



FACULTY DEVELOPMENT PROGRAMME (FDP)

Scheme Document

1		Objectives
	(a)	The Faculty Development Programme (FDP) intends to provide financial assistance to facilitate up-gradation of knowledge, skill and intends to provide opportunities for induction training to teachers employed in disciplines Engineering & Technology, Pharmacy, Hotel Management & Catering Technology, Architecture, Town Planning and Applied Arts & Crafts.
	(b)	A award Faculty Development Programme (FDP) to cover areas such as technical education policy, new concepts, methods and techniques, theory and skills development and up gradation of pedagogy educational technology, motivation, communication skills, management and other relevant issues to keep pace with the changing scenario in Technical Education.
	(c)	The scheme is designed to enhance the teaching and other skills of the faculty. And to make them aware about modern teaching tools and methodologies. It provides an opportunity to acquire knowledge about current technological developments in relevant fields. It will not only promote the professional practices relevant to technical education but also motivates the faculty to achieve competitive teaching and learning environment, thus channelizing development with respect to academic qualifications and personal matters.
1.2		Eligibility
	(a)	AICTE approved Technical Institutions / University Departments with at least 10 years of existence.
	(b)	Coordinator must be a full time regular faculty with adequate experience in teaching and research with publications.
	(c)	Maximum 2 proposals per institute per year including sanctioned, earlier but not completed, would be considered.
1.3		Duration of Project
		The Duration of the FDP shall be 2 weeks. The proposed/approved FDP shall be conducted within six months from the date of release of funds.
1.4		Limit of funding
		Rs. 7 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 FDP 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
	III.	Training related to Moral Values, Ethics, Behavioural Sciences & Attitude etc.
1.7		Career Advancement Scheme
		Faculty Development Program (FDP) will be considered for career advancement scheme.
1.8		Test and Certificate
		A test to be conducted at the end of the Program and a certificate to be issued to only those participants who have attended the Program and successfully qualify with minimum 60% in the test.
1.9		Processing Methodology:
		The proposal shall be assessed by an Expert Committee constituted as follows:
	(a)	Three member expert committee not below the rank of Associate Professor.
	(b)	At least one member among the experts shall be from the concerned stream.
1.10		Terms and conditions
	(a)	Preferably 10% of the participants shall be industry professionals deputed by industry. Further, not more than 04 participants shall be from the host institution/group of institutions.
	(b)	Funds once released/sanctioned for organizing the particular topic/area of FDP cannot be utilized for any other programme.
	(c)	In case the event is cancelled, the funds will be returned back to AICTE immediately with interest accrued.
	(d)	Any change in the schedule for holding FDP, change of Coordinator's name, 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)	As per AICTE guidelines the programme should be of two weeks with minimum 40 participants. (NO REGISTRATION FEES WILL BE CHARGED FROM THE PARTICIPANTS).
	(f)	The council shall sanction a maximum grant of Rs.7.0 Lakh to conduct one Programme. 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.
	(g)	Any extra money required to complete the programme 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

	<p>(a) The following mandatory relevant documents are required to be submitted by the university/institution within one month of the completion of the program :-</p> <ol style="list-style-type: none"> 1. 1.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. <p>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.</p> <ol style="list-style-type: none"> 2. Feedback form in the prescribed proforma. 3. Copy of the proceedings and completion report.
	<p>(b) The amount spent by the institute on the conduct of FDP 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.</p>
	<p>(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 FDP. However, delay of further 2 months may be condoned by AICTE in special circumstances as explained by the institute.</p>
1.12	<p>Program Monitoring Committee (PMC) is required to be constituted at institutional level. The constitution of the PMC shall be as under:-</p> <ol style="list-style-type: none"> 1. Principal/Director/Registrar of the institution (Chairperson), 2. Coordinator of the program (Member Secretary), 3. Two HoDs and one subject expert (members). <p>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.</p>
1.13	<p>GoI GFR rules (@https://doe.gov.in/order-circular/general-financial-rules2017-0) should be followed during utilization of Grant.</p>