

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 3.0 Installation and Operations**

Institutions may organise SOUL training programme at their own campus for all their staff members as per the following guidelines;

- Duration: Minimum 3/5 days (Depend on requirement)
- Number of Participants: 5-25
- Host institute would be required to pay Rs. 7500/- (GST @18% excluding) per day for universities and Rs.5000/- (GST @18% excluding) per day for colleges/other institutions to the INFLIBNET Centre to hold the training programme. The payment should be made through DD/NEFT in favour of 'INFLIBNET Centre', payable at Gandhinagar.
- The INFLIBNET Centre will send two/three resource person(s) for the programme. Travel expense (Air/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 permitted except if two or more colleges cover under a single educational society and trust. In such case fee will be applicable for the university.
- 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 the expenses 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

- Arrangement of computer lab facility for practical (preferably one PC for each participant, if possible), networked in a LAN with latest Windows Server and the client having Windows 10 and onwards OS.
- Sufficient technical manpower for supporting INFLIBNET resource persons to install SOUL and conduct practical sessions, if required.
- Submit a detailed report of the programme with photographs 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.