

**CENTRE FOR FACULTY & PROFESSIONAL DEVELOPMENT**  
**ANNA UNIVERSITY**  
**CHENNAI-25**

**PHYSICAL – SIX DAY FACULTY DEVELOPMENT TRAINING PROGRAMMES**  
**(SUMMER 2023)**

(Affiliated Engineering Colleges)

**Scheme Document**

**Table-1:** General Information

<b>Course Fee</b>	Nil (Participation fee shall not be collected)
<b>Course Duration / Mode</b>	<b>Six days - Physical</b> Faculty Development Training Programmes from June 2023
<b>Target Group</b>	<b>Faculty Members</b> working in Engineering Colleges <b>Affiliated to Anna University</b> are only eligible to attend this Physical Faculty Development Training Programme.
<b>Total No of Participants</b>	<b>Minimum 40 &amp; Maximum 50</b> (Including Internal Participants)
<b>Participant Selection criteria</b>	<ol style="list-style-type: none"> <li>i. Participants should be selected on the first-come-first-served basis.</li> <li>ii. Priority should be given to junior faculty, Assistant professor &amp; Associate Professor, Professor.</li> </ol>
<b>Resource Person</b>	All sessions shall be preferably conducted with the support of external faculty members from IIT / Central / State-funded institutions / Eminent persons from established institutions or people from the industry & International Universities.
<b>Remuneration to Resource Person</b>	<ol style="list-style-type: none"> <li>i. Each External resource person can claim maximum four sessions only</li> <li>ii. Internal Resource Persons including the coordinators are permitted to claim a maximum of <b>8 sessions</b> only</li> </ol>
<b>Certificate Eligible</b>	The Certificate will be issued only for those participants who have secured at least ✓ 80% Attendance and 60% marks in the test
<b>Coordinator</b>	Maximum <b>Two</b> Faculty Members at the level of Professor / Associate Professor / Assistant professor
<b>Financial assistance</b>	Maximum financial assistance of <b>Rs.35,000/- (Rupees Thirty Five Thousand only)</b> will be released after submitting the program completion report, as in table 3 & 5
<b>Eligibility to Apply</b>	Maximum of 3 Proposals are invited from the Principals of Affiliated Engineering Colleges
<b>Programme Details</b>	FDTP - Summer 2023 for the subjects to be offered at Affiliated Engineering Colleges as per the Anna University syllabus of B.E. / B.Tech. / B.Arch. (i.e. July-December 2023) Academic Session. ✓ R-2021 (odd Semester Courses) ✓ R-2017 (odd Semester Courses)
<b>Important Dates</b>	<b>Registration: 20.05.2023 to 07.06.2023</b> <b>Last date Submission: 10.06.2023 (Hard copy of proposal)</b>
<b>Submission of Proposal</b>	<ol style="list-style-type: none"> <li>✓ Through <a href="https://forms.gle/qfqs6UNJ4XnJ6P6B7">https://forms.gle/qfqs6UNJ4XnJ6P6B7</a></li> <li>✓ After the registration, the completed registration form will be delivered to your registered e-mail.</li> <li>✓ The hard copy of proposal should be sent along with necessary Annexures I, II, III and IV (registration form as first page) to the Director, Centre for Faculty &amp; Professional Development, Anna University, Chennai-600 025</li> </ol>

<b>Subject Priority</b>	<ul style="list-style-type: none"> <li>✓ <b>Theory Subject</b></li> <li>✓ <b>Laboratory courses based on theory subject</b></li> </ul>
<b>Special Sessions for Programme</b>	One or two session should be devoted to Engineering Education: Pedagogical Issues, Outcome-based education , Design of Experiments, Design of question paper with rubrics, Development of E-content & MOOCs by availing services of experts (from NITTTR-Chennai, Teaching Learning Centre-IITM, Eminent persons, AICTE, NBA & other recognized resource centers)
<b>Submission of content for e-content repository at CFPD</b>	<ul style="list-style-type: none"> <li>✓ Interesting lecture sessions can be recommended by the college to CFPD (with certifying avoidance of copyright infringement) to include into E-content library repository at CFPD Anna University.</li> <li>✓ Inclusion of E-content into CFPD repository is based on recommendation by selection committee after academic scrutiny of the content provided the recorded content is with Full HD standard audio-video quality.</li> </ul>

**Table-2:** The time schedule for the programme is given below.

Session I	Session II	Session III	Session IV
9.00 a.m. to 10.30 a.m.	10.45 a.m. to 12.15 p.m.	1.30 p.m. to 3.00 p.m.	3.15 p.m. to 4.45 p.m.

**Table-3:** The expenditure norms for the conduct of FDTP in six days are given below:-

Details	Norms	Total amount restricted to (Rs.)
(A). Remuneration to Resource Person (Theory)	Rs.1,500/- per session for (1½ hours)	<b>33,000/-</b>
(B). Remuneration for Conducting Practical Session.	(i) Rs.1,000/- per session for (1½ hours) for Resource Person. (ii) Rs.500/- per session for (1½ hours) for Supporting Staff.	
Contingencies (Postage, Banner & Course Material)	Original Actual Bills	<b>2,000/-</b>
<b>Total</b>		<b>35,000/-</b>

Note: The hospitality to participants & other expenditure for program must be borne by Host Institutions.

**Table-4:** Recorded video submission for E-content (in Full HD quality)

<b>Theory Subject</b>	<p>Theory Subject discussions with inclusion of video (Full HD quality) based Demonstrations:</p> <ul style="list-style-type: none"> <li>✓ Using CASE-Computer Aided Software Engineering packages/Simulators/Emulators / CADD, etc., Tools</li> <li>✓ Solving analytical problems</li> <li>✓ Video discussing on emerging technology / scope for entrepreneurship development in the domain</li> </ul>
<b>Laboratory courses based on theory subject</b>	<p>Laboratory courses based on theory subject with explanations that include demonstrations of experiment to be pre-recorded well ahead so as to display during lecture session</p> <ul style="list-style-type: none"> <li>✓ Lab experiments</li> <li>✓ Operating processes in lab / industry / site</li> <li>✓ Working Experiments, sophisticated lab</li> </ul>

Note: Co-ordinators / resource persons required to certify video content preparation and avoid plagiarism & copy-right infringements

**Table-5:** Program Completion Report Submission within 15 days, after program completion

<p><b>Program Completion Report</b> <i>(Soft PDF copy in CD &amp; hard Copy)</i></p>	<ol style="list-style-type: none"><li>i. Brochure form</li><li>ii. One-page report of the programme</li><li>iii. Detailed schedule of the training programme</li><li>iv. List of resource persons invited with full address, contact details and the topic</li><li>v. The List of participants with designation, department name, college name with full address</li><li>vi. Participant's Physical attendance sheet</li><li>vii. Collated image with college name, programme title, duration &amp; minimum of six selected photograph (hard copy of color poster in A4 size)</li><li>viii. Course material in Power Point (Given by Expert - Only soft copy)</li><li>ix. Signed copy of coordinators Declaration form and Participants declaration &amp; feedback form</li><li>x. Copy of the question paper, consolidated mark sheets for the Physical test conducted at the end of Programme</li><li>xi. Consolidated statement of expenditure &amp; utilization certificate with related original payment receipt duly certified by the coordinator</li></ol> <p><i>Note: The submission of Attendance, Consolidated Mark Sheet, Declaration, Feedback form should be in the same name order as in the participant list.</i></p>
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**Director, CFPD**