

6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year wise during the last five years

Reports of the Human Resource Development Centres

Sr. No.	Report
1.	Sample of Consent to conduct online AICTE Training and Learning Academy (ATAL) FDP
2.	Sample of Sanction letter for conducting STTP from AICTE-ISTE



Dr. G. T. Thampi
PRINCIPAL

Thadomal Shahani Engineering College
Bandra (W), Mumbai -400 050.



Sample of Consent to conduct online AICTE Training and Learning Academy (ATAL) FDP



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Sanction Letter from ATAL ACADEMY

From: **no_reply** <atalinfo@aicte-india.org>

Date: Thu, Oct 15, 2020 at 5:10 PM

Subject: Consent to conduct online ATAL FDP

To: AICTE TRAINING AND LEARNING, ATAL ACADEMY <atal@aicte-india.org>, AD Atal <adatal@aicte-india.org>, nwro itconsultant <nwroitconsultant@aicte-india.org>, Atal office <ataloffice@aicte-india.org>

Sir/Madam,

Greetings from AICTE Training and Learning Academy.

It is our pleasure to inform that Atal Academy cell invited proposals to conduct offline FDP in various thrust areas and emerging areas. However only 496 applications were found suitable and 423 applications were waitlisted by scrutiny committee out of 4877 applications.

We are glad to inform you that your application against ATAL FDP has been approved. As Country is witnessing a Global pandemic of Covid 19, these offline FDPs are being conducted in online mode. Therefore a formal consent is requested to conduct these FDPs in online mode, through google form by **06:00 pm, 23rd October** :

https://docs.google.com/forms/d/e/1FAIpQLScDe669057uW056Je_sexqZeDM0VoeRNohM4oato_4DB-k7sg/viewform

Attached is the updated scheme document for the online ATAL FDP.

To view your approved FDPs, Kindly [click here](#) or visit www.aicte-india.org/atal > Notifications > List of additional online ATAL FDPs 20-21 **New!**

Thanks and Regards,

*AICTE Training and Learning (ATAL) Academy,
All India Council for Technical Education
Nelson Mandela Marg, Vasant Kunj,
New Delhi- 110070
Website : <https://www.aicte-india.org/atal>*



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SCHEME DOCUMENT



AICTE Training and Learning (ATAL) Academy **Online Faculty Development Programme (FDP)**

1.1		Objectives
	(a)	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.
1.2		Eligibility
1.2a		For Institutions (Both Technical & Non-Technical)
	(a)	The government funded institutions like IITs, IIMs, NITs, IITs, Central Universities, State Universities/Institutions, other government organizations and private organization /institutions having NIRF upto 100 or NAAC grade "A+ and higher" or Departments of institutions having NBA accredited.
	(b)	Coordinator must be a full time regular faculty/instructor/trainer etc. & having knowledge and experience to conduct online fdp through any available software.
1.2b		For Participants
	(a)	The faculty members of the AICTE approved institutions, research scholars, PG Scholars, participants from Government, Industry (Bureaucrats/Technicians/Participants from Industry etc.)and staff of host institutions.
	(b)	Not more than 30% from Host Institution.
	(c)	Preference will be given to new participants.
	(d)	Maximum 200 participants may be allowed to attend online FDP on a first come first serve basis however AICTE officials may be allowed to attend over and above 200 number. Coordinators are free to admit less no depending on the feasibility.
1.3		Duration of Project
	(a)	The proposed/approved online FDP shall be conducted within financial year from the date of receipt of offer letter. The Duration of the online FDP shall be 05 days. Multiple online FDP may be conducted on the same area.
1.4		Limit of funding
	(a)	Rs. 93,000/- (Ninety Three Thousand) only
1.5		Disbursement of the Funds
	(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.
1.5a		Release of Funds and Maintenance of Accounts
	(a)	The cost for conducting per programme will be Rs. 93,000/- as per detail given as Under (Programmes having permission to change amounts under different heads with overall ceiling of Rs 0.93 lakh being intact -

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1.	Honorarium for Director	Rs. 10,000/-
2.	Honorarium to Co-ordinator Rs.2000/- per day x 5 days	Rs. 10,000/-
3.	Honorarium for experts (Rs.3000 per session for total 14 session)	Rs. 42,000/-
4.	Provision for payment to Lab Attendant engaged during lab practices	Rs. 1000/-
5.	Institutional charges	Rs. 15,000/-
6.	Miscellaneous charges	Rs. 15,000/-
	TOTAL =	Rs. 93,000/-

(b) 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.

1.6 Types of Training

- (a) Online 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 in five days and (three sessions every day and one session may be utilized for feedback and assesment). Coordinator will be free to invite experts for 1-1.5-hour compulsory session on the mental & emotional development, stress management, meditation, human values and ethics, health and happiness etc. which may be conducted by any spiritual social organizations/Individuals like Art of living or similar organization to promote FIT INDIA Movement across the country.
- (c) Coordinator may use any available software (Google Meet/WebEx/MS Team/ Go to Webinar etc.) for smooth conduction of online fdp, also he/she may explore any other available software.

1.7 Processing Methodology:

- (a) The proposal shall be assessed by an Expert Committee.

1.8 Submission of documents by University/Institution

- (a) The funds under the scheme are released in advance.
The coordinator of the FDP requires to submit the receipt of the following documents through portal.
- (i) Compulsory Online Feed-back of all the participants through portal.
 - (ii) List of the candidates who have successfully completed the program on the basis of the test conducted by program coordinator *through portal*.
 - (iii) A program completion report along with photographs, videos, media report is to send after the completion of workshop (*Report sample will be shared with program coordinator*).
 - (iv) Utilization Certificate & Expenditure Statement only with the heads shared in point 1.5a (b) (*Sample will be shared with Program coordinator*).
 - (v) Photographs and Link of recorded fdp video and link of video of some participant's feedback after uploading it on YouTube.
 - (vi) News/Media/Magazine cuttings/clippings.
 - (vii) LOGO of the institutions (*JPEG/JPG/PNG. format*)
 - (viii) Scanned Signature of the coordinator (*black in color*) with white background.
 - (ix) Supporting bills/documents and paid vouchers on account of expenses incurred for the purpose.
 - (x) Copies of proceedings.
 - (xi) Result of examination conducted.
 - (xii) The above documents should be the Coordinator of the Programme.

	(b)	The University/Institution/Program Coordinator should submit the documents within 30 days after of the conduct of the event.
	(c)	Utilization Certificate (UC) & video DVD/CD/Pen drive (of online recorded fdp and feedback of few participants) has to be sent in original to the concerned regional office within one month of completion of program.
	(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		Test and Certificate
	(a)	A test shall be conducted (may be online) by coordinator at the end of the program.
	(b)	The certificates shall be issued to those participants who have attended the program with minimum 80% attendance and scored minimum 60% marks in the test.
1.10		Collaboration
		Institute may offer online training programme in collaboration with other organisation /Institution/Industry/Individual (with country or abroad) which have expertise in that area
1.11		Terms and conditions
		For conducting a FDP following is essential:
	(a)	Coordinator is the overall responsible for document submission and smooth coordination of ATAL FDP.
	(b)	Coordinators are requested to allow new participants and discourage participants who have already done one online ATAL FDP earlier.
	(c)	The online sessions are to be recorded as the facility is available on the software which is being used for online delivery of FDP. Coordinators will be also share recording of sessions and some participant's feedback about online FDP with AICTE.
	(d)	Funds once released/sanctioned for organizing the particular topic/ area of FDP cannot be utilized for any other programme.
	(f)	In case the event is cancelled, the funds will be returned back to AICTE immediately with interest accrued.
	(g)	Any unavoidable circumstantial change in the Program with respect to name of Project Coordinator, Venue 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 favour of the beneficiary institution shall be refunded immediately to the Council.
	(h)	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.



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Sample of Sanction letter for conducting STTP from AICTE-ISTE



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Sanction Letter for conducting STTP from AICTE-ISTE

From: **Ravinder Singh** <rsantil1969@gmail.com>
Date: Wed 4 Dec, 2019, 16:54
Subject: STTP-SF
To: <prasadjparulekar@gmail.com>, <joshravi1@yahoo.com>

Sir/Madam,

please find enclosed herewith sanction letter in attachment file for conducting STTP on SF basis.

Thanking you,

ISTE New Delhi



STTP-SF AICTE Sanction Letter 106New-AICTE).doc
1858K

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भारतीय तकनीकी शिक्षा संस्था INDIAN SOCIETY FOR TECHNICAL EDUCATION

(Under the Societies' Registration Act XXI of 1860)

Prof. Vaidya Vijay Dattatray

Executive Secretary

ISTE/Proceedings/STTP-SF/MAH-106/2019-20

December 04, 2019

Proceedings of Executive Secretary, ISTE

Sub.: Sanction to conduct full-time AICTE-ISTE Self Financing orientation/refresher programmes for the year 2019-2020.

Please refer to your proposal for conducting STTP on Self Financing Basis. In this regard it is informed that ISTE has signed MoU with AICTE to conduct Orientation and Refresher programs on Self Financing basis. These programs will be jointly certified by ISTE and AICTE. The aims for the conduct of the programmes are: -

- Updating the knowledge improving organizational and pedagogical skills of teachers.
- To update the knowledge providing an opportunity for interaction and mutual exchange of ideas between teachers interested and/or working in particular areas of specialization.
- Providing an opportunity for teachers to familiarize themselves with modern engineering practices, including the latest technological advances adopted by industry keeping in view the National needs and priorities and relevant technologies.
- Opening up before teachers new vistas in technology at the frontiers of knowledge and the challenges and opportunities these provide to the dedicated and hard working.

It is my pleasure to consider your program under this plan. In this connection sanction is hereby accorded to you for the conduct of the programme on self-financing basis under AICTE-ISTE Self Financing orientation/refresher programme.

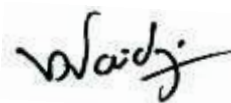
Name of Institution	:	Thadomal Shahani Engineering College Mumbai – 400 050
Topic	:	Leveraging Digital Content to Build Productive Class Room Engagement
Name & Address of Coordinators	:	Mr. Prasad J. P. Mr. Ravindra R. Joshi Asst. Prof. Asst. Prof.
Duration	:	One Week (Minimum 05 Working Days)
Proposed dates	:	07-01-2020 to 11-01-2020

Terms and Conditions:-

- 1 The institution offering the Programmes should be approved by AICTE and must be Institutional Member of ISTE. Institutions having ISTE Faculty Chapter and Students Chapter shall be preferred. There will be no financial commitment on the part of ISTE on account of this programme. The fee of one proposal is Rs. 1180/- (Incl. 18% GST) paid by DD in favour of ISTE New Delhi along with proposal.



- 2 ISTE Life membership is necessary to attend SF programmes. However, If any participant is not having life membership he/she may take membership of ISTE before the starting of the course and apply by paying the fee to the course coordinator at the spot before the commencement of the programme. The Life Membership fee Rs. 3540/- (Incl. 18% GST) to be paid by DD in favour of ISTE New Delhi.
- 3 This will be a full-time program and duration of 1 week/2 weeks/4 weeks.
- 4 A processing and operational charges @Rs.354/- (Incl. 18% GST)per participants including certificate printing and handling and postage charges is to be paid to ISTE Headquarters after the program along with the final report as mentioned in item 6 below.
- 5 The registration fee of the participants may be fixed by the host institution.
- 6 Within 15 days after completion of the Programme the final report including list of participants (with their ISTE Membership Number or filled up application forms/list of non-members with Life Membership fee), detailed schedule of the programme with dates, copy of the course notes, list of resource persons invited with full address, contact details, topics, minimum five photographs and a video CD of selected sessions must be sent to ISTE Headquarters, Delhi along with a combined DD @Rs354/- per participant as mentioned above and membership fee for non-members, if any, in favour of **"ISTE, New Delhi"**.
- 7 As per the guidelines of AICTE, a test will be conducted by the institute at the end of the programme & copy of question paper, result sheet of the successful participants is to be submitted to ISTE. Certificates will be issued to those participants only who have attended the programme and have qualified in the test.
- 8 The EC/SMC Member of ISTE preferably from nearby area may be invited during the STTP.
- 9 Participation Certificates will be issued jointly by ISTE Hqs. & AICTE New Delhi to the participants. Course Coordinator to kindly ensure correctness of the names in the list/soft copy of participant's names to enable ISTE to print names exactly the same as appear in the list provided. ISTE HQs Delhi will send participation certificates back to the course coordinator ISTE will ensure that the certificates shall be issued only to those participants who meet the above norms.
- 10 The Programmes shall be considered for the Career Advancement Scheme of AICTE.



Executive Secretary

To,

The Principal
Thadomal Shahani Engineering College
P.G. Kher Marg, 32nd Road, off Linking Road
TPS, III, Bandra (W), Mumbai – 400 050
Maharashtra State

Copy to:

Prof. Prasad J. Parulekar
Coordinator
Thadomal Shahani Engineering College
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Self-Financing STTPS

There has been a manifold increase in the number of Technical Institutes and the teachers working therein. The number of STTPs being funded by the MHRD/AICTE are not adequate to meet the academic requirements prescribed for Career Advancement Scheme of Technical Teachers and Self Development. Moreover, these STTPs are very essential in order to keep the teachers abreast with the latest developments in their respective fields.

There is a limited budgetary provision for the STTPs under the overall QIP Scheme of the MHRD/ AICTE. Therefore, in order to enable the teachers to enhance their technical competencies and help them to become eligible for Career Advancement opportunities, STTPs on self-financing basis are introduced. The special features of the Self-Financing STTPs are as under:

- These are programmes being conducted locally.
- The participating teacher is not required to take leave.
- The academic schedule of the institution is not affected.
- Boarding & lodging facilities are not required.
- TA/DA expenses are zero.
- The expenses to be incurred on Guest Experts, Instructional Material, etc. could be met by the concerned institute itself.
- The nominal course fee of Rs.300/- per participant to be necessarily paid to the ISTE Headquarters after completion of the programme.

The Member Institutes/Faculty interested in the conduct of Self-Financing STTPs, may please send their proposals alongwith a DD for Rs.1180/- (1000 +180 GST) drawn in favour of ISTE, New Delhi (revision in fee has approved by the Executive Council of ISTE in its 106th EC Meeting) in prescribed STTP proforma on the following address:

The Executive Secretary
Indian Society for Technical Education
Saheed Jeet Singh Marg,
Near Katwaria Sarai, New Delhi – 11 0 016
Phone : 011-26513542, 26963431
Email : istedhq@isteonline.org
Website : www.isteonline.in



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