

SCHEME DOCUMENT

AICTE Training And Learning (ATAL)Academy Faculty Development Programme (FDP) 2020-2021

1.1		Objectives
	(a)	To plan and help in imparting quality technical education in the country and to support technical institutions in fostering research, innovation and entrepreneurship through training in various emerging areas.
1.2		Eligibility
1.2a		For Institutions
	(a)	The government funded institutions like IITs, IIMs, NITs, IIITs, Central Universities, State Universities/Institutions, other government organizations and private organization /institutions having NIRF upto 100 or NAAC grade “A+ and higher” or Departments of institutions having NBA accredited.
	(b)	Coordinator must be a full time regular faculty/instructor/trainer etc.
1.2b		For Participants
	(a)	The faculty members of the AICTE approved institutions, research scholars, PG Scholars, participants from Government, Industry (Bureaucrats/Technicians/Participants from Industry etc.)and staff of host institutions.
	(b)	Not more than 30% from Host Institution.
1.3		Duration of Project
	(a)	The proposed/approved FDP shall be conducted within financial year from the date of receipt of offer letter. The Duration of the FDP shall be 05 days. Multiple FDP may be conducted on the same area.
1.4		Limit of funding
	(a)	Rs. 2.10 Lakh only
1.5		Disbursement of the Funds
	(a)	The full amount of the grant sanctioned will be released as an advance to the University/Institute through electronic transfer on the account of the University /Institute after submission of mandate form and a request letter.
1.5a		Release of Funds and Maintenance of Accounts
	(a)	The cost for conducting per programme will be Rs.2,10,000/- as per detail given as Under:-

1.	Honorarium for Head of Institution	Rs. 10,000/-
2	Honorarium to Co-ordinator Rs.2000/- per day x 5 days	Rs. 10,000/-
3	Honorarium for experts (Rs. 3000 per session for total 14 session)	Rs. 42,000/-
4	Provision for payment to Lab Attendant engaged during lab practices @ Rs. 1000/- per programme	Rs. 1,000/-
5.	TA/DA to Experts engaging sessions (lump sum)	Rs. 32,000/-
6.	One books each for top 20 participants as reward. a) The concerned institutions conducting the FDP may provide a copy of reference material compiled by them to all the participants participating in FDP. b) Additional, a copy of one of the reference books prescribed in the model curriculum formulated by NITTTR, Chandigarh, which is found to be most relevant to the topics covered may be issued by the institutions conducting the FDP, to the faculty members attending the FDP. c) While shortlisting the reference books for distribution to the faculty members attending the FDP (at point – b above), preference may be given to books written by Indian authors and published by Indian publishers. d) The upper limit of the prices of the books being issued to the teachers during the FDP is restrict to Rs 500/- per copy e) Efforts may be made for procurement of the books directly from the publishers and availing of maximum permissible discount (Not less than 30%) from the publishers, during the purchase of the books. f) Top 20 Participants of the programme may receive the books on emerging area as the prize on the basis of performance evaluation in the test for the enhancement of their knowledge.	Rs. 10,000/-
7.	Refreshment & Lunch (Rs. 300 per head for 50 trainees for 5 days)	Rs. 75,000/-
8.	Institutional charges	Rs. 15,000/-
9.	Miscellaneous charges	Rs. 15,000/-
	Total =	Rs. 2,10,000/-

Programmes having permission to change amounts under different heads with overall ceiling of Rs 2.10 lakh being intact.

	(b)	The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma to be submitted by the University/College/Institution.
1.6		Types of Training
	(a)	Training related to thrust areas and various emerging areas. (various thrust areas and emerging areas uploaded on the ATAL Website)
	(b)	Institutions/Coordinator of ATAL Academy will be free to invite experts from near-by area for 1-1.5-hour compulsory session on the mental & emotional development, stress management, meditation, human values and ethics, health and happiness etc. which may be conducted by any spiritual social organizations/Individuals like Art of living or similar organization to promote FIT INDIA Movement across the country.
1.7		Processing Methodology:
	(a)	The proposal shall be assessed by an Expert Committee of three members.
1.8		Submission of documents by University/Institution

	(a)	<p>The funds under the scheme are released in advance. The coordinator of the FDP requires to submit the receipt of the following documents through the link shared with them on mail.</p> <ul style="list-style-type: none"> (i) Compulsory Online Feed-back of all the participants (<i>feedback link will be shared with all coordinators</i>) on the last date of the FDP; (ii) List of the candidates in prescribed Excel sheet who have successfully completed the program on the basis of the test conducted by program coordinator (<i>Excel format will be shared with Program coordinators</i>). (iii) A program completion report along with photographs, videos, media report is to send after the completion of workshop (<i>Report sample will be shared with program coordinator</i>). (iv) Utilization Certificate & Expenditure Statement only with the heads shared in point 1.5a (b) (<i>Sample will be shared with Program coordinator</i>). (v) Photographs and Videos of the Conducted events. (vi) News/Media/Magazine cuttings/clippings. (vii) LOGO of the institutions (<i>JPEG/JPG/PNG. format</i>) (viii) Scanned Signature of the coordinator (<i>black in color</i>) with white background. (ix) Supporting bills/documents and paid vouchers on account of expenses incurred for the purpose. (x) Copies of proceedings. (xi) Result of examination conducted along with the copy of the question paper. (xii) The above documents should be signed by Head of Institution & countersigned by the Coordinator of the Programme.
	(b)	The University/Institution/Program Coordinator should submit the documents within 30 days after of the conduct of the event.
	(c)	As per AICTE guidelines the programme should be of 05 days (01 week) with minimum 30 participants.
	(d)	The amount of the grant shall be adjusted on submission of utilization certificate & detailed expenditure statement by University/Institution. On receipt of these documents, the total amount of financial assistance, admissible as per the norms, shall be worked out and grant-in-aid shall be adjusted.
1.9		Test and Certificate
	(a)	A test shall be conducted by coordinator at the end of the program.
	(b)	The certificates shall be issued to those participants who have attended the program with minimum 80% attendance and scored minimum 60% marks in the test.
1.10		Collaboration
		Institute may offer training programme in collaboration with other organisation /Industry/Individual which have expertise in that area.
1.11		Terms and conditions
		For conducting a FDP following is essential:
	(a)	Coordinator is the overall responsible for document submission and smooth coordination of ATAL FDP.
	(b)	Funds once released/sanctioned for organizing the particular topic/ area of FDP cannot be utilized for any other programme.
	(c)	In case the event is cancelled, the funds will be returned back to AICTE immediately with interest accrued.
	(d)	Any unavoidable circumstantial change in the Program with respect to name of Project Coordinator, Venue and date for organizing AICTE Training And Learning (ATAL) Programme would mandatorily require prior approval of the Council. All such requests should be addressed to ATAL Academy, in advance, recording the specific reasons for proposed changes, failing which the offer for the grant already issued would be treated

		as automatically withdrawn and the financial assistance released in favour of the beneficiary institution shall be refunded immediately to the Council.
	(e)	Any extra money required to complete the programme must be borne by the institute from their own resources but the quality of the activities should not be compromised.
	(f)	As far as possible all the sessions may be made live on YouTube/google hangout or through other streaming facilities available