



AICTE-ISTE INDUCTION/REFRESHER PROGRAMMES – 2018-19



ISTE/AICTE-ISTE FDP/1-3513716560/2018-19

March 11, 2020

Dear Sir/Madam,

Sub : Offer letter for conducting the AICTE-ISTE Induction/ Refresher Programmes under AICTE-ISTE MoU – regarding

It is my pleasure to inform you that the proposal submitted by you for the conduct of one week AICTE-ISTE Induction/Refresher Programmes titled **ADVANCED TRAINING PROGRAM ON TEACHING** has been recommended and selected by the scrutiny committee.

It will be highly appreciated if you can communicate your willingness before **March 31, 2020** to conduct the programme in your institution as per the general instructions mentioned below. **Please note that the programme should be completed during the month from June to December, 2020.** The programme schedule will be displayed on the official website of ISTE and no change in date and title of the programme is possible at later. Hence, you are requested to finalise the programme dates and title considering all the related aspects.

- The programme cannot be combined with any other professional body. The Principal sponsor will be AICTE-ISTE and no other major sponsors are allowed.
- The duration of the program should be **six working days** (preferably from Monday to Saturday)
- ISTE will do the certification of these programs jointly with AICTE.
- The coordinator must be a full time regular faculty with adequate experience in teaching and research with publication.
- **The total sanction budget is Rs.3,00,000/- for 40 participants (budget should not exceed to Rs.3,00,000/- under any circumstances)**
- In case the event is cancelled, the funds will be returned back to ISTE immediately alongwith interest accrued on the amount of grant released.
- **A test should be conducted at the end of the programme and the certificates will be issued only for those participants whose attendance is full and should qualify the test.**

General Instructions

- Expenditure should be strictly in accordance with the norms set by AICTE for conducting the Induction/Refresher programmes.

- Institute should submit statement of expenditure after completion of the program duly audited by certified Chartered Accountant Firm.
- Institute should submit following documents along with proceedings of programs within 21 days countersigned by the Coordinator and Principal/Director of the Institute.
 - a) Detailed schedule of training programme.
 - b) List of resource persons invited with full address, contact details, brief resume and topics concerned etc.
 - c) List of participants attended the training program with ISTE Life Membership Number.
 - d) Copy of Test question paper and mark sheet for the test conducted at the end of the program. Test should be at 50 marks and of minimum 1 hr. duration and should cover the topics of the program.
 - e) Few photographs of events (atleast 10 Nos. of photographs on photo paper - size 6" x 4") and video CD/Pen Drive of selected session.
 - f) Brief information about program with Good Photographs for publishing in the ISTE/AICTE Newsletter
 - g) Feedback of all participants with signatures
 - h) Supporting bills/documents and paid vouchers on account of expenses incurred for the purpose alongwith Statement of Expenditure duly certified by Chartered Accountant.
 - i) Report of the programme for submission to AICTE.
- Fund once released/sanctioned for the programme cannot be utilized for any other programs.
- Any change in the schedule of the program, change of coordinator, venue and date would require prior approval, failing which the offer for the grant already issued would be treated as automatically withdrawn.
- Surprise visits will be carried out by AICTE and ISTE officials during conduct of the programs.
- Disbursement of funds:
 - a) 90% amount as advance to Government/Govt. Aided institutions and 10% after submission of UC and all required document.
 - b) 50% amount as advance to self-financing institutions and 50% after submission of UC and all required documents.
- **No. of participants should be 40, in case less no. of participants the sanctioned budget will be reduced accordingly. In case of participants more than 40, no additional funds will be made available.**
- No fee will be charged to the participants.
- One session on Art of Living can be introduced in the program

Resource Faculty

- a) Not more than 20% of Resource Persons (Faculty) should be from the host institute/group of institutions.
- b) Preferably eminent personalities in the field must be invited as resource persons.
- c) Atleast one resource person shall be from industry.

Selection of participants

- i. Each batch should consist of 40 participants
 - ii. Not more than 20% (Max.8) from host institute
 - iii. Remaining participants should be selected giving preference to candidates from nearby districts.
- The “**Willingness Proforma**” attached may be filled in and signed by Coordinator and Principal/Director of the Institution **MUST** reach this office positively **before March 31, 2020** by the fastest mode of communication.

I am sure that this programme will be successful under your able leadership. For further clarification, if any, you can feel free to contact Mrs. Geetha (09911146329) at ISTE Hqrs., New Delhi.

Thanking you,

Yours sincerely,

Sd/-
(Col. B. Venkat)
Director, Faculty Development Cell, AICTE

Sd/-
(Prof. Vijay D. Vaidya)
Executive Secretary, ISTE

To

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AICTE-ISTE INDUCTION/REFRESHER PROGRAMMES – 2018-19



ISTE/AICTE-ISTE Orientation/Refresher Programme/2018-19 January 22, 2021

Dear Sir/Madam,

Sub : AICTE-ISTE Sponsored Induction/Refresher Programs - regarding

Ref. : 1. Our letter dated October 19, 2020.
2. Your consent letter by email to conduct the program.

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Sanction is hereby accorded to the institute to conduct **three programmes in Online Format** on the subject titled **Advanced Training Program on Teaching** during the following dates:

Phase I : **09/02/2021 to 15/02/2021**
Phase II : **02/03/2021 to 08/03/2021**
Phase III : **06/04/2021 to 12/04/2021**

The headwise breakup of each **online programme** will be:

a.	Honorarium for Coordinator	Rs.5,000.00
b.	Honorarium to Experts	Rs.75,000.00
c.	Provision for payment to lab attendant engaged during lab practices	Rs.3,000.00
d.	Miscellaneous charge	Rs.10,000.00
	Total for each program	Rs.93,000.00

You are requested to take steps to conduct the program subject to the following guidelines (as laid down by the AICTE and ISTE):

- **The program duration will be six days.**
- The total budget sanctioned for online program is **Rs.93,000/-** for one week. Expenses should not exceed the prescribed budget provisions.
- Coordinator may use any available software (Google Meet/WebEx/MS Team/ Go to Webinar etc.) for smooth conduction of online FDP and also he/she may explore any other available software.
- Minimum two sessions on inauguration day after inauguration and minimum two sessions before Valedictory function. Institutions/Coordinator will ensure minimum three sessions for remaining four days and one session from that may be utilized for feedback and assessment). Each Session should be of minimum one & half hours.

- Coordinator will be free to invite experts for 1½ 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
- Maximum number of participants allowed is 100 per program and minimum should be 40.
- **Priority should be given to ISTE Life Members. Those who are not member but wish to become member can contact ISTE Office via email: istedhq@isteonline.org/exeseecretary@isteonline.org or to Mobile No.9718905766.**
- **Max permissible participants from host institute is 30%**
- An online test shall be conducted by coordinator at the end of the program.
- **The certificates shall be issued to only those participants who have attended the program with minimum 80% attendance and scored minimum 60% marks in the test.**
- Eminent personalities in the field must be invited as the resource person and minimum one good resource person from industry should be invited during the program.
- Resource persons from outside India are also permitted but no participation from faculty from outside India is allowed.
- Ensure that AICTE officials and ISTE representatives will be invited for the Inauguration and for Valedictory Function of the program. For any assistance you can contact ISTE Office.
- In case the program is cancelled, the funds shall be remitted back by the institute to ISTE immediately along with interest accrued on the amount of grant released.
- Funds once released/sanctioned for organizing the particular topic/ area of FDP cannot be utilized for any other program.
- Maximum honorarium to any session will be Rs. 4000/-. Honorarium is also admissible to the guest called for Inauguration and Valedictory Function.
- 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 also share recording of all sessions and participant's feedback about total online FDP with ISTE.
- Any unavoidable circumstantial change in the Program with respect to name of Coordinator, Venue and date for organizing AICTE-ISTE Program would mandatorily require prior approval from ISTE.

- **Post conduct of the event, the institute will submit the outcomes achieved from the program.**
- You have to follow all norms while conducting the program as laid down for conduction on online mode.
- The fund will be released in two instalments. The first instalment (**50% of the total sanctioned budget in case of Private Institute or 90% in case of Govt. Institute**) will be released before the commencement of the program and the second instalment will be released after the receipt of the documents mentioned below:
- **After completing the program the institute has to send the following to ISTE within 21 days of the completion of the program for each program separately.** Detailed schedule of each training program.
 - Program wise list of resource persons invited with full address, brief bio-data, contact details, topics etc.
 - Program wise list of the total participants registered and the participants who have successfully completed the program on the basis of the attendance and test conducted by program coordinator. (With attendance report , marks obtained and question paper)
 - External hard disc/Pen drive (of online recorded FDP and feedback of few participants) has to be sent for all programs separately.
 - The institute should submit statement of expenditure after completion of the program duly audited by certified Chartered Accountant Firm. The head of expenditure should be in conformity with the sanctioned account heads as mentioned in previous page.
 - **Institute should keep supporting bills/documents in original with them. It should be made available for verification, if required in future.**
 - **Utilization Certificate (U.C.) is to be sent along with photocopy of bills for each program within 21 days after completion of programs along with balance amount and interest accrued, if any to ISTE.**
 - **Institute should submit separate report for each program. Separate Statement of Expenditure must be sent for each programme. However combined U.C. can be sent for all program. Expenditure norms are to be followed strictly for each individual program.**
 - A program completion report for each program along with photographs, videos, media report is to be send after the completion of program.
 - News/Media/Magazine cuttings/clippings if any.
 - Two Copies of proceedings of each program.

- **Supporting copies of bills/documents and paid vouchers on account of expenses incurred for the purpose along with Statement of Expenditure duly certified by Chartered Accountant with their Registered Membership Number.**
- Result of test conducted.
- **Report on the outcome achieved from each program for submission to AICTE.**

Note : All documents should be countersigned by the Coordinator and Director/Principal of the institution.

The institutes will forward the following before the commencement of program

- Link of FDP program brochure or template.
- Link of registration for faculties.
- Details of the program, day wise
- List of resource persons with topic

Before one of the session:-

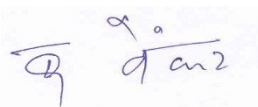
- Response sheet of participants received for considering total number of participant.

From Day 1 to till end (every day before and after session day)

- Link of invitation of every session with password for joining to be shared with AICTE and ISTE.
- Attendance in respective online tools of attendee in screen shot or other format.
- Output response/ any test conducted every day or end of the STTP/FDP.
- Result of test conducted
- Response sheet of feedback of attendees on last day

I am confident that the program being organized at your institute under your able leadership would be a grand success. Assuring you the best cooperation from our end at all times.

With best regards,



(Col. B. Venkat)

Director, Faculty Development Cell, AICTE



(Prof. Vijay D. Vaidya)

Executive Secretary, ISTE

To

Dr. G. Charles

Professor, CSE

Malla Reddy Engineering College (autonomous)
Secunderabad – 500 100 (Telangana)