St. Aloysius College
Elthuruth, Thrissur, Kerala - 680 611, India
Affiliated to the University of Calicut & Aided by the Govt of Kerala
Re-Accredited by NAAC in the third cycle with grade B++

Internal Quality Assurance Cell (IQAC)

DEPARTMENT EMPOWERMENT AND ENRICHMENT PROGRAM (DEEP)

Revised Guidelines for the Financial Assistance for organising Academic Events by the Departments during 2023-2024

- The management of the college has initiated to release an amount of Rs. 10,000/- (aided) & Rs. 15,000/- (self-financing) for the purpose of organising academic programmes to the departments in the college an academic year.

- UG Departments and PG Departments can independently apply for the fund. Departments that do not offer UG/PG programmes can form a cluster with other such departments (minimum 2 departments in a cluster) and apply. One department can be member of only one cluster.

- The fund available for a department/cluster is to be utilised for organising a minimum of three programmes. The maximum amount that a department can request for a single programme is capped at Rs. 6000/-

- The fund can be used for organising seminars/workshops /conferences/invited talks with at least one eminent resource person from outside the state who is having national or international profile.

- The programme should be conducted in the academic year for which it is allotted and the programmes should be organised before the month of March in the academic year. Will not carry forward.

- Only one programme can be organised in a month by a department/cluster in relation to this fund.

- The programme proposals should make use of MoUs signed by the college and at least one MoU partner institution should be part of the proposed programme

- The programmes can be offline or blended mode. Online programmes will be entertained only in exceptional cases. The department should identify the apt online platform.

- The funds allotted can be used only for meeting the honorarium/TA/hospitality or expenses with similar nature subject to approval.

- Departments wishing to avail the fund should apply to the IQAC at least 15 days in advance in the prescribed format. The IQAC will evaluate the programme proposal and may approve/disapprove/suggest modifications.

- A report of the programme with the details of resource persons, list of participants, photos and all other relevant documents should be submitted to the IQAC within 5 working days of the conclusion of the programme, which is mandatory.

St. Aloysius College
Elthuruth, Thrissur, Kerala - 680 611, India
Affiliated to the University of Calicut & Aided by the Govt of Kerala
Re-Accredited by NAAC in the third cycle with grade B++

DEPARTMENT EMPOWERMENT AND ENRICHMENT PROGRAM (DEEP)
Revised Guidelines for Approval & Documentation of Programmes/
Events planned in the College:

I. **Pre-approval guidelines**:
1. Intimating the Principal about of the intended programme with the **proposal* (hard copy)**
2. The principal forwards the same to the IQAC committee
3.   The IQAC committee would give suggestions, if any, before the approval.

* Proposal Template:

Title of the Programme:	
Proposed Date/Time:	
Mode of Organizing (Online/offline):	
Venue /Online Platform:	
Total Budget Expected to organize the Programme (In Rupees)	
Expected Financial Assistance for the Programme (In Rupees.)	
Purpose &Intended Outcome of the programme (Not more than 50 words)	
Request Letter to the Principal (To be attached):	

St. Aloysius College

Elthuruth, Thrissur, Kerala - 680 611, India

Affiliated to the University of Calicut & Aided by the Govt of Kerala
Re-Accredited by NAAC in the third cycle with grade B++

Internal Quality Assurance Cell (IQAC)

II.   Post Programme/Event – Required Documentation Format

1. Report of the programme:	
a) Title of the programme	
b) Date, time, venue (Platform)	
c) Name of the collaborating/sponsoring agency	
d) Name & details of the Resource Persons (Academic background/ achievements)	
e) Number of participants:	
f) Organizing committee members:	
g) How did the institution (students/faculty/administrative staff) benefit out of this? (Describe in around 100 words)	

St. Aloysius College

Elthuruth, Thrissur, Kerala - 680 611, India

Affiliated to the University of Calicut & Aided by the Govt of Kerala
Re-Accredited by NAAC in the third cycle with grade B++

2.	Attach Brochure/ Notice, Circulars Geo-tagged photograph (Screenshots) with date and captions; title of the workshops/seminars
3.	Attach MoU / communication letter (e-mail) with the collaborating agency/resource person
4.	Attach list of participants (signed/screenshot)
5.	Attach feedback report.
6.	Attach Model certificates; if given.
7.	Attach Newspaper report/media clips; if any.
8.	Attach the minutes of the department meeting in relation to the proposed plan/organizing of the programme.