coordinator till the completion of the course assigned to him

e) Prepare papers for notification, calling for application, scrutiny of application, interview, selection etc. in consultation with the President and Manager CCE.

f) Arrange guest faculty, infrastructural facilities and other teaching aids in consultation with the President and Manager CCE.

g) Settle all accounts of the course with vouchers for the programme conducted within two weeks of the completion of the program.

Consultant Shall

a) Prepare the proposal for the work and submit the budget for the work

b) See that work completed on time and to the satisfaction of the client.

c) Dispatch the report countersigned by the President/Manager.

d) Giving clarifications of the work done (even after completion) as and when required by the President.

e) Submit vouchers as per norms and expenditure incurred and settle the accounts within a week of the completion of the work.

Lab in Charge Shall

a) Submit the proposal for the work assigned by the centre and submit the budget for the work. The proposal shall be duly recommended by the HoD.

b) On receipt of the file, conduct the tests and submit the report duly signed by a faculty and counter signed by the Head of Department to the centre.

c) A register is to be maintained in all labs to record all test results, and other details which should be signed by the concerned faculty, lab in charge and the HoD.

d) Consolidate the details of work done in the lab and submit it to the centre during every financial year.

College Office Shall

a) On receipt of the file and test report from the lab, it shall be dispatched immediately to the client.

b) Verify the file received from the client for its completeness, work required to be done etc. and forward it to the concerned department through the manager CCE

c) Provide ministerial/supporting staff wherever required for issuing the application form, collection fee, scrutiny, remittance of tax, remitting the saving to bank account, withdrawal of money from bank, maintaining register of CCE etc.

d) From the total payment allotted for office staff, Administrative Assistant will decide and distribute the percentage of remuneration payable to these supporting staff involved in the work assigned in consultation with the President.

FINANCIAL POLICY

The centre shall generate revenue by conducting programs, testing and consultancy works such as the repair and maintenance works, conducting external agency examinations, recommending purchase of software/hardware for clients etc.

The sources of revenue for the centre are

a) Course Fee

b) Application and Admission fee

c) Job works

d) Testing and consultancy

e) Equipment repair

f) Rent for utilisation of labs for conducting exams by external agencies like TCS, CUSAT and BANKS etc.

g) Recommendations for purchase of software/Hardware

h) Student//Youth skill development programs etc.

Account

The revenue generated is to be deposited in a nationalized bank like SBI or in Treasury Savings Bank (TSB)

Expenditure

Met by withdrawal made from the bank through cheques or bank transfer only

Operation of Account

The Account is in the name of Centre for Continuing Education and is operated by the President and the Manager.

Routine Expenditure

The expenditure for running the continuing education programmes will be incurred as per the guidelines issued. The course fee, remuneration to faculty, instructional material costs will be decided by the advisory committee from time to time

Institutional Share

The total income from a course/consultancy/testing etc minus the expenses and the remuneration paid towards the running of the course and the conducting of the test will be the institutional share. This amount must be divided among the concerned department (40%) and the general purposes of the college (60%). These amounts are to be kept by the centre in the same account and will be utilized for developmental activities as and when required as per the directions of the President and advisory committee.

Guidelines for utilisation of institutional development fund

The institutional fund generated shall be allocated and utilized for the following purposes.

a) Students and Staff Welfare

b) Infrastructure development

c) Repair and Maintenance of the campus

d) Routine expenditure for the development of the institution

e) Technology enhancement

f) Upgradation of the knowledge

g) Community development activities etc.

The departmental share shall be used by the department for any of the above said activities in the department with prior consent from the President.

The institutional share shall be utilized for any of the above activities as per the discretion of the President The salaries, operating and coordinating expenditure shall be met from the institutional share.

Accounting System

Double entry cash book system shall be followed for accounting. Separate cash book is to be maintained. It shall be verified by the President at the end of every month.

Cash in Hand

The manager is entitled to keep cash of Rs.3000/- in the centre to meet contingent expenses. The manager can incur an amount upto Rs. 5000/- with the permission of the President. All expenses above Rs.5000/- and upto Rs.1,00,000/- must have approval from the college council. For expenditure above 1 Lakh approval should be obtained from the DTE Kerala. Expenditure above 5 Lakhs should be approved by the BoG. Government rules and regulations are applicable for procurement and the amount spent is subject to Audit.

Share Details

Share	Faculty	Staff	President	Manager	HoD	Office clerk	AA	Institution	Dept	CCE
% Allotted	52	1	1	1	4	1	5	5	30

Centre for Continuing Education, GECPALAKKAD reserve the right to accept, reject or modify the rules and regulations from time to time.

GUIDELINES FOR ORGANISING A TRAINING COURSE IN CCE. GECPKD

1. Course in Centre for Continuing Education should be organized using the technical expertise available with Project Institution/Co Project Institution and faculties available in the Department of the Institute. Experts from Industries, R&D organizations, academic institute or an eminent person may be invited to deliver lectures wherever necessary. It is expected that 20% of the course content will be covered by the course coordinator. The objectives of the course may be as follows:

a. To create opportunity for gaining experience and more knowledge in a particular field.

b. To create awareness amongst technical community regarding the advances in their areas of interest and expertise of GECPALAKKAD.

c. To provide a platform for interaction of faculty, consultants, industries and users.

2. Course proposal should be submitted to the sponsoring agency through proper channel by the Course Coordinator.

3. All courses will run in consultancy mode as per the Institute Rules.

4. Course proposals should be submitted by the Faculty members through the Head of the Department on the prescribed form given in ANNEXURE 1.

5. Course duration dates should be finalized depending upon the availability of the rooms in the Institute.

6. The Course Coordinator should confirm the programme at least 15 days before the scheduled date of the course otherwise the course is assumed to be cancelled.

7. The Course Coordinator should arrange the course fee well before commencement of the course.

8. A final time table should be submitted at least two days prior to the starting date of the course

9. Course Coordinator shall take prior approval for local journey and tour outside GECPALAKKAD by taxi/ bus. The payment is made as per Institute's approved rates.

10. Prior permission of the President and Coordinator, CCE is required for inviting an outside expert and making the payment of remuneration and T.A etc. to him for delivering the lectures.

11. Course certificate should be given to a participant having at least 80% attendance during the training programme.

12. All the bills pertaining to the courses should be sent to the CCE Office for payment after proper entries in the stock register of the concerned Department /Centre.

13. The course will be closed on the prescribed form ANNEXURE 2. The coordinators are requested to provide the documents as mentioned in the form for closing the course and without documents; it will not be possible to close any course.

GOVERNMENT ENGINEERING COLLEGE PALAKKAD, SREEKRISHNAPURAM

Department of ………………………….

Submission

Date:

Recommended & Forwarded By HoD:

Signed by:
(Program Coordinator)

Name:

Signature:

Designation:

Name & Seal

==

For Office Use Only:

Name of Originating Dept:

Verified & Signed by

(Manager, CCE)

Recommended by: CCE Advisory Committee
With remarks (if any)

PROPOSAL

Annexure 1

GOVERNMENT ENGINEERING COLLEGE PALAKKAD, SREEKRISHNAPURAM

Department of ………………………….

Proposal for conducting Short Term Training Program for Faculty, Technical Staff and Students under Centre for Continuing Education

<table>
<tr><td>1</td><td>Name and Address of Host Institution with Pin Code</td><td colspan="2">Address:</td><td>Government Engineering College Palakkad, Sreekrishnapuram, Kerala.</td></tr>
<tr><td></td><td></td><td colspan="2">Pin: 678 633</td><td>Ph.: 0466-2260350</td></tr>
<tr><td></td><td></td><td colspan="2">Fax:0466-2260350</td><td>Email: principal@gecskp.ac.in</td></tr>
<tr><td>2</td><td>Title of the Programme
(This should convey the main thrust of the programme)</td><td colspan="3"></td></tr>
<tr><td>3</td><td>Duration of the programme</td><td colspan="3"></td></tr>
<tr><td>4</td><td>Proposed dates for the Programme</td><td colspan="3"></td></tr>
<tr><td>5</td><td>Number of Participants</td><td colspan="3"></td></tr>
<tr><td></td><td>Eligibility required to the participants</td><td colspan="3"></td></tr>
<tr><td>6</td><td>Participants Fee</td><td colspan="3"></td></tr>
<tr><td>7</td><td>Name, Designation and Address of the Course Coordinators</td><td colspan="3"></td></tr>
<tr><td rowspan="7">8</td><td rowspan="7">Type of program
(tick any one)</td><td>1</td><td colspan="2">Subject up gradation in a specific topic</td></tr>
<tr><td>2</td><td colspan="2">Familiarizations of new equipment /Lab/ software</td></tr>
<tr><td>3</td><td colspan="2">Familiarization of general purpose tools Communication skills</td></tr>
<tr><td>4</td><td colspan="2">Communication skills</td></tr>
<tr><td>5</td><td colspan="2">Creative approaches in management/learning</td></tr>
<tr><td>6</td><td colspan="2">Administration/Institutional management</td></tr>
<tr><td>7</td><td colspan="2">Others specify-</td></tr>
<tr><td rowspan="11">9</td><td rowspan="10">Estimated fee/participant:

Total amount ÷ number of participants = …………………..</td><td>1</td><td>Honorarium to faculty</td><td></td></tr>
<tr><td>2</td><td>TA/DA to external Faculty (if any)</td><td></td></tr>
<tr><td>3</td><td>Course materials /Book (hard / soft copy)</td><td></td></tr>
<tr><td>4</td><td>Working Lunch/ Refreshment</td><td></td></tr>
<tr><td>5</td><td>Accommodation for external Faculty</td><td></td></tr>
<tr><td>6</td><td>Accommodation and transportation charges to reach venue for participants</td><td></td></tr>
<tr><td>7</td><td>Honorarium to coordinators</td><td></td></tr>
<tr><td>8</td><td>Others (please specify)</td><td></td></tr>
<tr><td>9</td><td>Miscellaneous</td><td></td></tr>
<tr><td>10</td><td>Contribution to CCE
(Minimum 40% of total amount)</td><td></td></tr>
<tr><td colspan="3" align="center">Total</td><td></td></tr>
<tr><td>10</td><td>Course details:</td><td colspan="3"></td></tr>
</table>

a)	Significance and Objectives of the programme	.			
b)	Course Content / Coverage (List major topics with required duration in hours for each)				
c)	Course schedule	Lectures	:	Hrs	
		Others			
		Practical	:	Hrs	
			:		
		Total	:	Hrs	
d)	Collaboration with industry/ other institutions/ departments (indicate name of institution and experts)				

I /We certify that the details given above are correct to the best of my knowledge and belief and I / we will organize the program satisfactorily if approved. I / We also promise to close and submit the Audited Statement of the accounts of the course within 3 weeks of completion of the Training Program.

Signature of the Coordinators

1) Name:
Signature:
Designation

2) Name:
Signature:
Designation

Place:
Date:

Certificate

I agree to provide all necessary assistance for the programme and the facilities of the institution will be spared for the programme. I also ensure that the accounts will be settled by the program coordinator within 3 weeks of the completion of the programme.

Place:

Signature:
Date: Name:
Seal

Head of the Institution

Course/Program Completion Form

GOVERNMENT ENGINEERING COLLEGE PALAKKAD, SREEKRISHNAPURAM

Department of ……………………………….

Title of the program   :

Coordinator & Department   :

Duration & Date of program   :

Number of Participants   :

Fee details   : 1) Fee Collected   :

　　　　　　　　　　2) Amount Utilized for the program   :
　　　　　　　　　　　　(Attach receipts for each item)

　　　　　　　　　　3) TDS deducted (Attach details)   :

　　　　　　　　　　4) Balance paid to CCE   :

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__Course Report__

Signature: Signature:

Program Coordinator   Head of Department

Name   :   Name :

Designation: