



## **AICTE Training and Learning (ATAL) Academy**



### **Frequently Asked Questions (FAQs) for Participants**

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

#### **Q1. Who can register as a participant?**

For ATAL BASIC FDPs, Associate Professors/Assistant Professors/Ph.D. Scholars/PG students can register as participants.

For ATAL ADVANCED FDPs, Professors/Associate Professors/senior Assistant Professors/ professionals from industry/ Research Scholars, who have exposure to the subject can register. PG students are not allowed for ADVANCED FDPs.

#### **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 to the email IDs referred to in the AICTE ATAL ACADEMY web page marked to deal with the queries from states respective.

#### **Q4. Can I on a later stage change my Email ID and Phone Number used during registration?**

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

#### **Q5. How many FDPs a participant can attend?**

A participant can attend a maximum of three (03) FDPs, two ATAL BASIC and one ATAL ADVANCED FDPs in 2024-2025.

#### **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. 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](mailto:atalhelpdesk@aicte-india.org) along with a scanned copy of relevant documents.

**Q9. 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](mailto:atalhelpdesk@aicte-india.org)

Please be careful while submitting your details.

**Q10. How to request for non-participation for an applied/approved workshop by the participant?**

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

**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 for participant certification?**

Submitting the feedback of attended FDP 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 and are neither able to download the certificate nor received the certificate.**

Certificates will be auto-generated and available for download once the following are exercised by coordinator as well as participants after completion of FDP.

- 1) Coordinator has uploaded Mandate, Logo and Signature and all other mandatory documents.
- 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?**

A lump-sum travel assistance of Rs. 2000/- would be provided to participants external to the organizing institute, subject to commuting more than 20KM one side to attend the FDP and possessing  $\geq 90\%$  attendance.

**Q16. Can participants verify their ATAL FDP certificate?**

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

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

**YES**

**Q18. What will be detailed session planning of FDP?**

Please refer to the Scheme document for ATAL FDPS 2023-24 available in the AICTE –ATAL Web page

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