



**CENTRE FOR FACULTY DEVELOPMENT**  
**Anna University, Chennai-600 025**

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**Dr.D.Sridharan**  
**Director**

**Dr.I.Arul Aram**  
**Additional Director**

Dated: 25.03.2019

**CIRCULAR**

**Sub: Conduct of Five-day AICTE-AU FDTP during 2019-2020 – University  
Departments - Proposals invited - Reg.**

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Proposals are invited from the Heads of the University Departments to conduct the **Five-day AICTE-AU FDTP** during summer/winter period of 2019-2020 for the subjects to be offered at affiliated engineering colleges as per the Anna University syllabus of B.E. / B.Tech. / B.Arch courses.

The duration of the AICTE-AU Faculty Development Training Programmes for the faculty members of the affiliated engineering colleges is only for 5 days. A maximum of Rs.3,00,000/- will be given as the financial support to conduct this FDTP. The Heads of the University Departments are requested to forward only one proposal from their department.

Online registration is through **cfid.annauniv.edu** and is open from **25<sup>th</sup> March to 3<sup>rd</sup> April 2019**. After the registration, the completed **registration form** will be delivered to your registered e-mail. The same has to be sent along with the proposal (as first page) to the Centre for Faculty Development, Anna University, Chennai - 600025.

**The last date** for submitting the proposal with necessary Annexures I, II, III and IV to the office of the Centre for Faculty Development is **6<sup>th</sup> April 2019**.

*Dr. Arul Aram* 25/03/2019

Director, CFD

**Director**  
**Centre for Faculty Development**  
**Anna university**  
**Chennai-600 025.**

**CENTRE FOR FACULTY DEVELOPMENT**  
**ANNA UNIVERSITY, CHENNAI-600 025**

**FIVE-DAY AICTE-AU FACULTY DEVELOPMENT TRAINING PROGRAMME (2019-2020)**  
**(Organised by University Departments)**

**GUIDELINES**

- 1) No Participation fee shall be collected.
- 2) The AICTE-AU training programmes shall be conducted for the duration of **five days**.
- 3) All teachers from **AICTE-approved institutions affiliated with Anna University** are eligible for these training programmes.
- 4) **All sessions shall be conducted with the support of external faculty members from IITs / Central / State-funded institutions / Eminent persons from established institutions or people from Industry. Honorarium shall be given only to these resource persons.**
- 5) A maximum amount of **Rs.3,00,000/-** (Rupees Three lakh only) will be provided as financial assistance for the conduct of five-day training programme.
- 6) An amount Rs.1,50,000/- will be released as advance after receiving the request from the Coordinator through the HoD concerned. Final settlement will be released only after submitting the following documents.

- (i) **One-page report of the programme**
- (ii) **Detailed schedule of the training programme**
- (iii) **List of resource persons invited with full address, contact details and the topic.**
- (iv) **List of participants attended the training programme**
- (v) **Copy of the question paper and mark sheet for the test conducted at the end of programme.**
- (vi) **Participants attendance sheet**
- (vii) **Participants feedback form**
- (viii) **Brochure form**
- (ix) **Consolidated statement of expenditure with related original vouchers duly certified by the Coordinator & Audited Utilization Certificate.**
- (x) **Minimum five photographs and a video CD of selected sessions.**

- 7) If the programme is cancelled due to unavoidable reasons, please inform this office and return the full advance amount to the Director, Centre for Faculty Development, immediately.
- 8) The time schedule for the programme is given below.

I Session	-	9.00 a.m.	to	10.30 a.m.
II Session	-	10.45 a.m.	to	12.15 p.m.
III Session	-	1.30 p.m.	to	3.00 p.m.
IV Session	-	3.15 p.m.	to	4.45 p.m.
- 9) Accommodation shall be provided to the participants from outstation **free of cost** subject to availability.
- 10) The Coordinator may be requested to prepare the brochure **as per the enclosed format** and send the brochure to all the affiliated engineering colleges. A copy of the same may be sent to the Centre for Faculty Development.

11) **The expenditure norms for 5 days are given below:-**

Sl. No.	Details	Norms	AICTE	AU	Total
1.	Coordinator fees (Not to exceed 1% of total expenditure)	Per programme As per AICTE norms	-	1% of Total Expenditure	-
2.	a) Honorarium to Resource Persons (Not to exceed 20% of total. exp.)	As per AICTE norms	20% of Total Expenditure		-
	b) TA/DA to Resource Persons	On production of bills	Actuals		
3.	TA for outstation participants	On production of bills	Actuals	-	-
4.	Course materials for participants	On production of bills	Actuals	-	-
5.	Boarding & Lodging of participants		-	Actuals	-
6.	Working Expenses (Tea/coffee/stationary/ certificate/printing etc.)	-	-	Actuals	-
<b>Total Amount Restricted</b>			<b>1,50,000/-</b>	<b>1,50,000/-</b>	<b>3,00,000/-</b>

- 12) **Total number of participants is strictly restricted to 40. Certificates will be issued only for the 40 participants, who qualify the test.**
- 13) Following factors may be considered while selecting the participants.
- Participants should be selected on the first-come-first-served basis.
  - Priority should be given to Assistant Professors & Associate Professors.
- 14) Minimum 5 days of attendance is required to issue the certificates. Otherwise, CFD will not issue the certificates. The Coordinator is requested to send the proof of 5 days of attendance (photo copy) for preparation of certificates on 5<sup>th</sup> day of the programme.
- 15) The Coordinator has to prepare the **audited Utilization Certificate** along with consolidated statement of expenditure with related original vouchers duly certified by the Head concerned. All other bills and vouchers should be **pasted in A4 size paper and duly certified by the Coordinators.**
- 16) Advance should be settled **within 10 days** from the date of completion of the programme.
- 17) It is requested to follow the enclosed format strictly for preparing the Brochure for conducting Faculty Development Training Programme.
- 18) Officials will make surprise inspection during the programme and you are requested to follow the above norms strictly.

**CERTIFICATE**

This is to certify that the expenditure regarding **Faculty Development Training Programme** on \_\_\_\_\_ during the period from \_\_\_\_\_ to \_\_\_\_\_ will be done as **per tabulation given in Para No.11.**

Name & Signatures of Coordinators

1.

2.

Signature of the Head of Department with seal