

Minutes of the meeting of the Committee constituted to frame the guidelines of the GIAN

A meeting of the Committee constituted by the competent authority to frame the guidelines of the GIAN courses met in the office of the Sh. A. K. Gogia, Finance Officer at 10:30 am on 23.12.2016 and the following members were present:

1. Prof. A. J. Varma Convener
2. Sh. A. K. Gogia Member
3. Dr. Sanjiv Kumar Member
4. Dr. Aditya Saxena Member

The Committee after going through the various guidelines of the GIAN courses as formulated by National Coordination Committee, GIAN, MHRD proposes the following guidelines to govern the GIAN courses being run by Central University of Haryana. In case any of these guidelines are in contravention to the guidelines and norms as framed by National Coordination Committee, GIAN, MHRD from time to time then guidelines and norms as framed by National Coordination Committee, GIAN, MHRD shall prevail and these guidelines may be accordingly amended.

GUIDELINES FOR CONDUCT OF GIAN COURSE

1. Maintenance of stocks and assets:

- For all non-consumable items a separate common non-consumable stock register be maintained for all GIAN courses. The issue of assets from the said register be done with the approval of Local Coordinator, GIAN
- For all books/software purchased the entry be made in accession register of the library/with Information Scientist or System Analyst, separately maintained for all GIAN courses
- For all consumable items a separate common consumable stock register be maintained for all GIAN courses. The consumption/damage/write off shall be governed by the norms of the University in force from time to time.

2. GIAN Courses:

A sum of 10% of the total collection from the registration fees of participants shall be earmarked for GIAN Corpus and it may be utilized for GIAN purposes with the approval of Local Coordinator, GIAN, during, before or

after the course. In case any amount is left unspent from the registration fees collected the said amount will also become part of the GIAN corpus and it may be utilized for GIAN purposes with the approval of Local Coordinator, GIAN, during, before or after the course.

3. Payment norms out of grant received for GIAN courses from MHRD:

- (i) The Local Coordinator will decide the division of funds, as per the requirements of Course submitted by the Course coordinator (Rs. 2.0 Lakhs for 2 week (20-28 lectures) course and Rs. 1.5 Lakhs for 1 week (10-14 lecturers) course) in the following heads as stipulated in the Guidelines for GIAN by National Coordinator GIAN
- Lecture note preparation
 - Video recording of the course
 - Contingencies and miscellaneous expenses, if any
- (ii) The external/internal resources may be hired/engaged/procured to conduct the GIAN course as per the requirements of the course to be decided by the Local Coordinator, GIAN on the recommendations of the Course Coordinator, GIAN. In case of internal resources the honorarium/payment/remuneration may be given for different services at the rate mentioned as under:
- a) Webcasting Local support honorarium Rs.2000/- for 2 week/20-28 hour lectures and Rs. 1000/- for 1 week/10-14 hour (minimum 1 contact hour/day)
 - b) Online registration support and website content management support honorarium Rs.2000/- per course
 - c) Support and Technical support/assistance for video recording and interfacing with website honorarium Rs.2000/- for 2 week/20-28 hour lectures and Rs. 1000/- for 1 week/10-14 hour (minimum 1 contact hour/day)
 - d) Video recording honorarium Rs. 500/- per day or Rs. 5000/- for 2 week/20-28 hour lectures and Rs. 2500/- for 1 week/10-14 hour (minimum 3 contact hour/day)
 - e) MTS honorarium Rs.1000/- for 2 week/20-28 hour lectures and Rs. 500/- for 1 week/10-14 hour (minimum 1 contact hour/day)
 - f) Technical support for preparation of study material, marksheet, evaluation sheet, grade cards, certificates honorarium Rs.2000/- per course
 - g) Support for Account Management, Bills management, Utilization Certificate (UC)/Statement of Expenditure (SE) preparation honorarium Rs. 2000/- per course

- h) Account auditing and UC/SE preparation by CA honorarium Rs. 2000/- per course
- i) Filing of TDS return of foreign faculty Rs. 1500/- per course
- j) Any other as per the requirements of the course may be procured/engaged/hired at University/market rate.

(iii) For hire/ procurement/engagement/purchase from market, market rates will be applicable as per GFR procedure/norms

4. Payment norms for Local Coordinator, Course Coordinator and Local Faculty.

- a) Total payment to foreign faculty should not exceed USD 5000/- for 2 week/20-28 hour lectures and USD 3000/- for 1 week/10-14 hour
- b) *Host Faculty/Course Coordinator honorarium Rs. 40000/- for 2 week/20-28 hour lectures and Rs. 20000/- for 1 week/10-14 hour
- c) *Local Coordinator honorarium Rs.15000/- for 2 week/20-28 hour lectures and Rs. 7500/- for 1 week/10-14 hour
- d) *Local Faculty honorarium for Rs. 1000 per lecture/hour or as per the norms of UGC for guest lecture as fixed from time to time
- e) Capping of honorarium for Local coordinator: Honorarium to be paid for not more than 10 courses

*The payments mentioned at S. No. **b, c and d** are to be made from the registration fees collected from the participants. In case the said amounts exceed the total registration fees collected then the payments at S. No. **b, c and d** be made as per the following formula:-

- Local Host Faculty/Course Coordinator honorarium should be 60% of total collected registration fee
- Local Coordinator honorarium should be 20% of total collected registration fee
- Local Faculty honorarium should be Rs. 1000 per lecture/hour or as per the norms of UGC for guest lecture as fixed from time to time subject to a maximum of 10% of total collected registration fee

5. Credits earned from GIAN course:

- (i) The courses will primarily be for credit and cover 10 to 14 hours for a typical 1 credit course over a period of at least one week covering 5 working days and 20 to 28 hours for a 2 credit course over a period of at least 2 weeks covering 10 working days and have regular evaluation mechanisms.
- (ii) These credits may be offered in Lieu of GEC courses and the students desirous of earning these credits in lieu of GEC courses will have to

compulsorily appear for all the assessments as mandated by the guidelines of the GIAN programme and as fixed by the Course Coordinator.

6. Selection criteria for GIAN courses to be proposed by the University:

- All the courses proposed by the University faculty shall be routed through and screened by the Departmental Committee and Central Screening Committee
- No faculty can propose more than 4 courses with not more than 2 courses in a semester
- The Course Coordinator will have to have the consent of the Department Head/TIC with an undertaking that in his or her engagement with GIAN course, his or her classes will not suffer and the fellow faculty shall engage the classes in case the schedule of the course clashes with the routine academic program.

7. Registration fees:

Participants		One week course	Two week course
Foreign delegates		150 USD	300 USD
Industry Participants		4000 INR	8000 INR
Faculty		2000 INR	4000 INR
Students	OBC/Gen	1000 INR	2000 INR
	SC/ST	500 INR	1000 INR
	PWD	0 INR	0 INR

(Prof. A. J. Varma)

(Sh. A. K. Gogia)

(Dr. Sanjiv Kumar)

(Dr. Aditya Saxena)