ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ
I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Dr. S.S. Walia
Registrar

Ref. No. IKGPTU/REG/ 674

Dated 23-05-2019

The Director/Principal,
All affiliated colleges,
I.K. Gujral Punjab Technical University, Jalandhar.

Sub: **Inviting proposals for organizing IKG-PTU & AICTE sponsored Faculty Development Programmes.**

Respected All,

I.K. Gujral-Punjab Technical University is determined to enhance the quality of technical education in the country. In this quest for excellence, the University singed an MoU with AICTE. The objective AICTE-University training program is to conduct training for faculty members to prepare them for being successful in a knowledge society.

By reinstating its vision for the same, the proposals for organizing AICTE & IKGPTU sponsored Faculty Development Programmes during the month of **July 2019 to January 2020** for the academic session-2019-20 are hereby invited by the IKGPTU.

The scheme document and guidelines for organizing such FDP's (attached at Annexure-I). The performa for applying FDP sponsorship is attached with this letter (Annexure - II). The interested institute may send **only one proposal** (hard copy) in the office of Director, IRC-UHVE IKGTPU Jalandhar The soft copy of the same shall be sent at mohitkjain@ptu.ac.in. The last date for the submission of the proposals is up to **May 31, 2019**. Display of the shortlisted proposals will be made available on University web-site.

For any query you may contact Mr. Mohit Jain,@ 94780 98136.

Regards!

23/5/19

(Dr. S.S. Walia)
Registrar

Copy to:

1. I/C Secretariat, o/o Vice Chancellor: For information of Vice Chancellor
2. Director (IRC-UHVE)

"Propelling Punjab to a prosperous Knowledge Society"

ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ
I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Dr. S.S. Walia
Registrar

Ref. No. IKGPTU/REG/ 675

Dated 23-05-2019

The Director/In Charge
Main Campus & Constituent Campuses
I.K. Gujral Punjab Technical University, Jalandhar.

Sub: **Inviting proposals for organizing IKG-PTU & AICTE sponsored Faculty Development Programmes.**

Respected All,

I.K. Gujral-Punjab Technical University is determined to enhance the quality of technical education in the country. In this quest for excellence, the University singed an MoU with AICTE. The objective AICTE-University training program is to conduct training for faculty members to prepare them for being successful in a knowledge society.

By reinstating its vision for the same, the proposals for organizing AICTE & IKGPTU sponsored Faculty Development Programmes during the month of **July 2019 to January 2020** for the academic session-2019-20 are hereby invited by the IKGPTU.

The scheme document and guidelines for organizing such FDP's (attached at Annexure-I). The performa for applying FDP sponsorship is attached with this letter (Annexure - II). The interested institute may send **only one proposal** (hard copy) in the office of Director, IRC-UHVE IKGTPU Jalandhar The soft copy of the same shall be sent at **dr.rajivchauhan@ptu.ac.in**. The last date for the submission of the proposals is up to **May 31, 2019**. Display of the shortlisted proposals will be made available on University web-site.

For any query you may contact Dr. Rajiv Chauhan,@ 94658 84852.

Regards!

23/5/19

(Dr. S.S. Walia)
Registrar

Copy to:

1. I/C Secretariat, o/o Vice Chancellor: For information of Vice Chancellor
2. Director (IRC-UHVE)

"Propelling Punjab to a prosperous Knowledge Society"

Annexure-I

Scheme and guidelines of FDP (Total 5 days' Residential) sponsored by AICTE and IKGPTU

Introduction: - The scheme intends to provide financial assistance to facilitate up-gradation of knowledge, skill and intends to provide opportunity for training to teachers of IKG PTU Main Campus, Constituent Campuses and affiliated colleges of IKG PTU

Core Objective: - The focus of these Faculty Development Programmes is on upgrading the teaching, training and research skills of technical teachers-especially those teachers who have not had an opportunity to acquaint themselves with recent development in teaching and research methods. The Programme enables participants to develop competence in general education as well as in technical education and pedagogy. The objective AICTE-University training program is to conduct training for faculty members to prepare them for being successful in a knowledge society.

Rules and Regulations

- **Duration/Type/Participants-** This FDP will be of five days Residential Program with minimum of 40 participants in any programme. In case of less participation, no financial assistance shall be given by IKGPTU or AICTE. At least 25 participants out of 40 shall be from IKGPTU affiliated institutes, in addition to 25 seats external participation could be allowed.
- **Type of Training-** Each such program shall cover at least one of the subjects run by the University viz. Civil, Mechanical, Electrical, Electronics, Computers, Physics and Chemistry etc. Minimum 3 hours in each program may be kept for training related to Moral Values, Ethics, Behavioral Sciences & Attitude etc. There should be minimum 6 hour training per day, excluding tea and lunch break.
    - It is compulsory for the participants to attend all the sessions of Faculty Development Programmes. Otherwise, the participation certificate will not be awarded.
    - It is mandatory to submit the brief C. V of the resource persons highlighting their contribution in the concerned subject of FDP.
- **Infrastructure-** Being a residential program, the college shall have requisite infrastrucutre viz. Guest house and dining hall etc.
- **Registration Fee-** A registration fee of Rs. 1000/- will be charged from participants, which will be refunded to participants after successful completion of FDP.

Financial Assistance for FDP by IKGPTU & AICTE/ Fund Limits

The maximum total expenditure for conduct of one FDP will be three lac (3.0 Lac only) to be equally shared by AICTE and the University. University will provide a financial assistance of Rs. 1.5 Lac for each FDP to the college after the completion of the programme. A grant of Rs. 1.5 Lac for each FDP from AICTE may be provided in advance. The expenses exceeding the University & AICTE sponsorship will be borne by the concerned institute. The conditions for the FDP are as follow:-

- University will release a grant of 1.5 Lac as an advance per FDP to meet expenditure to the extent of Rs. 1.5 Lac or the actual expenditure.
    - i) Colleges have to provide a TA/DA/Honorarium to the Resource Persons shall be given by the institute as per AICTE, New Delhi/ Central Government rules (not exceeding 20% of 1.5 Lac). Colleges have to submit of the receipt of payment of Honorarium after the programme.
    - ii) Course material to participants

- After conduct of FDP, a grant of Rs. 1.5 Lac will be provided by IKGPTU for the expenditure to the extent of Rs. 1.5 Lac or the actual expenditure, whichever is less, to cover all items of expenditure such as
    - i) Boarding & lodging of participants,
    - ii) Honorarium to program coordinator (Rs. 2500/- Fixed for conduct of one FDP)

Annexure-I

Scheme and guidelines of FDP (Total 5 days' Residential) sponsored by AICTE and IKGPTU

iii) Working expenses (tea/ coffee/ stationary/ certificate/ printing etc.).

Registration Procedure: - The details of the Faculty development Programmes will be displayed at the IKG PTU website and AICTE web portal along with the e-mail ID & Phone Number of the concerned course coordinator. All the participants will register directly to the concerned course coordinator/college. The scanned copy of the registration form will be submitted to the course coordinator at his e-mail. The registration form in original will be submitted to the course coordinator at the commencement of the FDP which will be later on submitted to the University. **AICTE/University shall conduct surprise visits to some institutes while the program is in the progress.**

Cancellation of FDP: - All the Institutes are requested to design the Faculty Development Programme by keeping in view the activity schedule of the teachers in the state. So that maximum participants (at least 40) can be ensured. There will be penalty for cancellation of any FDP without any valid reason.

Submission of Report: After the completion of the programmes the respective course co-coordinators are required to submit the hard as well as soft copy of the report of the programme in the office of Director, IRC-UHVE. The report must include the following documents (in original.

1. Detailed schedule of training program.
2. List of resource persons invited with full address, contact details, topics etc.
3. List of participants attended the training program
4. Copy of question paper and mark sheet for the test conducted at the end of program
5. Minimum five photographs (including group photograph) and a video CD of selected sessions.
6. Registration forms of participants
7. Attendance sheet of all five days (session-wise)
8. Feed-back forms of the participants
9. Media coverage of the programme
10. Complete detail of the resource persons
11. Soft copy of the presentations made during the programme and
12. Original bills of all the transactions made during the programme including Honorarium, TA/DA Bills, refreshment, reading material,
13. Submission of Utilization certificate duly audited by certified Chartered Accountant within 15 days after the end of FDP. etc.

Annexure-II

(Application form for AICTE and IKGPTU sponsored Faculty Development Programme)

(Session 2019-20)

(1).Basic Information:

Title of the FDP	
Proposed Dates	
Name of the Host Institute	
Name of the Course-Coordinator (Attach Brief Biodata)	
Address	
Mobile No	
e-mail ID	

(2).Nameof Institutes in adjoining areas which can sent their faculty in the programme (Course coordinator must get the prior consent of other institutes to have at least 25 participants from other IKG PTU affiliated institutes out of 40 participants)

Name of the Institute	Numbers of Faculty confirmed to participate

(3). Discipline in which applicant institution intends to conduct Faculty Development Programme

Board Area						
Sub-Area						

Head of the Institute

Course Co-coordinator

(4). Relevance of the topic of the FDP selected (in brief)

(5). How will this Training Programme is going to benefit the faculty? (In brief)

(6). Budget Estimate (in Rs.)

Sr. No	Particular	Amount in Rs.
1	Honorarium to Resource Persons	
2	Travelling Allowances to Resource Persons	
3	Course Coordinator Honorarium	Rs. 2500/ (Fixed)
4	Refreshment to external participants	

Head of the Institute

Course Co-coordinator

(7). Whether the Institution/College already conducted FDP or Faculty of the Institute have attended University sponsored FDP in the last three years.(if yes, give details)

(8). Details of Resource Persons (attach separate sheet, if required)

Sr.No.	Name	Affiliated Inst.	Brief Bio data
1			
2			
3			
4			
5			

(9). Course content of the FDP (attach separate sheet, if required)

Days	Session 1	Session 2	LUNCH	Session 3	Session 4
1st					
2nd					
3rd					
4th					
5th					

Head of the Institute **Course Co-coordinator**