Information and Library Network (INFLIBNET) Centre
(An Inter-University Centre of the University Grants Commission)
Infocity, Gandhinagar -382007

Guidelines for conducting /Training Programme/Workshops

Training Programme:	**INFLIBNET Regional Training Programme on Library Automation** (Name of the program should be printed/written/displayed in all communications, publicity materials, banners, course materials, invitations etc)
Duration:	5 Days
Number of Participants:	25 (Minimum 25 and Maximum 30)
Who Can Participate:	Faculty, Research Scholar, Library Professionals with working knowledge in computers
Registration Fee:	No registration fee should be charged from the participants
Financial Assistant:	INFLIBNET will provide financial assistance of Rs.75000.00 (Rupees Seventy Five thousand only) to hold the training programme. Organizer should not buy any equipment / hardware 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. The INFLIBNET Centre will send One / two resource person(s) for the programme. Expenses on TA/DA for INFLIBNET's resource person will be borne by the Centre;

2. Master copy of the training material will be sent to the organizers in advance. The host will arrange to make copies and distribute to the participants;

3. Training Certificates signed by the Director, INFLIBNET will be supplied by the Centre; and

4. INFLIBNET'S resource persons will provide help in practical sessions.

Responsibility of Host Institution

1. Provide facility of a computer lab with at least 20 PCs (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;

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

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

4. Distribute copies of training material, possibly in regional language to the participants (master copy in English will be supplied by the INFLIBNET);

5. Boarding and lodging facilities for participants and resource persons from INFLIBNET;

6. Arrangement of break-fast, dinner and tea / coffee, etc. for the participants on payment basis;

7. Arrange adequate participants, organizers may write to Department of Higher Education of concerned states, if necessary;

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, LAB / lecture hall facilities, training kit, etc from professional bodies, private organizations since charging of registration fee from participants is not allowed;

10. After completion of training programme, the coordinator should submit original vouchers and bills for settlement of account within 15 days along with utilization certificate;

11. Organizer will not seek additional financial assistance from any funding agency without prior approval Director, INFLIBNET;

12. Submit detailed report of the programme with photograph.

13. The payment will made in favour of 'Registrar' of the respective universities. In case any change, please intimate the Centre; and

14. The programme should follow the schedule attached herewith. For changes in programme schedule may be done in consultation with the Director, INFLIBNET Centre.