

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

**Six-Day Physical Mode - Faculty Empowerment Programmes**  
**Phase-I: 2023**

(University Departments, Constituent Colleges, Regional Office & Government 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 Faculty Empowerment Programmes June-October 2023</b>
<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 mode Faculty Empowerment Programme.
<b>Total No of Participants</b>	<b>Minimum 40 &amp; Maximum 50</b> (Including Internal Participants)
<b>Participant Selection criteria</b>	<ul 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> <li>iii. 10% of teaching assist supporting departments, recommended by HoD/Director of Centre.</li> </ul>
<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>	<ul 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>12 sessions</b> only</li> </ul>
<b>Certificate Eligible</b>	The Certificate will be issued only for those participants who have secured at least <ul style="list-style-type: none"> <li>✓ 80% Attendance and 60% marks in the test</li> </ul>
<b>Coordinator</b>	Maximum <b>Two</b> Faculty Members at the level of Professor / Associate Professor / Assistant professor
<b>Financial assistance</b>	<ul style="list-style-type: none"> <li>✓ Initial financial assistance of <b>Rs.55,000/- (Rupees Fifty Five Thousand only)</b> will be released as advance.</li> <li>✓ After submitting the program completion report, as in table 3 &amp; 5 , the balance amount shall be issued as per norms with due audit approval.</li> </ul>
<b>Eligibility to Apply</b>	Maximum of 3 Proposals are invited from the University Departments HoD/Director and Dean/Principal of Constituent Colleges, Regional Office & Government Engineering Colleges
<b>Programme Details</b>	Faculty Empowerment Programme - Phase-I for year 2023 for the subjects to be offered at institutions for odd semester as per the Anna University syllabus of B.E. / B.Tech. / B.Arch. <b>(i.e. as per current regulations - Academic session during 2023 July-December).</b> <ul style="list-style-type: none"> <li>✓ Verticals enlisted in Regulation R-2021 onwards (for odd semester)</li> <li>✓ R-2021 (odd Semester Courses)</li> <li>✓ R-2017 (odd Semester Courses)</li> </ul>
<b>Important Dates</b>	<b>Registration: 12.06.2023 to 26.06.2023</b> <b>Last date Submission: 30.06.2023 (Hard copy of proposal)</b>

<b>Submission of Proposal</b>	<ul style="list-style-type: none"> <li>✓ Through <a href="https://forms.gle/nvCXt6WCj7n84Z9u6">https://forms.gle/nvCXt6WCj7n84Z9u6</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> </ul>
<b>Subject Priority</b>	<ul style="list-style-type: none"> <li>✓ <b>Verticals as per recent regulation</b></li> <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 Empowerment programme in six days are give below:-

Sl. No.	Details	Norms	Total amount restricted to (Rs.)
1.	Remuneration to Resource Person	Rs.1,500/- per session of 1½ hours (Rs.1,500 x 22 session for 6 days)	33,000/-
2.	Remuneration to Programme Supporting Persons.	Rs.1,500/- per programme.	1,500/-
3.	TA to External Resource Person	Rs.3,000/- per programme	3,000/-
4.	Course material	Rs.50/- per participants	2,500/-
5.	Hospitality	1. Tea and snacks for 6 days (Morning and Evening)  2.Lunch 2 days only (First & Last Day of Programme)	27,000/-
6.	Working Expenses (Hall & Lab Arrangements, Exhibits, Rentals, Banner, Outsourcing facility, Postage, Mementos etc.,)	Bills	8,000/-
Total			<b>75,000/-</b>

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

<b>Theory Subject</b>	Theory Subject discussions with inclusion of video (Full HD quality) based Demonstrations: <ul style="list-style-type: none"> <li>✓ Using CASE-Computer Aided Software Engineering</li> </ul>
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	<p>packages/Simulators/Emulators / CADD, etc., Tools</p> <ul style="list-style-type: none"> <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> (Scanned PDF document copy in CD &amp; All document hard Copy Originals)</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**