



File No: M/4198/2025-MIC- Part (9)-188

Date: 15/01/2026

**SANCTION ORDER**

To  
The Drawing and Disbursing Officer,  
All India Council for Technical Education,  
Nelson Mandela Marg, Vasant Kunj, New  
Delhi - 110070

**Sub: Release of a sum of Rs.18,45,000/- (Rupees Eighteen Lakh Forty-Five Thousand only) as Grant-in-Aid for organizing Three-Day Regional Mentoring Session on Innovation for Teachers and Students of PM SHRI Schools from 28<sup>th</sup> January 2026 to 30<sup>th</sup> January 2026, under the School Innovation Contest (PM SHRI Schools)- Reg.**

Sir/Madam,

Sanction of the Competent Authority is hereby conveyed for incurring an expenditure of **Rs.18,45,000/- (Rupees Eighteen Lakh Forty-Five Thousand only) as Grant-in-Aid for organizing Three-Day Regional Mentoring Session on Innovation for Teachers and Students of PM SHRI Schools from 28<sup>th</sup> January 2026 to 30<sup>th</sup> January 2026, under the School Innovation Contest (PM SHRI Schools), as per the details given below: -**

1.	Name and address of the Beneficiary Institution:	Pillai HOC college of engineering & Technology, Navi Mumbai
2.	Duration of the Program:	Three Day (F.Y. 2025-26)
3.	Total Grant-in-aid Sanctioned:	<b>Rs.18,45,000/- (Rupees Eighteen Lakh Forty-Five Thousand only)</b>
4.	Amount to be released during the year 2025-26:	<b>Rs.18,45,000/- (Rupees Eighteen Lakh Forty-Five Thousand only)</b>
5.	Sanctioned grant-in-aid is debit to:	School Innovation Contest (Account Head 603.13 PM SHRI Schools)

1. The amount of the Grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the Grant-in-Aid bill and shall be disbursed to and credited to the account of the Chancellor/Director/Principal/ Registrar/or any other official nominated by the head of the Institute through RTGS/PFMS.
2. This Grant-in-Aid is being released in conformity with the terms & conditions being communicated in this letter.

**The instructions/guidelines to be followed by University/Institution**

**I. Release of funds**

- a. The Chancellor/Vice Chancellor/Principal/Vice Principal/Director/Head of the institute/Secretary are hereby requested to verify the correctness of the under mentioned bank account/ RTGS details submitted by them, in which the grant is being released:

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AAATM5536H	Canara Bank	Khairi Patalganga	C.F.C. BLDG MIDC INDSL Area, Panvel-410207	PHCET Research And Development Account	Savings	5214220011 1189	CNRB001 5214

- b. In case of any omission, the same should be reported to AICTE/MIC immediately.
- c. The sanction is issued in exercise of the powers delegated to the council and other terms & conditions laid down in the guidelines of the scheme.

## II. Maintenance of accounts

- The Institution shall strictly follow the provisions laid down in the scheme document and this sanction order **F. No. M/4198/2025-MIC-Part (9)-188 dated:15/01/2026** issued by this office. All correspondence related to the scheme must contain this number along with year of sanction of the scheme, failing which correspondence will not be entertained.
- The University/College/Institution shall maintain proper accounts of the expenditure out of this grant.
- The Council or its nominee shall have the right to check/verify the accounts to satisfy that the funds have been utilized for the purpose for which it was sanctioned.
- The Chancellor/Principal/Director/Registrar shall be intimate about the receipt of the grant to AICTE.

## III. Budget details:

### (a) Budget Sanctioned:

S. No.	Budget Heads	Item	Cost per person	Estimated Budget for one Regional Mentoring Session (Rs. In Lakhs)	Remarks
1	Registration Kit (Notepad, Pen & Pouch)	200 Kits	Rs. 250 per Person	0.50	Notepad, Pen & Jute Bag
2	TA for the Participants	200 Participants	Rs. 2000/- per person	4.00	For participant (Reimbursement of Train Fare up to sleeper Tatkal Ticket)
3	Food	200 Participants × 5 days	Rs. 500/- per person per day	5.00	Breakfast, Lunch, Dinner and Two Times Tea with snacks
4	Accommodation	200 Participants × 5 days	Rs. 500/- per person per day	5.00	Accommodation for participants at College/University Hostel/Guest House, Separately for Men & Women
5	Venue and logistics Arrangements at Centre	-	-	1.00	Arrangements for the Regional Mentoring Session
6	Certificates (Participants, Experts/Speakers)	300 Certificates	Rs. 50 Per Person	0.15	-
7	Standee/Banners and Photography for Promotion Media	-	-	0.30	
8	Contingency (Standee/Banners and Photography for Promotion Media, Felicitation of the experts/guests etc.)			1.00	Standees/Banners, Photography for Promotion Media, Felicitation of the experts/guests etc.
9	Experts/Speakers/ Officials of AICTE/MIC and Wadhvani Foundation				
9.1	Stay, Local travel and food for Experts/speakers and officials of AICTE/MIC and Wadhvani	-	-	1.20	Two Officers/Officials from AICTE/MIC and Two Officials from Wadhvani
9.2	Honorarium to the experts	6 Experts	Rs. 5000/ Expert	0.30	For Expert members from Various Incubation Centres and Wadhvani Foundation
10	<b>Total (Sr. No 1-9.2) (Grant-In-Aid Per Institute)</b>			<b>18.45</b>	

**Important Note:**

**The expenditure incurred by the institution should be within each budgetary head. If, in any case, the expenditure in any budgetary head increases the upper limit, the institution can utilize the unutilized funds of some other budgetary head within the total sanctioned budget/Grant-in-Aid.**

**IV. Requirements from the Host Institute**

- a. To provide transportation facility between Venue and accommodation for two MIC officers and Six expert members.
- b. Adequate infrastructure like state-of-the-art auditorium **(at least 250 capacity)** with PA system, projector and High-speed Internet connectivity.
- c. To provide accommodation, logistics, and meals (breakfast, lunch, dinner, tea, and two snacks daily) for two MIC officers and six expert members for three days: one day prior to the event, the event day, and one day after the event.
- d. To provide accommodation, logistics, and meals (breakfast, lunch, dinner, tea, and two snacks daily) for 200 participants for 5 days: one day before the event, the event day, and one day after the event. i.e., **27<sup>th</sup> January to 31<sup>st</sup> January 2026.**
- e. Preparedness for any kind of medical emergency.
- f. Toilets and bathrooms at the venue should be cleaned frequently and equipped with basic toiletries and hot water facilities.
- g. Cleanliness and hygiene should be maintained at food venue, training venue, hotels, hostel and guest house etc.
- h. Accommodation, food and local pickup/drop arrangement for the officials and experts' speakers nominated by the MIC/AICTE.
- i. Accommodation, food and local pickup/drop arrangement for the 200 participants Teachers and Students.
- j. Engagement of faculty/non-teaching staff coordinators (20) and student volunteers support (20) for smooth conducting of Three-Day Regional Mentoring Session on Innovation for Teachers and Students of PM SHRI Schools from **28<sup>th</sup> January 2026 to 30<sup>th</sup> January 2026.**
- k. Event Photography/Videography & audio/video facility and infra to go live whenever required during the event.
- l. The exact number of Participants, experts (speakers), volunteers and officials will be shared by the MIC/AICTE.

**V. Honorarium and TA guidelines**

**Experts: Speakers (To be arranged by AICTE/MIC)**

The expert's speakers will be nominated by AICTE /MIC, an Honorarium @ Rs. 5000/- per day may be given from Grant-in-Aid **(Sr. No. 9.2)** and Stay, Local travel and food for Experts/speakers and officials of AICTE/MIC and Wadhvani may be provided from the Grant-in-Aid **(Sr. No. 9.1).**

**VI. Refund of grant**

The unspent balance out of the grant may be refunded to AICTE/MIC through NEFT/RTGS at INNOVATION CELL ACCOUNT, Account No:37903899633, IFSC: SBIN0050203, SBI, Shastri Bhavan, Rajendra Prasad Road, New Delhi-110001.

**VII. Submission of documents by college/institution after completion of the event**

The following mandatory relevant documents are required to be submitted by the college/institution within the prescribed period of the completion of the scheme: -

- a. In the case of Govt. Institutions Statement of actual expenditure in original in the prescribed proforma duly signed by the Head of the institution and countersigned by Registrar/Finance Officer/Govt. Auditor.

Or

In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed by a Chartered Accountant (with membership no., full address & stamp). Photocopies of formats are enclosed.

b. The **Utilization Certificate (UC)** supported by the Audited Statement of Expenditure to the effect that the grant has been utilized for the purpose for which it was sanctioned shall be furnished to the AICTE immediately after completion of the program along with the verified copy of bills, vouchers, proof of transaction and TA forms. It should contain the head-wise break up of expenditure made from the grant- in-aid provided by the Council. Audited Statement of Expenditure indicating expenditure incurred during the program in the prescribed format and GFR-19 shall be submitted to the Council.

**VIII. General instructions**

- a. The grantee Institution shall observe all financial norms and guidelines as prescribed by the AICTE/ Government of India from time to time. GOI GFR rules should be followed during utilization of grants.
- b. This Sanction Order may be treated as Offer Letter for all purposes.

Yours sincerely,



(Dr. Elangovan Kariappan)  
**Assistant Innovation Director**

Copy forwarded for information and necessary action to:

1. The Director, Finance Bureau, AICTE
2. Pillai HOC college of engineering & Technology, Navi Mumbai, Maharashtra