

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

**ONLINE SIX DAY AICTE-AU SHORT TERM TRAINING PROGRAMME (STTP) -2021-22
(Organized by University Departments)**

GUIDELINES

- 1) Participation fee shall not be collected
- 2) ONLINE Short Term Training programmes shall be conducted for a period of **Six days**.
- 3) Faculty Members working in Colleges Affiliated to Anna University only are eligible to attend this online mode Short Term Training Programme and Industry persons are also eligible to attend.
- 4) **All sessions preferably 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, will preferably one session per resource person. Remuneration shall be supported to the resource persons enlisted in the proposal.**
- 5) Officials from AICTE may handle one or two Sessions, if scheduled.
Special Topics: Examination reforms/Cognitive Skills & Design Thinking/NBA Accreditation and process/AICTE Model Curriculum/AICTE induction programme for student/IPR, innovation, Startup/Frugal innovation & Social entrepreneurship, Pedagogy, E-Content Development, etc.
- 6) Maximum amount of **Rs.85,000/-** (Rupees Eighty five thousand only) will be provided as financial assistance for the conduct of Online Mode six day Short Term Training Programme.
- 7) An amount of Rs.60,000/- (Rupees Sixty thousand only) will be released as advance after receiving the request from the Coordinator through the HoD. The balance amount will be released after submitting the programme completion report.
- 8) **Programme Completion Report:** Submission within 15days, after programme completion

- ★ (i) **Brochure form**
- ★ (ii) **One-page report of the programme.**
- ★ (iii) **Detailed schedule of the training programme**
- ★ (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) **Signed and scanned declaration form & feedback form**
- ★ (x) **Copy of the question paper & consolidated mark sheets for the online test conducted at the end of programme.**
- (xi) **Consolidated statement of expenditure and Utilization Certificate with related Original payment receipt and bills duly certified by the Coordinator (format enclosed)**

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

- 9) The time schedule for the programme is given below.

Session I	Session II	Session III	Session III
9.00 a.m. to 10.30 a.m.	10.45 a.m. to 12.15 p.m.	1.30 p.m. to 3.00 p.m.	3.15 p.m. to 4.45 p.m.

- 10) 80% of Attendance is compulsory to issue the Certificate.
- 11) A test shall be conducted at the 6th day of the programme.
- 12) The Certificate will be issued only for those who have got more than 60% in the test.
- 13) **The expenditure norms for the conduct of six days Online Mode STTP are given below:**

S. No	Details	Total amount restricted (Rs.)
1	Honorarium for University Programme Coordinator	5,000
2	Honorarium to experts ONLINE MODE (Rs. 3,000/- per session for 1½ hours)	72,000
3	Provision for payment to lab attendant engaged during lab practices (On production of Receipt)	3,000
4	Miscellaneous Charge (Certificate Printing, Postal, etc.) (On production of bills)	5,000
Total		85,000

14) **Maximum of 100 participants are permitted to attend Online STTP.**

- 15) 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.

CERTIFICATE

This is to certify that the expenditure regarding **Online Six day AICTE-AU Short Term Training Programme (STTP)**

on _____
 during the period from _____ to _____
 _____ will be conduct as per guidelines.

Name & Signature of Coordinator(s)

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Signature of the HoD
(with seal)