



All India Council for Technical Education

AICTE TRAINING
AND LEARNING
(ATAL) ACADEMY



**Faculty Development Programmes
Scheme Document 2024-25**

Training and Learning Bureau



1. FORWARD

The field of higher education is currently undergoing a transformative phase in order to adapt to global trends. The National Education Policy (NEP) of 2020 serves as a guiding light for this transformative journey. The community of quality teachers holds great potential in driving these changes and plays a crucial role in the development, sharing, and dissemination of knowledge. In the present scenario, with disruptive technological advancements, the role of higher education teachers has become more important than ever before.

NEP-2020 aims to empower these teachers by providing them with capacity building training and workshops, enabling them to identify, define, and implement the necessary changes. Without the active involvement of a competent body of quality higher education teachers, the vision of achieving the status of a global knowledge leader, known as Vishwa Guru, cannot be realized.

In a world characterized by rapid change, complexity, and uncertainty, the skills of the past are no longer sufficient for today or tomorrow. Technological advancements have multiplied since the time of the Industrial Revolution, and social change along with demographic diversity has given rise to a multitude of innovative thinkers. Each new generation faces a world that is changing faster than ever before. In addition to digitalization, other significant megatrends such as globalization, sustainability, and automation are shaping our society.

The COVID-19 pandemic has further accelerated change in all aspects of work and life. In light of these developments, the skills required for Education 4.0 go beyond mere digital proficiency. They encompass complex problem-solving, critical thinking, creativity, people management, teamwork and collaboration, emotional intelligence, judgment and decision-making, service orientation, negotiation, project management, cognitive flexibility, and motivation. It is through a faculty that possesses these diverse and energized skills that the foundation for Education 4.0 is built.



2. FACULTY DEVELOPMENT PROGRAMMES (FDPs)

The objective of AICTE's Training and Learning (ATAL) is to impart quality training through Faculty Development Programmes (FDPs) for Faculty Members, Postgraduate students, Research scholars and Industry Professionals so that the participants:

1. will acquire a sound domain knowledge and associated skills set to apply in real life with industry connect.
2. are equipped with Institutional Leadership skills for academic leadership.
3. are understanding their roles in community wellbeing, national building and also their own career development.
4. can effectively communicate knowledge and skill sets to the students in an efficient manner and their teaching-learning effectiveness is assessed.

AICTE approved institutions can conduct ATAL Faculty Development Programmes in core and emerging areas of Engineering and Technology, Management, Design, Hotel Management and Catering Technology, Applied Arts & Crafts, Planning and Computer application. The FDPs will be purely in offline mode under the following categories:

➤ **BASIC FDPS (six days/ one week)**

- **250 FDPs** for UG/PG/ Research Institutions (50 FDPs for Pedagogy)
- **100 FDPs** for Polytechnics
- **100 FDPs** for newly approved BCA/BBA institutions

➤ **ATAL Advanced FDPS (Twelve days/ two weeks)**

- **50 FDPs** (for PG/ Research institutions complying with the following)

1. Proposed Coordinator should have successfully conducted at least one ATAL FDP in the previous years.
2. Institutions should have either:
 - at-least 50% of their department NBA accredited & valid till 2025 April
 - or
 - listed in the top 100 by NIRF.
 - or
 - NAAC accreditation with CGPA more than 3.01
 - or
 - graded autonomy awarded by AICTE or UGC.

2.1. ATAL BASIC FDPs

2.1(i) Target Group

Assistant Professors/Associate Professor/Ph.D. Scholars/PG students

Min/Max Limit- 30/50 participants from the Higher Education Institutions from the same city/ within 100 km of the host institute. (A maximum of 30% of participants can be from the host institution). Participants should be nominated by the respective Heads of Institutions.

***For North-East region, Jammu, Kashmir, Ladakh and Andaman & Nicobar Islands, the Min / Max Limit is 20/50.**

2.1(ii) What will be taught

1. Emerging/Core subject area domain knowledge/content
2. Applied knowledge/Lab practical related to the content.
3. Research Avenues/Industrial emerging trends.
4. Analysis & reflection of 2 quality research journal articles on the topic
5. Related Pedagogical approaches including technology integration.
6. Comprehensive assessment/evaluation designing (theory & practical)
7. One of the sessions should be on any of the four categories:
 - a. National Education Policy (NEP) 2020 Implementation
 - b. Indian values & ethos, Classroom conduct & behavior (teaching learning psychology)
 - c. Life Skills such as time and stress management (more may be added)
 - d. Research Methodology

2.1(iii) FDP Flow

Mode: - In house (offline) for both theory and practical/labs/ experiential learning.

At least 1 industrial visit to nearby Institute of National Importance/ IoE/prominent multidisciplinary university/CSIR or DST labs/Training Institute/Incubation centers/MSME centers/ Studios etc.

1. Explain the importance of the topic, suggest study, review of 2 research journal articles on the topic.
2. Deliver Concepts of applications/emerging trends
3. Share real-world applications of the topic
4. Ask topical questions at the beginning of the session (rotate)
5. Ask key takeaways at the end of session for understanding.
6. Form small groups to discuss and report back to the class.
7. Invite guest speakers from the industry/corporate/research labs to share their broader perspectives.

2.1(iv) Pedagogy

Collaborative, Experiential, and Outcome Based Teaching and Learning based live Sessions, Case Studies, Presentation, Videos, Research journals/article review

discussions, debates, Presentation, Videos, labs, etc.

1. Require **2 relevant state-of-the-art articles/case studies** identified by the FDP Coordinator when they submit their proposal.
2. Experts from relevant industries should mandatorily handle at least one session.
3. Sessions by overseas subject matter experts, if included in sessions would have higher weightage.
4. **Coordinators should form Teams** (5-6 members per team) from the registered attendees by Session 1.
5. All teams read, discuss, and summarize their findings from the article.
6. Individually, complete a Reflection Journal with a focus on implementation of learnings.

2.1(v) Session planning:

Duration- Six days (Monday to Saturday)

- **25** hours of teaching in ten equal sessions.
- **05** hours of practical/labs/ experiential learning sessions of one hour each.
- **04** hours of article discussion of one hour each.
- **03** hours, each for MCQs, article summary and feedback.
- **04** hours for Industrial visit

Offline (9:30 am – 5:30 pm)

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
9:00 – 9:30 Inauguration					
9:30 – 12:00 Session 1	9:30 – 12:00 Session 3	9:30 – 12:00 Session 5	9:30 – 12:00 Session 7	9:00 – 1:00 Industrial visit	9:30 – 12:00 Session 10
12:00 – 1:00 Article Discussion	12:00 – 1:00 Article Discussion	12:00 – 1:00 Article Discussion	12:00 – 1:00 Article Discussion		12:00 – 1:00 Article Summary
1:00 – 2:00 Lunch	1:00 – 2:00 Lunch	1:00 – 2:00 Lunch	1:00 – 2:00 Lunch	1:00 – 2:00 Lunch	1:00 – 2:00 Lunch
2:00 – 4:30 Session 2	2:00 – 4:30 Session 4	2:00 – 4:30 Session 6	2:00 – 4:30 Session 8	2:00 – 4:30 Session 9	2:00 – 4:00 MCQ& Reflection Journal
4:30 – 5:30 Hands on training /Labs	4:30 – 5:30 Hands on training /Labs	4:30 – 5:30 Hands on training /Labs	4:30 – 5:30 Hands on training /Labs	4:30 – 5:30 Hands on training /Labs	4:00 – 5:00 Valedictory Session

(Adjust timing to suit your local needs & ensure minimum 41 hours' actual coverage)

(One session must be on topics mentioned under 2.1(ii).7)

2.1 (vi) Evaluation of participants

Candidates would be eligible to receive a certificate up on achieving **at least 70% cumulated weightage** in the following aspects in the weightage mentioned.

1. Attendance – minimum 80% attendance essential. 100 % attendance - (individual) - weightage 20%
2. One assessment, - combination of MCQs/short answer type/reasoning based, etc. -(Individual) - weightage10%
3. 2 Page Article Summary/per Team - (Team & Individual)- - weightage30%
4. Output of practical sessions -(Individual)-weightage15 %
5. Report/outcome of Industrial visit- (Team) at the last session -weightage10%
6. Reflection Journal - (Individual) - at the last session -weightage15%

2.2. ATAL ADVANCED FDPs

2.2 (i) Target Group: -

Professors/Associate Professors/senior Assistant Professors/ professionals from industry/ Research Scholars, who have exposure to the subject.

Min/Max Limit: - 30/50 participants from Higher Education Institutions/ Industry. (A maximum of 30% of participants can be from the host institution). Participants should be nominated by Heads of Institutions respective.

For the Northeast region, Jammu, Kashmir, Ladakh and Andaman & Nicobar Islands, the Min / Max Limit is 20/50.

2.2(ii) FDP flow

Mode: - In house (offline) for both theory and practical/labs/ experiential learning/problem solving.

At least 4-day hands on assignments in one or two associated industries of National Importance/Laboratories of Institutes of Eminence or CSIR or DST /MSME center/Training Institute/Incubation centers etc.

At the end of the FDP, every individual has to submit a one-page report on the learning outcome of the FDP through Reflection Journal and present their output of Industry based problem solving.

2.2(iii) Pedagogy

1. Formation of an interdisciplinary team of participants by the coordinator.
2. Assign a research topic/real time problem statement/application in the specific discipline from emerging areas & share among faculty members of teams.
3. Explain the importance of the topic, suggest study, review of 6-8 research journals/articles on the topic.
4. Associate with the industry in groups to solve the problem statement/ develop an application/ publish experiment-based proposals.
5. Demonstrate project findings/identification of new research domains/ probable solutions to identified problems/product proto- type/patent filing/ commercialization of the proto-type, etc.

2.2(iv) Session Planning:

Duration- Twelve days (Monday to Saturday in two continuous weeks)

- **35** hours of teaching in fourteen equal sessions of 2.5 hours each.
- **07** hours for pre industry problem solving with industry expert in two sessions of 3.5 hours each
- **28** hours of industry-oriented problem solving/Live project development/Application Development.
- **08** hours of article discussion of 01 hour each.
- **02** hours of Article summary
- **04** hours for team wise presentation of the results of problem solving/ Demonstration of Application.
- **02** hours for reflection journal & feed back

Offline (1st Week)

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
9:00 – 9:30 Inauguration					
9:30–12:00 Session 1	9:30 –12:00 Session 3	9:30 – 12:00 Session 5	9:30–12:00 Session 7	9:00 – 12:00 Session 9 <i>Session by Expert from industry</i>	9:00– 12:00 Session 12 <i>Session by Expert from industry</i>
12:00-1:00 Article Discussion	12:00–1:00 Article Discussion	12:00 – 1:00 Article Discussion	12:00-1:00 Article Discussion		12:00–1:00 Article summary
1:00 – 1.30 Lunch	1:00 – 1.30 Lunch	1:00 – 1.30 Lunch	1:00 – 1.30 Lunch	12:00-12:30 Lunch	1:00 – 1.30 Lunch
1.30-4.00 Session 2	1.30-4.00 Session 4	1.30-4.00 Session 6	1.30-4.00 Session 8	12:30 – 3.00 Session 10	1.30 – 4:00 Session 13
4:00 – 5:00 Article Discussion	4:00 – 5:00 Article Discussion	4:00 – 5:00 Article Discussion	4:00 – 5:00 Article Discussion	3:00 – 5:30 Session 11	4:00 – 5:00 Article Summary

Offline (2nd Week)

Day 7	Day 8	Day 9	Day 10	Day 11	Day 12
9:00 – 2.30 Session 14	9.30-5.00 Industry based problem solving (To be carried out at Industry)	9.30-5.00 Industry based problem solving (To be carried out at Industry)	9.30-5.00 Industry based problem solving (To be carried out at Industry)	9.30-5.00 Industry based problem solving (To be carried out at Industry)	9.30-1.30 team wise presentation of the output
12:30 – :00 Lunch					1.30-2.00 Lunch
1:00 – 3:30 Session 15					2.00-3.00 Reflection journal
3:30 – 6.00 Session 16					3.00-4.00 Feedback
					4.00-5.00 Valedictory Session

(Adjust timing to suit your local needs & ensure minimum 86 hours' actual coverage)

2.2(v) Participant evaluation

Candidates would be eligible to receive a certificate up on achieving **at least 70% cumulative weightage** in the following aspects in the weightage mentioned.

1. Attendance – minimum 80% attendance is mandatory. 100 & attendance - (individual)- weightage 10%
2. 3-4 Page Article Summary/per Team - (Team & Individual)- - weightage 10%.
3. Project/ Live industry problem solving - (Team & Individual)-weightage40 %
4. Report/outcome of Industrial visit- (Team) at the last session -weightage25%
5. Reflection Journal - (Individual) - at the last session -weightage15%

2.2. (vi) Journal Articles Summary

1. The coordinator(s) will select and specify in their FDP Proposal relevant state- of-the-art articles from reputed journals in the field for study, discussion, and summary in teams.
2. Peer reviewed journals of international repute may be chosen for journal review. For Management Area: Practical articles from Harvard Business Review, McKinsey & Company, MIT Sloan Management Review, IITs, IIMs etc., related to the FDP Theme and Content.
3. Engineering- Elsevier, Springer, Taylor & Francis, Wiley, Emerald, ASME, ASCE, IEEE Transactions etc. (list of Management and Engineering journals are indicative only).

2.2. (vii) Reflection Journal

1. The Reflection Journal encourages FDP attendees to carry out introspection and reflection on what they have learned in the ATAL FDP with a focus on implementation of new learnings.
2. This is also a part of Continuous Assessment for all two types of FDP Programs.
3. Identify **3 Key Learnings (Outcomes)** from the FDP,
4. List **3 Key Lessons (Concepts/Ideas)** that you will Implement.
5. Share an **Implementation Plan for your 3 Key Lessons (Concepts)**

2.3 THRUST AREAS FOR CONDUCT OF FDPS (Category Wise)

2.3.1 For UG/PG/Research Institution

I. Engineering & Management

1. Advanced Materials, Rare-earth & Critical Minerals
2. Semiconductors
3. Space and Defense
4. Blue Economy
5. Energy, Sustainability & Climate Change
6. Advanced Computing (Supercomputing, AI, Quantum Computing)
7. Next Gen Communications
8. Smart Cities & Mobility
9. Agrotech & Food processing
10. Health Care & Med-Tech
11. Disaster Management & Resilient Infrastructure
12. Manufacturing & Industry 4.0
13. High Performance Computing

Sub-Thrust Areas under Engineering and Management

1. 3D Printing and Design
2. 5th Generation Mobile Networks
3. 6th Generation Mobile Networks
4. Active & Passive Devices in 5G/6G
5. Additive Manufacturing in Medical Application
6. Advanced Computing (Quantum Computing)
7. Advanced Functional Materials
8. Advanced Materials
9. Alternate Fuels
10. Antenna & RF Designs
11. Aquaculture and Mariculture
12. Artificial Intelligence & Applications
13. Augmented Reality (AR)/ Virtual Reality (VR)
14. Automation in Civil Engineering
15. Autonomous Vehicles
16. Automotive
17. Behavioral Finance
18. Bio Informatics/Computational Biology
19. Bio Similar Technology
20. Bioremediation
21. Biotechnology
22. Block Chain Technology
23. Blue Carbon Sequestration (e.g., mangroves, seagrasses)
24. Business on Wheels
25. Cellular Agriculture
26. Circular Economy
27. Clean Energy Materials
28. Climate Sciences
29. Cloud Technology
30. Coastal and Marine Tourism
31. Coastal; Offshore Engineering
32. Cognitive Sensor Network
33. Concrete Technology
34. Control Systems; Sensors Technology
35. Cyber Physical System
36. Cyber Security
37. Data Sciences
38. Design Thinking & Innovation
39. Digital Communication & Marketing
40. Digital Currency
41. Digital Forensics
42. Digital Holography & 3D Imaging
43. Digital Manufacturing Technology
44. Digital Marketing
45. Digital Twin
46. Drug Engineering
47. Earthquake Engineering
48. Electric Vehicles & Hydrogen Fuel Cell Vehicles
49. Energy Engineering
50. Energy Storage
51. Engineering Law

52. Engineering Management
53. Environmental Geotechnology
54. Entrepreneurship & Start-up Ecosystems
55. Ethical Hacking
56. Evolutionary Computing
57. Fisheries Management and Sustainable Fishing Practices
58. Financial Modelling
59. Flexible & Transparent Electronics
60. Fog Computing
61. Gamification
62. Genome Engineering & Technology
63. Geotechnical Earthquake Engineering
64. Geographic Information System & Remote Sensing
65. Green Technology
66. Ground Improvement Techniques
67. Heritage Management
68. Human-Centered Computing
69. Immersive Virtual Reality
70. Implantable Devices
71. Industry 4.0/5.0
72. Infrastructure Engineering
73. Innovation Management
74. Intellectual Property Rights
75. Internet of Things (IoT)
76. Lab on Chip
77. Large Language Model
78. Lean Construction Technology
79. Life Skill Management
80. Low-Cost Desalination
81. Machine Learning
82. Machining & Micro Machining
83. Magnetic Levitation
84. Management Information System
85. Marine Biotechnology
86. Marine Pollution Control and Remediation
87. Marine Spatial Planning
88. Mechatronics
89. Micro/Smart Grids
90. Microelectronics
91. Mining and Data Analytics
92. Molecular Manufacturing
93. Nanotechnology, Materials & Science
94. Next Generation Communications
95. Novel Materials
96. Numerical Modelling & Soil-Structure Interaction
97. Nutrition Technology
98. Ocean Exploration and Mapping
99. Ocean Renewable Energy
100. Ontogenetics
101. Operations Management
102. Optical Communication
103. Optoelectronics and Photonics
104. Organ Printing Technology
105. Organizational Behavior
106. Precision Health Technology
107. Precision Manufacturing
108. Professional Ethics
109. Project Management
110. Quantum Computing & Technology
111. Real-Time Translation
112. Risk Management
113. Robotic Process Automation
114. Robotics
115. Satellite Navigation System
116. Sensor Network for Agriculture Management
117. Shipbuilding and Ship Repair
118. Simulation Techniques
119. Six Sigma Quality Management
120. Smart Cities
121. Social Enterprise Management
122. Speech Signal Processing
123. Strategic Civil Infrastructure Planning
124. Strategic Planning
125. Supply Chain Management & Resilience
126. Sustainability Engineering
127. Sustainable Construction Technology
128. Sustainable Development Goals
129. Synthetic Biology
130. Systems Engineering
131. Talent Management
132. Technology Management
133. Telemedicine & Healthcare Technology
134. Underground Space Utilization

- 135. Waste Management Technology & Applications
- 136. Waterways Transport Engineering

- 137. Wearable Devices
- 138. Zero Trust Technology

II. Applied Arts & Craft

- | | |
|---|---|
| <ul style="list-style-type: none"> 1. Sculpture 2. Animation 3. Ceramics 4. Metal Craft 5. Photography | <ul style="list-style-type: none"> 6. Visual Communication 7. Communication Design 8. Illustration 9. Painting 10. Mural |
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III. Design & Media

- | | |
|---|---|
| <ul style="list-style-type: none"> 1. Animation Film Design 2. Apparel Design 3. Ceramic; Glass Design 4. Design for Retail Experience 5. Digital Game Design 6. Film and Video Communication 7. Furniture and Interior Design 8. Graphic Design 9. Information Design 10. Interaction Design | <ul style="list-style-type: none"> 11. Lifestyle Accessory Design 12. New Media Design 13. Photography Design 14. Product Design 15. Textile Design 16. Toy; Game Design 17. Transportation; Automobile Design 18. Universal Design 19. Fashion Communication 20. Design Thinking |
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IV. Hotel Management & Catering Technology

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|--|--|
| <ul style="list-style-type: none"> 1. Kitchen: Food production, nutrition and dietetics, safety & hygiene & equipment 2. Cooking: methods, cuisines & seasons 3. IT for Hotel Industry 4. Hotel costing and Management Accounting 5. Hospitality: rooms, front office, bar & beverage management, laundry, facility | <ul style="list-style-type: none"> 6. Depreciation reserves and provisions 7. Travel and Tourism Management 8. Catering: Planning and Management 9. Managerial economics 10. Tourism, marketing & sales |
|--|--|

2.3.2 For Polytechnics

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|--|--|
| <ul style="list-style-type: none"> 1. Artificial Intelligence 2. Internet of Things (IoT) 3. Block chain 4. Machine Learning 5. Robotics 6. Data Sciences 7. Cyber Security 8. 3D Printing and Design 9. Drones | <ul style="list-style-type: none"> 10. Industry 4.0/5.0 11. 6th Generation Mobile Networks 12. Lab on Chip 13. Cloud Technology 14. Digital Holography & 3D Imaging 15. Advanced Materials, Rare-earth & Critical Minerals 16. Semiconductors |
|--|--|

17. Energy, Sustainability & Climate Change
18. Advanced Computing (Supercomputing, Quantum Computing)
19. Next Gen Communications
20. Smart Cities & Mobility
21. Disaster Management & Resilient Infrastructure
22. Systems Engineering
23. Sustainability Engineering
24. Energy Engineering
25. Green Technology
26. Strategic Civil Infrastructure
27. Coastal; Offshore Engineering
28. Waste Management Technology
29. GIS; Remote Sensing
30. Climate Sciences
31. Mining; Mineral Processing
32. Underground Space Utilization
33. Bio Similar Technology
34. Genome Engineering; Technology
35. Precision Health Technology
36. Control Systems; Sensors Technology
37. Infrastructure Engineering
38. Environmental Geo-technology
39. Earthquake Engineering
40. Waterways Transport Engineering
41. Lean Construction Technology
42. Sensors Technology
43. Electric Vehicles
44. Energy Storage
45. Magnetic Levitation
46. Low-cost desalination
47. Wearable Devices
48. Gamification
49. Telemedicine
50. Molecular Manufacturing
51. Alternate Fuels
52. Real Time Translation
53. Cloud Technology
54. Digital Holography & 3D Imaging
55. Human Centre Computing
56. Design Thinking
57. Mining and Data analytics
58. Fog Computing
59. Digital Forensics
60. Digital Currency
61. Machining & Micro Machining Processor
62. Simulation technique
63. Digital Manufacturing technology
64. Precision manufacturing
65. Robotic Process automation
66. Sustainable construction technology
67. Automation in civil engineering
68. Ground Improvement Techniques
69. Numerical Modelling & soil structure interaction
70. Geotechnical earthquake Eng.
71. Satellite Navigation system
72. Speech signal processing
73. Micro electronics
74. Optical communication
75. Cognitive Sensor Network
76. Nanotechnology, materials & science
77. Sensor network for agriculture management
78. Clean Eng. Materials

2.3.3 For Newly added BBA institutions

1. Aquaculture and Mariculture
2. Behavioral Finance
3. Blue Carbon Sequestration (e.g., mangroves, seagrasses)
4. Business on Wheels
5. Circular Economy
6. Coastal and Marine Tourism
7. Design Thinking and Innovation
8. Digital Currency
9. Digital Marketing
10. Entrepreneurship & Start-up Ecosystems
11. Engineering Management
12. Financial Modelling
13. Fisheries Management and Sustainable Fishing Practices
14. Gamification
15. Heritage Management
16. Innovation Management
17. Intellectual Property Rights
18. Management Information System
19. Mining and Data Analytics
20. Operations Management
21. Organizational Behavior
22. Professional Ethics
23. Project Management
24. Risk Management
25. Shipbuilding and Ship Repair Industry
26. Six Sigma in Quality Management
27. Social Enterprise Management
28. Strategic Planning
29. Supply Chain Management and Resilience
30. Talent Management

2.3.4. Newly added BCA Institutions

1. Advanced Computing (Supercomputing, Quantum Computing)
2. Artificial Intelligence and Applications
3. Augmented Reality (AR)/Virtual Reality (VR)
4. Block chain Technology and Applications
5. Cloud Technology
6. Cyber Security
7. Data Mining and Analytics
8. Data Sciences
9. Design Thinking and Innovation
10. Digital Currency
11. Digital Forensics
12. Digital Holography & 3D Imaging
13. Digital Manufacturing Technology
14. Fog Computing
15. Gamification
16. Human Centre Computing
17. Immersive Virtual Reality
18. Intellectual Property Rights
19. Internet of Things (IoT)
20. Life Skill Management
21. Machining & Micro Machining Processor
22. Professional Ethics
23. Robotics
24. Simulation technique

3. AICTE ATAL ACADEMY FDPs -COORDINATOR CHECKLIST

3.1. Pre FDP

No.	Item	Date	Checkoff
1	Review ATAL FDPs Thrust Area, Concept document with FDP Types, and Scheme Document from the AICTE ATAL Portal		
2	Select FDP topic in alignment with your Area of Expertise and Experience		
3	Develop a Proposal for your FDP topic highlighting Objective, List of sessions, Target audience, Possible dates (1 week), and select a Co-Coordinator		
4	Identify required number of Reputed Journal Articles for your FDP:		
5	Identify potential Resource Persons with Expertise and Experience from Academia, Industry, and Alumni		
6	Inform your institute leaders about submission of your FDP for their involvement when the FDP gets approved		

3.2 FDP Approval and Prior to Delivery

No.	Item	Date	Checkoff
1	Confirm identified Resource Persons from Academia, Industry, and Alumni		
2	Collect Resource Person's brief Abstract, Bio, Photo, Bank information		
3	Develop FDP Brochure and Poster including specific session topic assigned to Resource Persons including their photo		
4	Collect presentation file from all Resource Persons one week in advance of FDP start date		
5	Submit FDP Brochure and Poster into the ATAL Portal		

6	Screen prospective FDP attendees per ATAL FDP Guidelines		
7	Create a final list of approved attendees		
8	Create teams with 5-6 members from approved attendees		
9	Distribute your FDP articles with Article Summary template and Reflection Journal template to approved attendees		

3.3 During FDP

No.	Item	Date	Checkoff
1	At each session formally introduce Resource Person		
2	Monitor sessions for attendance, engagement with productive discussions		
3	At the end of each session provide a 2-3 min Recap of Learnings		
4	Ensure good time management during each session		
5	At the last session, conduct necessary assessments. specified by ATAL FDP Guidelines		
6	Ensure attendance and feedback are captured in the ATAL Portal		

3.4 Post FDP

No.	Item	Date	Checkoff
1	Review ATAL FDP Scheme document for financial transactions – Honorarium by wire transfer to Resource Persons within five days after completion of FDP		
2	Send out Letter of Appreciation & Certificate to Resource Persons		

3	Complete Assessment of all attendees per FDP Framework concept document		
4	Create an FDP Report highlighting the FDP, Major Learnings, key points from the Reflection Journal, Passing rate, Presentation files, Session Recordings, etc.		
5	Prepare the Utilization certificate, Statement of Expenditure & Receipt of Bills and get it audited.		
6	Upload your Summary document, Utilization Certificates, Statement of Expenditure, FDP Report, Photos, Attendance & Evaluation sheet of the Participants etc. in ATAL Portal within fifteen days of FDP completion		

4. Administrative Guidelines

4.1. Eligibility

4.1.1 For Institutions

- a) Only AICTE approved institutions can conduct FDPs.
- b) One Institution can submit a maximum of 05 FDP proposals in the Academic Year for ATAL BASIC FDPs. Only one proposal per department will be considered. FOR ATAL ADVANCED FDPs, one institution can submit only one proposal.

4.1.2 For Coordinator & Co-Coordinator

a) The Coordinator:

- i. must be a regular full-time faculty of the host institute.
- ii. preferably be a Professor or Associate Professor with 10 years of teaching-learning experience.
- iii. Preferably having prior experience in organizing ATAL Academy FDPs.
- iv. Minimum 10 publications in reputed journals.
- v. Preferably faculty members who have completed research projects in their respective field.
- vi. Preferably recipient of National/International awards/honors in academics / research.
- vii. Cannot enroll as a participant in the same FDP.
- viii. Can Conduct maximum two sessions in FDP for which no honorarium will be paid. (Per FDP, Coordinator and Co-coordinator together can

- engage only a maximum of two sessions.)
- ix. Only One FDP Proposal from One Coordinator for the Academic Year

b) The Co-coordinator:

- i. must be a regular full-time faculty of the host institute/near- by institute duly approved by their head of the institute.
- ii. An Associate professor or Assistant professor with 05 years of teaching-learning experience.
- iii. Cannot enroll as a participant in the same FDP.
- iv. Can Conduct maximum two sessions in FDP for which no honorarium will be paid. (Per FDP, Coordinator and Co-coordinator together can engage only a maximum of two sessions.)

4.1.3 For experts

- a) Eminent people from academia, industry, and alumni.
- b) Having Excellent Track record of Significant contributions in teaching/research/industry
- c) Minimum 10 years of involvement in the specific domain/emerging areas.
- d) Maximum 20% may be from the Host Institutes

4.1.4 For Participants

- a) Faculty members of the AICTE approved institutions, Research scholars, PG Scholars, Industry professionals, nominated by the head of the institutions as mentioned for BASIC and ADVANCED FDPS.
- b) Of the participants, maximum 30% participants can be from the host institution, proportionate to the number of external participants, i.e., limited to a maximum 15 participants from host institution.
- c) Maximum 50 (minimum 30) participants be allowed to attend FDP. However, for the North East region, Jammu, Kashmir, Ladakh and Andaman & Nicobar Islands, the Min / Max Limit is 20/50.
- d) A participant can sign up and attend a maximum of three FDPs (2 Basic and 1 Advanced) per academic year.
- e) There would be no provision for lodging from the end of ATAL Academy/ AICTE. However, refreshments & lunch would be provided free of cost. External Participants will also get a lump sum Travelling allowance subject to travelling more than 20 Km one side and attending at least 90% of the sessions.
- f) ATAL FDPs are free, and no fee will be charged from any participants

4.2 Funding

4.2.1 ATAL BASIC FDPs

- a) Rs. 3,50,000/- (Rupees three lakhs and fifty thousand only) per FDP
- b) First Installment: Rs. 2,50,000/- in advance
- c) Second Installment: actual with ceiling limit of Rs. 1,00,000/- (Upon submission of mandatory documents)

4.2.2 ATAL ADVANCED FDPs

- a) Rs 6,00, 000/- (Rupees Six lakhs only) per FDP
- b) First Installment: Rs. 4,00,000/- in advance
- c) Second Installment: actual with ceiling limit of Rs. 2,00,000/- (Upon submission of essential documents)

4.3 Processing Methodology

- a) Proposals, if required, shall be called twice in an academic year based on fulfilling requirements for the financial year target and based on approval of Competent Authority.
- b) Proposals shall be assessed by an Expert Committee on merit basis. The decision of the Competent Authority, AICTE, shall be final in this regard.

4.4 Disbursement of Grant-In-Aid

The Grant in Aid sanctioned will be released to the account of the Institute after submission of **mandate form**. A separate savings bank account in the name of the institute should be opened for receiving the grant. The advance paid in the first instalment shall be adjusted on submission of the mandatory documents by the coordinator/institution. On receipt of these documents, the total amount of financial assistance, admissible as per the norms, shall be worked out and grant-in-aid shall be adjusted.

4.5 Submission of documents by Institution

Grant in Aid will be released in two installments for both BASIC and ADVANCED FDPs. The second installment will be admissible on actual basis on submission of Mandatory Documents both in original hardcopy and on the ATAL portal. The coordinator of the FDP is required to submit the receipt of the following documents through the portal.

Documents required to be submitted in original in hardcopy:

- i. Utilization Certificate (UC) as per Annexure -I
- ii. Statement of Expenditure (SoE) as per Annexure -II
- iii. Original bills
- iv. FDP Report duly acknowledged and signed by Coordinator and HoI

The FDP Program Coordinator should submit hard copies of the documents within **15 days** after conduct of FDP to The Director, Training and Learning Bureau, AICTE Headquarters, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

Documents required to be uploaded in soft/scanned format in the ATAL Portal

- i. List of participants who have successfully completed the FDP on the basis of the continuous, comprehensive assessments (in EXCEL Format).
- ii. FDP Report including photographs, YouTube links and Media report (News/Media/Magazine cuttings/clippings)
- iii. Utilization Certificate & Statement of Expenditure as per Annexure I &II
- iv. Assessment questionnaire and Results of assessment (EXCEL format)

4.6 Maintenance of Accounts

Grant in aid for conducting ATAL FDPs will be as per detail given under different heads: -

S. No.	Particulars	Head wise limit of Expenditure	Head wise limit of Expenditure.
		BASIC FDP	ADVANCED FDP
1.	Honorarium to Coordinator	Rs. 8,000/-	Rs. 14,000/-
2.	Honorarium to Co-Coordinator	Rs. 5,000/-	Rs. 9,000/-
3.	Honorarium for computer operators /lab-Technicians	Rs. 5,000/- (in total)	Rs. 7,000/- (in total)
4.	Honorarium for experts (Rs. 5,000 per session)	Rs. 50,000/-	Rs. 80,000/-
5.	TA to External experts engaging sessions (reimbursement in actuals against original bills)	Rs. 1,00,000/-	Rs. 1,50,000/-
6.	Refreshment & Lunch	Rs. 60,000/-	Rs. 1,00,000/-
7.	Hands on training material	Nil	Rs. 20,000/-
8.	Consumable items, inaugural & valedictory functions, and Miscellaneous Charges etc.	Rs. 22,000/-	Rs. 30,000/-
9.	TA to Participants (Only for External participants)	Rs. 80,000/- (Rs. 1,600/- (lump sum) per External Participant payable only for those with >=90% attendance and traveling beyond 20 KM one side)	Rs. 1,50,000/- (Rs. 3,000/- (lump sum) per External Participant payable only for those with >=90% attendance and traveling beyond 20 KM one side)
10.	Industrial Visit (Travel expense & visit charges, if any)	Rs. 20,000/-	Rs. 40,000/-
	TOTAL	Rs. 3,50,000/-	Rs. 6,00,000/-

- *The maximum amount mentioned under each head could not be relaxed.*

4.7 Terms and conditions:

1. Coordinator will be overall responsible for successful conduct of ATAL FDP and document submission.
2. Funds once released/sanctioned for organizing the particular topic/area of FDP cannot be utilized for any other programme.
3. In case the event is cancelled, the grant in aid in full should be refunded to AICTE within 07 days.
4. The programme should have a minimum of 30 participants (20 for North East, Jammu, Kashmir, Ladakh and Andaman & Nicobar Islands). **In the event, if the number of participants attending the FDP on the first session of the first day is less than the minimum prescribed, the coordinators should immediately wind up the program and return the entire amount of grant-in-aid received to AICTE within 07 days.**
5. Coordinators should take adequate measures to ensure participation and successful conduct of the FDP.
6. Any unavoidable circumstantial change in the Program with respect to FDP Coordinator and date for organizing ATAL FDP will mandatorily require prior approval of the Council. All such requests should be addressed, in advance, recording the specific reasons for proposed changes, failing which the offer for the grant already issued would be treated as automatically withdrawn.
7. The Resource persons/ Topics and Level of FDP once approved by AICTE, could not be changed under any circumstances.
8. No Institute / Coordinator should repeat the topic / level of FDP, i.e., an FDP in one topic at one level should not be conducted more than once by an Institute / Coordinator. In that case, the entire amount would be recovered from the Institute and the Coordinator will be disqualified from conducting further programmes under ATAL Academy or any other schemes of AICTE for the next five years.
9. Any extra amount required to complete the programme must be borne by the institute from their own resources, but the quality of the FDP should not be compromised.
10. All Participants must upload their Identity Card and NOC from their approving authority for attending the FDP, to register for FDP.
11. In the event of a coordinator/ co-coordinator being transferred /discontinued from the host institute, replacement should be made, placing a request in writing by the head of the institution for the approval of Competent Authority, AICTE. In cases where replacement is not made in writing, the grant-in-aid paid will be recouped.

4.8 CALENDAR OF EVENTS

S. No.	Expected Timeline	Events
1	April 18 th , 2024	Launch of ATAL Scheme 2024-25
2	April 25 th , 2024	Portal opens for Submitting Applications
3	May 24 st , 2024	Last Date of Submission of Applications
4	June 10 th , 2024	Announcing the final approved list of selected Institutions and FDPs
5	June 20 th , 2024	Issuance of Sanction Letters and 1st Installment of GIA
6	October 10 th , 2024	Calling for 2nd Round of Applications (optional)
7	November 5 th , 2024	Last Date of Submission of Applications (optional)
8	November 20 th , 2024	Announcing the final approved list of Institutions and FDPs (optional)
9	December 5 th , 2024	Issuance of Sanction Letters and 1st Installment of GIA (optional)
10	February 28 th , 2025	Completion of Proposed FDPs
11	March 15 th , 2025	Last Date for Submission of Mandatory Documents by FDP conducted on 28 th February, 2025
12	March 20 th , 2025	Last Date for Payment of 2nd Installment

Annexure-I

NAME & ADDRESS OF THE INSTITUTE.....

UTILIZATION CERTIFICATE ATAL FDP GRANT IN AID FOR THE FINANCIAL YEAR.....

Name of the Scheme under which Grant was sanctioned_____ (to be submitted separately for each sanction order)

AICTE File No. :
Name of Coordinator :
Application No. :
Title of the ATAL FDP :

S.No.	AICTE Sanction Order/Letter No. & Date under which grant was sanctioned	Amount (Rs.)	
1.	_____	_____	Certified that out of the grant-in-aid of Rs. -----/- (in words) sanctioned by AICTE during the financial year_____ in favour of _____ (name of the institute), a sum of Rs. ----- (amount in words) received as first instalment, against which a sum of Rs. -----/- has been utilized for the purpose for which it was sanctioned and an amount Rs. -----/- remained unutilized/ to be received from AICTE* at the end of the year.

*strike off whichever is not applicable

Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised: -

Audited Annual Accounts of the Institute, Receipt and Payment account, Periodical Progress Reports.

(1). Signature, Name & Address of the Coordinator with seal:
Date:

(2) Signature Name and Address of the Head of Institute with seal:
Date:

3). Signature of Chartered Accountant:
(if the institute is private/ aided)
Membership No:
Rubber stamp:
Date:

(4). Signature of the FO/AO
(If the institute is Govt.)
Name of the FO/AO & Office stamp
Date:

- Note: -If it is more than one page, each page must be signed in all annexures

Annexure-II

AICTE Training and Learning (ATAL) Academy Programme

FORMAT FOR STATEMENT OF EXPENDITURE

AICTE File No. (Sanction Letter File No.):

Title of the Programme :

Application No. :

Name of the Coordinator :

<u>Grant in Aid Sanctioned</u>	<u>Details of Expenditure Incurred Item wise</u>		<u>Maximum Eligible amount as per section 4.5 of the scheme guideline</u>	<u>Amount claimed Rs. (in each head)</u>	<u>Number of participants</u>	<u>Duration of the Programme (with dates)</u>
	1	Honorarium to Coordinator				
	2	Honorarium to Co-Coordinator				
	3	Honorarium to computer operators /lab-Technicians				
	4	Honorarium to experts				
	5	TA to External experts engaging sessions				
	6	Refreshment & Lunch				
	7	Hands on training material				
	8	Consumable items, inaugural & valedictory functions, and Miscellaneous Charges etc.				
	9	TA to Participants (Only for External participants)				
	10	Industrial Visit (Travel expense & visit charges, if any)				
	Total					
	Grant Received					
	Balance to be received (+)/ Unutilized amount refunded (-)					

(1). Signature, Name & Address of the Coordinator with seal:

Date:

3). Signature of Chartered Accountant: (if the institute is private/ aided)

Membership No:

Rubber stamp:

Date:

3). Signature of Chartered Accountant: (if the institute is private/ aided)

Membership No:

Rubber stamp:

Date:

(4). Signature of the FO/AO (If the institute is Govt.)

Name of the FO/AO & Office stamp

Date:

Note: -If more than one page, each page must be signed by all

Article Summary Template

Article Title: [Title of the Selected Article]

Journal Source: [Journal Name, Volume, Issue, Page Numbers, Year]

FDP Theme: [Specify the FDP Theme]

Team Information

Team Name: [Name of the Team]

Team Members: [List of Team Members]

Summary

Key Principles/Practices from the Article (3-4 bullets for the Team)

[Principle/Practice 1]

[Brief description or explanation]

[Principle/Practice 2]

[Brief description or explanation]

[Principle/Practice 3]

[Brief description or explanation]

[Principle/Practice 4]

[Brief description or explanation]

Application of Principles/Practices in your Function (Individual)

Team Member: [Name of Team Member]

[Brief write-up on how the principles/practices can be applied in their respective function]

Team Member: [Name of Team Member]

[Brief write-up on how the principles/practices can be applied in their respective function]

[Continue for each team member]

Key Takeaways from the Article (3-4 bullets for the Team)

[Takeaway 1]

[Brief description or explanation]

[Takeaway 2]

[Brief description or explanation]

[Takeaway 3]

[Brief description or explanation]

[Takeaway 4]

[Brief description or explanation]

Conclusion

Reflective Journal Template

Personal Information

- i. Name:
- ii. Designation:
- iii. Institution/Organization:
- iv. FDP Title:
- v. Date of Reflection:

Key Learnings (Outcomes)

Learning 1:

[Describe the first key learning/outcome from the FDP]

Learning 2:

[Describe the second key learning/outcome from the FDP]

Learning 3:

[Describe the third key learning/outcome from the FDP]

Key Lessons (Concepts/Ideas) for Implementation

- Lesson 1:
• [Briefly list the first key lesson (concept/idea) you plan to implement]

- Lesson 2:
• [Briefly list the second key lesson (concept/idea) you plan to implement]

- Lesson 3:
• [Briefly list the third key lesson (concept/idea) you plan to implement]

Implementation Plan

Lesson 1: [Title of Lesson 1]

Description:

[Provide a brief description of the first lesson you plan to implement]

Action Steps:

[List the steps you will take to implement Lesson 1]

[Continue listing steps as necessary]

Timeline:

[Specify the timeline for implementing Lesson 1]

Lesson 2: [Title of Lesson 2]

Description:

[Provide a brief description of the second lesson you plan to implement]

Action Steps:

[List the steps you will take to implement Lesson 2]

[Continue listing steps as necessary]

Timeline:

[Specify the timeline for implementing Lesson 2]

Lesson 3: [Title of Lesson 3]

Description:

[Provide a brief description of the third lesson you plan to implement]

Action Steps:

[List the steps you will take to implement Lesson 3]

[Continue listing steps as necessary]

Timeline:

[Specify the timeline for implementing Lesson 3]

Overall Reflection

[Include a brief reflection on the overall FDP experience and how it has impacted your professional development.]

Letter Head

NOC Format for sufficing eligibility of Coordinator and Co-Coordinator

Subject: NOC for sufficing eligibility of Coordinator and Co-Coordinator **ATAL FDP**

Ref No. _____

Date: _____

To Whomsoever It May Concern

This is to certify that [Coordinator's Name], employed as a [Designation] at [Host Institute Name], meets the eligibility criteria to serve as a Coordinator for the ATAL Academy Faculty Development Programme (FDP) for the academic year [Year]. Furthermore, [Co-coordinator's Name], employed as a [Designation] at [Host Institute Name/Nearby Institute], meets the eligibility criteria to serve as a Co-coordinator for the same FDP.

Yours Sincerely,

(Sign & Stamp)

HoI/Competent Authority
Institute Name and Address

Letter Head

Participant NOC Format

Subject: NOC for Attending ATAL FDP

Ref No. _____

Date: _____

To Whomsoever It May Concern

This letter is to express No Objection on Mr./Mrs./Ms./Dr. <_____Participant name_____> in attending <FDP Title > conducted at <'Institute Name'> from <Start Date to End Date>.

This certificate is issued as per requirement of AICTE for successful conduction of ATAL Faculty Development Program.

Yours Sincerely,

(Sign & Stamp)

HoI/Competent Authority
Institute Name and Address