1) Participation fee shall not be collected.

2) ONLINE Faculty Development Training programmes shall be conducted for a period of Six days.

3) Faculty Members working in Affiliated Engineering Colleges only are eligible to attend this online 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) 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) Financial assistance of Rs.30,000/- will be released 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 online attendance sheet with Group photo for each session
- (vii) Course material in Power Point (Given by Expert)
- (viii) Recorded video of all session.
- (ix) Online feedback form participants
- (x) Copy of the question paper, corrected answer sheet and consolidated mark sheets for the online test conducted at the end of programme.
- (xi) Consolidated statement of expenditure and Utilization Certificate with related Original vouchers duly certified by the Coordinator.

★Soft copy of these documents (PDF) should be submitted in CD along with hard copy while submission.

7) The time schedule for the programme is given below.

<table>
<thead>
<tr>
<th></th>
<th>Session I</th>
<th></th>
<th>Session II</th>
<th></th>
<th>Session III</th>
<th></th>
<th>Session III</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9.00 a.m. to 10.30 a.m.</td>
<td></td>
<td>10.45 a.m. to 12.15 p.m.</td>
<td></td>
<td>1.30 p.m. to 3.00 p.m.</td>
<td></td>
<td>3.15 p.m. to 4.45 p.m.</td>
</tr>
</tbody>
</table>

8) A test shall be conducted at the 6th day of the programme.

9) 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.
10) The expenditure norms for the conduct of FDTP in six days are given below:

<table>
<thead>
<tr>
<th>Details</th>
<th>Norms</th>
<th>Total amount restricted (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remuneration to Teaching Faculty (Theory) – ONLINE MODE</td>
<td>Rs. 1500/- per session for 1 ½ hours</td>
<td>30,000/-</td>
</tr>
</tbody>
</table>

11) **Total number of participants: 50 ≤ 60 (Including 5 Internal Participants).**

12) Following factors may be considered while selecting the participants.

   a) Participants should be selected on the first-come-first-served basis.
   b) Priority should be given to Assistant Professors & Associate Professors.

13) The Certificate will be issued only for those who have got more than 75% mark and Six days of Attendance is compulsory to issue the certificate.

14) The Coordinator has to prepare the **Utilization Certificate** along with consolidated statement of accounts with related original vouchers and **duly certified by the Coordinators**.

   Director, CFD