



AICTE Training and Learning (ATAL) Academy



ATAL's Continuous Professional Development Programmes (CPDP) / Faculty Development Programmes 2022-23

SCHEME DOCUMENT 2022-23

The higher education system is passing through a transformational phase to cope up with the global trends. National Education Policy (NEP)-2020 is a light house for this journey of transformation. Quality teachers' community is always a potential force to enforce the changes and plays a pivotal role in development of knowledge building, knowledge sharing and its dissemination. In the extant scenario with disruptive technological advancements, role of higher education teachers is more important than it ever was. NEP-2020 envisages empowerment of higher education teachers with series of capacity building trainings and workshops to prepare them to identify, define and implement the changes. The dream of Vishwa Guru cannot be reinforced without the active role of potential masses of quality higher education teachers.

In the world of increasing change, complexity and uncertainty, skills of the past will not serve us today, or tomorrow. Technological advances have multiplied since the Industrial Revolution, while social change and demographic diversity give rise to ever more crosspollinating innovators. Each new generation experiences a world changing faster than ever before. In addition to, digitalization, other high impact megatrends are Globalization, Sustainability and Automation. COVID has accelerated change in all elements of work and life today. Along with the strong digital skills, the new skills required by Education 4.0 will be complex problem-solving, critical thinking, creativity, people management, teamwork and collaboration, emotional intelligence, judgement and decision-making, service orientation, negotiation, project management, cognitive flexibility and motivated, energized, capable faculty forms the foundation.

The objective of ATAL i.e., AICTE's Training and Learning Academy is to impart quality **Continuous Professional Development Programmes (CPDP)** for faculty so that

- (1) Faculty have a sound domain knowledge and associated skills of the subject.
- (2) Its application with the prevailing practice scenario in real life with industry connect.
- (3) Pedagogy-requisite teaching skills needed to scientifically plan for instructional delivery, communicate the knowledge and skills to the students in an efficient manner and assess teaching-learning effectiveness.
- (4) Skills for need analysis, meaningful literature review, problem framework and creative problem solving.
- (5) Life skills so that they are motivated and fascinated to acquire knowledge and associated skills.
- (6) Institutional Leadership skills for senior faculty to be ready for academic leadership.
- (7) Understanding their roles in community wellbeing, national building and also their own career development.

A. Basic ATAL FDPs: -

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. Four mandatory sessions, one each on:
 - (a) National Education Policy (NEP) 2020 Implementation
 - (b) Indian values & ethos, Classroom conduct & behaviour (teaching learning psychology)
 - (c) Life Skills such as time and stress management (more may be added)
 - (d) Research Methodology

Target Group: -

Assistant Professors/Associate Professors/Ph.D. scholars/PG students

Min/Max Limit- 30/50 participants from the HEIs from the same city/within 100 km of host institute

Mode: - Blended/hybrid. Online for theory and offline for practical/labs/experiential learning.

At least 1-2 industrial visits/visit to nearby Institute of National Importance/ IoE/prominent multidisciplinary university/CSIR or DST labs/Training Institute/Incubation centres/MSME centres/Studios/Smart classroom facilities, etc.

1. Explain 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 – all
6. Conduct short polls or voting
7. Form small groups to discuss and report back to the class
8. Invite guest speakers from the industry/corporate/research labs for sharing their broader perspectives.

Duration- 2 weeks

1st week, Monday to Saturday 7 to 9.30 pm daily (Online concepts/ theory /research avenues/emerging trends, etc.)

Session planning:

Session-I 7-7.50 pm, **Session-II** 8-8.50 pm

Session-III 9-9.30 pm (Interactive session/Question Answers)

2nd week, Monday to Friday– Offline (**33 hours**) (practical/labs/ experiential learning/ Visit/Post FDP assessment/Demo teaching sessions)

Better FDP Attendance – Maximum 50 attendees per FDP. Nomination by a college principal/director for better accountability to attend the registered FDPs.

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.

- Require 2 **relevant state-of-the-art articles/case studies** identified by the FDP Coordinator when they submit their proposal.
- **Coordinator should form Teams** (5-6 members per team) from the registered attendees by Session 1.
- All teams read, discuss, and summarize their findings from the article.
- Individually, complete Reflection Journal with a focus on implementation of learnings.

Continuous Comprehensive Assessment of Attendees - Overall 70% to receive a certificate, 90% and above distinction

1. Attendance – 10% (Individual) - *minimum required 80% attendance*
2. Two assessments, one after each week- 20% (Individual) - combination of MCQs/short answer type/reasoning based, etc.
3. 2 Page Article Summary/per Team - 30% (Team & Individual)
4. Teaching Practice -15% (Individual)
5. Report/outcome of Industrial visit- 10% (Team) at the last session
6. Reflection Journal - 15% (Individual) - at the last session

Expected Outcome: -

Comprehensive faculty training in the specific emerging/core subject area, Curriculum development and updation, understanding & practice of pedagogy.

B. Advance ATAL FDPs: -

Formation of a team (by discipline, e.g., Civil/Mechanical/ Automobile/ Metallurgy, etc.) by the coordinator.

1. Assign a research topic/problem statement/application in the specific discipline from emerging areas & share among faculty members of teams.
2. Explain importance of the topic, suggest study, review of 3-4 research journal/articles on the topic.
3. Deliver Concepts of applications/emerging trends
4. Share real-world applications of the topic
5. Ask topical questions at the beginning of the session (rotate)
6. Ask key takeaways at the end of session for understanding – all
7. Conduct short polls or voting, peer reviews on submitted project / articles review report
8. Form small groups to discuss and report back to the class
9. Form teams to work on projects and share their project results
9. Invite guest speakers from the industry/corporate/research labs for sharing their broader perspectives.
10. Demonstrate project findings/identification of new research domains/ probable solutions to identified problems/product prototype/patent filing/ commercialization of the proto-type, etc.

Target Group: -

Associate Professors/senior Assistant Professors who have preferably attended Basic ATAL FDP on the related emerging area.

Min/Max Limit: - 30/50 participants from the HEIs from the same city/ within 100 km of host institute

Blended/hybrid. Online for theory and offline for practical/ labs/ experiential learning.

At least 2-3 industrial visits/visit to nearby Institute of National Importance/ IoE/ prominent university/ CSIR or DST labs/ MSME centre/ Training Institute/ Incubation centres/ Studios/ Smart classroom facilities, etc.

At the end of the FDP, every individual has to submit one-page report on learning outcome of the FDP through Reflection Journal.

Duration- 2 weeks

1st week, Monday to Saturday 7 to 9.30 pm daily (Online-concepts/theory/ research avenues, etc.)

Session planning

Session-I 7-7.50 pm, **Session-II** 8-8.50 pm

Session-III 9-9.30 pm (Interactive session/Question Answers)

2nd week- Monday to Friday–Offline (**33 Hours**) (practical/labs/ experiential learning/ Visit/Post FDP assessment)

Better FDP Attendance – Maximum 50 attendees per FDP. Nomination by a college principal/director for better accountability to attend the registered FDPs.

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.

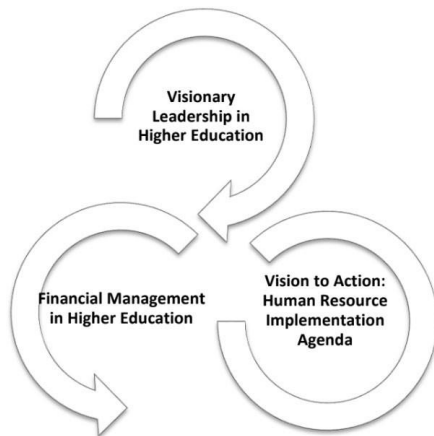
- Require 3-4 **relevant state-of-the-art articles/case studies** identified by the FDP Coordinator when they submit their proposal.
- **Coordinator should form Teams** (5-6 members per team) from the registered attendees by Session 1.
- All teams read, discuss, and summarize their findings from the article.
- Individually, complete Reflection Journal with a focus on implementation of learnings.
- Recommended solutions to identified problems.

Continuous Comprehensive Assessment of Attendees - Overall 70% to receive a certificate, 90% and above distinction

1. Attendance - 10% (Individual) - *minimum required 80% attendance*
2. Participation - 5% (Individual)
3. 2 Page Article Summary/per Team - 40% (Team & Individual)
4. Reflection Journal - 15% (Individual) - at the last session
5. Project or MCQs - 30% (Team - Project, or Individual- MCQs) - at the last session

C. Institutional Building - Leadership for Academic Excellence in HEIs (Project based/problem statement based in collaboration with a training institutes such as ASCI, British Council, etc.)

What will be taught



‘Leadership for Academic Excellence in Higher Education’ The objective and themes of these FDPs are as follows:

Objective: To promote introspection about the present culture and processes of each University/HEI and discuss ways of creating a shared vision so that all stakeholders can jointly contribute to its overall aspirations.

Theme I: Visionary Leadership in Higher Education.

Theme II: Vision to Action: Human Resource Implementation Agenda.

Theme III: Financial Management in Higher Education.

- Leadership – Role of Leader and Management Framework (management, communication, HRP, ERP, etc.)
- Creating & Developing a Shared Vision. Choosing objectives flowing from Vision (Strategic Road map to excellence)
- Analysis of Existing Reality (Barriers to Implementation)
- Processes for achieving vision (Timelines, resource allocation & Action Plan)
- NAAC/NBA Accreditations. NIRF/ARIIA Rankings
- Financial Management in Higher Education (Strategic Planning and Budgeting, Costs and Fixed Asset Management)
- Change management, enhanced skill set and relationship management.
- Effective principles of diversity management
- Creating a culture of Excellence in Higher Education
- Understanding and mobilizing students/faculties for community service
- Creating Execution Discipline at Higher Education Institutes

Duration- 2 weeks

1st week, 7 to 9.30 pm online

Session-I 7-7.50 pm, **Session-II** 8-8.50 pm

Session-III 9-9.30 pm (Interactive session/Question Answers)

2nd week- Monday to Friday Offline-Full Day (**33 hours**) (experiential learning/ Visit/Post FDP assessment/Case Studies analysis/ presentation)

Target Group: -

Directors/Principals/Deans/HoDs/BoG/GC/BoS/AC members, etc.

Max Limit: - 30 participants from the HEIs from the same city/within 100 km of host institute.

Pedagogy - Collaborative, Experiential, and Outcome Based Teaching and Learning based live Sessions, Case Studies, Presentation, Videos, Research journals/article review discussions, debates, Presentation, Videos, etc.

- Require 3-4 **relevant state-of-the-art articles/case studies** identified by the FDP Coordinator when they submit their proposal.
- **Coordinator should form Teams** (5-6 members per team) from the registered attendees by Session 1.
- All teams read, discuss, and summarize their findings from the article.
- Individually, complete Reflection Journal with a focus on implementation of learnings.

Continuous Comprehensive Assessment of Attendees - Overall 70% to receive a certificate, 90% and above distinction

1. Attendance - 10% (Individual) - *minimum required 80% attendance*
2. Participation - 5% (Individual)
3. 2 Page Article Summary/per Team - 40% (Team & Individual)
4. Reflection Journal - 15% (Individual) - at the last session
5. Project or MCQs - 30% (Team - Project, or Individual- MCQs)- at the last session.

AICTE ATAL Academy FDPs – Eligibility Criteria

1. Host Institutes:

- The government funded institutions like IITs, IIMs, NITs, IIITs, IoEs, Universities, State Universities, other government organizations, and PSUs.
- Private organizations/institutions having overall NIRF ranking up to 200, or NAAC grade A++, or the department conducting FDP having full NBA accreditation.
- Industry/Training Institutions with Experience in Relevant training in the last 5 Years.
- Institutes with rating of 4 and 5 from AY 2021-2022 through ATAL Academy FDP Peer Reviews (***Internal criteria***) ***may be given weightage.***

2. Coordinators (2):

- Coordinator should preferably be a Professor or Associate Professor with 10 years of teaching-learning experience whereas coordinator may be Associate/Assistant professor with 05 years of teaching-learning experience
- Preferably prior experience of organizing ATAL Academy FDPs - number of FDPs completed.
- Expertise in emerging areas (teaching/research papers/books /conference & workshops, etc.) for a minimum of last 5 years.
- Minimum 10 publications in reputed journals.
- Minimum 10 research projects completion in their respective field.
- Recipient of National/International awards/honors in the last 5 years for teaching excellence, academic and applied research, institute leadership management, community/public service, and outreach contributions.
- Nominated by Institution leaders (Dean/HoD/Director).

3. Resource Persons:

- Eminent people from academia, industry, and alumni.
- Excellent Track record of Significant contributions in the emerging areas (teaching/research papers/books, etc.)
- Minimum 10 years of active involvement in the emerging areas.
- Outstanding teaching, research, training, industry contribution
- Maximum **20%** may be from the Host Institutes

4. Attendees:

- Nominated by institute/organization leaders(s) for better attendance.
- Industry/research institutes attendees are encouraged.
- Prior successful completion of AICTE ATAL FDPs is preferred.
- Can sign up and attend a maximum of 2 Basic and 2 Advance FDPs per academic year.
- Maximum **10%** may be from the Host Institutes

AICTE ATAL Academy FDPs – Journal Articles Summary

- 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.
- 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, MDI journals, etc., related to the FDP Theme and Content.
- Engineering- ASME, ASCE, IEEE Transactions, Institution of Engineers India, etc. (list of Management and Engineering journals are indicative only).
- This team based structured reading, reflection, and summary will foster better retention of knowledge from good industry practices.

* Summary focus (2 pages per team):

- 1) **Key Principles/Practices** from the Article *(3-4 bullets for the Team)*,
- 2) **Application of Principles/Practices** in your Function (Individual) - *(Name with 3-4 lines writeup bridging Theory with Practice), and*
- 3) **Key Takeaways** from the Article *(3-4 bullets for the Team)*.

A 2-page FDP Article Summary template will be shared with ATAL FDP Coordinators.

Summary of Article Format #

Team #

- **Key Principles/Practices** from the Article *(3-4 bullets for the Team)*:
- **Application of Principles/Practices** in your Function (Individual): *(Name with 3-4 lines writeup bridging Theory with Practice)*
- **Key Takeaways** from the Article *(3-4 bullets for the Team)*:

AICTE ATAL Academy FDPs – Reflection Journal

- 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.
- This is also a part of Continuous Assessment for all three types of FDP Programs.

* Reflection Journal focus:

- 1) Identify **3 Key Learnings (Outcomes)** from the FDP (**Bullets**),
- 2) List **3 Key Lessons (Concepts/Ideas)** that you will Implement (**Bullets**)
- 3) Share an **Implementation Plan** for **your 3 Key Lessons (Concepts) (Bullets)**.

A one-page FDP Reflection Journal template will be shared with ATAL FDP Coordinators.

FDP Reflection Journal Format (One page to be filled out at the last session)

Name _____

1. Identify **3 Key Learnings (Outcomes)** from the FDP (**Bullets**)
2. List **3 Key Lessons (Concepts/Ideas)** that you will Implement (**Bullets**)
3. Share an **Implementation Plan** for **your 3 Key Lessons (Concepts) (Bullets)**

AICTE ATAL Academy FDPs -Coordinator Checklist (FDP Dates:_____)**Coordinator Name**_____, **Date Submitted**_____

No.	Item	Date	Checkoff
I. Pre FDP			
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 (2 consecutive weeks), and select a Co-Coordinator		
4	Identify required number of Reputed Journal Articles for your FDP: Basic FDP - 2 articles, Advance FDP - 3-4 articles, Leadership FDP - 3-4 articles		
5	Identify potential Resource Persons with Expertise and Experience from Academia, Industry, and Alumni		
6	Specify 2nd Week Practical Experience Activities as appropriate for your FDP		
7	Identify FDP Learning Management Platform (LMP) for week 1 (Google Meet, MS Teams, WebEx, Zoom, etc.)		
8	Inform your institute leaders about submission of your FDP for their involvement when the FDP gets approved		
II. FDP Approval and Prior to Delivery			
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	Create a FDP joining link using the selected LMP		
6	Submit FDP Brochure and Poster into the ATAL Portal		
7	Screen prospective FDP attendees per ATAL FDP Guidelines		
8	Create a Final list of approved attendees		

9	Create teams with 5-6 members from approved attendees		
10	Distribute your FDP articles with Article Summary template and Reflection Journal template to approved attendees		
III. During FDP			
1	At each session formally introduce Resource Person		
2	Acknowledge AICTE ATAL Academy FDP Expert Peer Reviewer when they join		
3	Monitor sessions for attendance, engagement with productive discussions		
4	Encourage Q&A through chat box as session is being recorded		
5	At the end of each session provide a 2-3 min Recap of Learnings		
6	Present a virtual memento to Resource Persons		
7	Ensure good time management during each session		
8	At the last session, conduct necessary assessments specified by ATAL FDP Guidelines		
9	Ensure attendance and feedback are captured in the ATAL Portal		
IV. Post FDP			
1	Review ATAL FDP Scheme document for financial transactions – Honorarium by wire transfer to Resource Persons <i>within Two Weeks after completion of FDP</i>		
2	Send out Appreciation Certificate to Resource Persons including any digital memento		
3	Complete Assessment of all attendees per FDP Framework concept document		
4	Send out completion certificates to attendees who successfully complete FDP - 70-89% Passing Certificate, 90% and above Certificate with Distinction		
5	Create a Summary Document highlighting the FDP, Major Learnings, key points from the Reflection Journal, Passing rate, Presentation files, Session Recordings, etc. within 4 weeks after FDP completion		
6	Upload your summary document in ATAL Portal by the 4th week of FDP completion		

ATAL Academy FDPs Redesign 2022-23

No.	Focus Area	AY 2020-21, 2021-22 FDPs	AY 2022-23 FDPs
1	Objective	Disseminate Knowledge in Emerging Thrust Areas – Awareness	Application of Knowledge in Emerging Thrust Areas, Critical Thinking, Problem Solving, Team Building, Project Management, etc. – Value Addition
2	Reach	Breadth	Depth
3	Offerings	Basic and Applied Areas	Basic and Applied Areas, Leadership for Institution Building
4	Coverage	National	Local Area – 100 km from host institute
5	Capacity	200 attendees	50 attendees (for better interactions)
6	Duration	One Week (9 am – 5 pm)	Two Weeks Week 1 (7 - 9:30 pm) – Theory (Online) Week 2 (33 Hours) – Practice (Offline)
7	Learning Mode	Solo	Team Based (Collaborative)
8	Delivery	Mainly Lectures (Theory) - Autonomy	Lectures, Case Studies, Projects (Experiential) - Structured Autonomy
9	Assessment	Attendance and MCQs	Continuous Assessment – Attendance, Articles/Cases, Projects or MCQs, Reflection Journal (Outcome Based)
10	Coordinator	One	Two (Associate and Assistant Prof.)
11	Attendee Registration	Open (Self-nomination)	Nomination by DH/Dean (for better attendance)
12	Performance Monitoring	2021-22 – Expert Peer Reviewers	Expert Peer Reviewers
13	Long-Term Effectiveness		One year end – survey Dean/DHs for performance improvement of FDP attendees

Administrative Guidelines

1.1	Historical Genesis
	<p>AICTE in its endeavor to encourage academic excellence in technical education has taken several quality initiatives which also include enhanced impetus on the development of the faculty teaching in colleges across the country. The AICTE Training and Learning (ATAL) Academy is one such initiative that has been conducting various Faculty Development Programs for imparting/upgrading faculty knowledge in emerging thrust areas like IoT, ML, AI, robotics, cyber security, cloud computing, blockchain, renewable energy, AR/VR, etc.</p> <p>ATAL Academy also collaborated and invited experts from various leading corporates such as arm India, Cadence Design Systems, Adobe, Ford Motors, Amazon, TCS, Wipro, Infosys, etc. and launched 'TechSaksham' program with Microsoft and SAP.</p> <p>Four ATAL Academies have been established in Jaipur (Rajasthan), Bengaluru (Karnataka), Guwahati (Assam), and Murthal (Haryana) for experiential learning, hands-on and offline Faculty Development Programmes (FDPs).</p> <p>ATAL Academy has been recognized and conferred award by the World Book of Records for outstanding contribution to faculty development.</p> <p>Given the unprecedented COVID-19 backdrop, this year 1500 FDPs in various emerging areas have been scheduled in online mode. Peer Review and comparative learning curves have been some of the methods to assess the effectiveness of the ATAL FDPs.</p> <p>ATAL FDPs of two weeks are admissible for Career Advancement Scheme (CAS).</p>
1.2	Eligibility
1.2a	For Institutions (Both Technical & Non-Technical)
	<p>(a) i) The government funded institutions like IITs, IIMs, NITs, IITs, Universities, State Universities/Institutions/research institutes other government organizations and PSUs.</p> <p>ii) Private organization /institutions having overall NIRF ranking up to 200 or NAAC grade A++ or Department conducting FDP having full NBA accreditation.</p> <p>iii) Industry/Training Institutions (Experience in Relevant training in last 5 Years).</p>
	<p>(b) Coordinator must be a full-time regular faculty/instructor / trainer etc. & having knowledge and experience to conduct blended</p>

		FDP/PDP.
1.2b		For Participants
	(a)	The faculty members of the AICTE approved institutions, Research scholars, PG Scholars, participants from Government, Industry Bureaucrats/Technicians/ Professionals/School Teachers and staff of host institutions. To be nominated by the Institute.
	(b)	Not more than 10% from Host Institution.
	(c)	Maximum 50 (minimum 30) participants may be allowed to attend blended FDP/CPDP within 100 km of host institutes. However, AICTE officials may be allowed to attend over and above the maximum limit.
	(d)	Participants shall bear the cost of travelling and boarding/lodging if he/she wishes to attend ATAL FDP. However, refreshment & lunch would be provided for free. ATAL FDPs are free, and No fee will be charged from any participant attending ATAL FDP.
1.3		Duration of FDP/CPDP
	(a)	The proposed/approved FDP/CPDP shall be conducted within financial year from the date of receipt of offer letter. The duration of the blended FDP/CPDP will be two weeks (1 week online +1 week offline).
	(b)	Blended FDP/CPDP by organization/Industries specially curated for the needs of faculty may be allowed with modified duration and proportionate per day charges may be applicable.
1.4		Limit of funding
	(a)	Rs. 3,00,000/- (Rupees three lakh only per FDP/CPDP)
1.5		Disbursement of the Funds
	(a)	The grant sanctioned will be released as an advance to the University/Institute account after submission of mandate form and a request letter.
1.5a		Maintenance of Accounts

(a) The financial assistance/grant for conducting ATAL FDP will be **Rs. 3,00,000/-** as per detail given under different heads: -

S.N o.	Particulars	Proposed Amount for 2022-23 (for Blended FDPs)
1	Honorarium to Coordinator	Rs. 10,000/-
2	Honorarium to Co-Coordinator	Rs 7,000/-
3	Honorarium for computer operator	Rs. 1,000/-
4	Honorarium for experts (Rs. 5000/session for 14 sessions)	Rs. 70,000/-
5	Provision for payment to Three Lab Technicians engaged during lab practices @ Rs.5000/-per programme per lab Technician	Rs. 15,000/-
6	TA/DA to Experts engaging sessions (lump sum)	Rs. 32,000/-
8	Refreshment & Lunch (Rs. 350/head for 50 trainees for 5 days)	Rs. 87,500/-
9	One book each for 20 participants as reward	Rs. 10,000/-
10	Miscellaneous charges (petty expenses not covered above)	Rs. 5,500/-
11	Hands on training material, Consumable items, etc. (reimbursed on actual basis)	Rs. 62,000/-
	Total	Rs. 3,00,000/-

(b) The head of accounts mentioned above may be adjusted by the concerned institute as per needs of the ATAL- FDP/PDP subject to a ceiling of 3 lakh.

(c) The grant is subject to the adjustment based on Utilization Certificate in the prescribed proforma to be submitted by the University/College/Institution within **30 days after completion of the FDP.**

1.6	(a)	<p>Types of Training: - FDP/CPDP training may be basic & Advanced Level, Hands on Lab training for Practical Exposure. Institutional Leadership training Any other; as approved by the Competent Authority, AICTE.</p>
	(b)	<p>Online/Offline/blended/hybrid as the case may be and approved by the Competent Authority, AICTE.</p>
	(c)	<p>Institutions/Coordinator of ATAL Academy will conduct total 14 sessions (sessions has to be of two hours each) as detailed with each FDP. Coordinator will be free to invite experts for one compulsory session (out of total 14 sessions) on the mental & emotional wellbeing, stress management, meditation, human values and ethics, health and happiness, etc. or IKS (Indian Knowledge System) which may be conducted by any spiritual/ social organizations /Individuals of repute.</p>
1.7	<p>Processing Methodology:</p>	
	(a)	<p>The proposal shall be assessed by an Expert Committee on merit basis. The decision of the Competent Authority, AICTE shall be final in this regard.</p>
1.8	<p>Submission of documents by University/Institution</p>	
	(a)	<p>An amount of Rs 2,38,000/- will be released in advance. Remaining amount of Rs 62,000/-will be admissible on actual basis on submission of bills. The coordinator of the FDP/CPDP requires to submit the receipt of the following documents through portal.</p> <ul style="list-style-type: none"> (i) Compulsory Online Feedback of all the participants given by participants on the portal (ii) List of the candidates who have successfully completed the program on the basis of the continuous, comprehensive assessments conducted by program coordinator. (iii) A program reports along with photographs, media report is to be uploaded on portal after the completion of programme (iv) Utilization Certificate & Expenditure Statement (v) News/Media/Magazine cuttings/clippings (vi) LOGO of the institutions (JPEG/JPG/PNG. format) (vii) Scanned Signature of the coordinator (black in color) with white background. (viii) Result of assessments conducted (ix) Completed Checklist by the Coordinator per Annexure IV. (x) The details of resource persons and their presentation files and Question paper of exam conducted with answer key

	(b)	The University/Institution/Program Coordinator shall submit the documents within 30 days after of the conduct of the event.
	(c)	Utilization Certificate (UC)/Statement of Expenditure (SoE) has to be sent in original to the concerned regional office within the stipulated time.
	(d)	As per AICTE guidelines, the programme should have a minimum of 30 participants.
	(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		Collaboration
		Institute may offer blended training programme in collaboration with other organizations/Institutions/ Industry/Research centres/Individuals (within country or abroad) which have expertise in that area. Outside experts may also be invited to deliver sessions.
1.11		Terms and conditions
		For conducting an FDP/CPDP following is essential:
	(a)	Coordinator will be overall responsible for successful conduct of ATAL FDP/CPDP and document submission.
	(b)	The sessions should be recorded and Coordinators should upload the recording of sessions on YouTube and should share link on portal which will be published on ATAL webpage.
	(c)	Funds once released/sanctioned for organizing the particular topic/ area of FDP/CPDP cannot be utilized for any other programme.
	(d)	In case the event is cancelled, the funds will be refunded to AICTE within 07 days.
	(e)	Any unavoidable circumstantial change in the Program with respect to name of FDP Coordinator, Organization and date for

		organizing ATAL FDP/CPDP will 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 favor of the beneficiary institution shall be refunded immediately to the Council.
	(f)	Any extra amount required to complete the programme must be borne by the institute from their own resources, but the quality of the FDP/CPDP should not be compromised.
		The scheme document may be modified any time with the approval of the Chairman AICTE and same shall be communicable to all.

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