



AICTE Training and Learning (ATAL) Academy



Frequently Asked Questions (FAQs) for Coordinator

For more details, refer to the [Scheme Document 2023-24](#)

Q1. Who can apply for conduction of FDP?

Only AICTE approved institutions with five continuous years of approval can apply.

Q2. Whether we need to apply through institute login?

No, the coordinator has to register and apply through newly created login id and password at <https://atalacademy.aicte-india.org/signup>

All future correspondence must be addressed using the **unique FDP application number** generated on login.

Q3. Can Non-AICTE approved departments send the proposal?

No.

Q4. What is the total Duration of the program and how many sessions?

Duration: 6 days for Technical FDPs and 5 days for Non-Technical FDPs

Technical FDP (Monday to Saturday)	Non-Technical FDP) (Monday to Friday)
Ten Sessions 9.30am -5:30 pm	Ten Sessions 9.00am -5:00 pm

Q5. Can we have more than one Coordinator/Co-coordinators for FDP?

No, only one coordinator and one Co-coordinator per FDP is allowed and both are to be duly approved by the Head of Institutions.

Q6. If coordinator/Co-coordinator can also apply and attend FDPs as a participant?

Yes, however different email id and mobile number are to be used for registration as a participant.

Q7. Can a Coordinator/ Co-coordinator apply for more than one program through a single account?

No

Q8. Can the coordinator accept more than 50 participants in the FDP?

No, maximum 50 participants (minimum 20 participants for North Eastern states including Sikkim, Jammu, Kashmir, Ladakh, Andaman & Nicobar and 30 for other states and UTs) are allowed to attend FDP. It is advisable to keep a waitlist of participants in case some approved participants drop at the last moment.

ATAL FDPs are completely **FREE** for participants.

Q9. Can we collaborate with industry for expert's engagement and FDP conduction?

Yes, Industry participation and collaboration are highly recommended. All Coordinators of approved FDPs have to submit consent letter from the industry for industrial visit of the participants in the case of Basic and Advanced FDPs at least 15 days before the date of commencement.

Q10. Our institute is a State/Centrally funded institute not having NIRF ranking up to 200/ NAAC "A+"/NBA Accreditation. Are we eligible to apply?

Only AICTE approved institutes are eligible to apply for ATAL FDPs. NIRF ranking/NAAC accreditation is not a criteria for applying.

Q11. How many maximum proposals can be submitted by a department?

Maximum two (02) proposals can be submitted by a department through their coordinator.

Q12. We are planning to submit through our Institute/University, is there any provision for submitting by individual faculty?

Yes, submission of FDP proposal is allowed by faculty member if he/she is the designated coordinator. However, you are required to upload approval letter from your head of the Institution.

Q13. When can the FDPs be conducted and by when FDPs should be conducted ?

Please refer to the ATAL FDP Scheme document for Calendar

Q14. How to approve /disapprove the participants from whom willingness or consent is not received?

Only approved participants will be visible under the participant's tab after login.

To see all applied participants please go to **Workshop> View Workshop>Details> Applied participants** and approve/disapprove any participant.

Q15. How can coordinator update/edit attendance of the participants on the portal?

Coordinators can update/edit attendance of approved participants only **ONCE** on the portal after final submission, before awarding marks. It is not possible to edit the attendance and marks of participants once awarded.

Q16. How to delete the entry of applied workshop of the participant by the FDP coordinator?

If the status of your applied participant is **“Approved”**, first disapprove & then delete the entry of concerned participant from applied participant list.

OR

If the status of the applied participant is **“Submitted”**, then please delete the concerned entry.

Q17. How to re-upload brochure of the FDP?

Submit a single PDF file less than 2 MB to email ID corresponding to your state, available at AICTE- ATAL web page, with a request to update mentioning your application number.

Q18. Can coordinator change the FDP title?

No, the thrust area submitted during registration process and the title of the approved FDP cannot be changed.

Q19. Even after meeting all the criteria I am not able to generate my certificate.

OR

Someone has attended the FDP and is not able to download the certificate/not received the certificate?

Participants have to register on ATAL portal and their participation is to be approved by the coordinator before the commencement of the FDP. Certification has laid down criteria wherein participants must have 80% attendance, 70% marks in assessment and mandatory Feedback on ATAL Portal.

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.

Q20. How to delete the entry of applied workshop by the participant?

If the status of your applied FDP is “**Approved**”, then please contact the FDP coordinator concerned to disapprove your request.

OR

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

Q21. How many maximum FDPs, a participant can attend?

A participant can sign up and attend a maximum of four FDPs (2 Basic and 2 Advance) per academic year.

Q22. What documents are to be submitted by the FDP coordinator?

- Attendance & marks are to be submitted on the last day of FDP on the portal.
- Utilization Certificate, statement of expenditure, a programme completion report, media report if any & photographs are to be uploaded on the portal.
- Utilization Certificate & statement of expenditure are to be submitted in hardcopies to the Advisor, Training and Learning Bureau, AICTE Headquarters, New Delhi.

Q23. Selection criteria of distinguished resource person for the FDP?

Motivated, energized and competent resource persons are vital to the quality of the FDP. Quality resource community is always a potential force to enforce the changes and plays a pivotal role in development of knowledge building, knowledge sharing and its dissemination among faculty members. Therefore, selection of resource persons must be a rigorous and comprehensive process choosing distinguished experts with following criteria: -

- Eminent people from academia, industry, and alumni.
- Excellent Track record of Significant contributions in the emerging areas (teaching/research papers/books, etc.)
- Minimum 10 years of active involvement in the specific domain/emerging areas.
- Outstanding teaching, research, training, industry contribution
- Maximum 20% may be from the Host Institutes

Q24. Who can be appointed as Coordinator of FDP?

- Coordinator should preferably be a Professor or Associate Professor with 10 years of teaching-learning experience.
- Preferably prior experience in organizing ATAL Academy FDPs.
- Minimum 10 publications in reputed journals.
- Preference will be given to faculty members who have completed research projects in their respective field.
- Preferably recipient of National/International awards/honors in academics / research.
- Nominated by Institution leaders (Dean/HoD/Director).

Q25. Who can be appointed as co-coordinator of FDP?

- The co-coordinator must be a regular full time faculty of the host institute/near- by institute duly approved by their head of the institute.
- Co-coordinator may be an Associate professor or Assistant professor with 05 years of teaching-learning experience.
- Only one Co-coordinator per FDP shall be nominated by the head of the institute.

Q26. Which Research Journal Articles are to be selected/reviewed for FDP?

Articles from Journals of International/national repute like Scopus, SCI, IEEE, Springer, Wiley, Taylor & Francis, Elsevier, Inder Science, UGC approved journals, etc. having good impact factor. Selection of research journals articles should be in accordance with the topic of FDP and is to be done by the Coordinator.

Q27. 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.

Q28. Any questions related to budget of ATAL FDPs 2023-24?

Please go through the scheme document and detailed Budget. [Scheme Document 2023-24](#)

Q29. When the research journals articles are to be uploaded on the portal?

Articles from Research journal of repute related to the topic of FDP are to be selected and uploaded at the time of applying/registration process.

Number of Research journal articles will vary depending on the type of FDP. Please refer to the Scheme document.

Q30. What happens if the coordinator has not been able to collaborate with the industry as on the date of applying for FDP?

An early collaboration/MoU with the industry is desirable. Considering that it may take time, the Consent letter from Industry may be submitted at a later date but in any case it is to be submitted on the portal at least 15 days prior to the commencement of the FDP.

Non submission of consent letter from the selected industry may result in cancellation of the FDP.

Q31. What do Coordinators are required to send to an appointed Peer Reviewer for their FDP?

For effective evaluation of FDP, ATAL Academy has identified Expert Peer Reviewers. A Peer Reviewer will be assigned and communicated with the Coordinator. The following information is required to be sent by the Coordinator to the appointed Peer Reviewer by Friday of the week preceding the start of the FDP:

- Final FDP Schedule with Name and Designation of all Resource Persons
- Total registration count
- Online link to join the session

Q32. What is the Coordinator's responsibility when an assigned Peer Reviewer joins a FDP session?

When an assigned Peer Reviewer joins a FDP session, the Coordinator will acknowledge their presence and formally introduce the Peer Reviewer with the FDP participants.

Q33. What standard of books to be distributed among the participants?

While choosing the books for distribution to participant faculty members, preference should be given to AICTE Recommended Books of Indian Authors and Publishers. The list is available on AICTE website at:

https://www.aicte-india.org/sites/default/files/UG_Emerging.pdf

Q34. What will be detailed session planning of FDPs?

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

Q35. Can Coordinator Conduct sessions as a Resource person?

Yes, maximum up to 02 sessions only).

As a resource person no separate honorarium shall be reimbursed to the coordinator.

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

ATAL