



मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर
MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

(An Institute of National Importance under Ministry of Education, Govt. of India)

JLN MARG, JAIPUR – 302017 (RAJASTHAN) INDIA

No. 4272

Dated: 24/10/2024

OFFICE ORDER

With the approval of the competent authority, the Departments may invite industry experts and engage 10% of the lectures in regular courses to give industry-related know-how to the students. The industry experts are identified for 9 UG and 1 PG (Department of Management Studies) for the academic year 2024-2025.

The Competent Authority has sanctioned a budget of Rs. 37,76,000/-. The expenditure detail that can be made under various head are follows:

S. No.	Particulars	Estimated expenditure
1	Travel	As per Institute Rules
2	Local Hospitality	As per the guest house charges
3	Honorarium	Rs. 5000/- per day

The following process be followed for organizing Industry lectures:

- The course coordinator or the DUGC convenor will submit the request for conducting the industry lecture to the Dean Academic through the respective Head of the Department for approval. Departments may rake combined approval of all the experts to be invited in a semester from the Dean Academic.
- The course instructor or DUGC convenor will forward the request for reimbursement/advance payment to the Head of the Department. Once approved, it will be submitted to the Account Section for reimbursement/advance payment as per norms.

Registrar(I/C)

[Signature]

Copy to:

1. PS to Director/PA to Registrar
2. All Deans
3. All concerned Head of Departments
4. DUGC convenor
5. Webmaster to upload on website