

FACULTY HANDBOOK

To Offer Courses in Summer & Winter Term
At CEPT University

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to offer courses in Summer & Winter Term
at CEPT University**

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Step-by-step guide for a faculty to offer courses in Summer & Winter Term



Propose the course (B)

Define the objective of the course and give all required details in the proposal as asked in the portal. Define learning outcomes explicitly along with the course outputs, evaluation plans and breakups. Discuss the same with Dean of the Faculty. Timely submission of all the details will enable us to prepare the flyer and poster and will facilitate us to upload on website on the pre-announced dates. Kindly note the plan uploaded on the portal will stand final. Any change on the same will not be entertained once the course is uploaded on the portal.



Prepare and submit the budget (C) (E)

Prepare the budget in the line of the guidelines given and get it checked by Faculty office. The budget needs to be considered precisely as it has direct financial implications on CEPT University. Faculty has to be well planned for Teaching assistant, Academic associate, material cost, rented equipment's, local visits, outputs, travels, hotels and experts to be called etc. Any other special requirements if needed, should be accounted in budget, and should be intimated to Faculty office well in advance. Without the budget submission, proposal cannot be considered. Budget once submitted and approved will not be revised on course allocation



Publicize your course

CEPT University is making sufficient efforts to publicize all the courses, but it will also be required from your side to do the same. You can use any medium/tool (Facebook, Twitter, LinkedIn etc.) for the publicity of your course.



If course on board, contact the students (D)

After the course is on board, you will get official invitation from CEPT University. You will also get the list of students along with their contact details enrolled in your course. It will be your responsibility to contact them and call upon the meeting for pre-requirement of your course. If it is travel based course, you will have to conduct meetings with the students for travel plan and hotel stay.



Book travel tickets and hotel stay (E)

If it is travel based course, you will have to conduct meetings with the students for travel plan and hotel stay. For tickets and hotel stay, you will have to contact Travel desk with your options. The required bookings will be done by CEPT Travel desk after the final approval of Faculty office based on the approved course budget.



Fill up advance form if needed (D)

Advance money if required against the course cost can be claimed before 20 days of the start of course. Advance form is required to be filled up, which will be circulated to all concerned as per timeline of course.



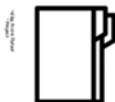
Starting the course

On the day of start of the course, you will inform the faculty office regarding start of course.



While course is on

During the course, it will be appreciated if you send periodical blog or pictures to the faculty office



On completion of course

After the course is over, faculty is required to submit the final results of the students and output generated along with the compilation of the pictures/ videos related to the course on the Google Classroom. In case an exhibition is planned, the faculty will be informed well in advance. For exhibition, a standard format will be shared by faculty office. Faculty is requested to follow the same and take out the prints accordingly. It is required to avail the Stationery and Printing facility of CEPT University only.

Submission of expense statement and course output

The faculty has to keep all the original bills; boarding passes, hotel receipts etc., and will have to hand over the same to faculty office along with the summary of expenses for accounts purpose. Without that, accounts department will not be able to proceed for the said payment. Bills should be submitted within 10 days of the course completion. Late submission will not be entertained. The settlement of the bills will take around one month from the date of the submission of bills.

A. Summer & Winter Courses at CEPT University

The CEPT SUMMER & WINTER Courses emerge from an acknowledgement of the value of learning from embodied experience. Planned as structured study courses, they hinge on the idea that the challenge of being in a new environment and actual on-site observations contribute to a great degree to the tacit learning processes.

These courses at CEPT University are opportunities for students to gain valuable learning experience that go far beyond the structured classrooms. Along with providing students and faculty an innovative and experimental learning teaching landscape, these courses concept provide students an opportunity to learn by being immersed in diverse habitats. The habitats will be studied from a wide range of perspectives from infrastructure planning to construction detail to spatial constructs.

Wide range of participation of students and professionals from varied backgrounds make the courses more dynamic and rich multi-cultural learning environments.

The courses for the Summer term will be conducted in the month of May and June with duration of about 7 weeks. The courses for Winter term will be conducted during the month of December. The exact dates depend on the academic calendar of CEPT University and regular announcements will be posted on the website along with the required specific details.

Courses

Faculties' help students understand the nature and orientation of the courses and enable them to make a well-informed choice. To achieve this, they explicitly state the objectives, mode of teaching or working, and learning outcomes of the courses up front. In the previous courses, students have favored sessions such as workshops, activities that are installation oriented and require travel, and opportunities that provide acquisition of specific skills.

In coming years, this palette would be expanded by offering more courses, that intellectually stimulates, involve multi-sensorial learning, focuses on specialized process and skill impartation. Open to students from varied backgrounds, the courses become dynamic and rich multi-cultural learning environments. In years to come, the programs would explore new avenues and grow in strength.

B. Guidelines for submitting proposals

Proposals for summer & winter term can be sent right through the year.

1. In order to propose a course for Summer & Winter term, it is imperative for faculty members to have at least 5 years of experience after under graduation and 3 years of experience after post-graduation. Interested professionals/faculty members should send a mail to summerwinterschool@cept.ac.in to create a login id and also forward their resume.
2. There is scope to have flexible contact hours.
3. Proposal should contain the following information which can be filled online in the portal <https://connect.cept.ac.in> :
 - a) Inhabitation (Where would the course be conducted? Would it be under Faculty of Architecture/ Planning/Management/Design/Technology?)
 - b) Title of the course
 - c) Objective, description and learning outcome of the course.
 - d) Location of the course: Where would it be conducted? In CEPT University, does it involve Domestic or International travel or a combination of the two?
 - e) Credits
 - f) Does it involve collaboration with other institutions?
 - g) Work plan (elaborated schedule day wise) and contact hours of the concerned faculties
 - h) Methodology (Lecture based/ Workshop based/Travel based/ Combination of any of these mentioned)
 - i) Apart from the registration fee, which would be determined based on the number of credits of the course, will it involve other expense for the students. What would be the approximate amount? (Material, travel stay, local travel, food, insurance, Visa)
 - j) Student deliverables (Output inform of booklet/ installations/prints/sketches etc.)
 - k) Student intake (Please refer below mentioned point 6)
 - l) Prerequisites, if any
 - m) Open for professionals? If yes, any criteria of experience years?
 - n) Requirement of Teaching assistant (TA) / Academic Associate (AA) / Student's Assistant (SA), please specify while finalizing the proposal and budget.
 - o) Picture related to course.
 - p) Details of instructor/s such as photograph, general information (to be filled in a separate visiting faculty form) and brief introduction of about 150 / 200 words.
 - q) Any other special requirement in terms of conducting the course or presentations
4. **Credit, Contact Hours and Preparation Hours:**

Depending on the number of credits the course offers, the contact and preparatory hours would vary. Please refer the following table:

Course Credits	Contact Hours	Preparation Hours	Total Hours
2	32	16	48
3	48	24	72
5	80	40	120

- a) If course is offered by multiple instructors, the proposal should indicate the distribution of contact hours.
- b) If the 80 per cent or more of the course load is handled by a full-time faculty member, he or she will get full credit for teaching the courses and the total hours would be accounted for as a part of their workload.
- c) In case the full-time faculty member is sharing less than 80 per cent of the contact hours of the course, the teaching load will be calculated in proportion to their actual contact time with students.
- d) Experts are those who are invited as resource persons and spend less than a day in the courses. Other invited resource people will be considered as visiting faculty members. **Not more than 20% of expert hours will be permitted.**

5. Special Notes for Faculty Members/Professionals interested in proposing the course :

- a) The remuneration for the faculty members is based on the years of experience an Individual has after the completion of the Undergraduate degree as per the norms set by the CEPT University.
- b) If an International faculty member wishes to propose a course, then a TRC (Tax Residency Certificate) of the faculty member residing in a foreign country will be required, to avoid double taxation.
- c) Faculty office would be providing the supporting Visa letters for the International travel-based courses to the respective faculty members. However, the entire visa procedure/Visa Application and the other documents required to file the visa, will have been arranged by the concerned faculty themselves. Please note, we do not provide all arrangements for travel, stay or any other expenses for an AA/TA participating in travel-based courses. The same have to be managed by the course instructor or the participating AA/TA himself.
- d) In case if the faculty members are travelling outside Ahmedabad for the courses (Within India/Outside India) along with their family members then any additional expenses pertaining to the same needs to be borne by the Individual faculty member. CEPT University would not bear any additional expenses of the same.

6. Student intake :

The following Minimum Student intake has been worked out based on the financial feasibility of courses. However, these numbers might change depending on the Course and University budget.

	CEPT/Visiting Faculty		International Visiting Faculty		AA
	One Instructor	Two Instructors	One Instructor	Two Instructors	
Online / CEPT Campus Based Course	10	20	20	30	Additional 10 Students
Travel based Course: Within India	20	25	25	35	Additional 10 Students
Travel based Course: Outside India	20	30	30	40	*Additional 10 Students

*For Travel based International courses No Travel, Stay, DA or any other expenses are given to AA

*The above number of the students are subject to the available budget for a said course

7. Important instructions for Travel based courses:

- a) Faculties conducting a travel-based course need to design the work plan financial add-ons in detail and approximate cost for the students well in advance to avoid any kind of misunderstanding at the later stage among the students and as well as the University.
- b) It will be helpful if the faculty members can locate good and affordable places to stay for students. However, this is not compulsory.
- c) Faculty members have to take the responsibility of completing all formalities such as VISA, Travel, Hotel booking, Internal transfers etc. CEPT has in-house travel desk that will facilitate the travel requirements for all the faculty members. CEPT members, please refer the travel policy set by the University. **Refer Annexure-1-CEPT Travel Policy** attached herewith.
- d) Only if the course gets adequate number of students, as mentioned in section 6 above, the faculty office will notify the course. The faculty members, after receiving the notification, can proceed with travel and other arrangements through the travel desk and faculty office.
- e) No Travel/Stay/DA is provided to the Experts invited for the course.
- f) If you have any further query, please contact faculty office.

8. Remuneration for the Visiting Faculty & Experts:

The remuneration of course instructors will be decided by Deans of respective faculty as per the CEPT University norms in proportion to their contact hours as proposed at the time of proposal and subsequent approval. Curriculum Vitae of the faculty members are required for course approval.

C. Guidelines for preparing and submitting the budget of the course

When the course is announced, along with the proposal, budget file is needed to be submitted by faculty. The reason to do this is to have the proper planning and smooth functioning of the financial aspects in the course. Faculties are responsible for the costs of their own courses except the University spaces. They will have about 50% of the fees collected for the course towards the expenses related to the course.

Following points whichever applicable are considered while working out the budget. The faculty will have to submit the estimated cost under each head:

- a) Material cost (for workshop-based course)
- b) Printing cost (For exhibition purpose only, templates will be shared, otherwise soft copy of the outputs preferred)
Note: Printing of course output in form of a book (booklet/coffee table/report) will have to be done under CEPT University Press.
- c) Stationery required.
- d) Local travel if needed to be done (for field visits in and around Ahmedabad, as per CEPT Travel norms)
- e) Renting any equipment/ hall/ speakers/generator/ any other things
- f) Experts (if invited from outside Ahmedabad, then their travel, stay and airport/ station pick up-drop off)
- g) Books or any other reading material for the students. Books to be ordered in consultation of Dean & CEPT library.
- h) Any other (needed to specify clearly)
- i) Air/ Rail/ Bus/ Taxi fare (As per CEPT Travel norms)
- j) Stay in hotel (As per CEPT Travel norms)
- k) VISA and insurance charges for course faculty
- l) Airport/station pick up- drop off (As per CEPT Travel norms)

The budget form will be sent through mail where in faculty is required to fill up and revert back. For travel norms, refer **Annexure-1 -Travel Policy**.

In addition to that, the remuneration will be added for the visiting faculty/Teaching Assistant/ Academic Associate/Experts as per CEPT University norms which will be done by faculty office and will be communicated the same to you.

Please note: Submission of budget for the course is mandatory requirement for acceptance of the course.

The budget submitted will be approved by the Dean of the respective Faculty.

If the budgeted amount is not in compliance with CEPT University rules, the faculty office will get back to you for the clarification and might suggest some modifications.

If you have any query regarding the same, you can approach Dean of the Faculty.

D. Guidelines after the course is on board and submitting the actual expense

E. Statement after completion of the course

1. Faculty office will send a confirmation mail of the course on board along with the details of the students enrolled in the course. It is required to have immediate interaction with the students, either through mail / Skype/ classroom meeting etc and brief them regarding work plan or any other respective queries.

Please note: Neither the faculty nor the University is responsible for the VISA, Travel, and Insurance, Stay, Entrance fees etc. of the students.

2. Contracts between the institutes, if needed, should be done in consideration with Faculty Dean along with the required details.
3. CEPT Finance Department will require at least two weeks for preparing the remuneration cheques for the Expert.
4. If there is specific requirement of space/ projector/ computer etc., it should be communicated well in advance to Faculty Office. Whatever is possible from the University, will be provided.
5. Hotel, inter-city travel and other travel needs will have to be booked using the CEPT Travel desk. Their bills are paid directly by CEPT as per the University norms. Prior permission is required if you are not using the CEPT travel desk. (Please refer **Annexure -1 - CEPT Travel Policy**)
6. The Stationery items should be purchased from SNEHA stationeries at CEPT University as the bills are paid directly by CEPT University. This expense should be budgeted before the course announcement.
7. If books/reading materials are needed for your course, the request has to be sent to CEPT University Library after notifying the same to Faculty Office. The books should be procured through CEPT University Library. Online purchase of the books or any other reading material is not allowed. This expense should be budgeted before the course announcement.
8. Advance cannot be availed against remuneration. But CEPT University can facilitate advance of 70% of the budgeted amount for off campus expenses, material purchase etc. for which the bills have to be produced at the time of account settlement. For Travel based course, 100% DA as per University norms can be availed as advance.

Please note: The template of Advance form will be available from the faculty office, which is needed to be filled and reverted at least 15 days prior to start of the course. Kindly contact faculty office requesting to send the Advance Request form.

9. Faculty will be required to mark the attendance daily and submit the same along with the grades to faculty office within 7 days of completion of the course.

10. It is responsibility of the faculty to decide the suitable output of the student's work in the form of booklet, installation, prints, sketches etc. This will be displayed during the exhibition that is normally held after completion of winter term. The student's deliverables will also be shared with CEPT Outreach Department, CEPT Portfolio, CEPT Library and CEPT Archives Department.

Please note that ownership of Intellectual Property such as teaching materials, outputs, products, etc. developed by the full-time and adjunct faculty members, visiting faculty, academic associate, teaching associate, students and others including visitors participating in the Summer & Winter term courses of CEPT University with the significant use of funds or facilities administered by CEPT University will vest with CEPT University.

(Your contract is governed by the law of the country i.e. India. Any non-compliance with any legal requirements may result into termination of your contract without any notice or compensation in lieu thereof. Any dispute under this contract shall be subject to jurisdiction of courts in Ahmedabad, Gujarat, India only).

11. Course instructors are required to submit result of the students within a week after the end date of the course.
12. Course instructors are required to submit travel/ course expense reports within 7 working days of the course completion. Faculty office will send the template of the expense report which you can fill and revert with the original receipts (*original boarding pass, train/bus tickets, hotel bill, taxi bill*) attached. Final settlement of the payment will be done after the submission of results, course outputs and original bills. Faculty office will require one week to compile the same and finance department will take minimum 10 working days for clearance of the bills and the payments.
- a. Purchase of IT related items such as mouse, pen drive, hard drive, projector, laptop etc. are not allowable expenses and it will be under the faculty's own account.
 - b. Entertainment expense, if at all incurred, should be borne by the faculty only. No such claim should be made while submitting the expenses statement.
 - c. The Course instructor's remuneration cheques will be cleared from the finance department once we receive the final accounts/expenses of the course along with the summary and the original bills. The remuneration can be withheld, if output and learning outcome are not submitted by the course faculty. If there is any query filling up the same, you can contact faculty office.
 - d. It is requested to adhere to the budgeted expenses, as once finalized and submitted in the Accounts department, it will be difficult to alter the course expenses.
 - e. In case of a travel-based courses (Within India/Outside India) once the tickets are booked for the course and if any cancellations/amendments are required to be made for the same, then the additional expenses pertaining to it needs to be borne by the respective faculty member. CEPT University would not bear any expenses pertaining to cancellations/amendments.
(Travel Requisition Form along with all the relevant details will be sent through faculty office separately)

For faculty members &/or staff travelling for the Summer & Winter Term, the Dean of concerned Faculty at CEPT will need to approve all travel related expenses. No travel booking shall be done for any courses without approval from the Dean.

F. Rules for the students/ professionals enrolling in Summer & Winter term

Following rules and regulations shall govern registration, conduct of courses, and evaluation of students, examinations and maintenance of discipline in all programs under Faculty of Architecture, Faculty of Design, Faculty of Management, Faculty of Planning, and Faculty of Technology. These rules shall be for students registering for all Summer & Winter term courses at the CEPT University.

1. Attendance

- a. Minimum attendance requirement to earn the credits for the course opted is 85%.
- b. Student who are found not attending the course, will be marked "FAIL"
- c. In the event of prolonged illness/hospitalization, minimum attendance requirement to earn the credits for a course is 70%. The medical certificate has to be submitted on the day of joining back after the medical leave. This certificate will be verified by the Doctor on campus. The student or his/her parents must intimate the concerned Faculty about illness / hospitalization as soon as it is practical but before the date of joining back.
- d. Students missing out on evaluation or assessment on medical ground or other unavoidable circumstances will have to be kept on "HOLD", until they complete all requirements of the course, within one week of completion of respective course. Thereafter, the result of the student will be marked "Fail", if (s) he does not complete the requirements within the stipulated time.
- e. Any exceptional cases not meeting the above requirements will be reviewed by a committee comprising the Provosts, Dy. Provost (Academics) and Dean along with the concerned faculty. Dean may act on the recommendation of the committee.
- f. If a student is observed attending any other course apart from the allocated one, strict action will be taken against him/her.

2. Grading System and Assessment:

The grading policy for all the courses offered in Summer & Winter term will be as per the University norms and same shall be included in the transcript along with the credits earned.

The methods of evaluation may be, by way of written examination, assignment, and objective test, presentation, seminar, performance, installation, or any combination thereof as per the discretion of the concerned faculty in charge of the course and must be included in the course outline given to students during announcement of course or during class hours.

Note: GPA/NGPA status will be proposed by the course instructor at the time of offering the course.

3. Appeal

If any student feels that the interim or final result in any course is erroneous or unfair, the student should first contact the course instructor to resolve the issue within five working days of the announcement of the relevant result. If issue remains unresolved, the student may appeal to the Dean of the Faculty, within 7 working days of the announcement of the relevant result. The Dean will constitute an appeal panel and will act on the recommendations deemed necessary and give the decision in 7 working days after application.

4. Award of Certificate of Satisfactory Completion of Course (For Non CEPT Students/ Professionals)

- a. A student must have cleared the course with the grades as per CEPT University norms before the award of the Certificate of Satisfactory Completion of Course and issuance of certificate from university.
- b. The Dean of the Faculty and Registrar of CEPT University will be the signing authority for the award of the Certificate.
- c. Provisional certificate will not be provided.

5. Discipline

- a. High standard of discipline is expected from all the students. Basic guidelines for the code of conduct have been included in the agreements signed by the Students and Parent/Guardian, at the time of admission. Any infringement of the laid down norms will result in disciplinary action and if needed leading to expulsion from the CEPT University. A Committee appointed by the Dean of the concerned Faculty will examine the case or cases and submit recommendations to Dean. The Dean in consultation with President/Provost will act on the recommendations as deemed necessary.
- b. Any indecent behaviour or an act of mental or physical torture to any fellow student shall be considered as a serious act of indiscipline and will attract severe punishment.
- c. No student will indulge in ragging of any form, on/off the campus. A reported alleged case of ragging will be processed as per guidelines laid down by Government of India.
- d. Smoking is prohibited in the CEPT Campus.

6. Additional rules for the students opting for travel based course

- a. The University reserves the right to make changes to the program or travel (if required) at any time and for any reason, with or without notice, and the University shall not be liable for any loss whatsoever to student by reason of any such cancellation or change. The University is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes. Any additional expense resulting from the above will be paid by the student.
- b. Students are financially and logistically responsible for aspects related to air / rail tickets, local travel, visa & insurance (in case of international field visits), food and other incidental expenses.
- c. **Passport:** For international travel you must have a passport in your possession, valid for up to 12 months past your return date. This requirement, though, varies from country to country. If you do not currently have a passport with this validity, you should apply for a new passport immediately

- d. **VISA:** Trips to international destinations will require visa. Students planning to apply for international travel are advised to proceed themselves of the visa requirements of the country of their destination. Students may be required to travel to the Embassies or Consulates of the countries to get the visa. University will provide all the documents pertaining to the VISA requirements. University will not be responsible for acquiring the VISA.
- e. **Travel Insurance:** Any CEPT Student, Non-CEPT Student or Professional will need to make their own arrangements.
- f. **Field Visit Expense:** Efforts have been made to provide approximate expense related to the field visit outside Ahmedabad. Field visit expense within India is based on Illrd A/C railway fare, shared accommodation, and food. Field visit expense outside India is based on the economy airfare, shared accommodation, food, museum fees, internal transport, visa fee and insurance. Actual cost related to the field visit may vary from the figure mentioned in the poster, depending on various factors like time of booking.

CEPT University

MEMORANDUM

Subject: Revised Travel Policy for CEPT University

Date: 17 JUNE 2019

From: REGISTRAR

To: Full time Adjunct and Part time / hourly basis staff members.

Enclosed herewith the Revised Travel Policy for CEPT University staff members.

The revised travel policy for CEPT University staff members comes into effect from 8th May 2019 till further notice.

With best regards,



ANITA HIRANANDANI
REGISTRAR

Travel policy for CEPT University

(Revised effective from 08/05/2019)

1. GENERAL GUIDELINES

- 1.1 The Travel Policy for CEPT University shall apply to all staff members travelling on official University business.
- 1.2 Please note that the below mentioned rates are for your reference and are maximum allowable rates. Payments will be done on the actual bill or the allowable rates, whichever is less.
- 1.3 Domestic, International and Local travel reservations by all modes of transport and accommodation will be done through CEPT Travel Desk after receiving approved travel details approved by Dean of Faculty and/or Head of respective Office.
- 1.4 Staff members are eligible to use any third party travel agents / online portals for booking travel so long as the rates quoted through the same or are lower than corresponding rates provided by CEPT Travel Desk. In case a faculty member is booking on his/her own through any third party travel agent, the quotes will be verified based on minimum rates available for the same travel. This information will be verified and approved by the CEPT Finance department before making the eligible payments to third party or making any reimbursement to staff. This process will take minimum 10 days to clear the bill, after submitted in prescribed format.
- 1.5 For eligibility for DA, number of days will include the days of travel. A day is considered if minimum 6 hours are spent on that day towards travel. Travel is counted from the time of departure or until time of arrival.
- 1.6 For international travel based courses in Summer Winter School, the local travel expenses within India for airport/ Railway pick-up/ drop off charges will be as per the below mentioned norms for Domestic travel (refer #2.4).
- 1.7 CEPT's travel norms will be superseded in case of travel and related expenses are borne by non-CEPT organizations. This includes direct billing or reimbursements.
- 1.8 In cases of group travelling with varied eligibility of staff members, higher category rates may be applied for all group member on prior request.
- 1.9 Request for travel advance shall be made in writing to the Finance Team at least 10 days prior to date of travel. Travel advance (including DA, budgeted local travel etc.) shall be given via cheque or international cash card latest 48 hours before departure.
- 1.10 Wherever approvals are necessary for deviation from norms / budget, faculty / staff members shall seek approval from Dean / Head of office. Deans and Heads of offices shall seek approval from Academic Director / Registrar respectively. All approvals to be sought prior to initiating travel.

2. DOMESTIC TRAVEL NORMS

2.1. Mode of Travel

	Category A	Category B	Category C
Particulars	Professor/Associate Professor / Director of Service / Head of Office	Assistant Professor /Senior Academic Associate / Coordinator / Manager	Academic Associate/ Teaching Assistant / Officer / Technician
Air travel	Economy	Economy	Economy (if train travel not available / more than 16 hours of travel time)
Rail travel	1st class AC if available, / 2 tier AC coach A/C	2 tier AC coach	2 tier AC coach
Surface travel	A/C Car	A/C Car	A/C Car

Rules & Documents required:

1. Train journey shall be preferred option for all where trains are available and travel time is up to 16 hours. Bus Journeys are also allowed in lieu of train journey where it is preferred by the individuals.
2. If train is not available or train journey is longer than 16 hours, then lowest rate economy airfare for shortest direct travel route will be preferred.
3. If the fare for requested route / mode is more than the maximum allowable amount (shortest route as defined CEPT Travel Desk) then the difference between the actual fare and the maximum allowable amount will have to be borne by the individual.
4. Up gradation of mode of travel by staff will be reviewed and considered on a case to case basis. This should be supported by explanation, justification and approval from Dean of Faculty and/or Head of respective Office. Justification by Dean or Head of office shall be approved by Academic Director or Registrar respectively.
5. Stamped boarding passes (both ways), proof of payment and Railway ticket + proof of payment / e-ticket / Taxi receipt with date of travel, total km or location to & from should be submitted by the staff. .

2.2. Hotel

	Category A	Category B	Category C
	New Rate Effective from 08/05/2019**	New Rate Effective from 08/05/2019**	New Rate Effective from 08/05/2019**
Particulars	Professor/ Associate Professor / Director of Service / Head of Office	Assistant Professor /Senior Academic Associate / Coordinator / Manager	Academic Associate/ Teaching Assistant / Officer / Technician
TIER 1 Cities*	8000/-	5000/-	4000/-
TIER 2 Cities*	5000/-	4000/-	3000/-
TIER 3 Cities*	4000/-	3000/-	2000/-

(* Annexure 1 for classification of Tier Cities)

** For Summer winter courses old rates will be considered (to accommodate budget based on this rates), Revised rates will be effective from winter-2019

Rules & Documents required:

1. The trip will qualify for hotel accommodation when the total travel requires for overnight stay outside Ahmedabad & Gandhinagar.
2. If expense is made without prior approval and the hotel tariff is more than the maximum allowable amount per staff then the difference between the hotel tariff and the maximum allowable amount will have to be borne by the individuals.
3. In circumstances where, staff members are sharing a room (when possible), i.e. on double occupancy basis, then the maximum allowable amount for per day Lodging/ Accommodation expenses will not be the sum of the limits of the two employees, but will be restricted to 1.3 times the maximum allowable amount of the higher limit.
4. Original hotel receipt with check in / checkout date in the name of the corresponding faculty member should be submitted.
5. If no hotel is used for overnight stay, and instead the person is staying with friends / relatives, Rs. 500 per night shall be paid to the individual

2.3 Daily Allowance (DA)

	Category A	Category B	Category C
Particulars	Professor/Associate Professor / Director of Service / Head of	Assistant Professor / Senior Academic Associate / Coordinator / Manager	Academic Associate/ Teaching Assistant / Officer / Technician
TIER 1 Cities*	1500/-	1200/-	1000/-
TIER 2 Cities*	1200/-	1000/-	800/-
TIER 3 Cities*	1000/-	800/-	700/-

(* Annexure 1 for classification of Tier Cities- Page 6)

Rules & Documents required:

1. Daily Allowance is provided to all employees for travel outside of home base (Ahmedabad) for approved official visits, travel related to teaching, approved conference visits & any other approved travel.
2. Daily allowance compensates all expenses an staff may make on a daily basis on account of being outside his/her home base. This includes food, official communications, incidentals & other expense. Internet communication bills will be reimbursed as actuals.
3. Local travel is not included in the Daily Allowance, it will be paid on actuals.
4. DA will be given where overnight stay is required. 50% of eligible DA shall be disbursed in advance. Remainder shall be disbursed to the individual after verification of submitted bills/invoices by Finance Team. All disbursements will be by cheque in the name of staff member / individual authorized to travel.
5. 25% of the DA for field visit more than 6 hours duration in Ahmedabad / Gandhinagar area but away from CEPT Campus.

2.4. Local Travel

	Category A	Category B	Category C
Particulars	Professor/Associate Professor / Director of Service / Head of Office	Assistant Professor / Senior Academic Associate / Coordinator / Manager	Academic Associate/ Teaching Assistant / Officer / Technician
TIER 1 Cities	1200/-	1000/-	800/-
TIER 2 Cities	1000/-	800/-	600/-
TIER 3 Cities	800/-	600/-	500/-

(Refer Annexure 1 for classification of Tier Cities- Page 6)

Rules/regulations & Documents required

1. Expenses for Local (within city) travel shall be compensated on actuals subject to above maximum and after submission of appropriate receipts or self-declaration where receipts are not provided (e.g. auto rickshaws). Exceptions should be approved by Dean of Faculty and/or respective Office.
2. The above maximum allowable amount is for local travel other than Ahmedabad / Gandhinagar area.
3. For local Ahmedabad / Gandhinagar travel, taxi to be arranged by CEPT Travel Desk. Exceptions should be approved by Dean of Faculty and/or Head of respective Office. Whenever possible, a shared vehicle is to be used. In such cases, the maximum allowable amount for their use is same as that for a single employee for a standard vehicle.
4. For personal car use, Rs. 7 per km will be reimbursed with details of trip submitted. Self-declaration shall include details such as date of travel, location to & from, km and purpose. This per km rate shall be revised by finance team from time to time (minimum once in six months) as per fuel cost variations.
5. Receipt in the name of faculty member will be required for taxi or hired vehicle mentioning the Date of travel, km travelled and the location.
6. If travelled by Rickshaw, please mention Date of travel, km travelled and the location (to and from).
7. The above includes any pickup / drop from Airport and/or Railway Station.

3. INTERNATIONAL TRAVEL NORMS

3.1. Mode of International Travel

	Category A, B & C
Particulars	Professor/Associate Professor/ Assistant Professor /Senior Academic Associate / Director of Service / Head of Office / Coordinator / Manager / Officer / Technician
Air	Economy
Rail	Standard / Economy
Surface	A/C Car (where it is more economical than air / rail)

Rules/regulations & Documents required

1. Lowest economy airfare for shortest direct travel route will be preferred. Bus / Train journeys are also allowed where they are preferred by the individual.
2. If the fare for requested route / mode is more than the maximum allowable amount then the difference between the actual fare and the maximum allowable amount will have to be borne by the individual employee.
3. Up-gradation of mode of travel by employees will be reviewed on a case to case basis and only in special situations with adequate justification and approval of Dean of Faculty and/or respective Office.
4. Boarding passes + proof of payment / Railway ticket + proof of payment / e-ticket / Taxi receipt with date of travel; total km or location to & from should be submitted by the faculty.

3.2. Hotel

	Category A	Category B & C
	New Rate Effective from 08/05/2019**	New Rate Effective from 08/05/2019**
Particulars	Professor/ Associate Professor / Director of Service / Head of Office	Assistant Professor /Senior Academic Associate / Coordinator / Manager/ Officer / Technician
Category 1 Countries*	150\$	130\$
Category 2 Countries*	130\$	100\$
Category 3 Countries*	100\$	80\$

(* Annexure 2 for classification of countries – Page 7-8)

** For Summer winter courses old rates will be considered (to accommodate budget based on this rates), Revised rates will be effective from winter-2019

Rules/regulations & Documents required

1. The trip will qualify for hotel stay when the total travel required for overnight stay outside India. Prior approval of Dean and Summer Winter School Coordinator is mandatory if the cost of stay will exceed beyond maximum permissible.
2. If expense is made without prior approval and the hotel tariff is more than the maximum allowable amount per employee then the difference between the hotel tariff and the maximum allowable amount will have to be borne by the individual employee.
3. When two employees are sharing a room (when possible), i.e. on double occupancy basis, then the maximum allowable amount for per day Lodging/ Accommodation expenses will not be the sum of the limits of the two employees, but will be restricted to 1.3 times the maximum allowable amount of the higher limit.
4. Original hotel receipt with check in / checkout date in the name of the corresponding employee should be submitted.

3.3. Daily Allowance (DA)

	Category A	Category B & C
Particulars	Professor/Associate Professor / Director of Service / Head of Office	Assistant Professor /Senior Academic Associate / Coordinator / Manager / Officer / Technician
Category 1 Countries	60\$ USD	60\$ USD
Category 2 Countries	60\$ USD	50\$ USD
Category 3 Countries	50\$ USD	40\$ USD

(Annexure 2 for classification of countries- Page 7-8)

Rules /regulations & Documents required

1. Daily Allowance is provided to all employees for travel outside of home base (India) for approved official visits, travel related to teaching, approved conference visits & any other approved travel.
2. Daily allowance compensates all expenses an employee may make on a daily basis on account of being outside his/her home base. This includes food, communications, incidentals & other personal expense. Internet expenses, if any, may be invoiced at actuals subject to prior budgeting and approval.

3.4. Local travel

1. Local travel will be paid as per actuals. Public transport is preferred means of transport wherever possible. Individuals are expected to use good judgement to minimize expenses.

4. TRAVEL POLICY FOR SUMMER WINTER SCHOOL

1. For faculty members &/or staff travelling for Summer Winter School, the coordinator of Summer Winter School at CEPT will need to approve all travel related expenses.
2. If you are offering a course involving travel at Summer or Winter School at CEPT, to preserve the interests of CEPT University you may be requested by the Head of Summer Winter School to review travel arrangements.
3. No travel booking shall be done for any Summer Winter School program without approval from the Head of Summer Winter School.

Annexure 1: Classification of Indian Cities

States/ Union territories	Cities as Tier – 1	Cities as Tier –2
Andaman & Nicobar Islands	-	-
Andhra Pradesh / Telangana	Hyderabad	Vijayawada, Warangal, Greater Vishapatnam, Guntur, Nellore
Arunachal Pradesh	-	-
Assam	-	Guwahati
Bihar	-	Patna
Chandigarh	-	Chandigarh
Chhattisgarh	-	Durg-Bhilai Nagar, Raipur
Dadra & Nagar Haveli	-	-
Daman & Diu	-	-
Delhi	Delhi	-
Goa	-	-
Gujarat	Ahmedabad	Rajkot, Jamnagar, Bhavnagar, Vadodara, Surat
Haryana	-	Faridabad, Gurgaon
Jammu and Kashmir	-	Srinagar, Jammu
Jharkhand	-	Jamshedpur, Dhanbad, Ranchi, Bokaro Steel
Karnataka	Bengaluru	Belgaum, Hubli- Dharwad, Mangalore, Mysore, Gulbarga
Kerala	-	Kozhikode, Kochi, Thiruvananthapuram, Thrissur, Malappuram, Kannur, Kollam
Lakshadweep	-	-
Madhya Pradesh	-	Gwalior, Indore, Bhopal, Jabalpur, Ujjain
Maharashtra	Greater Mumbai, Pune	Amravati, Nagpur, Aurangabad, Nashik, Bhiwandi, Solapur, Kolhapur, Vasai-Virar, Malegaon, Nanded-Waghala, Sangli
Manipur	-	-
Meghalaya	-	-
Mizoram	-	-
Nagaland	-	-
Odisha	-	Cuttack, Bhubaneswar, Raurkela
Puducherry	-	Puducherry
Punjab	-	Amritsar, Jalandhar, Ludhina
Rajasthan	-	Bikaner, Jaipur, Jodhpur, Kota, Ajmer
Sikkim	-	-
Tamil Nadu	Chennai	Salem, Tiruppur, Coimbatore, Tiruchirappalli, Madurai, Erode
Uttar Pradesh	-	Moradabad, Meerut, Ghaziabad, Aligarh, Agra, Bareilly, Lucknow, Kanpur, Allahabad, Gorakhpur, Varanasi, Saharanpur, Firozabad, Jhansi
Uttarakhand	-	Dehradun
West Bengal	Kolkata	Asansol, Siliguri, Durgapur

Please note: Those cities not falling under Tier- 1and Tier- 2 categories will be covered under Tier-3.

Annexure 2 : Classification of Countries

Category-1		
Andorra	French Polynesia	Norway
Antigua and Barbuda	Germany	Oman
Aruba	Greece	Poland
Australia	Greenland	Portugal
Austria	Guam	Puerto Rico
Bahamas, The	Hong Kong SAR, China	Qatar
Bahrain	Iceland	Russian Federation
Barbados	Ireland	San Marino
Belgium	Isle of Man	Saudi Arabia
Bermuda	Israel	Singapore
Brunei Darussalam	Italy	Sint Maarten
Canada	Japan	Slovak Republic
Cayman Islands	Korea, Rep.	Slovenia
Channel Islands	Kuwait	Spain
Chile	Latvia	St. Kitts and Nevis
Croatia	Liechtenstein	St. Martin
Curaçao	Lithuania	Sweden
Cyprus	Luxembourg	Switzerland
Czech Republic	Macao SAR, China	Trinidad and Tobago
Denmark	Malta	Turks and Caicos Islands
Estonia	Monaco	United Arab Emirates
Equatorial Guinea	Netherlands	United Kingdom
Faeroe Islands	New Caledonia	United States
Finland	New Zealand	Uruguay
France	Northern Mariana Islands	Virgin Islands (U.S.)
Australia	Greece	Poland
Austria	Iceland	Portugal
Belgium	Ireland	Slovak Republic
Canada	Italy	Slovenia
Chile	Israel	Spain
Czech Republic	Japan	Sweden
Denmark	Korea, Rep.	Switzerland
Estonia	Luxembourg	United Kingdom
Finland	Netherlands	United States of America
France	New Zealand	Norway
Germany		
Category-2		
Armenia	Kiribati	São Tomé and Príncipe
Bhutan	Kosovo	Senegal
Bolivia	Kyrgyz Republic	Solomon Islands
Cameroon	Lao PDR	South Sudan
Cabo Verde	Lesotho	Sri Lanka
Congo, Rep.	Mauritania	Sudan
Côte d'Ivoire	Micronesia, Fed. Sts.	Swaziland
Djibouti	Moldova	Syrian Arab Republic
Egypt, Arab Rep.	Mongolia	Timor-Leste
El Salvador	Morocco	Ukraine
Georgia	Nicaragua	Uzbekistan
Ghana	Nigeria	Vanuatu

Guatemala	Pakistan	Vietnam
Guyana	Papua New Guinea	West Bank and Gaza
Honduras	Paraguay	Yemen, Rep.
Indonesia	Philippines	Zambia
India	Samoa	Palau
Angola	Fiji	Panama
Albania	Gabon	Peru
Algeria	Grenada	Romania
American Samoa	Hungary	Serbia
Argentina	Iran, Islamic Rep.	Seychelles
Azerbaijan	Iraq	South Africa
Belarus	Jamaica	St. Lucia
Belize	Jordan	St. Vincent and the Grenadines
Bosnia and Herzegovina	Kazakhstan	Suriname
Botswana	Lebanon	Thailand
Brazil	Libya	Tonga
Bulgaria	Macedonia, FYR	Tunisia
China	Malaysia	Turkey
Colombia	Maldives	Turkmenistan
Costa Rica	Marshall Islands	Tuvalu
Cuba	Mauritius	Venezuela, RB
Dominica	Mexico	
Dominican Republic	Montenegro	
Ecuador	Namibia	
Category-3		
Afghanistan	Gambia, The	Nepal
Bangladesh	Guinea	Niger
Benin	Guinea-Bissau	Rwanda
Burkina Faso	Haiti	Sierra Leone
Burundi	Kenya	Somalia
Cambodia	Korea, Dem Rep.	Tajikistan
Central African Republic	Liberia	Tanzania
Chad	Madagascar	Togo
Comoros	Malawi	Uganda
Congo, Dem. Rep	Mali	Zimbabwe
Eritrea	Mozambique	Ethiopia
Myanmar		