

## FOR CONTACT/PHYSICAL PRESENCE COURSE:

### A. For Programmes at NITTTR, Chandigarh:

#### A.1. Participants from Government and Government Aided Polytechnics/Engineering Colleges/Universities:

##### a) Travelling Allowance:

- Limited to 2nd AC for Professor/Principal/Principal-In-charge/ Director/ Director-In-charge. - Limited to 3rd AC/AC Chair Car/ Govt. Volvo Bus for others.

**Note:** Fare will be reimbursed on providing proof of to and fro travel.

##### b) Boarding / Lodging:

- Transit DA will be permissible as per institute rules. No DA will be permissible to the course participants for the duration of the course. Free boarding and lodging will be provided by the institute. However, working Lunch and two times tea/coffee will be provided to all participants during the course. There will be no financial liability on the institute if the participants do not stay in accommodation provided by NITTTR, Chandigarh and make their own arrangement outside.

##### c) Registration and Certification Fee:

- As per the decision of the institute, Rs.590/- (Rs.500/- +18% GST) as Registration and Certification fee will be charged from the participants. For specialised courses, Registration and Certification fee shall be charged on case to case basis as proposed by coordinator and approved by Director.

##### d) Local Conveyance:

Limited to Rs.200/- at all places without production of bills (for inward and outward journey). If a course participant spends more than Rs.200/- on local conveyance at different destinations, he/she shall be reimbursed actual expenditure as per local conveyance reimbursement rules of Govt. of India. Such reimbursements shall be processed on submission of genuine printed bills for local conveyance. Participants from a local institute may be reimbursed Rs.100/- per day (Rs.50/- for coming to the host institute and Rs.50/- for going back from host institute to place of posting/residence) without any local conveyance bill.

#### A.2 Participants from Self -financing Polytechnics/Engineering Colleges/Universities:

##### a) Travelling Allowance:

- Not permissible.

##### b) Boarding / Lodging:

- Free boarding and lodging will be provided by the institute. There will be no financial liability of the institute for participants staying outside on their own.

##### c) Registration and Certification Fee:

- As per the decision of the institute, Rs.590/- (Rs.500/- +18% GST) as Registration and Certification fee will be charged from the participants. For specialised courses, Registration and Certification fee shall be charged on case to case basis as proposed by coordinator and approved by Director.

### A.3 Participants from ITIs and Academic Colleges (under UGC):

- If a participant who is working in an ITI/Academic College applies to attend a course being organized at NITTTR, Chandigarh, a Registration and Certification fee of Rs.590/- (Rs.500/- +18% GST) per participant will be charged.

Working Lunch and two times tea/coffee will be provided during the course and boarding and Lodging facilities will be provided on payment basis depending on availability of hostel. Travelling allowance and local conveyance will not be permissible.

### A.4 Participants from other institutes recognized by AICTE (other than above)

- A Registration and Certification fee of Rs.590/- (Rs.500/- +18% GST) per participant will be charged. Working Lunch and two times tea/coffee will be provided during the course and Boarding and Lodging facilities will be provided on payment basis depending on availability of hostel. Travelling allowance and local conveyance will not be permissible.

### A.5 Research Scholars (Ph. D and M.E/M.Tech) from any Technical Institute:

- A Registration and Course fee of Rs.590/- (Rs.500/- +18% GST) per participant will be charged. Boarding and Lodging facilities will be provided on payment basis. Travelling allowance and local conveyance will not be permissible. For research scholars of NITTTR Chandigarh no Registration and Course Fee will be charged

#### NOTE:

1. Family accommodation will not be provided at the institute to the participants during short term courses.
2. Food/Mess is compulsory for all the residents availing hostel facilities.
3. For participants under Institute's consultancy/ STC/ FDP/Workshop Programs, Rs. 2000/-per day per room + GST for Guesthouse – II will be charged.
4. For participants under Institute's consultancy / STC/ FDP/Workshop Programs, Rs. 1500/- per day per room + GST will be charged for Mother Teresa Hall (Ground Floor) /Tagore Hall (Ground Floor) / Amartya Hall (Ground Floor).
5. Inaugural/Valedictory session refreshment charges: Rs.50/- per person for inaugural session and Rs.50/- per person for valedictory session, as per the approved rates with the mess contractor.

## B. For Programmes at Government and Government Aided Polytechnics/Engineering Colleges/Universities:

### B.1. Participants from Government and Government Aided Polytechnics/Engineering Colleges/Universities: :

#### a) Travelling Allowance:

- Limited to 2nd AC for Professor/Principal/Principal-In-charge/ Director/ Director-In-charge. - Limited to 3rd AC/AC Chair Car/ Govt. Volvo Bus for others.

**Note:** Fare will be reimbursed on providing proof of to and fro travel.

#### b) Boarding / Lodging:

- Transit DA will be permissible to outstation course participants as per institute rules. No DA will be permissible to the course participants for the duration of the course. The coordinating host institute will make all efforts to provide free lodging otherwise free boarding and lodging will be arranged by the institute, preferably in the Guest House, Hostel, Rest House and Circuit House etc.

If such arrangement is not possible, then on confirmation, accommodation can be arranged at some other place subject to availability of budget with a maximum limit of Rs.600/- per day per person at Y and Z category stations and Rs.900/- per day per person at X category stations on production of bills.

- Participants staying in hotel/guest house away from the host institute shall be reimbursed local conveyance @ Rs.100/- per day (Rs.50/-) for coming to the host institute and Rs.50/- for going back from the host (institute) without submission of bills.
- **Expenditure on account of two times tea and working lunch shall be restricted to Rs.175/- per day per participant. Out station participants shall be reimbursed tea, breakfast and dinner bill against actual bills subject to a maximum of Rs.175/- per day per person.**

**c) Registration and Certification Fee:**

- As per the decision of the institute, Rs.590/- (Rs.500/- +18% GST) as Registration and Certification fee will be charged from the participants. For specialised courses, Registration and Certification fee shall be charged on case to case basis as proposed by coordinator and approved by Director.

**B.2 Participants from private institutes/universities**

**a) Travelling Allowance:**

- No Travelling Allowance
- No DA will be permissible to the course participants for the duration of the course. Expenditure on account of two times tea and working lunch per participant shall be restricted to Rs. 175/- per day per participant.

**b) Local Conveyance:**

- Not Permissible

**c) Registration and Certification Fee:**

- As per the decision of the Institute, Rs.590/- (Rs.500/- +18% GST) per participant will be charged from all participants. For specialised courses, Registration and Certification fee shall be charged on case to case basis as proposed by coordinator and approved by Director.

**Note: Honorarium to the Host institutes:**

- Course coordinator of the host institute: Rs.2500/-
- Ancillary staff: Rs.1500/-

**B.3 Research Scholar (Ph.D and M.E/M.Tech) from any Institute:**

- A Registration and Certification Fee of Rs.590/- (Rs.500/- +18% GST) per participant will be charged. Boarding and Lodging facilities will be provided on payment basis. Travelling allowance and local conveyance will not be permissible.

**B.4 Inaugural/Valedictory session refreshment charges: Rs.40/- per person for inaugural session and Rs.40/- per person for valedictory session respectively.**

**C. For Programmes at Industry premises/Govt. Department/Govt. Institutions under consultancy mode/Self-financing technical Institutions / Private Technical Universities ):**

**C.1 Training Programmes for faculty / Staff**

- **Registration and Certification Fee:**
  - i. For 1 to 2 days, Rs.1,180/- (Rs.1,000/- +18% GST) per day per person will be charged. Minimum 30 participants are required.
  - ii. For more than 2 days, Rs.590/- (Rs.500/- +18% GST) per day per person will be charged. Minimum 30 participants are required.
- **Boarding and lodging:**
  - i. Not permissible. Stay and tea/working lunch to the participants shall be provided by the host Institute.
  - ii. TA/DA, Boarding and lodging facilities to outside experts and NITTTR Chandigarh faculty will be provided by host institute.

**D. For Programmes at Self-financing Technical Institutions / Private Technical Universities (on request of NITTTR Chandigarh):**

**D.1 Training Programmes for faculty / Staff**

- **Registration and Certification Fee:**
  - i. As per the decision of the Institute, Rs.590/- (Rs.500/- +18% GST) per participant will be charged from all participants. For specialised courses, Registration and Certification fee shall be charged on case to case basis as proposed by coordinator and approved by Director.
- **Boarding and lodging:**
  - i. Not permissible. Working Lunch and Two times tea is not permissible

**Note: Honorarium to the Host institutes:**

- Course coordinator of the host institute: Rs. 2,500/-
- Ancillary staff: Rs. 1,500/-

## E. For ICT Based Training Programmes:

### E.1 For Remote Centre at Government/Government Aided/Self Financing Institutions/Universities:

#### Registration and Certification Fee:

Rs.590/- will be charged from the participants of Remote Centre.

- i. For ICT-based courses, the minimum number of participants at a Remote Centre must be 25. Only when this condition is fulfilled, the honorarium will be admissible to the Remote Centre. If the number of participants is below 25, the centre may function as a Remote Centre, but no honorarium will be provided to the Local Coordinator and ancillary staff.
- ii. For participants at a Remote Centre between 25 and 40, the admissible honorarium will be as follows:
  - a. Local Coordinator: Rs. 2,500/-
  - b. Ancillary Staff: Rs. 1,500/-
- iii. For participants at a Remote Centre more than 40, the admissible honorarium will be:
  - a. Local Coordinator: Rs. 4,000/-
  - b. Ancillary Staff: Rs. 2,000/-

### E.2 Online (ICT at participants' own choice location):

- Registration and Certification Fee of Rs.590/- (Rs.500 /- +18% GST) is to be charged.

## F. Programmes for Industry or participants from Industry:

### F.1 Participants from Industry:

- Participants from Industry admitted in Institute's approved course shall be charged Course fee, Rs.5,900/- (@ Rs.5,000/- + 18% GST ) per person per week. Travelling Allowance will not be provided. However Working lunch and two times tea will be provided. The other expenses will be borne by the sponsoring agency or by the individual candidate.

### F.2 Programmes exclusively offered for Industry:

- Course fee shall be charged @ Rs.6,000/- + GST per person subject to minimum of Rs.30,000/- per programme plus GST as applicable for a duration of 5 days. The Registration and Certification fee doesn't include boarding and lodging charges. Participants exceeding five shall be charged on pro-rata basis. No TA/DA shall be paid to participants by the institute. Accommodation and catering services, if required by the sponsoring organization(s) or participants, shall be provided to the course participants on payment basis. the participants shall be charged room rent and catering charges as per rules of the institute .

### G.1 For consultancy oriented specialised training courses, the course fee shall be fixed by Institute