



CENTRE FOR FACULTY DEVELOPMENT
Anna University, Chennai-600 025

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Dr.D.Sridharan
Director

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CIRCULAR

**Sub: Two-Week FDTP – Winter Vacation 2018 Proposals invited –
University Departments /University College of Engineering /
Regional Offices / Government Engineering Colleges - Reg.**

Proposals are invited from the Heads of University Departments, Deans of the University College of Engineering and Regional Offices and Principals of Government Engineering Colleges to conduct Two-Week Faculty Development Training Programmes(FDTP) 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., January – April '2019) for II, IV, VI and VIII semesters during Winter Vacation 2018.

The duration of the FDTP for the faculty members of the Affiliated Engineering colleges is strictly for **Two weeks (Minimum 12 days)**. A maximum of **Rs.1,45,500/-** will be given as financial support to conduct this FDTP. The Heads of University Departments and Deans of the University College of Engineering are requested to send a **maximum of 3 FDTP proposals only**.

Registration is **only through online** (cfid.annauniv.edu) and open from **10th to 24th 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 proposal 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 **27th October 2018**.

NOTE: Guidelines are enclosed herewith.


Director, CFD
DIRECTOR
Centre for Faculty Development
Anna University, Chennai 600 025

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

**TWO-WEEK FACULTY DEVELOPMENT TRAINING PROGRAMME (WINTER VACATION 2018)
(University Dept., University College of Engg., Regional Office & Govt. 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) **In a total of 48 sessions, Minimum 24 sessions should be conducted with the support of external faculty from IIT's / Central / State funded Institutions or people from Industrials. Remuneration to be given only these Resource persons.**
- 5) A maximum amount of **Rs.1,45,500/-** (Rupees One lakh forty five thousand and five hundred only) will be provided as financial assistance for the conduct of Two Weeks Faculty Development Training Programme if selected.
- 6) **The expenditure norms for Two Weeks are given below:-**

| Sl. No. | Details | | Norms | Total amount restricted to (Rs.) |
|--------------|--|---|---|----------------------------------|
| 1. | Co-ordinator fees | | Per programme | 5,000/- |
| 2. | a) | Remuneration to teaching faculty (Theory) | Rs. 3,000/- per session of 1½ hours | 72,000/- |
| | b) | Remuneration for conducting Practical | (i) Rs.2,500/- 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 | 7,000/- |
| 4. | Remuneration to administrative staff | | Rs. 2,500/- per programme | 2,500/- |
| 5. | Course materials including CD's | | Rs. 240/- per participant | 6,000/- |
| 6. | Lunch expenses including Tea and snacks | | - | 50,000/- |
| 7. | Contingencies including Printing and Postage of brochures, banner etc. | | - | 3,000/- |
| Total | | | | 1,45,500/- |