



भारतीय तकनीकी शिक्षा संस्था INDIAN SOCIETY FOR TECHNICAL EDUCATION

(Under the Societies' Registration Act XXI of 1860)

Prof. Vijay D. Vaidya
Executive Secretary, ISTE

ISTE/AICTE-ISTE Programs/2018-19

September 28, 2020

Sir,

Sub : AICTE-ISTE Induction/Refresher Programs 2018-2019.

Ref. : Our offer letter to conduct the program and your willingness for conducting the program.

This is with reference to the above-mentioned subject. It is observed that due to present circumstances of ongoing pandemic of COVID-19, the most of the institutions are facing difficulties in organising/conducting AICTE-ISTE Refresher programs. AICTE & ISTE has received requests from various institutions to allow online method of conducting these programs. In this regard, it is my pleasure to inform you that the AICTE has approved your program titled **Research Methodology & Data Analysis** to be conducted in **ONLINE FORMAT** during **November/December, 2020** with the following conditions:

- i) The institute will be allowed to adjust the grants received for AICTE-ISTE Programs at following rates:

a.	Honorarium for Coordinator	Rs.5,000.00
b.	Honorarium to Experts	Rs.75,000.00
c.	Provision for payment to lab attendant engaged during lab practices	Rs.3,000.00
d.	Miscellaneous charge	Rs.10,000.00
	Total for each program	Rs.93,000.00

- ii) **Option I.** The institute will be permitted to conduct two additional Online Training Programs on the same object as per the above guidelines till December, 2020.

OR

Option II. Utilise the balance amount for conducting the program in (residential/face to face mode) from 1st January, 2021 onwards.

- iii) In case option I is selected institute can conduct the other two online programs before or after scheduled date proposed. **However, out of three, one program must be conducted on scheduled date as proposed earlier.**
- iv) The institute will return the balance unspent amount along with interest earned on such amounts to AICTE while submitting UC for adjustment of accounts, in case Option I be exercised within 21days from the date of completion of course.
- v) Firm dates for each program will be intimated to ISTE beforehand.
- vi) Funds will be released immediately after receiving confirmation from your side.



भारतीय तकनीकी शिक्षा संस्था INDIAN SOCIETY FOR TECHNICAL EDUCATION

(Under the Societies' Registration Act XXI of 1860)

-2-

- vii) **The program duration will be six days (from Monday to Saturday)**
- viii) Minimum two sessions on inauguration day after inauguration and minimum two sessions before Valedictory function.
- ix) Online test will be conducted at the end of the program and certificate will be issued only those participants whose attendance will be 80% and 60% mark in the exam.
- x) Maximum number of participants allowed is 100 per program and minimum should be 40.
- xi) You have to ensure about the quality of program by selecting excellent resource persons from academia and industry. Ensure that Resource persons are from eminent institutes and organisations.
- xii) Resource persons from outside India are also permitted but no participation from faculty from outside India is allowed.
- xiii) **You have to follow all norms while conducting the program as laid down for conduction on Online mode. Copy of the same will be made available to you after receiving your confirmation.**
- xiv) If you have any query you can contact Smt. Sarla on mobile 9968296318 or to our official email from which you are receiving this communication.

You are requested to kindly send your consent by 05/10/2020, provided your institute is willing for conducting the program through online format on the terms mentioned above. The grant will be released immediately after receiving the willingness from your side. I am sure you will take this opportunity to conduct these programs in the excellent manner.

With warm regards

Yours,

(Prof. Vijay Vaidya)

To

Prof. J.P. Kshirsagar
Assistant Professor,
JSPM's Rajarshi Shahu College of Engineering
Pune-mumbai bypass highway, Tathawade,
Pune - 411033, Maharashtra
jpkshirsagar@gmail.com



AICTE-ISTE INDUCTION/REFRESHER PROGRAMMES – 2018-19



ISTE/AICTE-ISTE Induction/Refresher Programme/2018-19

October 9, 2020

Dear Sir/Madam,

Sub : AICTE-ISTE Sponsored Induction/Refresher Programs - regarding

Ref. : 1. Our letter dated September 28, 2020.
2. Your consent letter by email to conduct the program.

- - -

Sanction is hereby accorded to conduct AICTE-ISTE Induction/Refresher Program in **Online Format** during **23/11/2020 to 28/11/2020** titled **Research Methodology & Data Analysis** as proposed by you. The institute is allowed to adjust the grants received for AICTE-ISTE online Programs at following rates:

a.	Honorarium for Coordinator	Rs.5,000.00
b.	Honorarium to Experts	Rs.75,000.00
c.	Provision for payment to lab attendant engaged during lab practices	Rs.3,000.00
d.	Miscellaneous charge	Rs.10,000.00
	Total for each program	Rs.93,000.00

You are requested to take steps to conduct the program subject to the following guidelines (as laid down by the AICTE and ISTE):

- **The program duration will be six days (Program can be started from any week day).**
- Coordinator must be a full-time regular faculty/instructor/trainer etc. & having knowledge and experience to conduct online FDP through any available suitable software.
- The total budget sanctioned for online program is Rs.93,000/- for one week. Expenses should not exceed the prescribed budget provisions.
- Coordinator may use any available software (Google Meet/WebEx/MS Team/ Go to Webinar etc.) for smooth conduction of online FDP and also he/she may explore any other available software.
- Minimum two sessions on inauguration day after inauguration and minimum two sessions before Valedictory function. Institutions/Coordinator will ensure minimum three sessions for remaining four days and one session from that may be utilized for feedback and assessment).

- Coordinator will be free to invite experts for 1½ hour compulsory session on the mental & emotional development, stress management, meditation, human values and ethics, health and happiness etc. which may be conducted by any spiritual social organizations / Individuals like Art of living or similar organization to promote FIT INDIA Movement across the country
- Maximum number of participants allowed is 100 per program and minimum should be 40.
- **Max permissible participants from host institute is 30%**
- An online test shall be conducted by coordinator at the end of the program.
- **The certificates shall be issued to only those participants who have attended the program with minimum 80% attendance and scored minimum 60% marks in the test**
- Eminent personalities in the field must be invited as the resource person and minimum one good resource person from industry should be invited during the program.
- Resource persons from outside India are also permitted but no participation from faculty from outside India is allowed.
- Ensure that AICTE officials and ISTE representatives will be invited for the Inauguration and for Valedictory Function of the program.
- In case the program is cancelled, the funds shall be called back from the institute by ISTE immediately along with interest accrued on the amount of grant released.
- Funds once released/sanctioned for organizing the particular topic/ area of FDP cannot be utilized for any other program.
- Maximum honorarium to any session will be Rs.4000/-. Honorarium is also admissible to the guest called for Inauguration and Valedictory Function.
- The online sessions are to be recorded as the facility is available on the software which is being used for online delivery of FDP. Coordinators will also share recording of all sessions and participant's feedback about total online FDP with ISTE.
- Any unavoidable circumstantial change in the Program with respect to name of Coordinator, Venue and date for organizing AICTE-ISTE Program would mandatorily require prior approval from ISTE.
- **Post conduct of the event, the institute will submit the outcomes achieved from the program.**
- You have to follow all norms while conducting the program as laid down for conduction on online mode.

➤ **After completing all the program the institute has to send the following to ISTE within 21 days of the completion of the program for each program separately :**

- Detailed schedule of each training program.
- Program wise list of resource persons invited with full address, brief bio-data, contact details, topics etc.
- Program wise list of the total participants registered and the participants who have successfully completed the program on the basis of the attendance and test conducted by program coordinator. (With attendance report , marks obtained and question paper)
- External hard disc/Pen drive (of online recorded FDP and feedback of few participants) has to be sent for all programs separately.
- The institute should submit statement of expenditure after completion of the program duly audited by certified Chartered Accountant Firm. The head of expenditure should be in conformity with the sanctioned account heads as mentioned in previous page.
- **Institute should keep supporting bills/documents in original with them. It should be made available in verification, if required in future.**
- **Utilization Certificate (U.C.) is to be sent along with photocopy of bills for each program within 21 days after completion of all programs along with balance amount and interest accrued, if any to ISTE.**
- **Institute should submit separate report for each program. Separate Statement of Expenditure must be sent for each programme. However combined U.C. can be sent for all programs. Expenditure norms are to be followed strictly for each individual program.**
- A program completion report for each program along with photographs, videos, media report is to be sending after the completion of program.
- News/Media/Magazine cuttings/clippings if any.
- Two Copies of proceedings of each program.
- **Supporting bills/documents and paid vouchers on account of expenses incurred for the purpose along with Statement of Expenditure duly certified by Chartered Accountant with their Registered Membership Number.**
- Result of test conducted.
- **Report on the outcome achieved from each program for submission to AICTE.**

Note : All documents should be countersigned by the Coordinator and Director/Principal of the institution.

The institutes will forward the following before the commencement of program

- Link of FDP program brochure or template.
- Link of registration for faculties.
- Details of the program, day wise
- List of resource persons with topic

Before one of the session:-

- Response sheet of participants received for considering total number of participant.

From Day 1 to till end (every day before and after session day)

- Link of invitation of every session with password for joining to be shared with AICTE and ISTE.
- Attendance in respective online tools of attendee in screen shot or other format.
- Output response/ any test conducted every day or end of the STTP/FDP.
- Result of test conducted
- Response sheet of feedback of attendees on last day

I am confident that the program being organized at your institute under your able leadership would be a grand success. Assuring you the best cooperation from our end at all times.

With best regards,

Sd/-
(Col. B. Venkat)
Director, Faculty Development Cell, AICTE

Sd/-
(Prof. Vijay D. Vaidya)
Executive Secretary, ISTE

To

Prof. J.P. Kshirsagar
Assistant Professor,
JSPM's Rajarshi Shahu College of Engineering
Pune-mumbai bypass highway, Tathawade,
Pune - 411033, Maharashtra
jpkshirsagar@gmail.com

MS. JSPMS RAJARSHI SHAHU COLLEGE OF ENGINEERING
SAWANT PLAZA 21/2
PUNE-SATARA ROAD BALAJI NAGAR
DHANKAWADI PUNE
PUNE
MAHARASHTRA-INDIA
PIN: 411043
MOBILE: 919011041201
Date: 26-Oct-2020



STATEMENT FOR A/C: 103010100050634 BETWEEN 01-10-2020 AND 25-10-2020						
Scheme :	SBTRS	Joint Holder Name:		*		
LIEN AMOUNT:	0	Nomination:		NOMINATION NOT REGISTERED		
IFSC Code:	UTIB0000103	Nominee Name:		NOMINATION NOT REGISTERED		
MICR Code:	411211005					
Trans Date	Narration	Chq No.	Value Date	Withdrawals(INR)	Deposits(INR)	Balance
	OPENING BALANCE :					969129.60
09-10-2020	NEFT/CMS1644621388/ARCEUS INFOTECH PRIVATE LIMITE		09-10-2020		87876.6	1057006.2
17-10-2020	NEFT/IDIBH20291398227/iste//ATTN/iste		17-10-2020		93000	1150006.2
18-10-2020	GST @18% on Charge		18-10-2020	56.7		1149949.5
18-10-2020	Consolidated Charges for A/c		18-10-2020	315		1149634.5
	TRANSACTION TOTAL :			371.7	180876.6	
	CLOSING BLANCE :					1149634.50

IMPORTANT INFORMATION

The a/c balance will be taken as correct unless any discrepancy is notified to us immediately. The closing balance as displayed includes not only the credit balance &/or overdraft limit, but also funds which are under clearing. It excludes the amount marked as lien, if any. 'Value date' is the effective date of Credit/Debit in the account. Axis Bank does not send requests for IDs, Passwords, account numbers, or other sensitive financial information by e-mail/SMS. TDS shall be applicable for Fixed Deposit Interest earned above Rs. 10,000 - during the Financial Year. Not maintaining average quarterly balances will attract charges as per our current charge structure. If the account balance is zero consecutively for 3 months or more, the Bank reserves the right to close the account without intimating the customer. For accounts in Salary power scheme, in case monthly salary is not credited for more than 3 consecutive months, the account will be treated as normal Savings Account & all charges shall be levied as applicable. Also, the Know Your Customer must be complied with & documents are to be submitted, failing which there will be a credit freeze marked on the account. The features of Normal Savings Bank Account & charge structure are available on bank's website www.axisbank.com. You may please contact your nearest Axis bank branch for further details.

If you have created a Fixed Deposit prior to 1-August- 2013 under a Joint mode of operation, you are requested to submit a declaration signed by all the deposit holders. This is required in the unfortunate event of death of one of the holders to enable us to pay the maturity proceeds prematurely to the survivors.

Please note that w.e.f. 1st April 2014, locker rent structure has been revised by the bank. This will apply to existing as well as new customers availing lockers with the bank. Please visit <http://www.axisbank.com> for revised fee structure.

Monthly Service Fee will be discontinued for Prime Plus accounts (Scheme: SBPRP) in Semi Urban/Rural branches from 1st April 2014.

Customers in Rural branches will now enjoy Half Yearly Average Balance (HAB) requirement from 1st April 2014. Applicable Savings schemes include SBEZY, SBSA3, SBSMT, SWEZY, SBAGT, SBPRM, PBTHF, SBFTS, SBSPL & SBWDN. The charge cycle will be 1st April-30th Sep and 1st Oct-31st Mar. Half Yearly Service Fee applicable if the balance requirement is not met is Rs. 750 for SBEZY, SBSA3, SBSMT, SWEZY, SBAGT, SBSPA, SBPRM, PBTHF and Rs. 500 for SBFTS. For more details contact the Branch or visit www.axisbank.com.

W.e.f. 1/04/2014, TDS will be deducted proportionately on interest earned on term deposits, where the total interest projected on the aggregate of term deposits for the financial year exceeds Rs. 10,000/-. For details, contact the Branch Head.

W.e.f. 1/05/2014, penalty of 1% will be applicable on premature closures of all Fixed Deposits in case of Deposits less than Rs. 5 crores (includes partial closures). This will apply to all Fixed deposits opened/renewed on or after 1st May 2014 except for Non Resident Deposits.

Service Tax Code: - AAACU2414KST001

This is a system generated output and requires no signature

+++++ END OF STATEMENT +++++

LEGENDS USED IN THE STATEMENT

ICNN	Transaction through Internet Banking	EDC	Credit through EDC machine transaction
AUTOSWEEP	Transfer to linked fixed deposit	SETU	Seamless electronic fund transfer through AXIS Bank
REV SWEEP	Interest on Linked fixed Deposit	Int.pd	Interest paid to customer
SWEEP TRF	Transfer from Linked Fixed Deposit / Account	Int.Coll	Interest collected from the customer
VMT	Visa Money Transfer through ATM	TIP/SCG	Surcharge on Usage of Debit Card at Petrol Pumps/ Railway Ticket Purchase or Hotel Tips
CWDR	Cash Withdrawal through ATM		
PUR	Purchase using Debit Card	MMT	Master Card money transfer through ATM
CLG	Cheque Clearing Transaction	TD	Term Deposit
RATE.DIFF	Difference in rates on usage of card internationally	SI	Standing Instructions
INT	Interest	INB	Internet Banking
BRN	Branch		