



**AICTE Training and Learning (ATAL) Academy**  
**Face to Face Faculty Development Programme**  
**(FDP)/Professional Development Programme (PDP)**



## SCHEME DOCUMENT

<b>1.1</b>	<b>Objectives</b>
(a)	Main objective of ATAL Academy is 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.
	<b>Accomplishments</b>
(a)	<p>ATAL Academy successfully conducted 5 days face to face 190 FDP (Faculty Development programs) in nine thrust areas for A/Y 2019-20 and approximate 10000 faculty members, Research scholars and PG students participated. The training programs were well received throughout the country with participation from premier institutions like IITs, NITs, IIITs. The coordinators who were behind the programs were also highly qualified from IITs, NITs, IIITs.</p> <p>Post Covid-19, ATAL Academy have gone totally online from registration of faculty members till certificate disbursal mechanism through portal. In 2020-21, 1000 online FDP are being conducted and more than one lakh participants have already participated including faculty, Research Scholar, PG students, CBSE teachers and Industry persons.</p> <p>The online FDP of 20-21 has been recognized as world record by World Book of Record, London. This is also important that FDP sessions are recorded and available on portal so that anyone can learn in future.</p> <p>ATAL Academy has trained teachers of CBSE in two areas Artificial Intelligence and Robotics. This has been done keeping in mind the future of students in schools as they will grasp upcoming areas such as AI &amp; Robotics even before entering college, so that in college they can work on the industrial application of these emerging areas.</p> <p>More than 30,000 Resource persons delivered sessions on these FDPs online which greatly enhances the quality of FDP and creates deeper impacts in the mind of participants who are undergoing training.</p> <p>ATAL Academy have also included 15 FDPs on blended learning and flipped classroom which is very important in post covid-19 scenario as to teach participants how to conduct classes in virtual mode and make them comfortable taking online exams and assignments.</p> <p>In the backdrop of announcement of National Education Policy (NEP) 2020, ATAL Academy is working in the direction of NEP, keeping in view the values and morals of Indian Education System. This is the largest online FDP program in India where more than 40% female participants have joined</p>

<b>1.2</b>		<b>Eligibility</b>			
<b>1.2a</b>		<b>For Institutions (Both Technical &amp; Non-Technical)</b>			
	(a)	i) The government funded institutions like IITs, IIMs, NITs, IITs, Universities, State Universities/Institutions, other government organizations and PSU ii) Private organization /institutions having overall NIRF ranking upto 200 or NAAC grade A++ and higher or Departments having NBA accredited. iii) Industry/Training Institutions (Experience in Relevant training in last 5 Years).			
	(b)	Coordinator must be a full time regular faculty/instructor/trainer etc. & having knowledge and experience to conduct face to face FDP/PDP.			
<b>1.2b</b>		<b>For Participants</b>			
	(a)	The faculty members of the AICTE approved institutions, Research scholars, PG Scholars, participants from Government, Industry (Bureaucrats/Technicians/Participants from Industry etc.)/School Teachers and staff of host institutions.			
	(b)	Not more than 30% from Host Institution.			
	(c)	Maximum 50 (minimum 30) participants may be allowed to attend face to face FDP/PDP.			
	(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 to them for free and there is no charge for attending ATAL FDP as well.			
<b>1.3</b>		<b>Duration of FDP/PDP</b>			
	(a)	The proposed/approved FDP/PDP shall be conducted within financial year from the date of receipt of offer letter. The Duration of the face to face FDP/PDP shall be 05 days. FDP/PDP may be conducted as elementary and advance on the same title.			
	(b)	FDP/PDP by organization/Industries ranging from one day to five days specially curated for the needs of faculty is possible however proportionate charges per day will be applicable.			
<b>1.4</b>		<b>Limit of funding</b>			
	(a)	<b>Rs. 1,97,500/- (Rupees One Lakh Ninety–Seven Thousand and Five hundred only.)</b>			
<b>1.5</b>		<b>Disbursement of the Funds</b>			
	(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.			
<b>1.5 a</b>		<b>Release of Funds and Maintenance of Accounts</b>			
	(a)	The cost for conducting per programme will be Rs. 1,97,500/- as per detail given as Under (Programmes having permission to change amounts under different heads with overall ceiling of One Lakh Ninety–Seven Thousand and Five hundred only.):-			
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1.</td> <td style="width: 70%;">Honorarium to Co-ordinator</td> <td style="width: 25%; text-align: right;">Rs 10,000/-</td> </tr> </table>	1.	Honorarium to Co-ordinator	Rs 10,000/-
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	2.	Honorarium for computer operator/Lab Assistant	Rs 2,000/-
	3.	Honorarium for experts (Rs.5000/session for 14 sessions)	Rs 70,000/-
	4.	Provision for payment to Lab Attendant engaged during lab practices @ Rs.1000/- per programme	Rs 1,000/-
	5.	TA/DA to Experts engaging sessions (lump sum)	Rs 32,000/-
	6.	One books each for 20 participants as reward	Rs 10,000/-
	7.	Refreshment & Lunch (Rs. 250/head for 50 trainees for 5 days)	Rs 62,500/-
	8.	Miscellaneous charges(petty expenses not covered above)	Rs 10000/-
	9.	<b>Total =</b>	<b>Rs.1,97,500/-</b>
	(b)	The head of account mentioned may be adjusted by the concerned institute as per needs for the ATAL- FDP/PDP subject to ceiling of One Lakh Ninety–Seven Thousand and Five hundred only being intact.	
	(c)	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.	
<b>1.6</b>		<b>Types of Training: -</b> FDP/PDP training may be of Elementary Level & Advanced Level and Hands on Lab training for Practical Exposure	
	(a)	Face to face 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 (sessions has to be of two hours each) in five days and (three sessions every day however one day may have two sessions so as to cover other activities like feedback and assessment).Coordinator will be free to invite experts for one compulsory session (out of total 14 sessions) on the mental & emotional development, 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 like Art of living or similar organization to promote FIT INDIA Movement and /or (IKS) knowledge about glory of ancient Indian achievements in various field across the country.	
<b>1.7</b>		<b>Processing Methodology:</b>	
	(a)	The proposal shall be assessed by an Expert Committee.	
<b>1.8</b>		<b>Submission of documents by University/Institution</b>	
	(a)	The funds under the scheme are released in advance. The coordinator of the FDP/PDP requires to submit the receipt of the following documents through portal. (i) Compulsory Online Feed-back 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 test conducted by program coordinator. (iii) A program reports along with photographs, media report	

		<p>is to be uploaded on portal after the completion of programme</p> <p>(iv) Utilization Certificate&amp; Expenditure Statement</p> <p>(v) News/Media/Magazine cuttings/clippings.</p> <p>(vi) LOGO of the institutions (<i>JPEG/JPG/PNG. format</i>)</p> <p>(vii) Scanned Signature of the coordinator (<i>black in color</i>) with white background.</p> <p>(viii) Result of examination conducted.</p> <p>(ix) The details of resource persons</p> <p>(x) Question paper of exam conducted with answer key</p>
	(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 one month of completion of program.
	(d)	As per AICTE guidelines the programme should have minimum 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.
<b>1.9</b>		<b>Test and Certificate</b>
	(a)	A test shall be conducted bythe coordinator at the end of the program.
	(b)	The Question Bank with answers must be shared on portal in PDF or word format by the coordinator.
	(c)	The certificates shall be issued to those participants who are registered on ATAL portal <a href="http://www.aicte-india.org/atal">www.aicte-india.org/atal</a> and attend the program with minimum 80% attendance and score minimum 60% marks in the test.
	(d)	Feedback must be shared by participants through portal available on their login.
<b>1.10</b>		<b>Collaboration</b>
		Institute may offer face to face training programme in collaboration with other organization/Institution/Industry/Individual (with country or abroad) which have expertise in that area. Outside experts may also be invited to deliver session online.
<b>1.11</b>		<b>Terms and conditions</b>
		For conducting a FDP/PDP following is essential:
	(a)	Coordinator is the overall responsible for document submission and smooth coordination of ATAL FDP/PDP.
	(b)	The sessions may be recorded (optional)if possible and Coordinators may upload the recording of sessions on you tube and may share link on portal which will be published on ATAL webpage.
	(c)	Funds once released/sanctioned for organizing the particular topic/ area of FDP/PDP cannot be utilized for any other programme.
	(d)	In case the event is cancelled, the funds will be returned back to AICTE immediately.
	(e)	Any unavoidable circumstantial change in the Program with respect to name of FDP Coordinator, Organisation 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 favor of the beneficiary institution shall be refunded immediately to the Council.
	(f)	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.
		<b>The scheme document may be modified if needed with approval of Chairman AICTE</b>