

Information and Library Network (INFLIBNET) Centre

(An Inter-University Centre of the University Grants Commission)

Gandhinagar – 382 007

Guidelines for conducting User Awareness Programme on Access to E-resources under UGC INFONET Digital Library Consortium

Training Programme:	User awareness programme on Access to E-resources under UGC INFONET Digital Library Consortium (Name of the program should be printed/written/displayed in all communications, publicity materials, banners, course materials, invitations etc)
Duration:	One to Two days
Who Can Participate:	Faculty, research scholars, students and library staff of host Institute
Registration Fee:	No registration fee should be charged from the participants
Financial Assistant:	INFLIBNET will provide financial assistance of Rs25000/- (Rupees Twenty five thousand only) for one day programme and Rs50000/- (Rupees fifty thousand only) for two day programme. Organizer should not buy any equipment / hardware / software from this grant.
Item of expenditures:	The expense includes tea, snacks, working lunch, course kits, telephone charges, honorarium for guest lectures, conveyance, mementos, banners, photographs, etc. The expenses should be restricted to financial assistance given to organizing the programme. Expenses on the items other than those specified herein will not be admissible.

Responsibility of INFLIBNET as Follows:

1. One / two resource person(s) will be sent from the INFLIBNET Centre. Expenses on TA/DA for INFLIBNET's resource person will be borne by the Centre;
2. Prepare suitable training material both in print and CD. The master copy will be sent in advance and host institute will arrange to make photocopy and distribute to the participants;
3. Invite publishers/aggregators and agents of E-resources for product demonstration;

Responsibility of Host Institution

1. Identify the coordinator of the programme for submission of request for proposal to Director INFLIBNET Centre;
2. Lecture Hall with a LCD projector and PC with Windows 2000/XP or later edition with MS Office loaded on it;
3. Make and distribute copies of training material to the participants (master copy in English will be supplied by the INFLIBNET);
4. Boarding and lodging facilities for resource persons from INFLIBNET;
5. Arrangement of High tea and working lunch to the participants;
6. Arrange adequate participants, organizers may write to Department of Higher Education of concerned states, if necessary;
7. Maximum publicity of the program in newspapers and display in notice board of each department other media;
8. Associate local library associations and professional bodies in the programme, wherever necessary;
9. Host institution / coordinator may solicit the sponsorship for food, training materials, lecture hall facilities, training kit, etc from professional bodies, private organizations since charging of registration fee from participants is not allowed;
10. Organizer will not seek additional financial assistance from any funding agency without prior approval Director, INFLIBNET;
11. After completion of training programme, the coordinator should submit original vouchers and bills for settlement of account within 15 days along with utilization certificate;
12. Submit detailed report of the programme with photograph.
13. The payment will be made in favour of 'Registrar' of the respective universities. In case any change, please intimate to the Centre;

The coordinator may submit the proposal to Director INFLIBNET along with suitable dates.

**(Jagdish Arora)
Director**