

1. Director (C.A.) / D24/2011
2. J.P.C.A.
3. J.P.C.A. (Admin.)
4. D.J. Librarian
5. J. A.

1915 J.P.C.A.

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

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

ਆਈ.ਕੇ.ਜੀ.ਪੀ.ਟੀ.ਯੂ./ਰਜਿ./ਨੋ/ 1495

ਮਿਤੀ: 13.5.16

23/5/16

NOTIFICATION

As per approval of the competent authority the rules & regulations of Faculty Development Programmes as under:

Curriculum

- Maximum numbers of intake in any programme should be 30 Out of this 10 participants should be from the host institute and rest of the participation should be from the other PTU affiliated colleges. It is mandatory to have atleast 25 participants from PTU affiliated Institutes in any faculty development programme for getting any financial assistance form PTU.
- There should be minimum 6 hours 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 recourse persons highlighting their contribution in the concerned subject of FDP.

Financially PTU Assistance for FDP

PTU will pay the Honorarium, TA/DA of the Resource Person/Expenditure incurred on the refreshment of the participants to the college after the completion of programme. The Conditions for the same are the mentioned below:-

- Honorarium to the Resource Persons will be given at the rate of Rs. 1,000/- hour.
- The Honorarium to the course coordinator will be given @ Rs. 2,500/- for the one week programme and the Rs. 5,000/- for two week programme.
- The TA/DA for the Recourse Persons will be given as per University rules the TA/DA for any programme should not exceed Rs. 35,000/-
- No TA/DA to the participants will be given by the University.
- The refreshment Charges will be paid to the host institute at the rate of Rs.100/- per participant per day basis. This will include the lunch and tea for two times. The payment for the refreshment will be done only for the participants and Recourses Persons other colleges excluding Host Institute participants.

(Signature)

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Dated.....23/5/16

- The Host institute may provide accommodation facility to the participants. If available the charge if any, for this have to be borne by the participants themselves or their parent institute.
- For reading materials Rs. 100/- participant will be given by PTU against payment of actual bill.

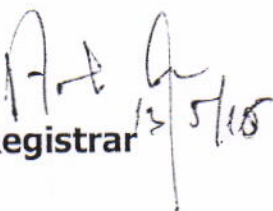
Registration Procedure:-

The details of the faculty development programmes will be displayed at the PTU website along with the e-mail id and 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/her 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. The concerned course coordinator will intimate the status of the registration to the concerned officer of the Punjab Technical University in time for necessary action.

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 can be ensured. There will be penalty for the cancellation of any FDP without any valid reason.

FDP's shall be invited from the colleges every year in the month of June & December.


Registrar 12/5/15

Endorsement No. : 1296-1499

Dated :

Copy to :

1. Secretary to Vice Chancellor: For kind information to Vice Chancellor.
2. All HODs, IKGPTU
3. Finance Officer
3. Office Copy


Registrar