



AICTE Training and Learning (ATAL) Academy



Frequently Asked Questions (FAQs) for Coordinator

For more details, refer to the [Scheme Document 2022-23](#)

Q1. Who can apply for conduction of FDP/CPDP?

- The government funded institutions, INIs such as IITs, IIMs, NITs, IIITs, SPAs, NIPERs, IoEs, Central/State/Deemed to be Universities, other government organizations, and PSUs.
- Private organizations/institutions having overall NIRF ranking up to 200 or NAAC grade A++, or the department conducting FDP having full NBA accreditation.
- Industry/Training Institutions with Experience in Relevant training in the last 5 Years.

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/CPDP application number** generated on login.

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

Yes, before submitting the proposal kindly refer to the [Scheme Document 2022-23](#)

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

Duration: 2 Weeks

1st Week (Online) (Monday to Saturday)	2nd Week (Offline) (Monday to Friday)
Six Session 7:00 -9:30 pm	Offline-Full Day

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

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/CPDPs 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/CPDP?

No, maximum **50 participants (minimum 30)** are allowed to attend FDP/CPDP, However, MoE/AICTE/UGC officials may be allowed to attend over and above 50. 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/CPDP 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 during 2nd week; at least 15 days before the date of commencement of respective FDP.

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?

Yes, Institutes of National Importance, Institutes of Eminence and other Centrally funded Institutes and Universities are eligible to apply. Please refer to the [Scheme Document 2022-23](#).

Q11. How many maximum proposals can be submitted by a NBA accredited 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/CPDP 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 these FDP/CPDP will commence/start?

The FDP/CPDP will be conducted during May 2022– March 2023.

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/CPDP 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/CPDP?

Submit a single PDF file less than 2 MB on ataloffice@aicte-india.org with a request to update mentioning your application number.

Q18. Can coordinator change the FDP/CPDP title?

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

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

OR

Someone has attended the FDP/CPDP 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/CPDP. Certification has laid down criteria wherein participants must have 80% attendance, 70% marks in assessment and mandatory Feedback on ATAL Portal.

Certificate will be approved by the admin with in **2 working days** in respect of participants fulfilling the following criteria:

- 1) Coordinator has uploaded Mandate, Logo and Signature.
- 2) Participant approved by the Coordinator;
- 3) Has minimum 80% attendance, 70% marks, uploaded by Coordinator.
Overall 90% and above shall be treated as distinction.
- 4) Filled and uploaded the feedback form.

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

If the status of your applied FDP/CPDP is **“Approved”**, then please contact the FDP/CPDP 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/CPDPs, a participant can attend?

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

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

- Attendance & marks are to be submitted on the last day of FDP/CPDP 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 hard copies to respective Regional Office of AICTE.

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

Motivated, energized and competent resource persons are vital to the quality of the FDP/CPDP. 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/CPDP?

- Coordinator should preferably be a Professor or Associate Professor with 10 years of teaching-learning experience.
- Preferably prior experience of organizing ATAL Academy FDPs - number of FDPs completed.
- Expertise in emerging areas (teaching/research papers/books /conference & workshops, etc.) for a minimum of last 5 years.
- Minimum 10 publications in reputed journals.
- Minimum 10 research projects completion in their respective field.
- Recipient of National/International awards/honors in the last 5 years for teaching excellence, academic and applied research, institute leadership management, community/public service, and outreach contributions.
- Nominated by Institution leaders (Dean/HoD/Director).

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

- Only one Co-coordinator per FDP shall be nominated by the head of the institute.
- 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.

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

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

Q27. Can participants claim TA/DA from AICTE for attending FDPs?

No, TA/DA of participants will not be borne by AICTE.

Q28. Any questions related to budget of ATAL FDPs/CPDPs 2022-23?

Please go through the scheme document and detailed Budget.

[Scheme Document 2022-23](#)

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

Articles from Research journal of repute related to the topic of FDP/CPDP 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/CPDP. 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/CPDP?

For effective evaluation of FDP/CPDP, 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/CPDP:

- Final FDP/CPDP 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/CPDP session?

When an assigned Peer Reviewer joins a FDP/CPDP session, the Coordinator will acknowledge

their presence and formally introduce the Peer Reviewer with the FDP/CPDP participants.

Q33. 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 – 4:30 Session 9	2:00 – 4:30 Session 11	2:00 – 4:30 Session 13	2:00 – 3:00 Reflection Journal
2:00 – 4:00 Visit	4:30 – 5:00 Teaching Practice	4:30 – 5:00 Teaching Practice	4:30 – 5:00 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

Q34. 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

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

ATAL



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's, 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:

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Week 1 – Online (7:00 pm – 9:30 pm)

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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
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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.

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

Week 1 – Online (7:00 pm – 9:30 pm)

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Week 2 – Offline (9:30 am – 4:30 pm)

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

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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
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				4:00 – 5:00 Valedictory

The scheme document may be modified any time with the approval of the Chairman AICTE and same shall be communicable to all.