



GUJARAT TECHNOLOGICAL UNIVERSITY

Announces

JOINT AICTE – GTU ONLINE FACULTY DEVELOPMENT PROGRAMME

**(Inviting Proposals from GTU PG Schools, Constituent Institute
and Affiliated Institutes for F.Y. 2021-22)**

Guidelines Applicable only for F.Y. 2021-22

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1. ELIGIBILITY FOR PARTICIPANTS (FACULTY MEMBERS)

All teachers from AICTE approved institutions **affiliated with the GTU** are eligible to participate.

2. CRITERIA: DURATION /TYPE / PARTICIPANTS

- **All FDPs shall be conducted only in ONLINE mode in Financial Year 2021-22.**
- The AICTE-GTU FDP / training programme will be of **six working days**.
- Maximum of 100 participants are permitted per online Training Program to ensure a better quality of online teaching and learning.
- Proposals are invited from all disciplines (Engineering, Management, Computer Application, Pharmacy and Architecture) for F.Y. 2021-22.
- GTU shall conduct maximum 10 such FDP / training programmes in F.Y. 2021-22.
- **In addition to above mentioned FDPs, institutes may send separate proposal to conduct online FDP for Librarians (if interested). Only one FDP is allowed under this category.**

3. BROAD AREAS TO CONDUCT FDP

- Examination reforms
- NBA / NAAC / Quality assurance in education sector
- Latest Technology in concerned domain
- To enhance practical application along with theoretical knowledge
- Skill enhancement programme
- Any other related area as per new curriculum of AICTE
- **Mandatorily a session on NEP- 2020**

4. FUND LIMITS

The maximum total expenditure for conducting one training programme will be **Rs. Ninety-three thousand only fully given by AICTE**. The institute will be allowed to adjust the grants received for one training programme at the following rates –

Sr. No.	Particulars	Amount in INR
1.	Honorarium for Coordinator <ul style="list-style-type: none">• University Coordinator• Program Coordinator	Rs. 5000.00 Rs. 5000.00
2.	Honorarium to Resource Persons / Experts	Rs. 75,000.00
3.	Provision for payment to lab attendant engaged during lab practices	Rs. 3,000.00
4.	Miscellaneous Charges	Rs. 5,000.00
	TOTAL	Rs. 93,000.00

** Refer P. No. 6 for the details of University Coordinator.*

4.1 For miscellaneous charges, only following items would be permissible –

- a) Printing of certificate and postal charges (in case of issuing physical certificates)
- b) Printing of Banner/ Standee (Only if actually required in case of online FDP)
- c) UTC certification charges maximum up to the limit of Rs. 2,000/- (If paid).
- d) Course Material / Books (if required)

4.2 Giving memento to experts / resource persons is NOT permitted.

4.3 It is basic understanding that institute would be having basic infrastructure with audio / video facility to conduct online programmes so any purchase related to this would not be considered.

5. PROCEDURE TO APPLY FOR THE SCHEME

- For financial year 2021-22:

Duration to send proposals (Annexure 1)	24 th January,2022 to 05 th February, 2022
Declaration of selected proposals	2 nd Week of February, 2022
Duration to conduct FDP	14 th February, 2022 to 31 st March, 2022

Received proposals shall be reviewed by 'Proposal Review Committee' formed by GTU in presence of representative nominated by AICTE to find suitability of proposals. The decision of committee shall be considered final.

6. CERTIFICATION CRITERIA:

- GTU will do the certification of these programmes jointly with AICTE. Host institute may issue the certificate of one-week FDP (With logo of GTU and AICTE) to participants.
- It is mandatory to conduct exam after completion of FDP / training programme on the last day by host institute.
- Certificates will be issued subject to the participants qualifying the following conditions- Minimum **80% attendance** and **60% marks** in the exam
- Surprise visit to some institutes can be scheduled while the programme is in progress.

7. SUBMISSION OF DOCUMENTS AFTER COMPLETION OF FDP (MANDATORY)

Institutes are required to submit following documents **with sign and stamp of Principal / Director to GTU in a given order within 15 days** of completion of FDP / training programme:

- a. Audited statement of expenditure/ Utilization Certificate signed by practicing Chartered Accountant along with original bills as per **Annexure - II**
- b. Summary Sheet of Expenses (with bifurcation under each category) – **Annexure IV**
- c. Brochure of the FDP along with detailed schedule of FDP (Session Plan).
- d. Date wise summary sheet of honorarium along with '**proof of payment**' for all resource persons / experts.
- e. List of resource persons invited with full address, contact details, topics, etc.
- f. List of participants (having attendance for all days) attended the FDP.
- g. Copy of question paper and mark sheet for the exam conducted at the end of programme.
- h. TDS form – Annexure III (If applicable)
- i. **Well prepared Report of FDP with 8-10 photographs (Clearly mention the outcome of the FDP)**
- j. **Soft copy** of Brochure, Report of FDP with 8-10 photographs, video for selected sessions, scanned copy of signed Utilization Certificate, scanned copy of all submitted bills in **CD / DVD**.

NOTE:

- *Submit Honorarium details **ONLY** in the prescribed format of GTU.*
- *Proper original bills need to be enclosed having following details - Name of institute, date of issue, name of items purchased, quantity of items, rate per unit and total amount*
- *Bills with ambiguity will not be considered for reimbursement.*

If institutes fail to submit the documents within 15 days of completion of FDP, a penalty of 10% of sanctioned amount will be imposed.

8. PROCEDURE TO RELEASE THE GRANT

- GTU will release the payment upto the extent of Rs. 93,000/- or the actual expenditure, whichever is less within 3 months of receiving the proper documents after successfully completion of FDP.
- If university / ACITE finds any discrepancy in submitted bills / documents at any stage before / after releasing the funds, it reserves the right to take any action against institute and shall ask for the refund of excess amount.
- Gujarat Technological University shall submit yearly report, statement of expenditure and Utilization Certificate to AICTE for sanctioned grants duly audited by a certified Chartered Accountant firm. The accounts shall be open to inspection by the officials of AICTE and an audit by the Statutory Auditors.
- Tax will be deducted as per Government norms. It is mandatory to submit TDS details by the host institute, if applicable.
- **GTU will not provide any advance amount to host institute.**

9. BROCHURE TO UPLOAD ON GTU WEBSITE:

- *When the proposal is approved by university, host institute has to send the brochure (No. of sessions per day having details of topics to be covered along with name of Resource Persons) of FDP / training programme (PDF file) to upload on GTU website well in advance.*
- Brochure of FDP / training programme should contain logo of GTU on left hand side (Top of the Page), logo of the AICTE on Right hand side and logo of institute in middle with a caption of 'Joint AICTE – GTU FDP'.
- Registration form (with Google Docs link) should be attached in the brochure as the FDP will be open for participation of all GTU faculty members.

10. OTHER TERMS & CONDITIONS

- GTU/AICTE reserves the right to accept/reject the proposal. Institutes cannot claim for any kind of reimbursement from GTU /AICTE only by submitting the proposal.
- GTU/AICTE will not bear any expenses other than approved in budget. The additional expenses over the budget limit of Rs. **93,000** /- expenses for additional items which do not fall under the given categories shall be borne by the host institute, if any.
- **Per day minimum of each 3-4 sessions of (90-120 minutes) each will be held. Accordingly, Honorarium component per resource person will be Rs.3000 – Rs. 4000/-**
- **Mandatorily a session on NEP- 2020 will be included in each online training programs. This may be taken by AICTE (As informed by AICTE).**
- **Institutes are not allowed to charge registration fees from the participants. Even refundable fee is not allowed.**
- **One institute can send maximum one proposal to conduct FDP / training programme as host institute in one financial year. In addition to one proposal, separate proposal only for library can be submitted.**
- It is mandatory to invite 60% speakers/ subject experts from other institutes/ organizations. Remaining 40% experts / speakers may be from the host institute.
- University reserves the right to withdraw this scheme of grant at any point of time without prior notice.

11. CONTACT DETAILS:

Contact Details (Administrative Work)

Conference Section

Gujarat Technological University
Email Id: financialgrant@gtu.edu.in
Contact Number: 079-23267543

UNIVERSITY COORDINATOR FOR AICTE-GTU FDP

Dr. Sarika Srivastava (Assistant Professor) & **University Coordinator**

Graduate School of Management Studies
Gujarat Technological University, Ahmedabad, India
Email Id: ap2_cgbs@gtu.edu.in
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Nr. Vishwakarma Government Engineering College
Nr. Visat Three Roads, Visat - Gandhinagar Highway
Chandkheda, Ahmedabad, Gujarat (INDIA), Pincode – 382424
Website: <https://www.gtu.ac.in/>

GUJARAT TECHNOLOGICAL UNIVERSITY



FACULTY DEVELOPMENT PROGRAMME



Annexure- I (APPLICATION FORM FOR JOINT AICTE-GTU FDP)

A. Institute* Details for the Programme (*Institute must be affiliated with GTU)	
GTU College Code (Mandatory)	
Full Name of Host Institute	
Type of Institution	Government / Grant-in-Aid / Self – financing
No. of years in association with GTU	
Address (Full postal address)	
Details of Accreditation (Provide separately)	
Institute Email ID	
Principal / Director Email ID	
Principal / Director Contact number	
Telephone number (/s) with STD code	
B. Details of the Coordinator for Program	
Name of Program Coordinator	
Faculty/ Department	
Total Experience in years	
Highest Qualification	
Appointment Type (Preference will be given to GTU endorsed staff only, Provide endorsement letter)	
Coordinator's mobile number	
Coordinator's email ID	
Relevant experience of conducting similar programmes funded by AICTE / GTU / GUJCOST / Any Other (If yes, Provide supporting Documents)	

C. Details of the Programme

Title of the proposed FDP/Training programme	
Dates of the programme (<i>6 Days</i>)	
Discipline	Engineering / Management / Pharmacy / Architecture / Computer Applications OR Library
Specific Branch / Department under which programme is to be conducted.	
Technical area / Specialization of the programme	
Expected no. of Participants (<i>Faculty Members associated with GTU</i>)	
Outcome Anticipated (Mandatory – Approx. 500 words)	(Attached as an annexure - ‘A’)

D. Tentative Details of Resource Persons / Experts

Tentative Programme Schedule (with Session Plan)	(Attached as an annexure -)
List the name and organization / institute of outside Resource Persons /Experts	(Attached as an annexure -)
List the name of available subject expert / Resource Person within the institute	(Attached as an annexure -)

E. Estimated Budget		
Grant provided by AICTE for following items -		
Sr. No	Particulars	Amount (in Rs.)
1	Honorarium for Coordinator <ul style="list-style-type: none"> • University Coordinator • Program Coordinator 	
2	Honorarium to Resource Persons/ Experts	
3	Provision for payment to lab attendant engaged during lab practices (If any)	
4	Miscellaneous Charges	
Total		

** Grant will only be released against above mentioned heads. Institute is not allowed to do any changes in the given format. University reserves the right to deduct the amount if it does not fall under permissible items / limit etc.*

Name of items included in Miscellaneous Charges	1.
	2.
	3.

Checklist to send the proposal (in file with appropriate tags and index):

1. Application Form (Annexure 1)
2. Details of Outcome anticipated (Annexure ‘A’)
3. All supporting documents, wherever required (as Annexures)

We have read all the conditions of application for the FDP/training programme and fully understand all the rules. We hereby declare that all the details furnished above in the application form is true and correct to the best of our knowledge and belief. If at later stage, it is found that furnished information is wrong, we are aware that the application stands cancelled. Further, we will be subjected to legal and/or penal action as per the provisions of the law.

.....
Signature of Program Coordinator

.....
Signature of Head of Institution(with stamp)

.....
Name of Program Coordinator

.....
Name of Head of Institution

Place:

Date:

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Annexure - II

FORMAT FOR STATEMENT OF EXPENDITURE / UTILIZATION CERTIFICATE

- AICTE File No: <Will be filled by GTU.>
- Full Name of Host Institute:
- Title of the Programme:
- Name of the Program Coordinator:
- Discipline under which FDP was conducted:
- No. of Participants:
- Duration of the Programme (with dates):
- Grant sanctioned: Rs. 93,000/- (Refer Sr. No. 4)

Sr. No.	Details of Expenditure Incurred Item Wise	Amount (in Rs.)
1	Honorarium for Coordinator <ul style="list-style-type: none">• University Coordinator• Program Coordinator	
2	Honorarium to Resource Persons/ Experts	
3	Provision for payment to lab attendant engaged during lab practices (If any)	
4	Miscellaneous Charges	
Total Amount Claimed from AICTE		

**Original bills and other documents as per Sr. no. 7 are attached for verification.*

(1) _____
Name and Signature of Program
Coordinator

(2) _____
Name and Signature of Head of Institution
With Stamp

(1) Signature (with seal) of the Finance officer
/Auditor/Accounts Officer
(If it is Govt./Govt. Aided Institute)

(2) Signature of Chartered Accountant:
Name of Chartered Accountant:
Membership No:
Rubber Stamp:
Full Address:
Date:

**GUJARAT TECHNOLOGICAL UNIVERSITY
JOINT AICTE - GTU FACULTY DEVELOPMENT PROGRAMME**

Annexure – III

TDS FORM

< On Institute's Letter Head >

Name of FDP/Training Programme:

Date / Duration of Programme:

Party Name :- ABC	Amount (Rs.)
Invoice Amount	*****
-Less TDS (mention under which section deduction is made and % of deduction)	****
Net Payable Amount	*****
Amount Paid by Cash/Cheque no.	

.....
Signature of Program Coordinator

.....
Signature of Head of Institution(with stamp)

.....
Name of Program Coordinator

.....
Name of Head of Institution

Date:

Place:

Annexure – IV

Summary Sheet to be attached along with Statement of Expenditure / Utilization Certificate

❖ **Details of Expenditure**

1. **Honorarium for University Coordinator (As per Guideline) :**

2. **Honorarium for Program Coordinator (As per Guideline) :**

3. **Honorarium to Resource Persons: (Summary in Rs.)**

Sr.	Date	Name of Institute	Faculty/Expert Name	Honorarium
Total Amount of Honorarium				

4. **Provision for payment to lab attendant engaged during lab practices (If any):**

5. **Miscellaneous Charges:**

Sr.	Bill No. & Date	Party/Agency/Vendor Name	Amount (Rs.)

Note (s):

- A) All bills must be certified by Program Coordinator & Head of Institution (Principal).
- B) Summary sheet also must be certified by Program Coordinator & Head of Institution (Principal) with round seal of institute.
- C) For honorarium, Use GTU bill format only.
- D) Put Separator after each expense head (Sr. 1 to 5 above).