Information and Library Network (INFLIBNET) Centre
(An IUC of University Grants Commission)
Gandhinagar -382007, Gujarat

Guidelines for conducting Onsite In-House Training Programme on SOUL 2.0 Installation and Operations

Institutions, specially large institutions may organise SOUL training programme at their own institutions for all their staff members. Guidelines for conducting training programme are as follows;

- Duration: Minimum 3 days (Depend on institute requirement)

- Number of Participants: 5-25

- No fees should be charged from participants

- Host institute would be required to pay Rs. 7500/- (Service Tax @12.36% extra) per day for universities and Rs.5000/- (Service Tax @12.36% extra) per day for colleges/other institutions to the INFLIBNET Centre to hold the training programme. The payment should be made through DD in favour of 'INFLIBNET Centre ', payable at Gandhinagar.

- The INFLIBNET Centre will send two/three resource person(s) for the programme. Travel expense(Railway 2AC/3AC tier/Volvo Bus) and local hospitality (including accommodation) will be borne by host institute as per their entitlements. TA/DA and Local Conveyance(Auto/Taxi) should be paid to resource persons.

- No clubbing of colleges would be permissible except if two or more colleges cover under a single educational society and trust. In such case fee applicable for university will be applicable.

- All participants should be from the same college/University. No outside participants would be allowed. However, universities may invite their departmental library staff.

- Training material will be sent to the organizers in advance through email, the host institute will arrange to make copies of the training material and distribute to the participants.

- All expense will be borne by the host institution. INFLIBNET will not provide any financial assistance for this purpose.

- Training Certificates signed by the Director, INFLIBNET will be supplied by the Centre. The programme proposal should be sent to the INFLIBNET Centre for Director's approval well in advance.

- The Director, INFLIBNET Centre reserves the right to reject the proposal without assigning any reason.

Responsibility of Host Institution

- Arrange computer lab facility for practical (preferably one PC for each participant, if possible),) networked in a LAN with latest Windows Server as server technology and Windows Vista/7/8 as clients;

- Lecture Hall with a LCD projector and A PC with Windows 2008/ 2008 R2/ 2012/ 2012 R2 server loaded on it;

- Sufficient manpower for helping INFLIBNET resource persons to install SOUL and conduct practical sessions.

- Submit detailed report of the programme with photograph to publish in INFLIBNET Newsletter.

- The schedule designed by the INFLIBNET should be followed. If any changes in programme schedule may be done in consultation with the Director, INFLIBNET Centre.