

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

IITGN-X: EDUCATION OUTREACH PROGRAMME

(As approved by the BoG in its 34th meeting held on 28 April 2022)

The Board of Governors of the Institute in its 34th meeting held on 28 April 2022 approved the following IITGN-X: Education Outreach Program at IIT Gandhinagar.

Objective of the Program

IITGN-X is an education outreach program of IIT Gandhinagar to build knowledge societies. As an institution of national importance, it is IITGN's mission and responsibility to promote epistemic endeavors of different sections of the society through its uniquely designed programs and initiatives. The engagement through IITGN-X is envisaged to impact and contribute to the development and advancement of human aspiration.

Structure and Scope of the Program

IITGN-X strives to engage with industry, professionals, educational institutions, schools, research entities, government and non-government institutions/establishments, and think-tanks through its various programs at national and international level.

The classification given below is a broad structure of the IITGN-X activities. Also, one can refer to Annexure-I for further details.

Type-I: Professional Meetings and Activities

Any conferences, seminars, symposia, workshops are classified under this category. The purpose of these meetings and events is to enable IITGN faculty to share their expertise and research with their colleagues outside the Institute, funding agencies and the industries. The faculty engaging in these activities are encouraged to involve other faculty members from IITGN and outside, and use these platforms to promote their own research. Typical examples include but are not limited to the following:

1. Scientific conferences/seminars/symposia/conclaves initiated by the Institute faculty. It includes activities of the IITGN Centers/Initiatives.
2. Meetings for governmental funding agencies for instance, PAC meeting for DST-SERB
3. Workshops related to professional practice and/or research
4. Activities as part of the sponsored (research) projects like SPARC, VAJRA etc.

Type-II: Individual Centric Programs

These include activities that the faculty pursue in their own individual capacities in order to share their knowledge and research expertise with the external agencies, including industry professionals and students. These activities are conducted in a narrow area of work, by IITGN faculty for industry and academia, either online/offline

at IITGN or at an external location. Typical examples include but are not limited to the following:

1. Courses and training programs for external participants in the domain of research/ expertise of the faculty
2. Activities conducted as part of the sponsored projects like GIAN, Accelerate Vigyan etc.

Type-III: Institutional Projects and Programs

These are the activities that are of interest of the Institute and geared towards providing a platform for dissemination of knowledge and expertise with various external parties. Many non-career faculty are expected to leverage these activities to generate funds for the Institute. Typically, these activities include but are not limited to

1. Activities, including training programs, courses, etc. conducted by IITGN centres.
2. Certification courses and programs along the lines of Executive Education.
3. Training programs for instrument usage like, TEM, SEM, XRD, NMR etc.
4. Programs conducted on the request of external agencies to the Institute/centre like, Maritime boards, Forest departments, Municipal corporations, Educational institutions, etc.
5. Activities related to the Institute's community outreach, like NEEV etc.
6. Any activity that cannot be classified under Type-I and Type-II.

Registration and Fee Collection

1. The courses can be offered in purely online, purely offline and hybrid (partly online/offline) modes. Courses offered in hybrid modes shall be considered as offline mode for the budgeting purposes.
2. The IITGN-X office will facilitate in setting up the portal for fee collection.

Overheads

A flat overhead of 20% shall be charged on total revenue after GST for any activity conducted under IITGN-X irrespective of whether it is conducted online/offline within/outside IITGN premises. However, the norms of the sponsoring agency can be accommodated with due approval from Dean R&D.

Honorarium and Coordination Fees

Eligibility

1. **Type-I:** No honorarium and/or coordination fees shall be paid to IITGN faculty members unless provisioned for in the sponsoring grant, however, reasonable honorarium can be paid to external speakers on prior approval. In addition, reasonable honorarium can be paid to support staff and students involved in the activity at the prescribed rates, depending upon their involvement in the activity.
2. **Type-II:** Honorarium and/or coordination fees can be paid to any IITGN faculty, support staff and students at the prescribed rates. In addition, reasonable honorarium can be paid to external speakers on prior approval.

3. **Type-III:** Honorarium and/or coordination fees shall be paid to IITGN career faculty at the prescribed rates. The non-career faculty of IITGN (Research Faculty, Professor-of-Practice, Visiting Faculty, Scholar-in-residence, Guest faculty) may be paid honorarium at prescribed rates upon prior approval. In addition, reasonable honorarium can be paid to support staff and students involved in the activity.

Rates

1. The maximum honorarium rates for the faculty members (both external and internal) is Rs. 10,000/- per hour of their instruction time.
2. The faculty members who are involved in the coordination of the course can receive the honorarium for coordination up to Rs. 2,500/- per hour of the event in offline mode and Rs. 1,000/- for online mode.
3. The honorarium paid to the support staff/TAs in total is capped at the amount calculated as per the rates for coordination (see Point 2 above).
4. The honorarium/coordination fees can be transferred to the faculty's PDA upon request.

Net Earnings

The net earnings for any activity is the balance amount after deduction of all the expenses, including, logistics, GST, overheads etc., except honorarium

1. **Type-I:** Net earnings are transferred, in the name of the PI, to the Joint Conference Account managed by R&D Office. This amount can be utilized later by the same faculty member in other such activities and providing financial support for students. In case an activity is conducted under a Centre or an Initiative at IITGN, the net earnings can be transferred to the account of Centre/Initiative in R&D office.
2. **Type-II:** 20% of the net earnings of the course shall be transferred to the discipline's DPA and remaining amount can be utilized for honorarium. The amount that is available after paying honorarium can be transferred to faculty's PDA.
3. **Type-III:** Net earnings are transferred to an IITGN-X account managed by R&D Office. The amount can be utilized for the promotion and support of IITGN-X and other Institute activities. In case an activity is conducted by a Centre/Initiative at IITGN, the net earnings can be transferred to their respective accounts in R&D office.

Certificates to Participants

1. The "Certificate of Participation" can be provided to all the eligible candidates by the office of IITGN-X, upon request from the faculty coordinator.
2. The "Certificate of Passing" for the Executive Education like activities, mentioned in Type-III of IITGN-X, shall only be issued to those participants that have successfully completed the assessments.

Support Services

The registration fees shall be collected through IITGN's Fee Collection portal. The Institute shall provide access to its support services for all the activities. In case, the

supporting grant does not provide significant overheads to the Institute, the activity coordinator can use the standard applicable rates for support services, provided through the office of IITGN-X as per norms.

Accommodation Charges

1. The faculty coordinator can send the requests for booking of guest house rooms and hostel rooms to the office of IITGN-X at least 15 days in advance, which can be allocated subject to availability of rooms at the time of request. The guest house and hostel charges shall be applicable according to the prevailing Institute norms (as per norms).
2. The accommodation charges of the participants are generally expected to be paid separately by them. However, if necessary, it may be included in the registration fees for the program and can be paid directly from the revenue collected from the event.
3. In case the activity is conducted in online mode, it shall be assumed that no accommodation is required, unless stated otherwise.

Transportation and Other Charges

1. The costs associated with travel of speakers, local transportation, food etc. shall be met from the revenue of the activity.
2. The costs associated with catering requirements during the event shall be met from revenue of the activity.

Annexure-I: Some Scenarios for Classifying Activities

- 1. A faculty member is approached by an industry, or vice versa, for organising a training program involving the use of a high performance computing (HPC) cluster. What will be the classification of this activity?**

It depends on the nature of the training program. For instance, if the focus of the training program is on how to use a HPC, it shall be classified as Type-III activity. It is considered similar to any other instrument training program (for TEM, SEM, AFM, NMR etc.). However, if use of HPC facilities forms a small part of a focused training program, it shall be considered as a Type-II activity. A similar training program, which involves the use of computer labs may be considered as Type-II activity.

- 2. An industry professional approaches an IITGN faculty member for conducting a specialised course in the area of his/her area of expertise at the premises of the industry. What will be the classification of this activity?**

If a career faculty is executing a course and the activity falls in his/her domain of expertise, then the faculty can request the activity as Type-II. On the other hand, if a non-career faculty (Professor-of-Practice, Research Professor, etc.) conducts such an activity, it shall be considered as Type-III. Irrespective of whether the activity is conducted at IITGN or outside, IITGN administration must be apprised about it, due process must be followed and the activity must be approved.

- 3. A consultancy project driven by the faculty requires a training workshop to be conducted for its employees. Will this activity be a Type-II or Type-III activity?**

The consultancy projects are primarily in the narrow focus area of expertise of the faculty that drives it. Thus, in this case the activity shall be considered as Type-II activity. As far as the honoraria is concerned, the consultancy project norms will apply.

- 4. A government agency, like the High Court, Green Tribunal or Department of Transportation, approaches IITGN for designing question papers for recruitment of their staff. Will the activity come under IITGN-X? If so, under what category?**

This activity is not related to education and hence will not classify as an IITGN-X activity.

- 5. An industry approaches an IITGN faculty member to conduct a training program on Fire Safety. It turns out that faculty is also associated with the Safety Center of the Institute. Will this activity come under Type-II or Type III?**

Generally, such an activity will be classified as Type-III. It is strongly encouraged to conduct such programs to build funding of the Centre. However, the faculty member can submit a request to classify it as Type-II in case the activity primarily falls into their narrow research area.

- 6. IITGN was running a TEQIP program under the aegis of MoE. What different types of IITGN-X activities are possible under such funding sources to conduct training programs for a sector and what is their classification?**

There were two types of activities under the TEQIP program. (1) Courses and programs that had a broader scope, for example, program on research methodology, faculty induction programs etc. These activities are classified under Type-III. (2) Courses in the narrowly focused areas, for example, thermodynamics, signal processing, VLSI design etc. These are classified under Type-II. Similar categorization can be followed for other such projects.

7. **IITGN has been running a sponsored project on education through its Creative Learning Center. As part of the project it is required to conduct separate workshops for school children and vocational training programs. What are the classifications of these activities?**

The workshop for school children shall be classified under Type-I activity whereas the vocational training program shall be classified as Type-III activity. The reason for this classification is that vocational training is aligned with the vision and mission of the Creative Learning Center.

8. **Kerala Water Authority (KWA) contacted IITGN for conducting a short course on Domestic Water Management. Will it classify as Type-II or Type-III activity?**

There are multiple faculty at IITGN that work in the area of water management. The Institute shall identify the faculty closely working in this area as the coordinator to run it as Type-III activity.

9. **An IITGN faculty, including visiting, adjunct or guest faculty, approaches the IITGN-X coordinator for conducting a short course in his/her domain of expertise. The faculty proposes that the course is primarily of IITGN students/scholars but shall be open to external participants without any registration fees? Will it be classified as Type-II or Type-III?**

The programs that are mainly focused on IITGN students are not part of IITGN-X. The faculty should approach the Short Course Coordinator, through the Academic Office, for conducting these courses.

10. **Two faculty members from different disciplines plan to organise an online conference on Fluid Mechanics with external participants without any registration fees. What is the classification of this activity?**

It is advisable to keep a reasonable registration fee for a conference. In any case, the activity will be considered as Type-I. In case a conference is proposed to be conducted in offline mode without any registration fees, the proposer needs to justify from what sources the expenses for organising this conference shall be met.

11. **Design and Innovation center proposes to conduct a brainstorming session for design practice with the professionals in this area. Under what category, the activity shall be classified?**

The brainstorming session involves external participants and serves as the platform for sharing ideas and expertise of IITGN and hence, it shall be classified as Type-I.

12. **A faculty member proposes to conduct an excursion for the students from his/her research group to discuss the modalities of research, and methods to increase the efficiency in work output. The faculty plans to fund the expenses of excursion from their PDA/Consultancy project. Will this be considered as an IITGN-X activity?**

As the activity involves no external parties and thus does not qualify as an IITGN-X activity.

13. **A faculty member of HSS proposes to conduct a HSS camp with a set of seminars or webinars for external participants. What is the classification of this activity?**

It shall be classified as Type-I.