MINUTES OF THE CDTE ADVISORY COMMITTEE

CDTE Advisory Committee meeting will be held on 6th August 2018 at 12:00 Noon to 1:30 PM in QIP Conference Room, Academic Affairs Building.

The following Members were present:

Prof. V. Shankar  
Prof. Ashish Garg  
Prof. T. V. Prabhakar  
Prof. Neeraj Mishra  
Prof. Jayant K. Singh

**Item No. 1 – Discussion of waiver of overhead of self-financed courses/sponsored courses/workshops/International and National workshops.**

It is often the case the course proposer request for OH waiver. The committee discussed this issue and concluded that waiver of OH charges is not possible considering Institute facility and resources are used to conduct the courses. Hence, OH should be budgeted in the course expense.

Furthermore, it is also discussed that VH should not consider any course booking request unless it is routed through CDTE office. The VH booking should have a mechanism to inform CDTE office for any changes in the booking related to the course. While offering the course proposal it is advisable that the course proposer check with the VH for availability of rooms and VH class rooms.

**Item No. 2 – Increase of overhead charges from 15% to 20% on self-financed courses/workshop/conference etc.**

Most of the IITs charges 20 to 25% OH for courses. The committee recommends that the overhead charges for self-financed/industry sponsored/workshop/conference etc., at IITK/Outside IITK, should be increased from 15% to 20%. This is in line with the current practice in other IITs. The committee feels that the increase in OH will further strengthen the functionality of the CDTE.

It is further suggested that the DORD should share OH of MHRD and other Govt sponsored projects with a component of courses to CDTE. It is suggested that the overhead charges should be reviewed after five years.

**Item No. 3 – Norms for payment of Remuneration/Honorarium and other payments for short term courses etc.**

The committee discussed this item in length. It is recommended that the government sponsor courses should follow the AICTE norms for payment of honorarium. However, no cap should be placed for industrial courses. The committee feels that since there is no cap on the consultancy charges for consultancy projects, let courses for an industry or industry sponsor courses should have no cap as well. Nevertheless, for the sake of guideline to the course proposer, CDTE should provide a typical honorarium per hour for government and industry sponsored courses.

(V. Shankar) (Ashish Garg) (T. V. Prabhakar) (Neeraj Mishra) (Jayant K. Singh)