



Frequently Asked Questions(FAQs) for Participants

(For more details refer to the [Tutorial](#))

Q1. Who can register as a participant?

The faculty members of AICTE approved institutions, research scholars, PG Scholars, participants from Government, MoE/AICTE/UGC, bureaucrats/technicians/participants from industry, CBSE teachers, etc., and staff of host institutions (not more than **10%**).

Q2. How to apply for workshops?

After login, click on workshops inside menu. There, you can see a list of available workshops, click on plus icon in **red circle** to apply.

Q3. Whom should I contact, if verification email not received by the new user during registration on ATAL portal?

Send an email on atalhelpdesk@aicte-india.org with details of registered email & mobile no.

Q4. Can I change my Email and Phone No. used during registration?

No, you will have to register again with a new email id and mobile number.

Q5. How many FDPs/CPDPs a participant can attend?

A participant can attend a maximum of four (04) FDPs/CPDPs, two Basic and two advance ATAL FDPs/CPDPs in 2022-2023.

Q6. How to retrieve the forgot password?

You are requested to click on the “**Forget Password**” button at <https://atalacademy.aicte-india.org/request-password-reset>

Q7. How to check the status of workshops for which I have applied?

You need to login on the [portal](#) and then click on the Applied **Workshops option** in the **Side Menu** where you can view the applied workshops along with the status as **Applied or Approved**.

Q8. Can I apply for multiple workshops with the same dates?

NO

Q9. How can I edit the General details field?

If any edit/change post is essential, then participant has to email on atalhelpdesk@aicte-india.org along with a scanned copy of relevant documents.

Q10. How to edit name of the participant in the certificate?

Name on the certificate cannot be changed. Only minor spelling mistakes/errors can be corrected upon submission of documents substantiating such a modification on atalhelpdesk@aicte-india.org

Please be careful while submitting your details.

Q11. How to request for non-participation for an applied/approved workshop by the participant?

If the status of your applied FDP/CPDP is **“Approved”**, then please contact the FDP/CPDP coordinator concerned to approve your request as a non-participant.

OR

If the status of your applied FDP/CPDP is **“Submitted”**, then please delete your entry by pressing sign – (minus) from your login under appliedworkshop.

Q12. What is the minimum attendance and marks required for certification?

Minimum **80% attendance** and **70% marks** in assessment are mandatory requirements for obtaining the certificate.

Q13. Is it Mandatory to submit feedback on FDP/CPDP for participant certification?

Submitting the feedback of attended FDP/CPDP is one of the mandatory requirements to receive the certificate.

Q14. Even after fulfilling all the criteria, I am not able to generate my certificate.

OR

Participants have attended the FDP/CPDP and are neither able to download the certificate nor received the certificate.

Certificates will be approved by the admin within **Two** working days in respect of participants fulfilling the following criteria:

- 1) Coordinator has uploaded Mandate, Logo and Signature.
- 2) Participants approved by the Coordinator.
- 3) A minimum 80% attendance and 70% marks earned by the participant- to be uploaded by the Coordinator.
- 4) Participant has filled and submitted the feedback form.

Q15. Can participants claim TA/DA from AICTE for attending FDPs/CPDPs?

No, AICTE will not borne any TA/DA.

Q16. Can participants verify their ATAL FDP/CPDP certificate?

Yes, Please click on this [Verify Certificate Here](#) and verify your certificate.

Q17. If ATAL FDPs/CPDPs are counted towards Career Advancement Scheme (CAS) for Teachers?

YES

Q18.What will be detailed session planning of FDPs/CPDPs?

The session planning will be as follows:

BASIC AICTE ATAL FDP/CPDP Week 1 and Week 2 - A Typical Flow

Week 1 – Online (7:00 pm – 9:30 pm)

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
7:00 – 7:50 Session 1 (I)	7:00 – 7:50 Session 2 (I)	7:00 – 7:50 Session 3 (I)	7:00 – 7:50 Session 4 (I)	7:00 – 7:50 Session 5 (I)	7:00 – 7:50 Session 6 (I)
8:00 – 8:50 Session 1 (II)	8:00 – 8:50 Session 2 (II)	8:00 – 8:50 Session 3 (II)	8:00 – 8:50 Session 4 (II)	8:00 – 8:50 Session 5 (II)	8:00 – 8:50 Session 6 (II)
9:00 – 9:30 Session 1 Interactions	9:00 – 9:30 Session 2 Interactions	9:00 – 9:30 Session 3 Interactions	9:00 – 9:30 Session 4 Interactions	9:00 – 9:30 Session 5 Interactions	9:00 – 9:30 Week 1 MCQs

Week 2 – Offline (9:30 am – 4:30 pm)

(Adjust timing to suit your local needs and ensure minimum 33 hours actual coverage)

*Day 1	Day 2	Day 3	Day 4	Day 5
9:00 – 9:30 Inauguration	9:30 – 12:00 Session 8	9:30 – 12:00 Session 10	9:30 – 12:00 Session 12	9:30 – 12:00 Session 14
9:30 – 12:00 Session 7	12:00 – 1:00 Article 1 Discussion	12:00 – 1:00 Article 2 Discussion	12:00 – 1:00 MCQs	12:00 – 1:00 Visit Report (Team)
12:00 – 1:00 Lunch	1:00 – 2:00 Lunch	1:00 – 2:00 Lunch	1:00 – 2:00 Lunch	1:00 – 2:00 Lunch
1:00 – 2:00 Travel for Visit	2:00 – 4:00 Session 9	2:00 – 4:00 Session 11	2:00 – 4:00 Session 13	2:00 – 3:00 Reflection Journal
2:00 – 4:00 Visit	4:00 – 5:15 Teaching Practice	4:00 – 5:15 Teaching Practice	4:00 – 5:15 Teaching Practice	3:00 – 4:00 Feedback
4:00 – 5:00 Travel back				4:00 – 5:00 Valedictory

*Coordinator may adjust timing of industrial visit as per mutual convenience and industrial arrangements.

ADVANCE AICTE ATAL FDP/CPDP Week 1 and Week 2 - A Typical Flow

Week 1 – Online (7:00 pm – 9:30 pm)

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
7:00 – 7:50 Session 1 (I)	7:00 – 7:50 Session 2 (I)	7:00 – 7:50 Session 3 (I)	7:00 – 7:50 Session 4 (I)	7:00 – 7:50 Session 5 (I)	7:00 – 7:50 Session 6 (I)
8:00 – 8:50 Session 1 (II)	8:00 – 8:50 Session 2 (II)	8:00 – 8:50 Session 3 (II)	8:00 – 8:50 Session 4 (II)	8:00 – 8:50 Session 5 (II)	8:00 – 8:50 Session 6 (II)
9:00 – 9:30 Session 1 Interactions	9:00 – 9:30 Session 2 Interactions	9:00 – 9:30 Session 3 Interactions	9:00 – 9:30 Session 4 Interactions	9:00 – 9:30 Session 5 Interactions	9:00 – 9:30 Session 6 Interactions

Week 2 – Offline (9:30 am – 4:30 pm)

(Adjust timing to suit your local needs and ensure minimum 33 hours actual coverage)

Day 1	Day 2	Day 3	Day 4	Day 5
9:00 – 9:30 Inauguration	9:30 – 12:00 Session 9	9:30 – 12:00 Session 11	9:30 – 12:00 Session 13	10:00 – 12:00 Project Charter
9:30 – 12:00 Session 7	12:00 – 1:00 Article 2 Discussion	12:00 – 1:00 Article 3 Discussion	12:00 – 1:00 Article 4 Discussion	12:00 – 1:00 MCQs or Interactions
12:00 – 1:00 Article 1 Discussion	1:00 – 2:00 Lunch	1:00 – 2:00 Lunch	1:00 – 2:00 Lunch	1:00 – 2:00 Lunch
1:00 – 2:00 Lunch	2:00 – 4:30 Session 10	2:00 – 4:30 Session 12	2:00 – 4:30 Session 14	2:00 – 3:00 Reflection Journal
2:00 – 4:30 Session 8				3:00- 4:00 Feedback
				4:00 – 5:00 Valedictory

LEADERSHIP AICTE ATAL FDP/CPDP Week 1 and Week 2 - A Typical Flow

Week 1 – Online (7:00 pm – 9:30 pm)

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
7:00 – 7:50 Session 1 (I)	7:00 – 7:50 Session 2 (I)	7:00 – 7:50 Session 3 (I)	7:00 – 7:50 Session 4 (I)	7:00 – 7:50 Session 5 (I)	7:00 – 7:50 Session 6 (I)
8:00 – 8:50 Session 1 (II)	8:00 – 8:50 Session 2 (II)	8:00 – 8:50 Session 3 (II)	8:00 – 8:50 Session 4 (II)	8:00 – 8:50 Session 5 (II)	8:00 – 8:50 Session 6 (II)
9:00 – 9:30 Session 1 Interactions	9:00 – 9:30 Session 2 Interactions	9:00 – 9:30 Session 3 Interactions	9:00 – 9:30 Session 4 Interactions	9:00 – 9:30 Session 5 Interactions	9:00 – 9:30 Session 6 Interactions

Week 2 – Offline (9:30 am – 4:30 pm)

(Adjust timing to suit your local needs and ensure minimum 33 hours actual coverage)

Day 1	Day 2	Day 3	Day 4	Day 5
9:00 – 9:30 Inauguration	9:30 – 12:00 Session 9	9:30 – 12:00 Session 11	9:30 – 12:00 Session 13	10:00 – 12:00 Project Charter
9:30 – 12:00 Session 7	12:00 – 1:00 Article 2 Discussion	12:00 – 1:00 Article 3 Discussion	12:00 – 1:00 Article 4 Discussion	12:00 – 1:00 MCQs or Interactions
12:00 – 1:00 Article 1 Discussion	1:00 – 2:00 Lunch	1:00 – 2:00 Lunch	1:00 – 2:00 Lunch	1:00 – 2:00 Lunch
1:00 – 2:00 Lunch	2:00 – 4:30 Session 10	2:00 – 4:30 Session 12	2:00 – 4:30 Session 14	2:00 – 3:00 Reflection Journal
2:00 – 4:30 Session 8				3:00- 4:00 Feedback
				4:00 – 5:00 Valedictory

AICTE may cancel an approved FDP in case of non-adherence of ATAL Scheme norms, criterion and format.