	Electronics & ICT Academy **(Set up by Ministry of Electronics & Information Technology, GoI, New Delhi)** **NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL** (An Institute of National Importance)

Address: C - Block, NIT Campus, Warangal, Telangana State, India, Pin Code – 506004
website: www.nitw.ac.in/eict/, e-mail: eict.nitw@gmail.com, rbvs66@gmail.com, Phone:+91 870 246 27 50/51/52

Appendix C

Terms and conditions for organizing Online FDPs:

1. Registration details:
   - For faculty/research scholars : Rs. 1,250 for 40 hour FDPs.
   - Research scholars are allowed for each FDP up to maximum of 5% of the strength.
   - For Industry participants: Rs. 3,750 for 40 hour FDPs.
   - No complimentary registrations if the number of enrolled participants is less than 70.
   - If the number of enrolled participants is more than 70, then complimentary registrations will be given in the ratio of 10:3 for the excess number of participants enrolled beyond 70.
     (Ex: enrolled participants : 70, complimentary registrations : 0
         enrolled participants : 80, complimentary registrations : 3
         enrolled participants: 100, complimentary registrations: 9)
   - Refund of Registration fee for no show participants will not be entertained except for the reasons of calamity.
   - The registration fee is to be collected in the form online transfer only using the following details:

Online Transfer Details	
Account Name	: **Electronics & ICT Academy NITW**
Account No	: **62423775910**
IFSC	: **SBIN0020149**
Bank and Branch: State Bank of India, NIT(REC) Warangal	

2. Spot registrations with cash payment may be considered only as a special case by the host institute and it should be transferred online.

3. **Please note that if the number of participants is below 50, the programme should be cancelled.**

4. **Maximum of 100 participants are permitted to enroll for an FDP as monitoring, responding to the questions, doubts beyond that number is difficult for the speaker.**

5. **It is decided to conduct only 4 hours per day so that participants at host institute can attend their normal work other than this span of 4 hours. Hence total duration of 40 hours online FDP is 10 days and equivalent to one week FDP.**

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6. Platform through which resource persons and participants are connected will be provided by the academy.

7. Laboratory sessions/demo can be online or conduct at the host institute under online monitoring and guidance of the concerned resource person.

8. Honorarium bill (filled in complete with signatures of resource person) along with NEFT Form and a copy of PAN card should be collected by the coordinator from each resource person.

9. No expenses towards accommodation, food, travel, lodging and boarding of resource persons or of enrolled participants will be reimbursed.

10. All the **recorded content** and forms should be submitted by coordinator(s) in original as per the check list on the last day or by post at the earliest.

11. **Printing of certificates and posting will be done centrally at the academy and coordinator can take the help of office of E&ICT Academy in this regard.**

12. The following are approved budget details for online FDPs.

Budget for 40 hours Programme		
S. No	Particulars	Approved expenditure
1	Honorarium for resource persons @Rs.2,000/- per hour	Rs.80,000
2.	Material preparation expenses @ Rs.500/- per hour	Rs.20,000
3	Course Coordinator(s) Fee	Rs.10,000
4	Travel, Food and accommodation expenses for resource persons	NIL
5	Certificates Printing and postage expenses	At actuals
6	Any expenses in providing online platform for delivering teaching, demo	Borne by E&ICT Academy and will be included in skilling cost.