

All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



PDP for Non – Teaching Staff in collaboration with Technical University - Sanction Letter

Ref. No. 34-37/3/FDC/STTP-TU-NTS/AU/2021-22

Dated: 30 JUL 2021

To

The Drawing and Disbursing Officer,
All India Council for Technical
Education, Nelson Mandela Marg,
Vasant Kunj,
New Delhi – 110070

Sub: Release of a sum of **Rs. 12,00,000 /-** for conduct of four PDP (Professional Development Program) for Non – teaching staff in technical universities during the financial year 2021-22 – reg.

Sir,

This is to convey the sanction of the Council for payment of **Rs. 12,00,000 /-(Rupees twelve Lakh only)** as advance for conduct of four PDP for Non – teaching staff to **Anna University, Sardar Patel Road, Guindy, Chennai-600025, Tamil Nadu** under the Scheme of **Professional Development Program for Non – Teaching Staff in collaboration with technical universities in the country.**

1. The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the grant-in-aid bill and shall be disbursed to and credited to the Finance Officer/Registrar/Dean/VC/The University through RTGS.
2. This grant-in-aid is being released in conformity with the terms & conditions as well as norms of the scheme and MoU executed between AICTE and the University as already communicated, and also being communicated in this letter.
3. The sanctioned amount is debitable to the Major Head 601.15(a) Gen. of the Scheme of Short Term Training Programme (Plan) and is valid for payment during the financial year 2021-22.
4. Conduct of two weeks Professional Development Program for Non-Teaching Staff: As part of MOU between AICTE and Technical Universities.

In continuation to the MOU concluded between AICTE and Technical Universities, four (04) two weeks Professional Development Programs for Non-Teaching Staff will be conducted by all the Technical Universities. The outcomes anticipated from these programs amongst others are as follows:-

- (a) To enable the Non-Teaching Staff in furtherance of their duties towards the institute / University.
- (b) To imbibe latest / futuristic means and methods as pertaining to their profession / department.
- (c) To be able to effectively participate in day to day activities pertaining to their profession / department.
- (d) To be able to conduct activities with perfection without supervision.
- (e) To be the role models for others to follow.

Guidelines are as follows:-

- (a) A total of four (04) Professional Development Programs for Non-Teaching Staff will be held every financial year as per the terms and conditions of the MOU.
- (b) Each program will be of two weeks, which implies 12 days, with daily three mandated sessions of 2 hours each.
- (c) These programs will be conducted in physical mode only and not in online / blended form.
- (d) A minimum of 30 candidates per program is mandated from AICTE approved institutes only (preferably affiliated to the concerned Technical University).

- (e) A total of 6 lacs per program (with share of 50 : 50) by AICTE and the host Technical University will be the budget per Professional Development Program.
- (f) Sub division of expenditure will be as per the MOU, with clear demarcation in the expenditure heads of AICTE and the respective Technical University.
- (g) Maximum efforts will be made to ensure that best resource persons for the Professional Development Program are made available.
- (h) Participants will be made to undergo daily a strengthening session as part of the schedule.
- (j) Information with link for all the four (04) Professional Development Programs will provided to AICTE, post approval of the same through the Project Monitoring Committees constituted at respective Technical Universities.

The instructions/guidelines to be followed by University/Institution

I. Release of funds and maintenance of accounts

- a. The Finance Officer/Registrar/Dean/VC/The University and the Coordinator of the program are requested to verify the correctness of the under mentioned bank account/ RTGS details submitted by them, in which the grant is being released: -

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AAALR0284 R	State Bank of India	Anna University	Anna University Branch	Registrar	Savings	30841436649	SBIN0006463

In case of any omission the same should be reported to AICTE immediately.: -

- b. The Institute shall strictly follow the provisions laid down in the scheme document/ MoU.
- c. Funds covered by this grant shall be kept separately and would not be mixed up with other funds so as to know the amount of interest accrued on the grant.
- d. The University shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on approved items of expenditure.
- e. The grant is intended to cover items of expenditure connected with the Professional Development Program such as Boarding & Lodging to the participants, TA to outstation participants, Honorarium to Course Coordinator, reading material to participants, Honorarium to resource persons, TA/DA to resource persons including two outstations resource persons & working expenses (reprographic services, postage, transport, daily wages, tea/coffee etc.
- f. **Fund Limits:** The maximum total expenditure for conduct of one training program will be Rs. Six lakh only to be equally shared by AICTE and **Anna University**, respectively.

AICTE will release a grant of Rs. 3 lakhs to **Anna University**, per training program to meet the expenditure to the extent of Rs. 3 lakh or the actual expenditure, whichever is less on (i) TA/DA/ Honorarium to Resource Persons (Honorarium not to exceed 20% of the total expenditure incurred on conduct of one such training program); (ii) TA to outstation participants; (iii) Course material to participants.

Anna University will meet from its own funds, the expenditure to the extent of Rs. 3 lakh or the actual expenditure, whichever is less, to cover all items of expenditure such as (i)Boarding & lodging of participants, (ii) Honorarium to Programme Coordinator (not to exceed 1% of the total expenditure incurred on one such training program), (iii) Working expenses (tea/ coffee/ stationery/certificate/printing etc.).

Number of Programs: **Anna University** in association with AICTE will conduct training programs in the field of technical education. **Anna University** shall conduct 04 such training programs in a financial year.

- g. The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the University. Further, the accounts of the university will be open for test check by the Council or Controller & Auditor General of India or any other officer designated by them.

II. Disbursement of funds to University

- a. The full amount of the grant sanctioned is being released as advance to the University towards conduct of ten programs.
- b. The amount spent by the university on the conduct of Professional Development Program shall be adjusted on the basis of utilization certificate and detailed expenditure statement submitted by the University on the prescribed format along with other mandatory documents viz feedback form, copy of proceedings and completion report etc.

III. Conduct of test and issuance of certificate

A test shall be conducted by Project Monitoring Committee (PMC) at the end of the program and the certificates shall be issued to those participants who have attended the program and have qualified in the test.

IV. Submission of documents by University

- a. The following mandatory relevant documents are required to be submitted by the university within one month of the completion of the program:-

- (i) Original Statement of actual expenditure & Utilization Certificate in the prescribed proforma duly signed by the Dean/Registrar/Vice Chancellor. Statement of actual Expenditure & Utilization Certificate are required to be audited & signed and sealed by a Chartered Accountant endorsing the membership number and complete postal address. Photocopies of formats are enclosed.

The university/institution is not required to submit bills/vouchers/invoices etc for the expenditure incurred out of recurring grants. However, such copies of bills/vouchers/invoices shall be digitized by respective institutions receiving grant and uploaded scanned copies of such bills/vouchers/invoices etc on the portal for availability and view at any point of time.

- (ii) Copy of the proceedings and completion report.
- (iii) List of candidates who have successfully completed the program on the basis of the test conducted by Project Monitoring Committee (PMC).
- (iv) Report submitted by Project Monitoring Committee (PMC).

- b. The amount of the grant shall be adjusted on submission of utilization certificate & detailed expenditure statement by University. On receipt of these documents, the total amount of financial assistance, admissible as per the norms, shall be worked out and grant-in-aid adjusted.
- c. The university is expected to submit the above said mandatory documents viz. Utilization Certificate, Expenditure Statement and feedback form etc within one month of conduct of Professional Development Program. However, delay of further 2 months may be condoned by AICTE in special circumstances as explained by the university. Delay in submission of documents after three months of the conduct of Professional Development Program shall invite a penalty of 10% of the total sanctioned amount of the STTP, to be recovered from the University. The entire amount of grant already released, along with interest accrued thereon, shall be refunded to AICTE if mandatory documents are not submitted by the University beyond one year.

V. General instructions

- a. **Interest, accrued on the grant released shall be refunded back to AICTE.**
- b. **If programme is not conducted during the financial year 2021-22, the released amount, along with interest accrued thereon, has to be returned back to AICTE.**
- c. Any extra money required to complete the program must be borne by the university from their own resources. But the quality of the activities should not be compromised.

- d. The AICTE-technical university training program will be of 12 days' residential program with minimum 30 participants.
- e. Any unavoidable circumstantial change in the program with respect to name of Project Coordinator, Venue and date for organizing Professional Development Program would mandatorily require prior approval of the Council. All such requests should be addressed to AICTE, in advance, recording the specific reasons for proposed changes, failing which the offer for the grant already issued would be treated as automatically withdrawn and the financial assistance released in favour of the beneficiary university shall be refunded immediately to the Council. **Kindly mention the File No. 34-37/3/FDC/STTP-TU-NTS/AU/2021-22 in your future correspondence.**
- f. **Project Monitoring Committee (PMC)** is required to be constituted at institutional level. The constitution of the PMC shall be as under:
- (i) Dean/Registrar/VC of the university (Chairperson)
 - (ii) Director, Faculty Development Cell, AICTE
 - (iii) Coordinator of the program (Member Secretary),
 - (iv) Two HoDs and one subject expert (members).

The members of the said PEC shall not be below the rank of Associate Professor. The minutes of the meetings, along with report, are to be submitted to the Council at end of the program along with other mandatory documents.

- g. The steering committee meeting shall be conducted quarterly for monitoring activity and outcomes of the training programmes with the following mandate:
- To oversee measurable outcomes of the programmes.
 - To ensure conduct with special focus on improvements in UG, PG subject specific course/ curriculum.
 - To ensure a better teaching-learning system.
 - To ensure improvement in the quality of teachers by inculcating latest teaching aids & methods.
 - To enable & ensure publishing of articles/papers by the participants.
 - A test shall be conducted at the end of the program and the certificates shall be issued to those participants who have attended the program and have qualified in the test.
- h. **Gol GFR rules** (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed during utilization of grant.
- i. This Sanction Letter may be treated as Offer Letter for all purposes.

Yours sincerely,

(Col B Venkat)
Director (FDC)

30 JUL 2021

Copy forwarded for information and necessary action to: -

1. **Name and Address of the Registrar/Dean/VC/Finance Officer**
Anna University
Sardar Patel Road, Guindy, Chennai-600025, Tamil Nadu
2. **Guard File**