



No. NIT/HMR/FW-11/FDP/STC-Vo-10/2021- १०३६-५३

Date 16-9-2021

NOTICE

It has been observed that the proposal viz FDP/e-FDP, STC/e-STC, Workshop/e-workshop, Seminar/e-seminar etc. are not being submitted as per schedule notified vide this office Notification No. NIT/HMR/Dean(FW)/STC/FDP/Vol-7/2020/10103-20 dated 22.12.2020. All Heads of Departments, NIT Hamirpur (HP) are requested to follow the schedule for submission of the proposal well in advance for proper approval of the Competent Authority. In addition to above, the following Terms and Conditions need to be adhered strictly so that account of the above events can be adjusted timely without any delay:

1. The Coordinator/Convener must ensure that the experts invited for the programme should be **Professors or Associate Professors (with 5 Years' experience) at IITs/NITs/CFTIs/Govt. funded universities or institutions.**
2. The effort should be made that the **internal faculty at the level of Professor/Associate Professor deliver the expert lecture. However, Assistant Professor (internal) may also deliver the expert lecture provided they have minimum of 5 years teaching experience** in the area in which such programme being organized.
3. The purchase process, wherever required, must be in accordance with the Institute rules/as per GFR. The purchase committee, if required, must have one member from Accounts and Audit Section and should be got approved directly by the concerned HOD through Registrar, NIT Hamirpur from the Competent Authority.
4. The duplicacy in claiming honorarium should strictly be avoided by the Coordinator/Convener.
5. (i) The Mandate form for organizing the events funded by external agency may be got filled and signed from the Accounts Section by the concerned Department before submitting the proposal to the Dean (FW) office.
(ii) For organizing events under Institute funds, the availability of funds must be obtained from Accounts Section by the concerned Department before submitting proposal to the Dean (FW) office.
6. After organizing the event, complete proceedings (including the details of session wise lectures delivered by the experts, their session screen shots/photographs, list of participants, attendance record of participants & feedback from participants) must be submitted with the Accounts Section for final adjustment.
7. The account of advance/statement of expenditure of the event (i.e. the sanctioned amount & sponsored amount along with all supporting documents) must be submitted within one month of the last day of the activity for vetting by the Audit section of the Institute. After vetting the same, the Audit section shall forward the case to the Dean (FW) for final sanction.

Net
Dean (FW)
NIT Hamirpur (HP)

Copy to:

1. PS to Director for kind information to Director, NIT Hamirpur (HP).
2. All Head of Department, NIT Hamirpur for information and necessary action please.
3. A.R, (A&F/Audit), NIT Hamirpur for information and necessary action please.
4. FI (CC) for displaying the notice on Institute Website please.



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर

हमीरपुर-(हि.प्र.) 177005

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.)-177005

[An Institute of National Importance under Ministry of Education (शिक्षा मंत्रालय)]

{Office of the Dean (Faculty Welfare)}



NOTIFICATION

Pursuant to the approval of the Competent Authority, it is hereby notified to all concerned that to streamline the organizing of the events viz. FDP/e-FDP, STC/e-STC, Workshop/e-Workshop, Seminar/eSeminar etc. in future, the proposal duly recommended by the Department Level Committee be sent to the office of Dean (FW) as per schedule given below:

| Sr. No. | Events to be conducted in the Month | Proposal(s) duly recommended by the Department Level Committee to be sent in the Month |
|---------|--|--|
| 1. | For conducting the event in the month of January | Proposal to be sent in the Month of October |
| 2. | For conducting the event in the month of May | Proposal to be sent in the Month of February |
| 3. | For conducting the event in the month of September | Proposal to be sent in the Month of June |

[Signature]
Dean (Faculty Welfare) 22/12/2020

NIT/HMR/DEAN (FW)/STC/FDP/Vol-7/2020/ 10103-20
Copy to:-

Dated: 22-12-2020

1. All HoDs for information and necessary action.
2. Assistant Registrar (A&F)- for information.
3. Assistant Registrar (C&R) for information.
4. Supdt SG-II (Audit)-for information and necessary action.
5. PS to Director for kind information to the Director please.
6. PA to Registrar for kind information to the Registrar please.

[Signature]
Dean (Faculty Welfare) 22/12/2020