



# INDIAN INSTITUTE OF TECHNOLOGY PATNA

## *Policy and Guidelines for Executive Degree Programmes:*

### *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 through this call invites private firms (referred to as proposed partner/service provider hereafter) which have demonstrated strengths in this area (online education and degree programmes) and are interested in partnering with IITP for exploring opportunities for Executive Degree Programmes to familiarize themselves with the guidelines below, before applying officially. IIT Patna currently is inviting applications for running the following three programmes:

- a) Executive M.Tech. in Artificial Intelligence (see the attachment for detailed curriculum)
- b) Executive M.Tech. in Mechatronics (see the attachment for detailed curriculum)
- c) PG Diploma in Human Resource Management (see the attachment for detailed curriculum)

The request for proposals is currently limited to these three programmes only. It is required that any proposal in this regard includes a detailed plan and commitment for each of these three programmes. Proposals which target other programmes or do not include any one of the programmes listed above will not be considered. All communications in this regard may please be directed to Professor-In-Charge Outreach and CEP Office at [pic\\_outreach@iitp.ac.in](mailto:pic_outreach@iitp.ac.in) and [cep\\_off@iitp.ac.in](mailto:cep_off@iitp.ac.in), respectively.

**Deadline for Submission:** 11:59 PM, April 13, 2022



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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 four (4) years.
  - b) The organizational strength of the proposed partner/service provider MUST be more than twenty (20) personnel for at least last two (2) years 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 quantum of 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 four (4) 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 five (5) Centrally Funded Technical Institutes/Universities, OR
  - c) At least one (1) International University of repute in top 250 of the Times Higher Education Rankings.
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 the application format)
  - 1) Programme details which may include, but are not limited to, the following:
    - a. Course Name/mode (synchronous/asynchronous/blended)
    - b. Target audience and market survey
    - c. Minimum expected enrollment
    - d. Maximum allowable enrollment
    - e. Fee structure, other charges, and justification thereof
    - f. Contingency plan in case of insufficient enrollment
    - g. Details of technical, manpower, and administrative support to be offered
    - h. Flowchart of activities
    - i. Evaluation/examination plan and schedule



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- 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 the previous step  
Frequency of the proposed course (number of times in an academic year)
  - m. 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 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 the concerned academic department and faculty members in the conceptualization and development of the concerned Executive Degree Programme.
2. Assist 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. Provide Teaching Assistantship support to the course instructors.
5. Provide an on-campus at IIT Patna campus for better coordination with the academic departments.
6. 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.
7. 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.
8. Provide and support programme delivery platform, programme management software and hardware support including the maintenance and monitoring.
9. 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.
10. 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.
11. 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 programme.
12. 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.
13. To bear all expenses related to anything (promotion, content creation, etc.) needed for the successful execution of the course.
14. 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 is less than
  - a. 50% of the total receipts (excluding taxes) for asynchronous (recorded) programmes.
  - b. 60% of the total receipts (excluding taxes) in case of synchronous (live) programmes.
2. IITP will not enter into any partnership wherein its share in total receipts (excluding taxes) is proposed to be less than 30 lakhs INR within a period of 1 year.
3. 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 5 lakhs 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.
4. In case the course includes some portion wherein the participants are required to visit IITP campus, all expenses related to logistics based on actuals (travel, accommodation, and food) will be borne by either the participant or the service provider.
5. Taxes as per GoI norms will be applicable.
6. Please note that the breakup mentioned above is a suggestive guideline aimed at helping the proposers come up with a proper plan. IIT Patna reserves the right to tune the limits on respective shares as and when required.



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## Section 4: Internal Distribution of Funds

1. A maximum of 25% on the total receipts (excluding taxes) will be utilized for paying the honorarium to the course instructors at a pre-decided rate (Rs/credit hour) to be discussed internally.
2. 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.
3. 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 parent Department.
4. 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) associated with the programme.
5. The percentage share of PDF and DDF will be split in proportion to the engagement in case of involvement of multiple Departments/Faculty Members.
6. In case the IITP's share (overhead) on total receipts (excluding taxes) exceeds 50% either due to point # 1b of [Section 3](#), or otherwise, the additional share will be contributed to the IDF only. The contribution to DDF and PDF is fixed at 5% each as stated in point # 2-3 of [Section 4](#). Similarly, the contribution towards the honorarium to the course instructors is limited to a maximum of 25% on the total receipts (excluding taxes).

## Section 5: Example Calculation for Revenue Distribution

Assumptions for this calculation:

- A. The programme will be conducted in a synchronous (live) mode and hence the overhead is fixed at 65% of the total receipts, excluding taxes (details in [Section 3](#))
- B. It was internally decided that the combined honorarium to the course instructors will be 25% of the total receipts (excluding taxes)
- C. Total receipts after taxes, as applicable, is Rs 100 Lakhs

Distribution of funds based on above assumptions:

1. IITP's share in that case will be Rs 65 Lakhs. This is in addition to security bond of Rs 5 Lakh which will be refunded upon the successful execution of the course
2. Combined honorarium to IITP Faculty member(s) involved as instructors at a pre-decided rate per credit hour can be a maximum of Rs 25 Lakhs.
3. IDF will accordingly be Rs 30 Lakhs, DDF and PDF will be each Rs 5 lakhs
4. Accordingly, the revenue for the firm inclusive of all operational costs in this case is Rs 35 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 departments 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	Limited call with a deadline 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 ( <a href="#">Section 1</a> ) and with proper documentation as laid out in our guidelines document will be eligible for the next stage # III of the evaluation	T0 + 7 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 + 10 days
4.	Demonstration-cum-presentation stage	The applications which clear stage III will undergo this last stage of evaluation	T0 + 15 days
5.	Security Bond	The recommended firm will be required to deposit the security bond before the signing of MoU	T0 + 1.0 month
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 + 1.5 months
7.	Programme Announcement	Online announcement of the course with link for registration	T0 + 2.0 months
8.	Assessment of the Programme	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

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## Section 8: Application Format

Attached/uploaded as a separate document.