



CENTRE FOR FACULTY DEVELOPMENT
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Dated: 05.10.2019

CIRCULAR

Sub: Conduct of Five-day Short-Term Training Programme (STTP) under the MoU between AICTE and Anna University during 2019-20 – University Departments
Proposals invited - Reg.

Proposals are invited from the Heads of the University Departments to conduct the **Five-day STTP under the MoU between AICTE and Anna University** during winter period of 2019-20 for the thrust areas identified by AICTE or 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 Short-Term 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 STTP. The Heads of the University Departments are requested to forward only one proposal from their department.

Online registration is open from **09th October to 21st October 2019** through **cfid.annauniv.edu**. 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 **23rd October 2019**.

Dr. Arul Aram 05/10/2019
Director, CFD

CENTRE FOR FACULTY DEVELOPMENT
ANNA UNIVERSITY, CHENNAI-600 025

FIVE-DAY AICTE-AU SHORT TERM TRAINING PROGRAMME (2019-20)
(Organised by University Departments)

GUIDELINES

- 1) No participation fee shall be collected.
- 2) The AICTE-AU STTP training programmes shall be conducted for the duration of **five days**.
- 3) All teachers from **AICTE-approved institutions affiliated to Anna University** are eligible to attend 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 the 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 the 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) **Brochure form (format enclosed)**
- ★ (ii) **One-page report of the programme.**
- ★ (iii) **Detailed schedule of the training programme (format enclosed)**
- ★ (iv) **List of resource persons invited with full address, contact details and the topic.**
- ★ (v) **List of participants with designation, department name, college name with full address.**
- ★ (vi) **Participants attendance sheet (format enclosed)**
- (vii) **Participants feedback form and Declaration form including co-ordinators (format enclosed)**
- (viii) **Copy of the question paper, corrected answer sheet and consolidated mark sheets for the test conducted at the end of programme.**
- ★ (ix) **Photographs for each sessions and a video CD for selected sessions.**
- (x) **Consolidated statement of expenditure with related original vouchers duly certified by the Coordinator & Audited Utilization Certificate.**

★ **Scanned copies of these documents should be submitted in CD along with hard copy of submission.**

- 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 is 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 five 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	-
Total Amount Restricted to			1,50,000/-	1,50,000/-	3,00,000/-

- 12) **Total number of participants is 40 (forty faculty members only). Certificates will be issued only among the 40 participants who qualify the test.**
- 13) The 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) Five days of attendance is Compulsory to issue the certificates.
- 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 Coordinator(s).**
- 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) You are requested to follow the above norms strictly. University Officials will make surprise inspection during the programme.

CERTIFICATE

This is to certify that the expenditure regarding **Short Term Training Programme(STTP)** on _____ during the period from _____ 2019 to _____ 2019 will be done as **per tabulation given in Para No.11.**

Name & Signature of Coordinator (s)

1.

2.

Signature of the Head of Department with seal