



**CENTRE FOR FACULTY DEVELOPMENT**  
**Anna University, Chennai-600 025**

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**Dr.D.Sridharan**  
Director

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Additional Director

Dated:8.10.2018

**CIRCULAR**

Sub: Two-Week Faculty Development Training Programmes – Winter  
Vacation 2018 -Proposals invited – **Self Supporting Scheme** - Reg.

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Proposals are invited from the Principals of Affiliated Engineering Colleges for the conduct of Two-week Faculty Development Training Programmes under **Self Supporting Scheme** during Winter Vacation 2018 for the subjects to be offered at the Affiliated Engineering colleges for II, IV, VI and VIII semesters of B.E / B.Tech / B.Arch courses (i.e., January – April '2019) as per the Anna University Affiliated College Syllabus.

The duration of the Faculty Development Training Programme for the faculty members of the Affiliated Engineering colleges is strictly for **Two weeks (Minimum of 12 days)**. The Principals of Affiliated Engineering Colleges are requested to send a **maximum of 3 proposals only**.

Registration is **only through online** ([cfid.annauniv.edu](http://cfid.annauniv.edu)) and open from **10<sup>th</sup> to 24<sup>th</sup> October 2018**. After the registration, a registration form will be delivered to your registered e-mail id. The Registration form (as first page) has to be sent along with the proposals to the Centre for Faculty Development, Anna University, Chennai-600025.

**Last date** for submitting proposal with necessary Annexures I,II,III, IV and V to the office of the Centre for Faculty Development is **27<sup>th</sup> October 2018**.

*Dr. Arul Aram*  
8/10/2018

**Director, CFD**

DIRECTOR  
Centre for Faculty Development  
Anna University, Chennai 600 025

**NOTE: Guidelines are enclosed herewith.**

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

**TWO-WEEK FACULTY DEVELOPMENT TRAINING PROGRAMME (WINTER VACATION 2018)  
(Self Financing Engineering Colleges)**

**GUIDELINES**

- 1) No participation fee should be collected.
- 2) Faculty Development Training programme should be conducted for the duration of **Two weeks minimum 12 days**.
- 3) Faculty from Affiliated Engineering Colleges only are eligible for this FDTP and **not from any other University and other State University**.
- 4) Total number of participants is **strictly** restricted to 25 with a minimum of 20 external participants. Certificates will be issued only for the first 25 No. of participants. **No request on this will be considered**
- 5) Following factors may be considered while selecting the participants.
  - a. Participants will be selected on first come & first served basis.
  - b. Priority should be given to Asst. & Associate Professor.
- 6) Accommodation shall be provided to the participants from outstation at **free of cost subject to availability**.
- 7) 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.
- 8) The certificate of participation will be provided only after completion of the programme and submission of following documents to the Centre for Faculty Development, Anna University, Chennai-25.

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|--------|---|
| (i)    | <b>One page report of the programme</b>           |
| (ii)   | <b>List of faculty Experts and topics covered</b> |
| (iii)  | <b>Programme CD's</b>                             |
| (iv)   | <b>Programme schedule</b>                         |
| (v)    | <b>Participants attendance sheet</b>              |
| (vi)   | <b>Participants feedback form</b>                 |
| (vii)  | <b>Participants declaration form</b>              |
| (viii) | <b>Brochure form</b>                              |