

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

**ONLINE – SIX DAY FACULTY DEVELOPMENT TRAINING PROGRAMMES
(WINTER VACATION 2021)**

**(University College of Engineering, Regional Offices, Government Engineering Colleges and
Self-Financing Engineering Colleges)**

GUIDELINES

- 1) Participation fee shall not be collected.
- 2) Strictly follow the same resource person as submitted by you in the programme schedule.
- 3) ONLINE Faculty Development Training programmes shall be conducted for a period of **Six days**.
- 4) Faculty Members working in Affiliated Engineering Colleges under Anna University are only eligible to attend this online Faculty Development Training Programme.
- 5) **All sessions shall be conducted with the support of external faculty members preferably from IIT / Central / State-funded institutions / Eminent persons from established institutions or people from the industry. Remuneration shall be supported to the resource persons enlisted in the proposal.**
- 6) No. of session handled by a resource person should not be more than four. Programme coordinator can take maximum of 2 sessions only.
- 7) 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, as in Sl. No. 15 Financial assistance of Rs. 30,000/- will be released after submitting the program completion report.
- 8) **Program Completion Report:** Submission within 15 days, after program 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) **The 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 sessions**
- ★ (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 & utilization certificate with related original payment receipt 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 IV
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) One or Two session should be devoted to Engineering Education: Pedagogical Issues & Outcome-based education and development of e-content & MOOCs by availing services of expert from NITTTR-Chennai, Teaching Learning Centre, IITM and NAAC, NBA & Inspection Committee Members.
- 11) 100% Attendance is compulsory to issue the Certificate.
- 12) A test shall be conducted at the 6th day of the programme.
- 13) The Certificate will be issued only for those who have got more than 60% marks in the test.
- 14) The Coordinator may be requested to prepare the brochure **as per the format specified in our website** and send the brochure to all the affiliated engineering colleges. A copy of the same also sent to the Centre for Faculty Development.
- 15) **The expenditure norms for the conduct of FDTP in six days are given below:-**

Details	Norms	Total amount restricted (Rs.)
Remuneration to Teaching Faculty ONLINE MODE	Rs. 1500/- per session for 1 ½ hours	30,000/-

- 16) **Total number of participants: 50 - 60 (Including 10% Internal Participants).**
- 17) 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.
- 18) The submission of Attendance, Consolidated Mark Sheet, Declaration, Feedback form should be in the same order as in the registered participant list as in 8 (v)

CERTIFICATE

This is to certify that the expenditure regarding **Online Six day Faculty Development Training Programme** on _____
 during the period from _____ to _____
 _____ will be done as guidelines.

Name & Signature of Coordinator(s)

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Signature of the Dean/Principal
(with seal)