

SHORT TERM TRAINING PROGRAMME (STTP)

1.1		Objectives
	(a)	Short Term Training Program (STTP) intends to conduct faculty trainings through financial assistance from AICTE to enable faculty members in the field of technical education to introspect and learn techniques that can help prepare students for active and successful participants in a knowledge society.
1.2		Eligibility
	(a)	AICTE approved Technical Institutions / University Departments with at least 7 years of existence.
	(b)	All teachers, supporting technical and administrative staff in areas of technical education in AICTE approved institutions are eligible to participate.
	(c)	Maximum 5 proposals per institute per year including sanctioned, earlier but not completed, would be considered. However, maximum 3 proposal per institute shall be approved.
1.3		Duration of Programme
	(a)	It is a residential Programme for a duration of six days. The approved STTP shall be conducted within six months from the date of release of funds.
1.4		Limit of funding
	(a)	Rs. Five Lakhs
1.5		Disbursement of the Funds
	(a)	90% amount as advance to Government/ Govt. aided institutions and 10% after submission of UC and all required documents.
	(b)	50% amount as advance to self-financing institutions and 50% after submission of UC and all required documents.
1.6		Types of Training
	I.	Pedagogical Training
	II.	Subject related Training to teachers employed in disciplines: Engineering & Technology, Management, Pharmacy, Architecture etc.
	III.	Training related to Moral Values, Ethics, Behavioural Sciences & Attitude etc.
	IV.	Training for teachers regarding orientation of newly admitted students.
	V.	Training for supporting technical and administrative staff including Librarian.
1.7		Processing Methodology
		Each proposal shall be assessed by an expert committee consisting of three members not below the rank of Associate Professor
1.8		Career Advancement Scheme
		Short Term Training Programme (STTP) will be considered for career advancement scheme.
1.9		Test and Certificate
	(a)	A test to be conducted at the end of the Programme and a certificate to be issued to only those participants who attended the Programme and qualified in the test.
1.10		Terms and conditions
	(a)	Essentials to conduct a STTP: (i) To submit an online application. (ii) To qualify for the release of grant as assessed by the Expert Committee.
	(b)	Funds once released/sanctioned for organizing the particular topic/ area of STTP cannot be utilized for any other program
	(c)	In case the event is cancelled, the funds will be returned back to AICTE immediately with interest accrued thereon.

(d)	<p>The funds under the scheme are released in two instalments.</p> <p>(a) The first instalment (fifty percent of the total amount sanctioned) is released before the event on qualifying the proposal assessed by the Expert Committee;</p> <p>(b) The second instalment is released after the receipt of the following documents.</p> <ul style="list-style-type: none"> (i) Feed-back of the participants with signatures; (ii) Photographs of the conducted events. (iii) Copies of proceedings. (iv) List of participants. (v) Result of examination conducted along with the copy of the question paper. (vi) The above documents should be signed by Head of Institution & countersigned by the Coordinator of the Programme.
(e)	<p>The University/Institution should submit the documents necessary for release of 1st Instalment along with the application online and document necessary for release of 2nd instalment within 1 month of the conduct of the event.</p>
(f)	<p>As per AICTE guidelines, the program should be for six days with minimum 40 participants.</p>
(g)	<p>The Council shall sanction a maximum grant of Rupees five Lakh to conduct one Program. 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 Program. However, overall expenditure shall not exceed the funds sanctioned for the Program.</p>