



CENTRE FOR FACULTY DEVELOPMENT
Anna University, Chennai-600 025

Phone : 044 - 22358217, 044 - 22358221
E-mail : facultydevelopment@annauniv.edu
annauniversitycf@gmail.com

Dr.D.Sridharan
Director

Dr.I.Arul Aram
Additional Director

Dated: 05.10.2019

CIRCULAR

Sub: Conduct of Six-day FDTP during Winter Vacation 2019 – Self-Financing Engineering Colleges Affiliated to Anna University – Proposals Invited - Reg.

Proposals are invited from the Principals of Self-Financing Engineering Colleges affiliated to Anna University 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.30,000/- will be given as the financial support to conduct this FDTP. The Principals of Self-Financing Engineering Colleges affiliated to Anna University 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**.


05/10/2019
Director, CFD

**CENTRE FOR FACULTY DEVELOPMENT
ANNA UNIVERSITY, CHENNAI-25**

**SIX-DAY FACULTY DEVELOPMENT TRAINING PROGRAMMES (WINTER VACATION 2019)
(Organised by Self-Financing Engineering Colleges affiliated to Anna University)**

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 of Anna University 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.30,000/-** (Rupees Thirty thousand only) will be provided as financial assistance for the conduct of six-day Faculty Development Training Programme.
- 6) The amount of Rs.30,000/- will be released only after submitting the following documents to CFD after completion of programme.

- ★ (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 same to our office.
- 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.	Coordinators 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/-
* Anna University provides Rs.30,000/- only to meet the Remuneration on Resource Persons				
* Host Institutions shall meet the remaining expenditure of Rs.40,000/- to conduct the FDTP				

- 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 Coordinator(s).**
- 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. University 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 _____ 2019 to _____ 2019 will be done as **per tabulation given in Para No.12.**

Name & Signature of Coordinator(s)

- 1.
- 2.

Signature of the Principal with seal