



INDIAN INSTITUTE OF TECHNOLOGY PATNA

Policy and Guidelines for Partnered Certificate Courses:

Continuing Education Programme (CEP)

About: The Continuing Education Programme (CEP) at the Indian Institute of Technology Patna (IITP) aims to meet the manpower training and knowledge upgradation needs of the industry, academia, and research organizations. The main aim of CEP of IITP is to impart knowledge related to the frontiers in science, technology, and management to the people, who want to upgrade their knowledge in a particular field of interest. CEP of IITP is dedicated to assist working professionals in widening their knowledge base and improving their skills. Moreover, it is meant for providing training in cutting edge areas to the industry professional of this country to make them globally competitive. CEP also focuses to improve the teaching, research and management skills of a large number of faculties in various technical institutions across the country, to enable them to improve the quality of the trained manpower coming out of such institutions and also to enhance their career opportunity.

IIT Patna CEP invites private firms (referred to as proposed partner/service provider hereafter) which have demonstrated strengths in this area (online education, training, and certification programmes) and are interested in partnering with IITP for exploring opportunities for joint CEP courses are requested to familiarize themselves with the guidelines below, before applying officially. All communications in this regard may please be directed to Professor-In-Charge Outreach and CEP Office at pic_outreach@iitp.ac.in and cep_off@iitp.ac.in, respectively.

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Section 1: Minimum Eligibility of the Proposed Partner

1. The proposed partner MUST meet the following conditions for consideration of partnership with IITP:
 - a) The proposed partner/service provider MUST have a registered office with physical presence in India for a minimum of period of past two (2) years.
 - b) The organizational strength of the proposed partner/service provider MUST be more than five (5) personnel for at least last six (6) months prior to the date of proposal.
 - c) The proposed partner/service provider MUST not have been blacklisted by any institute /organization as per GoI norms. In this regard, a self-certified declaration would be required along with the proposal.

The above terms and conditions (1a and 1b) can be relaxed in case the firm falls under the category of Startup as per GoI norms. The firm will have to submit relevant government documentation in this regard. An internal committee will be formed to evaluate the proposal and decide upon the relaxations to be provided.

2. The partner/service provider should demonstrate its strengths evidenced through detailed examples of similar initiatives in the area of proposed collaboration.
3. It is desirable that the proposed partner has been successfully providing similar services to:
 - a) At least one (1) institution in the top 100 (in any of the sub-category or overall) of the latest published National Institutional Ranking Framework (NIRF) in India, OR
 - b) At least two (2) Centrally Funded Technical Institutes/Universities, OR
 - c) Any International University of repute.
4. It is desired that the proposed partner should interact with and receive in principle approval from relevant Department/Faculty Members of IITP before applying.
5. The proposal should clearly address the following points: (refer to [Section 8](#) for application format)
 - 1) Course details which may include, but are not limited to, the following:
 - a. Proposed course name, type/mode (online or physical), objectives, syllabus, duration and frequency of occurrence, target audience, and minimum expected enrollment
 - b. Market Survey outlining the need for and the interest in the proposed course
 - c. Reasons for choosing IITP as the partner Institute
 - d. Novelty/uniqueness of the course w.r.t. existing content in the market including the web resources
 - e. Names of the proposed course coordinator and instructors from IITP
 - f. Names, qualification details, and responsibilities of the personnel/manpower of the firm to be involved in the proposed course
 - g. Frequency of the proposed course (number of times in an academic year)



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- h. Flowchart of activities starting from announcement of the course to the enrollment step, up to the conclusion of the course/MoU
 - i. Evaluation/examination plan and schedule
 - j. Strategy proposed for seeking feedback
 - k. Detailed time schedule of realization and delivery
 - l. Quantitative deliverables and success criteria for each item defined in step “k”
 - m. Fee structure and the justification thereof
 - n. Honorarium for proposed course coordinator and instructors from IITP
 - o. Policy for the issue of certificate and usage of IITP logo therein
 - p. Sample copy of the certificate to be issued
 - q. Marketing strategy
- 2) Detailed profile of the company
- a. Date of incorporation and official documentation, thereof
 - b. Complete details of similar courses conducted in the past
 - c. Organizational strength (number and role) either from the date of incorporation or for the last three years
 - d. Point of contact
 - e. List of official documents enclosed
- 3) Terms of engagement
- a. Revenue distribution formula based on the terms and conditions specified in the [Section 3](#) (Financial Terms and Conditions) below
 - b. Academic load distribution formula [Between IITP faculty and Industry Expert (if any)]
 - c. Any other infrastructure support needed from IITP, apart from the resource person

The proposal will be evaluated by Institute’s competent authority (refer to [Section 7](#)) with all amendments (if any) for the finalization of the draft of MoU.



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Section 2: Roles and Responsibilities of the Proposed Partner/Service Provider

The role and responsibilities of the Proposed Partner/Service Providers will be to:

1. Assist IITP Faculty in the conceptualization and the development of CEP.
2. Assisting Programme Coordinator(s) in finalization of the fee to be charged from participants, target audience, prediction of enrolment and lead management, date of commencement of the programme, assessment of the market and competitors offering courses on similar topic.
3. Assist IITP Faculty in content creation for live (synchronous) and recorded (asynchronous) online courses. This involves content creation in the form of recorded videos, power point slides, reading material and assistance in developing tutorial exercises, assignments, and question papers for evaluations/examinations.
4. To ensure that any platform/tool created specifically for the particular programme will be the intellectual property of the Institute and cannot be used in a recurring manner without prior written permission from IITP.
5. To ensure the compliance of all international copyright norms and plagiarism policies when developing the digital learning material in consultation with the Programme coordinators(s) from IITP.
6. Provide and support programme delivery platform, programme management software and hardware support including the maintenance and monitoring.
7. Management of pre-enrolment, enrolment and post-enrolment steps. This includes providing application management of the students, maintenance of student and programme records, online and offline consultation to the students, as well as email-based tracking and resolution of their queries.
8. Follow the IITP guidelines and process for the launch of the programme while ensuring the protection of the brand of the Institute as per MoU.
9. Seek written permission before using the brand name IITP or its logo for public dissemination intended either at marketing, or publicity or any activity required to promote the course.
10. Not to misuse the brand name of the Institute for anything with falls outside of the scope of the proposed partnership as defined in the agreement/MoU.
11. To bear all expenses related to anything (promotion, content creation, etc.) needed for the successful execution of the course.
12. Bear the risk (point # 2 and 4 of [Section 3](#)) if insufficient registration happens in a programme.



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Section 3: Financial Terms and Conditions (T&C) for Engagement with IITP

1. IITP will not enter into any partnership wherein its share (overhead) is less than
 - a. 25% of the total receipts (excluding taxes) in case no IITP facility is used.
 - b. 30% of the total receipts (excluding taxes) in case IITP facilities are used.
2. IITP will not enter into any partnership wherein its share (overhead) in total receipts (excluding taxes) is proposed to be less than 1.5 lakhs INR within a period of 1 year.
3. The percentage share in the total receipts will be split in proportion of involvement if multiple institutions are involved. However, the condition stated in point # 2 and 4 shall still apply.
4. Accordingly, a security bond of 5% (refundable if condition stated in point # 1 and 2 are satisfied) of the proposed total receipt, or a minimum of 1 lakh INR, will be required to be deposited to IITP after the finalization of the draft of MoU and/or right before the signing of MoU. This money will be refunded upon the conclusion/end of the MoU only if the terms specified in points # 1 to 2 above are satisfied.
5. The payment of the honorarium to the course coordinator/instructors will be done by the proposed partner/service provider, the details of which finalized on a mutually (between the first and IITP Faculty Members) agreed basis MUST be clearly stated in the proposal.
6. In case the course includes some portion wherein the participants are required to visit IITP campus, all expenses related to logistics (travel, accommodation, and food) will be borne by either the participant or the service provider.
7. Taxes as per GoI norms will be applicable.



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Section 4: Internal Distribution of Funds

1. The contribution to the Institute Development Fund (IDF) will be a minimum of 15% on the total receipts (excluding taxes) in the respective online course.
2. In addition, a fixed amount of the 5% of the total receipts (excluding taxes) will be contributed towards the Department Development Fund (DDF) of the coordinator's parent Department.
3. Additionally, a fixed amount of 5% of the total receipts (excluding taxes) will be contributed towards the Professional Development Fund (PDF) of the coordinator/instructor(s) conducting the course.
4. The percentage share of PDF and DDF will be split in proportion to the engagement in case of involvement of multiple Departments/Faculty Members.
5. In case the IITP's share (overhead) on total receipts (excluding taxes) exceeds 25% either due to point # 1b of [Section 3](#), or otherwise, the additional revenue will be contributed to the IDF. The contribution to DDF and PDF is fixed at 5% each as stated in point # 2-3 of [Section 4](#).

Section 5: Example Calculation for Revenue Distribution

Assumptions for this calculation:

- A. The course will use IITP facilities and hence the overhead is fixed at 30% of the total receipts, excluding taxes (details in [Section 3](#))
- B. It was mutually decided between course coordinator/instructors and the firm and accordingly mentioned in the MoU that the honorarium to the course coordinator and all the instructors combined will be 30% of the total receipts (excluding taxes)
- C. Total receipts after taxes, as applicable, is Rs 10 Lakhs

Distribution of funds based on above assumptions:

1. IITP's share (overhead) in that case will be Rs 3 Lakhs. This is in addition to security bond of Rs 1 Lakh which will be refunded upon the successful execution of the course
2. IDF will accordingly be Rs 2 Lakhs, DDF and PDF will be each Rs 50 thousand
3. Combined honorarium to IITP Faculty member(s) involved in the course will be Rs 3 Lakhs, and this amount will be directly paid by the firm/service provider.
4. In case of the involvement of multiple faculty members, the detailed distribution to the individuals will be proportionate to the engagement to be decided on mutually agreed terms, the details of which will be clearly laid out in the proposal and the MoU.
5. Accordingly, the revenue for the firm in this case is Rs 4 Lakhs from this course.



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Section 6: General Terms and Conditions for Engagement with IITP

Prospective Partners/Service Providers should confirm the acceptance to all terms and conditions mentioned in proposal format as elucidated below.

- I. The proposal/application should be submitted strictly as per prescribed format ([Section 8](#)). All supporting and supplementary documents should be duly marked with company name and signed by the authorized signatory.
- II. The evaluation process may consist of a multi-phase evaluation ([Section 7](#)) with the possibility of Service Provider's presentation, verification of documents/ information, review of any ongoing programme/ process by the committee constituted for the purpose.
- III. If a Service Provider fails to qualify, then IITP reserves the right to refuse to consider any new proposal within 1 year from the date of notification of failure.
- IV. It is the responsibility of the service provider to ensure timely delivery of courses in consultation with the concerned course coordinator once the MoU has been signed.
- V. The service provider must ensure that all the activities being carried out by them are carried out in a transparent, legal and ethical manner, adhering to the best industry practices. It is necessary for the service provider to conduct its processes without any adverse impact on the brand IITP and its programmes.
- VI. Any inaccuracy in any response or representation given by the service provider to IITP, or failure to substantiate any response as required by IITP will result in termination of MoU and the security bond will be seized.
- VII. Any Service Provider providing false information or inaccurate or forged documents will not be considered for this or any other work at the Institute and will be banned / debarred / blacklisted as per extant procedures of IITP. If such information comes to light during or after successful qualification and/or MoU signature, IITP reserves the right to terminate the MoU.
- VIII. The penalty for unsatisfactory service delivery by any service provider will be fixed by IITP in accordance with the terms and conditions set out in the agreement/MoU to be executed.
- IX. It will be the responsibility of the Service Provider to submit /update IITP with relevant documents and also to keep IITP informed of any matter that may affect the Service Provider's continued qualification and ability to perform the work. If the Service Provider's future circumstances change so that they no longer comply with the qualification criteria for that particular category/group/area or are unable to perform the work, then the Service Provider should promptly inform IITP and request for the termination of MoU under the terms and conditions specified therein. IITP shall not bear any responsibility or risk for any



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suspension/cancellation or termination of the Service Provider.

- X. The acceptance of Application/Proposal is not an offer and is issued with no commitment. IITP reserves the right to withdraw this request or vary any part thereof at any stage if IITP determines that such action is in the best interest of the Institute.
- XI. The Service Provider should be open to the reference/feedback check from the organization they have served or are serving for the similar service.
- XII. Intellectual property: All the learning content (slides, documents, problems, lab sessions, solutions and other content) created and offered by the IITP faculty would remain the intellectual property of IITP and the programme coordinator(s) as per the approved IPR policy of the Institute. Any platform/tool created specifically for the particular programme will be the intellectual property of the Institute and cannot be used in a recurring manner without providing the information to IITP. All academic contents of the programme will abide by the copyright regulations and academic proprietary.
- XIII. The decision of the Director of IITP shall be final in respect of any dispute arising out of this association or on the question of interpretation, application etc., of any clause or provision.

OR

In case of dispute or difference arising between parties relating to any matter arising out of or connected with the proposed association, such dispute or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The seat of Arbitration will be at Patna.



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Section 7: Process of Evaluation of Applications and Associated Timelines

Stage	Activity	Description	Timeline*
1.	Proposal submission	Open round the year as per the guidelines for proposal submission specified on the Institute Website.	T0
2.	Eligibility check as per internal guidelines	Applications meeting the minimum eligibility criteria (Section 1) and with proper documentation as laid out in our guidelines document will be eligible for the next stage # III of the evaluation	T0 + 15 days
3.	Shortlisting Stage	An internal committee will evaluate the proposal, verify the validity and authentication of legal documents, and will either reject or recommend the firm for stage IV	T0 + 1 month
4.	Demonstration-cum-presentation stage	The applications which clear stage III will undergo this last stage of evaluation	T0 + 2 months
5.	Security Bond	The recommended firm will be required to deposit the security bond before the signing of MoU	T0 + 2.5 months
6.	MoU	Application from the firms which clear the above steps will be allowed to proceed with the signing of MoU. Physical presence for the signing of MoU is compulsory.	T0 + 3 months
7.	Course Announcement	Online announcement of the course with link for registration	T0 + 6 months
8.	Assessment of the Course	IITP will assess if the firm has been able to deliver as proposed. A decision on the security bond will be taken in this meeting.	T0 + 1 Year

*The estimates given herein are conservative (upper limit). The service provider should ensure completion of these at the earliest.



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Section 8: Application Format

Attached/uploaded as a separate document.