



AICTE- Technical University Joint Training Programs for Librarians **In AICTE Approved Technical Institutions Affiliated with the University** **Scheme Document and Guidelines**

1	Objectives						
	<p>The objective, of AICTE – Technical University Training program for Librarians, is</p> <ul style="list-style-type: none"> • To conduct training for Librarians to prepare them for being successful and effective in a knowledge society. • To provide a dynamic and quality user centered library and information services that enhance teaching, learning and research while inculcating life-long learning skills and fostering human development. • To bring high quality, scholarly information resources and services to the University through Library. 						
2	Eligibility						
	All Librarians deployed in AICTE approved institutions are eligible to participate.						
3	Duration/Type/Participants						
	The AICTE – technical university will be of five days’ residential training program with minimum 25-30 participants.						
4	Fund Limits						
	<p>The maximum total expenditure for conduct of one training program will be Rs. Three lakhs only (or the actual amount expended) to be shared 50 : 50 by AICTE and Technical university.</p> <ul style="list-style-type: none"> • AICTE will release a grant of Rs. 1.5 lakh to Technical university for the training program to meet the expenditure or the actual expenditure, whichever is less on (i) TA/DA/ Honorarium to Resource Persons (Honorarium not to exceed 20% of the total expenditure incurred on conduct of one such training program), (ii) TA to outstation participants and (iii) Course material to participants. • Technical university will meet from its own funds, the expenditure to the extent of Rs. 1.5 lakh or the actual expenditure, whichever is less, to cover all items of expenditure such as (i) Boarding & lodging of participants, (ii) Honorarium to Program Coordinator (not to exceed 1% of the total expenditure incurred on one such training program) and (iii) Working expenses (tea/coffee/stationary/certificate/printing etc.). 						
5	Number of Programs						
	The university shall conduct one such training program in a financial year.						
6	Training on moral values etc.						
	Minimum one session of 3 hours in the program for Librarians may be kept for training related to Moral Values, Ethics, Behavioral Sciences & Attitude etc.						
7	Infrastructure						
	Being a residential program, the university shall have requisite infrastructure viz. guest house and dining hall etc.						
8	Submission of documents						
	<p>After conduct of training program for Librarians, the following documents shall be submitted by Technical University to AICTE:</p> <ol style="list-style-type: none"> a) Detailed schedule of training program. b) List of resource persons invited with full address, contact details, topics etc. c) List of participants attended the training program. d) Copy of question paper and mark sheet for the test conducted at the end of program. e) Minimum five photographs and a video CD of selected sessions. 						
9	Role and responsibilities of technical university						
	<table border="0"> <tr> <td style="vertical-align: top;">(i)</td> <td>The university shall conduct the joint training program for Librarians strictly in accordance with the provisions of the scheme document.</td> </tr> <tr> <td style="vertical-align: top;">(ii)</td> <td>The university will do the certification of these programs jointly with AICTE. It shall be ensured by the university that the certificates shall be issued only to those participants, who qualify the test to be necessarily conducted at the end.</td> </tr> <tr> <td style="vertical-align: top;">(iii)</td> <td>The university will act as the facilitator for the operation of the training program.</td> </tr> </table>	(i)	The university shall conduct the joint training program for Librarians strictly in accordance with the provisions of the scheme document.	(ii)	The university will do the certification of these programs jointly with AICTE. It shall be ensured by the university that the certificates shall be issued only to those participants, who qualify the test to be necessarily conducted at the end.	(iii)	The university will act as the facilitator for the operation of the training program.
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	(iv)	The university will be accountable for finance/ grants sanctioned under the scheme and shall abide by the terms and conditions stipulated by AICTE for financial grants.
	(v)	The university will constitute a Steering committee for effective implementation of the scheme. AICTE will provide its representative as a member on that committee.
	(vi)	The university shall submit, yearly report, detailed statement of expenditure and Utilization Certificate, in the prescribed format for sanctioned grants, within a month after the end of each financial year duly audited by a certified Chartered Accountant firm. The accounts shall be open to inspection by the officials of AICTE and an audit by the Statutory Auditors.
	(vii)	After conduct of each of the training program, the documents stated in 1.8 above shall be submitted by the university to AICTE.
10	Role and Responsibilities of AICTE	
	(i)	AICTE shall nominate a representative to attend the meetings of Monitoring Committee.
	(ii)	AICTE shall sanction and release the grants in favor of the university as admissible.
	(iii)	An appropriate advertisement shall be placed by AICTE & university and applications will be invited online on the university web-portal with a link on AICTE's website
	(iv)	AICTE shall conduct surprise visits to some institutes while the program is in progress.
	(v)	AICTE will release a grant of Rs. 1.5 lakh to the university per training program to meet the expenditure to the extent of Rs. 1.5 lakh or the actual expenditure, whichever is less.

