



AICTE-ISTE INDUCTION/REFRESHER PROGRAMME

Scheme Document

I.	Objectives
	<p>The AICTE-ISTE Induction/Refresher Programme are essential for teachers in technical institutions for their professional refinement. The other aims for the conduct of these Programme are:</p> <ul style="list-style-type: none"> • Updating knowledge and improving organizational and pedagogical skills of teachers. • To update the knowledge by providing an opportunity for interaction and mutual exchange of ideas between teachers interested and/or working in particular areas of specialization • Providing an opportunity for teachers to familiarize themselves with modern engineering practices, including the latest technological advances adopted by industry keeping in view the national needs and priorities and relevant technologies. • Opening up before teacher's new vistas in technology at the frontier of knowledge and the challenges and opportunities which provide to the dedicated and hard working.
II.	Eligibility
	<ul style="list-style-type: none"> • AICTE approved institutions/University departments imparting technical education are entitled • Coordinator must be a full time regular faculty with adequate experience in teaching and research with publications. • Maximum 2 proposals per institute would be considered in a year. • Preferably one self-financing program should have been arranged in last 12 months by the college. • ISTE will charge Rs.1500/- per proposal as processing fee. The proposals will be accepted only if institute pays the processing fee through RTGS/NEFT.
III.	Duration of Programme
	(a) The duration of the Programme shall be one week (six working days)
IV.	Limit of funding
	(a) Rs.3 lakh
V.	Type of Training
	i. Induction Training
	ii. Refresher Training
VI.	Processing Methodology
	The proposal shall be assessed by 'Three Member Committee' comprising Experts not below the rank of Associate Professor.
VII.	Terms and Conditions

a.	For conducting a Programme following is essential: i) Offer letter of ISTE for conduct of the Programme ii) An acceptance letter by the institute in response to the offer letter
b.	Funds once released/sanctioned for organizing the particular topic/area of Programme cannot be utilized for any other Programme.
c.	In case the event is cancelled, the funds will be returned back to ISTE immediately with interest accrued.
d.	Any change in the schedule for holding the programme, change of Coordinator, venue and date would require prior approval of the Council, failing which the offer for the grant already issued would be treated as automatically withdrawn.
e.	The funds under the scheme are released in two installments: i. The first installment (Ninety / fifty percent of the total amount sanctioned) is released before the event on the receipt of acceptance letter; ii. The second installment is released after the receipt of the following documents: a. List of participants b. Feedback of the participants with signatures c. Photographs of the conducted event (05 Nos) d. Supporting bills/documents and paid vouchers on account of expenses incurred for the purpose. e. Two hard copies of proceedings in bound form f. The above documents should be counter signed by the Coordinator. g. A copy of question papers h. A copy of result of the test conducted iii. 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 Programme. However, overall expenditure shall not exceed the funds sanctioned for the Programme.
f.	The University/Institution should submit the documents necessary for release of the 1 st installment within 15 days of receipt of the Offer Letter and documents necessary for release of 2 nd installment latest by the end of one month of conduct of the event.
g.	A test will be conducted at the end of the Programme and the certificates will be issued to those participants who have attended the Programme and have successfully qualified in the test with minimum 60 % marks.

	h.	After conduct of each Programme the following shall be submitted to ISTE: a. Detailed schedule of training Programme b. List of resource persons invited with full address, contact details, topics etc. c. List of participants attended the Programme d. Copy of question paper and participant's performance for the test conducted. e. Minimum five photographs and Pen drive/CD of selected sessions.
	i.	ISTE will carry out the impact analysis of each of the training Programme conducted and will submit the consolidated report to AICTE
VIII.	A.	Criteria for Selection
		i) The program should be conducted in line with the aims specified in the MoU. ii) Preferably one self-financing program should have been arranged in last 12 months by the college. iii) The program cannot be combined with any other professional body. The Principal sponsor will be AICTE-ISTE and no other major sponsors are allowed. However, the institute can generate additional funds from any other source to meet the expenditure. iv) Copy of the Question paper and participant's performance should be submitted at the end of the program v) Course content should be relevant vi) Facilities and expertise should be available in the institute vii) Collaboration with industry/other institutions in the conduct of the Programme viii) Previous performance of institute in conducting the Programme ix) The Programme should be allotted to all types of institutes provided the proposal is found satisfactory x) The Programme conducted by the college in last 12 months till the date of application to ISTE. xi) Title of the Programme, No. of participants trained, source of funding, amount of funding, duration of program etc. xii) No registration fee should be charged to the participants. This should be mentioned in registration form attached to the Programme brochure.
	B.	Selection of Participants
		i. Each batch should consist of 40 participants ii. Not more than 10% (Max.4) from host institute iii. Not more than 50% from that area (district). In case of metropolitan city, it can be restricted to that city only iv. Remaining participants should be selected giving preference to candidates from nearby districts

	C. Conduct of Programme
	<ul style="list-style-type: none"> i. Not more than 20% of the Resources Persons (Faculty) from the host institute/ group of institutions. ii. Preferably eminent personalities in the field must be invited as the resource person. iii. Minimum one good resource person from the industry should be invited. iv. Program should start preferably at 09:30 am. v. Every day four sessions of 1½ hour duration each should be arranged with suitable breaks vi. One Industrial visit may be arranged depending upon the nature of topic. vii. One session on Stress Management may be arranged.
	D. Course Material
	<ul style="list-style-type: none"> i. Two bound copies of the course material developed during the refresher program should be submitted to ISTE along with utilization certificate. Copy of this material should be given to each participant free of cost ii. ISTE will design and develop standard course material for Orientation Programme and will get it approved by AICTE. This course material will be used for all Orientation Programme under the scheme.

