

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

FACULTY DEVELOPMENT PROGRAMME (FDP) 2020-2021

PROFORMA FOR SENDING PROPOSALS

(FOR AFFILIATED COLLEGES & PROFESSIONAL BODIES)

Note: Before filling up the proforma, please read the rules and conditions carefully

(To be filled in by the course coordinator)

1	Name and Address of the Host Institution	
2	Title of the programme (This should convey the content & main thrust of the programme)	
3	Name, Designation and Address of the course coordinator (s) (More than two not permitted)	
4	Telephone , Mobile and Email of the coordinator(s)	
5	Highest Qualification of the coordinator(s)	
6	Area of specialization	
7	Teaching Experience (Years)	
8	Industry Experience (Years)	
9	Number of papers published	
10	Number of Short Term Courses attended	
11	Number of Short Term Courses conducted earlier	
12	Specilisation area for which the proposal is made (Please select one)	Civil / Mechanical / Electrical and Electronics / Electronics / Computer science / Basic Science/ Management/ inter-disciplinary/ Others ( Please Specify)
13	The course is basically (Please select one)	1. Subject updating course 2. Emerging area 3. Pedagogy 4. Others (Specify)
14	Whether the proposal covers any of the categories indicated (Select one)	1. Industry Involvement 2. Emerging Area 3. Education Technology 4. Others (Specify)
15	Duration of the programme (Select one)	1. Five working days 2. Three working days
16	Proposed dates for the programme ( Specify dates, which may be changed later, if required)	

COURSE DETAILS			
1	Significance & Objective of the programme ( List one or two major objectives)		
2	Course Content/Coverage (List 5 to 8 major topics with proposed duration of coverage in hours for each topic)		
3	Course Schedule		1. Total working days = 2. Lecture = hrs 3. Lab/Practical = hrs 4. Industry visits = hrs 5. Others (Specify) = hrs <hr/> Total = hrs
4	Details of special equipments or laboratory facilities available for the course.		
5	Collaboration with industry/ other institutions/ departments (indicate name of the organization, nature of collaboration and experts involved)		
6	Details of experts (List the details of faculty )		
	Name and Designation	Institute	Highest Qualification
7	Facilities available (Tick the relevant items)		1 Smart class rooms 2 Video conferencing 3 Live streaming facility 4 Others (Specify)

<b>Budget</b>		
No of days =		No of participants =
<b>Sl:No</b>	<b>Particulars</b>	<b>Amount</b>
1	Honorarium to faculty/ External experts	
2	TA to external experts	
3	Accommodation to external experts	
3	Local conveyance of external experts	
4	Honorarium to centre coordinator	
5	Honorarium to course coordinator	
6	Honorarium to technical assistants for venue arrangement, purchase assistance, data entry etc. (Please specify the number of persons employed for these activities)	
7	Cost of training material (Soft Copy / Hard copy / text book etc, Please specify the cost per participant)	
8	Cost of stationeries, consumables, certificate printing, report printing, photography etc.	
9	Food & refreshments to external experts / Guests	
10	Food & refreshments to participants	
11	Any other items (Please specify)	
12	Miscellaneous	
<b>TOTAL</b>		

### **Declaration**

I certify that the details given above are correct to the best of my knowledge and belief and I will organize the programme satisfactorily if approved. I also promise that I will abide by the terms and conditions of the University for conducting the Faculty Development Programmes and submit the final report within 15 days of the programme.

Dated signature of the coordinator(s) with name and designation

I agree to provide all necessary assistance and facilities of the institute for the conduct of the above programme.

Dated signature of the Head of the institution.

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

FACULTY DEVELOPMENT PROGRAMME (FDP) 2020-2021

Rules and Conditions for conducting FDP

1. The FDPs are to be scheduled during the semester breaks without disturbing the normal academic activities and to ensure maximum faculty participation.
2. It is mandatory to have a fixed batch of 30 participants in each programme. Number of participants from the host institute is limited to 1/3<sup>rd</sup> of the total number of participants. The rest of the participants should be from other APJAKTU affiliated institutions.
3. There should be minimum 6 hour training per day, excluding tea and lunch break.
4. It is compulsory for the participants to attend all the sessions of the programme. Otherwise the participant's certificate should not be awarded.
5. It is mandatory to submit the brief C. V of the resource persons highlighting their contribution in the concerned subject of FDP.
6. Minimum 50% of the resource persons should be from outside the host institute.
7. Honorarium to faculty/ External experts is limited to Rs 1000/ Hour.
8. Honorarium to Faculty/ External Experts from IIT/ IIM/ National Institutes is limited to Rs 5000/- per day.
9. TA / Accommodation to external experts are as per University rules.
10. Local conveyance to resource persons is limited to Rs.1000/ day
11. Honorarium to centre coordinator and course coordinator is Rs.3000/ day. This amount should be shared between them.
12. Honorarium to technical assistants for venue arrangements, purchase assistance, data entry etc. is limited to Rs.2000/day, applicable during the duration of the programme.
13. Stationeries, consumables, certificates printing, report printing, photography etc. is limited to Rs 15000/- per course.
14. Course / Training materials (Soft / hard copy / text book) is limited to Rs 1000 /- per participant.
15. Working lunch and refreshments is limited to Rs.250/- per day per participant.
16. Miscellaneous expenses are limited to Rs.10000/- per course.
17. The host institute may provide accommodation facility to the participants, if available. The charges if any, for this have to be borne by the participants themselves.
18. It is mandatory to provide the soft copies of the presentations made during the FDP to the participants.
19. If necessary, the host institute can collect nominal registration fee from participants subject to a maximum of Rs 500/ per participant.
20. After the completion of the programme the respective course coordinators are required to submit the hard as well as soft copy of the report of the programme to the University within 15 days of the completion of the programme. The report must include the participant list, registration forms, attendance sheet, feedback forms of the participants,

media coverage of the programme, complete details of the resource persons, one group photo, soft copy of the presentations made during the programme and original bills of all transactions made during the programme including honorarium, TA, refreshments, reading materials etc. attested by Head of Institution.

21. The payments will be in the form of reimbursements of the expenses based on the statements of accounts subject to a maximum amount of Rs 1.5 lakhs for 3days programme and Rs 2 lakhs for 5days programme.

### **Declaration**

I have accepted the the terms and conditions of the University for conducting the Faculty Development Programmes I certify that I will organize the programme satisfactorily if approved, and will submit the final report within 15 days of the programme.

Dated signature of the coordinator(s) with name and designation