



CENTRE FOR FACULTY DEVELOPMENT
Anna University, Chennai-600 025

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Dated: 05.10.2019

CIRCULAR

Sub: Conduct of Six-day FDTP during Winter Vacation 2019 – University College of Engineering / Regional Offices / Government Engineering Colleges - Proposals invited - Reg.

Proposals are invited from the Deans of the University College of Engineering, Regional Offices and Principals of Government Engineering Colleges to conduct the **Six-day Faculty Development Training Programmes (FDTP)** during Winter Vacation 2019 for the subjects to be offered at affiliated engineering colleges as per the Anna University syllabus of B.E. / B.Tech. / B.Arch. (i.e. January – April 2020) for II, IV, VI and VIII semesters.

The duration of the Faculty Development Training Programmes for the faculty members of the affiliated engineering colleges is only for 6 days. A maximum of Rs.70,000/- will be given as the financial support to conduct this FDTP. The Deans of the University College of Engineering, Regional Offices, and Principals of Government Engineering Colleges are requested to send a **maximum of 3 FDTP proposals each.**

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-25

SIX-DAY FACULTY DEVELOPMENT TRAINING PROGRAMMES (WINTER VACATION 2019)
(Organised by Regional Offices, Constituent Colleges of Anna University and Government Engg. Colleges)

GUIDELINES

- 1) No Participation fee shall be collected.
- 2) Faculty Development Training programmes shall be conducted for the duration of **Six days**.
- 3) Faculties from Affiliated Engineering Colleges only are eligible to attend this Faculty Development Training Programme.
- 4) **All sessions shall be conducted with the support of external faculty members from IIT / Central / State-funded institutions / Eminent persons from established institutions or people from the industry. Remuneration shall be given only to these resource persons.**
- 5) A maximum amount of **Rs.70,000/-** (Rupees seventy thousand only) will be provided as financial assistance for the conduct of six-day Faculty Development Training Programme.
- 6) An amount of Rs.40,000/- (Rupees forty thousand only) will be released as advance after receiving the request from the Coordinator through the Dean/Principal. The balance amount of Rs.30,000/- 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 session.**
- (x) **Consolidated statement of expenditure with related original vouchers duly certified by the Coordinator & 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 entire 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) A test shall be conducted at the 6th day of the programme.
- 10) Accommodation shall be provided to the participants from outstation **free of cost** subject to availability.
- 11) 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.

12) **The expenditure norms for six days are given below:-**

Sl. No.	Details		Norms	Total amount restricted to (Rs.)
1.	Co-ordinator fees		Per programme	3,000/-
2.	a)	Remuneration to teaching faculty (Theory)	Rs. 1,500/- per session of 1½ hours	30,000/-
	b)	Remuneration for conducting Practical	(i) Rs.1000/- per session of (1½ hours) for faculty member (ii) Rs.500/- per session (1½ hours) for technical staff	
3.	Travelling Expenses		External Faculty member @ Rs.500/- per day	5,000/-
4.	Remuneration to administrative staff		Rs. 1,500/- per programme	1,500/-
5.	Course materials including CDs		Rs. 120/- per participant	3,000/-
6.	Lunch expenses including Tea and snacks		-	25,000/-
7.	Contingencies including Printing and Postage of brochures, banner etc.		-	2,500/-
			Total	70,000/-

- 13) **Total number of participants is strictly restricted to 30 with a minimum of 25 external participants.** Certificates will be issued only for the first 30 No. of participants. **No exemption to this will be considered.**
- 14) 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.
- 15) Six days of attendance is compulsory to issue the certificate.
- 16) The Coordinator has to prepare the **Utilization Certificate** along with consolidated statement of accounts with related original vouchers duly certified. All other bills and vouchers should be **pasted in A4 size paper and duly certified by the Coordinators.**
- 17) It is requested to follow the enclosed format strictly for preparing the Brochure for conducting the Faculty Development Training Programme.
- 18) You are requested to follow the above norms strictly. Officials will make surprise inspection during the programme.

CERTIFICATE

This is to certify that the expenditure regarding **Faculty Development Training Programme(FDTP)** on _____ during the period from _____ to _____ will be done as **per tabulation given in Para No.12.**

Name & Signature of Coordinator(s)

1.

2.

Signature of the Dean/Principal with seal