

CENTRE FOR FACULTY DEVELOPMENT
ANNA UNIVERSITY
CHENNAI-25

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

**(Organized by University Departments, 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 are only eligible to attend this online Faculty Development Training Programme.
- 5) **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.**
- 6) 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.
- 7) Remuneration will be released as NEFT transaction directly to the Resource Persons bank a/c after receiving the following documents from the Coordinator.

- ★ (i) **Brochure form (format - Downloaded from our website)**
- ★ (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 sessions.**
- ★ (ix) **Online feedback - link provided by CFD**
- ★ (x) **Signed and scanned declaration form**
- ★ (xi) **Copy of the question paper, corrected answer sheet and consolidated mark sheets for the online test conducted at the end of programme.**
- ★ (xii) **Bank Details of Resource Person should be certified by the Coordinator and Principal for making Payment through NEFT. (format - Downloaded from our website)**

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

- 8) 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.

- 9) 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.
- 10) 100% 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 75% marks in the test.
- 13) 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.
- 14) **The expenditure norms for the conduct of FDTP in six days are given below:-**

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

- 15) **Total number of participants: 50 - 60 (Including 5 Internal Participants).**
- 16) 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.

<u>CERTIFICATE</u>	
<p>This is to certify that the expenditure regarding Online Six day Faculty Development Training Programme(FDTP) on _____</p> <p>during the period from _____ to _____</p> <p>_____ will be done as per tabulation given in Para No.14.</p> <p>Name & Signature of Coordinator(s)</p> <p>1.</p> <p>2.</p> <p style="text-align: right;">Signature of the HoD/Dean/Principal (with seal)</p>	