



AICTE-ISTE INDUCTION/REFRESHER PROGRAMMES



General Instructions

1. Expenditure should be strictly in accordance with the norms set by AICTE for conducting the Induction/Refresher programmes.
2. Institute should submit statement of expenditure after completion of the program duly audited by certified Chartered Accountant Firm.
3. Institute should submit following documents along with proceedings of programs within 21 days countersigned by the Coordinator and Principal/Director of the Institute.
 - a) Detailed schedule of training programme.
 - b) List of resource persons invited with full address, contact details, brief resume and topics concerned etc.
 - c) List of participants attended the training program with ISTE Life Membership Number.
 - d) Copy of Test question paper and mark sheet for the test conducted at the end of the program. Test should be at 50 marks and of minimum 1 hr. duration and should cover the topics of the program.
 - e) Few photographs of events and video CD of selected session.
 - f) Brief information about program for publishing in the ISTE/AICTE Newsletter
 - g) Feedback of participants with signatures
 - h) Supporting bills/documents and paid vouchers on account of expenses incurred for the purpose alongwith Statement of Expenditure duly certified by Chartered Accountant.
4. Certificates will be issued only for those participants who qualify the test.
5. Fund once released/sanctioned for the programme cannot be utilized for any other programs.
6. In case the event is cancelled the funds shall be returned immediately to ISTE with interest accrued, if any.
7. Any change in the schedule of the program, change of coordinator, venue and date would require prior approval, failing which the offer for the grant already issued would be treated as automatically withdrawn.

8. Surprise visits are planned by AICTE and ISTE during programs.
9. Disbursement of funds:
 - a) 90% amount as advance to Government/Govt. Aided institutions and 10% after submission of UC and all required document.
 - b) 50% amount as advance to self-financing institutions and 50% after submission of UC and all required documents.
10. ISTE will do the certification of these programs jointly with AICTE.
11. No. of participants should be 40, in case less no. of participants the sanctioned budget will be reduced accordingly. In case of participants more than 40 no additional funds will be made available.
12. No fee should be charged to the participants.
13. The program cannot be conducted in collaboration with any other professional body. The Principal sponsors will be AICTE-ISTE and no other major sponsors are allowed.
14. Duration of program should be Six days.
15. One session on Art of Living can be introduced in the program

Resource Faculty

- a) Not more than 20% of Resource Persons (Faculty) should be the host institute/group of institutions.
- b) Preferably eminent personalities in the field must be invited as resource persons.
- c) Atleast one good resource person shall be from industry.

Selection of participants

- i. Each batch should consist of 40 participants
- ii. Not more than 20% (Max.8) from host institute
- iii. Remaining participants should be selected giving preference to candidates from nearby districts.
