



CENTRE FOR FACULTY DEVELOPMENT
Anna University, Chennai-600 025

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Dr.D.Sridharan
Director

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Dated: 25.03.2019

CIRCULAR

Sub: Conduct of Six-day FDTP during Summer 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 Summer 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. July - December 2019) for I, III, V and VII 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 through cfid.annauniv.edu and is open from **25th March to 3rd April 2019**. 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 **6th April 2019**.

IAA 25/03/2019

Director, CFD

Director
Centre for Faculty Development
Anna university
Chennai-600 025.

CENTRE FOR FACULTY DEVELOPMENT
ANNA UNIVERSITY, CHENNAI-25

SIX-DAY FACULTY DEVELOPMENT TRAINING PROGRAMMES (SUMMER VACATION 2019)
(Organised by Self-Finance 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 only are eligible for this FDTP and **not from any other University and other State University**.
- 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) Final settlement will be released only after submitting the following documents.

- (i) **One page report of the programme**
- (ii) **List of faculty experts and topics covered**
- (iii) **Programme CD with a minimum six photographs**
- (iv) **Programme schedule (Format Enclosed)**
- (v) **Participants attendance, feedback & declaration forms (Format Enclosed)**
- (vi) **Brochure form (Format Enclosed)**
- (vii) **Consolidated statement of accounts with related original vouchers duly certified by the Coordinator &**
- (viii) **Unaudited Utilization Certificate.**
- (ix) **Copy of the question paper and mark sheets for the test.**

- 7) If the programme is cancelled due to unavoidable reasons, please inform this office and return the full advance amount to the Director, Centre for Faculty Development, immediately.
- 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 6 days are given below:-**

Sl. No.	Details		Norms	Total amount restricted to (Rs.)
1.	Co-ordinator 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 should 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) Minimum 5 days of attendance is required to issue the certificate. Otherwise, CFD will not issue the certificate. The Coordinator is requested to send the proof of 5 days of attendance (photo copy) for preparation of certificates on 5th day of the programme.
- 16) The Coordinator has to prepare the **unaudited 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 Coordinators.**
- 17) It is requested to follow the enclosed format strictly for preparing the Brochure for conducting the Faculty Development Training Programme.
- 18) Officials will make surprise inspection during the programme and you are requested to follow the above norms strictly.

CERTIFICATE

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

per tabulation given in Para No.12.

Name & Signatures of Coordinators

1.

2.

Signature of the Principal with seal