SHORT TERM TRAINING PROGRAMME (STTP) in NER and UTs of J&K and Ladakh

1.1		**Objectives**
		Short Term Training Program (STTP) in NER and UTs of J&K and Ladakh intends to conduct faculty trainings through financial assistance from AICTE to enable faculty members in the field of technical education to introspect and learn techniques that can help prepare students for active and successful participants in a knowledge society.
1.2		**Eligibility**
	(a)	All teachers, supporting technical and administrative staff in areas of technical education in AICTE approved institutions are eligible to participate.
	(b)	Maximum 5 proposals per institute per year including sanctioned, earlier but not completed, would be considered. However, maximum 3 proposal per institute shall be approved.
1.3		**Duration of Programme**
		It is a residential Programme for a duration of six days. The approved STTP shall be conducted within six months from the date of release of funds.
1.4		**Limit of funding**
		Rs. Five Lakh
1.5		**Disbursement of the Funds**
	(a)	The full amount of the grant sanctioned shall be released as advance to the University/Institution.
	(b)	The amount spent by the institute on the conduct of STTP shall be adjusted on the basis of utilization certificate and detailed expenditure statement submitted by the University/Institution on the prescribed format along with other mandatory documents viz feedback form, copy of proceedings and completion report etc.
	(c)	The above said amount of grant shall be released on the basis of the Extension of Approval (EOA) issued by AICTE to the institute for the academic year 2020-21.
1.6		**Types of Training**
	(i)	Pedagogical Training
	(ii)	Subject related Training to teachers employed in disciplines: Engineering & Technology, Management, Pharmacy, Architecture etc.
	(iii)	Training related to Moral Values, Ethics, Behavioural Sciences & Attitude etc.
	(iv)	Training for teachers regarding orientation of newly admitted students.
	(v)	Training for supporting technical and administrative staff including Librarian.
1.7		**Processing Methodology**
		Each proposal shall be assessed by an expert committee consisting of three members not below the rank of Associate Professor
1.8		**Career Advancement Scheme**
		Short Term Training Programme (STTP) will be considered for career advancement scheme.
1.9		**Test and Certificate**
		A test to be conducted at the end of the Programme and a certificate to be issued to only those participants who attended the Programme and qualified in the test.
1.10		**Terms and conditions**
	(a)	**Preferably 10% of the participants shall be industry professionals deputed by industry. Further, not more than 02 participants shall be from the host institution/group of institutions.**
	(b)	Essentials to conduct a STTP: (i) To submit an online application. (ii) To qualify for the release of grant as assessed by the Expert Committee.
	(c)	Funds once released/sanctioned for organizing the particular topic/area of STTP cannot be utilized for any other program
	(d)	In case the event is cancelled, the funds will be returned back to AICTE immediately with interest accrued thereon.

	(e)	As per AICTE guidelines, the program should be for **six days with minimum 40 participants. (NO REGISTRATION FEES WILL BE CHARGED FROM THE PARTICIPANTS).**
	(f)	The Council shall sanction a maximum grant of **Rupees Five lakh** to conduct one program. The expenditure under the Heads 'Honorarium to Course Coordinator' and 'Honorarium to Resource Persons' shall not exceed 1% & 20% respectively of the total sanctioned grant for the Program. However, overall expenditure shall not exceed the funds sanctioned for the Program.
	(g)	Any extra money required to complete the program must be borne by the institute from their own resources. But the quality of the activities should not be compromised.
1.11		**Submission of documents by university/institution**
	(a)	The following mandatory relevant documents are required to be submitted by the university/institution within one month of the completion of the program: - (i) Original Statement of actual expenditure & Utilization Certificate in the prescribed proforma duly signed by the Head of the institution and countersigned by Registrar/Finance Officer/Govt. Auditor. In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed and sealed by a Chartered Accountant endorsing the membership number and complete postal address. Photocopies of formats are enclosed. The university/institution is not required to submit bills/vouchers/invoices etc for the expenditure incurred out of recurring grants. However, such copies of bills/vouchers/invoices shall be digitized by respective institutions receiving grant and uploaded scanned copies of such bills/vouchers/invoices etc on the portal for availability and view at any point of time. (ii) Feedback form in the prescribed proforma. (iii) Copy of the proceedings and completion report.
	(b)	The amount spent by the institute on the conduct of STTP shall be adjusted on the basis of utilization certificate and detailed expenditure statement submitted by the University/Institution on the prescribed format along with other mandatory documents viz feedback form, copy of proceedings and completion report etc.
	(c)	The university/institution is expected to submit the above said mandatory documents viz. Utilization certificate, Expenditure Statement and feedback form etc within one month of conduct of STTP. However, delay of further 2 months may be condoned by AICTE in special circumstances as explained by the institute. **Delay in submission of documents after three months of the conduct of STTP shall invite a penalty of 10% of the total sanctioned amount of the STTP. The entire amount of grant already released, along with interest accrued thereon shall be refunded to AICTE if mandatory documents are not submitted by the institute beyond one year.**
1.12		**Program Monitoring Committee (PMC)** is required to be constituted at institutional level. The constitution of the PMC shall be as under:- (i) Principal/Director/Registrar of the institution (Chairperson), (ii) Coordinator of the program (Member Secretary), (iii) Two HoDs and one subject expert (members). The members of the said PMC shall not be below the rank of Associate Professor. The minutes of the meetings are to be submitted to the Council at end of the program along with other mandatory documents.
1.13		**GoI GFR rules** (@https://doe.gov.in/order-circular/general-financial-rules2017-0) should be followed during utilization of Grant.