



SCHEME DOCUMENT



AICTE Training and Learning (ATAL) Academy **Online Faculty Development Programme (FDP)**

1.1		Objectives
	(a)	To plan and help in imparting quality technical education in the country and to support technical institutions in fostering research, innovation and entrepreneurship through training in various emerging areas.
1.2		Eligibility
1.2a		For Institutions (Both Technical & Non-Technical)
	(a)	The government funded institutions like IITs, IIMs, NITs, IITs, Central Universities, State Universities/Institutions, other government organizations and private organization /institutions having NIRF upto 100 or NAAC grade “A+ and higher” or Departments of institutions having NBA accredited .
	(b)	Coordinator must be a full time regular faculty/instructor/trainer etc. & having knowledge and experience to conduct online fdp through any available software.
1.2b		For Participants
	(a)	The faculty members of the AICTE approved institutions, research scholars, PG Scholars, participants from Government, Industry (Bureaucrats/Technicians/Participants from Industry etc.)and staff of host institutions.
	(b)	Not more than 30% from Host Institution.
	(c)	Preference will be given to new participants.
	(d)	Maximum 200 participants may be allowed to attend online FDP on a first come first serve basis however AICTE officials may be allowed to attend over and above 200 number. Coordinators are free to admit less no depending on the feasibility.
1.3		Duration of Project
	(a)	The proposed/approved online FDP shall be conducted within financial year from the date of receipt of offer letter. The Duration of the online FDP shall be 05 days. Multiple online FDP may be conducted on the same area.
1.4		Limit of funding
	(a)	Rs. 93,000/- (Ninety Three Thousand) only
1.5		Disbursement of the Funds
	(a)	The full amount of the grant sanctioned will be released as an advance to the University/Institute through electronic transfer on the account of the University /Institute after submission of mandate form and a request letter.
1.5a		Release of Funds and Maintenance of Accounts
	(a)	The cost for conducting per programme will be Rs. 93,000/- as per detail given as Under (Programmes having permission to change amounts under different heads with overall ceiling of Rs 0.93 lakh being intact -

1.	Honorarium for Head of Institution	Rs. 10,000/-
2.	Honorarium to Co-ordinator Rs.2000/- per day x 5 days	Rs. 10,000/-
3.	Honorarium for experts (Rs.3000 per session for total 14 session)	Rs. 42,000/-
4.	Provision for payment to Lab Attendant engaged during lab practices	Rs. 1000/-
5.	Institutional charges	Rs. 15,000/-
6.	Miscellaneous charges	Rs. 15,000/-
	TOTAL =	Rs. 93,000/-

(b) The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma to be submitted by the University/College/Institution.

1.6 Types of Training

(a) Online Training related to thrust areas and various emerging areas. (various thrust areas and emerging areas uploaded on the ATAL Website)

(b) Institutions/Coordinator of ATAL Academy will conduct total 14 sessions in five days and (three sessions every day and one session may be utilized for feedback and assesment). Coordinator will be free to invite experts for 1-1.5-hour compulsory session on the mental & emotional development, stress management, meditation, human values and ethics, health and happiness etc. which may be conducted by any spiritual social organizations/Individuals like Art of living or similar organization to promote FIT INDIA Movement across the country.

(c) Coordinator may use any available software (Google Meet/WebEx/MS Team/ Go to Webinar etc.) for smooth conduction of online fdp, also he/she may explore any other available software.

1.7 Processing Methodology:

(a) The proposal shall be assessed by an Expert Committee.

1.8 Submission of documents by University/Institution

(a) The funds under the scheme are released in advance. The coordinator of the FDP requires to submit the receipt of the following documents through portal.

- (i) Compulsory Online Feed-back of all the participants through portal.
- (ii) List of the candidates who have successfully completed the program on the basis of the test conducted by program coordinator *through portal*.
- (iii) A program completion report along with photographs, videos, media report is to send after the completion of workshop (*Report sample will be shared with program coordinator*).
- (iv) Utilization Certificate & Expenditure Statement only with the heads shared in point 1.5a (b) (*Sample will be shared with Program coordinator*).
- (v) Photographs and Link of recorded fdp video and link of video of some participant's feedback after uploading it on YouTube.
- (vi) News/Media/Magazine cuttings/clippings.
- (vii) LOGO of the institutions (*JPEG/JPG/PNG. format*)
- (viii) Scanned Signature of the coordinator (*black in color*) with white background.
- (ix) Supporting bills/documents and paid vouchers on account of expenses incurred for the purpose.
- (x) Copies of proceedings.
- (xi) Result of examination conducted.
- (xii) The above documents should be the Coordinator of the Programme.

	(b)	The University/Institution/Program Coordinator should submit the documents within 30 days after of the conduct of the event.
	(c)	Utilization Certificate (UC) & video DVD/CD/Pen drive (of online recorded fdp and feedback of few participants) has to be sent in original to the concerned regional office within one month of completion of program.
	(d)	The amount of the grant shall be adjusted on submission of utilization certificate & detailed expenditure statement by University/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.
1.9		Test and Certificate
	(a)	A test shall be conducted (may be online) by coordinator at the end of the program.
	(b)	The certificates shall be issued to those participants who have attended the program with minimum 80% attendance and scored minimum 60% marks in the test.
1.10		Collaboration
		Institute may offer online training programme in collaboration with other organisation /Institution/Industry/Individual (with country or abroad) which have expertise in that area
1.11		Terms and conditions
		For conducting a FDP following is essential:
	(a)	Coordinator is the overall responsible for document submission and smooth coordination of ATAL FDP.
	(b)	Coordinators are requested to allow new participants and discourage participants who have already done one online ATAL FDP earlier.
	(c)	The online sessions are to be recorded as the facility is available on the software which is being used for online delivery of FDP. Coordinators will be also share recording of sessions and some participant's feedback about online FDP with AICTE.
	(d)	Funds once released/sanctioned for organizing the particular topic/ area of FDP cannot be utilized for any other programme.
	(f)	In case the event is cancelled, the funds will be returned back to AICTE immediately with interest accrued.
	(g)	Any unavoidable circumstantial change in the Program with respect to name of Project Coordinator, Venue and date for organizing AICTE Training And Learning (ATAL) Programme would mandatorily require prior approval of the Council. All such requests should be addressed to ATAL Academy, in advance, recording the specific reasons for proposed changes, failing which the offer for the grant already issued would be treated as automatically withdrawn and the financial assistance released in favour of the beneficiary institution shall be refunded immediately to the Council.
	(h)	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.