



AICTE-ISTE INDUCTION/REFRESHER PROGRAMMES – 2021-22



ISTE/AICTE-ISTE FDP/2021-22

September 20, 2021

Dear Sir/Madam,

Sub : Offer letter for conducting the AICTE-ISTE Induction/ Refresher Program under AICTE-ISTE MoU – regarding

It is my pleasure to inform you that the proposal submitted by you for the conduct of one week AICTE-ISTE Induction/Refresher Program titled **Patent Drafting for Beginners** has been shortlisted by the scrutiny committee. You are requested to communicate your willingness before **24/09/2021** to conduct the program in your institution.

The institutions will conduct the programs in ONLINE mode only. Presently sanction is accorded for one program.

Please note that these programs will start from the month of **October, 2021 and should be completed before 15th January 2022**. The program schedule will be displayed on the official website of ISTE and no change in date and title of the program is possible without prior permission. Hence, you are requested to finalise the program dates and title considering all the related aspects.

It is planned to do proper and uniform distribution of programs. Hence you are requested to give three options of dates on priority basis, suitable for you. **It is planned to start programs on any working day of week. Hence, you need not plan from Monday only.** Depending upon the situation you may have to shift your program two or three days here and there to adjust with the schedule already planned by us.

General Guidelines

- The program cannot be combined with any other professional body. The Principal sponsor will be AICTE only and no other sponsors are allowed.
- The duration of the program should be **six days and start from any working day of week. (excluding Sunday and public holiday)**
- The total sanction budget is Rs.93,000/- which should not be exceeded in any case.
- In case the event is cancelled, the funds will be returned back to ISTE immediately along with interest accrued if any on the amount of grant released.
- **Certification of these programs will be done jointly by AICTE & ISTE.**
- The coordinator must be a full time regular faculty with adequate experience in teaching and research with publication.
- Disbursement of funds will be as per directives of AICTE.
- Fund once released/sanctioned for the program cannot be utilized for any other programs.

