Indira Gandhi Delhi Technical University for Women
Kashmere Gate, Delhi-110006

No.F.16(46)/Plg./IGDTUW/2016/ 156 - 163   Dated the 07th April, 2017

CIRCULAR

Subject: - Remuneration/honorarium norms for conducting M.Tech Programme on part-time/weekend basis

The Board of Management of IGDTUW in its 6th meeting held on 20th January, 2017 vide Agenda Item No. 6.25 has approved remuneration/honorarium norms for conducting M.Tech Programme on part time/ weekend basis, as per details annexed herewith, with an upper ceiling on expenditure restricted to 50% of the fee receipts, as the program is conducted on self-sustainable basis.

The Board also authorized the Academic Council to take decision for any changes in the remuneration/norms, if required, in future.
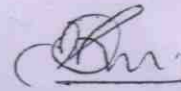
(Prof. R.K. Singh)
OSD (P&D)

No.F.16(46)/Plg./IGDTUW/2016/   Dated the 07th April, 2017

Copy forwarded to the following for information and necessary action: -
- (i) HODs (IT,ECE & CSE), IGDTUW
- (ii) DFO, IGDTUW
- (iii) AR (Personnel), IGDTUW
- (iv) Incharge (Web Services), IGDTUW with the request to kindly upload the Circular on the University's website.
- (v) PS to Vice-Chancellor, IGDTUW
- (vi) PA to Registrar, IGDTUW
- (vii) Guard File

(O.P. Sharma)
Incharge (P&C)

INDIRA GANDHI DELHI TECHNICAL UNIVERISTY FOR WOMEN
KASHMERE GATE, DELHI-110006

Remuneration /Honorarium norms for conducting M. Tech. Programme on part-time/weekend basis

S. No	Designation	Rates				Remarks
		Remuneration to Faculty Members				Remarks
		4 credits	3 credits	2 credits	1 credit	
1.	Professor	Rs. 80000	Rs.60000	Rs. 40000	Rs. 20000	**Rs2000/ Hr * 40 Hrs**
2.	Associate Prof.	Rs. 72000	Rs.54000	Rs. 36000	Rs. 18000	**Rs1800/ Hr * 40 Hrs**
3.	Assistant Professor	Rs. 64000	Rs.48000	Rs. 32000	Rs. 16000	**Rs1600/ Hr * 40 Hrs**
4.	Practical	Rs.18000				
5.	Dean/ HOD	Rs. 15,000/- per semester per program				
6.	Controller of Exam. / Dy. COE/ Dean (Exam)/ Dy.Dean(Exam)	Rs. 25,000/- per semester per program				
7.	Co-ordinator	Equivalent to 3 credits teaching load as per designation (Professor/Associate Professor/Assistant Professor) (Note : Coordinator can take either one theory or one lab course per semester in addition to administrative responsibilities)				
8.	Co (Additional) Coordinator (per Semester)	Equivalent to 3 credits teaching load as per designation Professor/Associate Professor/Assistant Professor) (Note : Additional Coordinator can take either one theory or one lab course per semester in addition to administrative responsibilities)				
9.	Teaching (Practical/ Lab course) per Semester	Rs.18000/- per semester				
10.	Guidance for Major Project	Rs. 4500/- per project				
11.	Guidance for Minor Project Dissertation	Rs. 850/- per project				

B. Remuneration for Administrative staff , Contingencies and others

SI No	Designation	Recommended Rates
1	Office Assistant/ Tech. Asstt./ Lab Asstt./Library Assistant	Rs.500/- per day
2	Peon / MTS/ Driver/Lab Attendant/Office Attendant	Rs.300/- per day
3	Contingency Expenses	Rs. 2500/- per month (When one courses is running). Hospitality not included.
4	Hospitality	Rs. 700/- per month per programme to the coordinator.
5	Mobile Reimbursement	Rs 500/ per month to coordinator & Additional Coordinator

Following are the riders attached with the payment norms for M.Tech(ICT) part time:

1) The total expenditure incurred in M.Tech (Part-Time) Programs in a semester may be met from the total student fee collected from M.Tech (Part-Time) program from that semester, subjected to total expenditure not exceeding 50 % of total fee collection.

2) Payment to Office Assistants/ Technical Assistants/ Lab Assistants may be paid upto Rs 25,000/- (50 days) per semester.

3) The payment to MTS/Attendants may be paid upto Rs 15,000/- (50 days) per semester.

4) Only one coordinator will be appointed per each part time program. In addition to the Coordinator, one Additional Coordinator may be appointed for each programme as per the requirement.

5) One Office Assistant and one MTS / Attendants may be employed / deputed in a particular Part-Time program

6) For Lab Course one Technical Assistant/ Lab Assistant as per lab per course could be employed /deputed as per the requirement.

7) One Assistant from General Administration Branch/ Examination Branch, one Assistant from accounts department and one Assistant or attendant from the Library may be deputed for all Part-time programs.

8) A faculty can take teaching load of maximum 6 credits in a semester including Theory and Lab Courses during the weekend programmes in addition to their normal week days responsibilities as per norms.

9) The Coordinator and Additional Coordinator can take credits of one teaching load (either one theory or one lab) in addition to their administrative responsibilities as a coordinator and additional coordinators respectively.

10) The mobile charges up-to Rs.500/- per month may be reimbursed to the Coordinator and Additional Coordinator of the part-time program.