



GUJARAT TECHNOLOGICAL UNIVERSITY

announces

FACULTY DEVELOPMENT PROGRAMME

(Jointly sponsored by AICTE & GTU)

(Inviting Proposals from GTU affiliated colleges for F.Y. 2019-20)

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1. ELIGIBILITY

All teachers from AICTE approved institution affiliated with the GTU are eligible to participate.

2. DURATION /TYPE / PARTICIPANTS:

- The GTU-AICTE FDP / training programme will be of **five days' residential programme with minimum 40 participants.**
- Proposals are invited from all disciplines (Engineering, Management, Computer Application, Pharmacy and Architecture) for F.Y. 2019-20.
- GTU shall conduct 10 such FDP / training programmes in financial year 2019-20.

3. BROAD AREA TO CONDUCT FDP

- Examination reforms
- NBA / NAAC / Quality assurance in education sector
- Latest Technology in concerned domain
- To enhance practical application along with theoretical knowledge
- Skill enhancement programme
- Any other related area as per new curriculum of AICTE

4. FUND LIMITS

The maximum total expenditure for conducting one training programme will be **Rs. three lakhs only to be equally shared by AICTE and GTU.**

4.1 AICTE will release a grant of Rs. 1.5 lakhs to GTU per training programme to meet the expenditure to the extent of **Rs. 1.5 lakhs or the actual expenditure, whichever is less** on

- TA/DA/ Honorarium to Resource Persons (**Honorarium not to exceed 20% of the total expenditure incurred on conduct of one such training programme**)
- TA to outstation participants
- Course material to participants

4.2 GTU will met from its own funds, the expenditure to the extent of **Rs. 1.5 lakhs or the actual expenditure, whichever is less**, to cover all items of expenditure such as

- Boarding & Lodging of participants
- Honorarium to Programme Coordinator (**not to exceed 1% of the total expenditure incurred on one such training programme**)
- Working expenses (stationery /certificate /printing)

5. PROCEDURE TO APPLY FOR THE SCHEME

- **For financial year 2019-20:**

Duration to send proposals	1st June, 2019 to 30th June, 2019
Duration for scrutiny	1st July, 2019 to 10th July, 2019
Declaration of selected proposals	2nd week of July, 2019
Duration to conduct FDP	15th July, 2019 to 15th March, 2020

Received proposals shall be reviewed by 'Proposal Review Committee' formed by GTU in presence of representative nominated by AICTE to find suitability of proposals.

6. CERTIFICATION

- GTU will do the certification of these programmes jointly with AICTE. ***It is mandatory to conduct test after completion of FDP / training programme by host institute.*** GTU will ensure that the certificates shall be issued only to those participants, who qualify the test.
- AICTE shall conduct surprise visit to some institutes while the programme is in progress.

7. SUBMISSION OF DOCUMENTS (MANDATORY)

Institutes are required to submit following documents **with sign and stamp of Principal / Director to GTU in a given order within 15 days** of completion of FDP / training programme:

- a. Audited statement of expenditure/ Utilization Certificate signed by practicing Chartered Accountant along with original bills as per **Annexure - II**
- b. Details of TDS on college letter head with signature and stamp. (**Annexure - III**)
- c. Summary Sheet of Expenses (with bifurcation under each category)
- d. Date wise summary sheet of TA and honorarium for all experts
- e. Detailed schedule of FDP / training programme.
- f. List of resource persons invited with full address, contact details, topics, etc.
- g. List of participants (having signature for all days) attended the FDP / training programme.
- h. Copy of question paper and mark sheet for the test conducted at the end of programme.
- i. CD (Having Brochure, Report of FDP with 8-10 photographs, video for selected sessions, Scanned copy of signed Utilization Certificate)

NOTE:

- *TA is applicable as per GTU norms (submit TA /Honorarium in GTU format)*
- *Submit copy of RC book along with TA form (show relationship if expert's name differ from the name mentioned in RC book), If applicable*
- *Attach toll tax receipts (Outstation participants & experts), if applicable*
- *DA is not allowed if institute is providing food.*
- *Proper bills need to be enclosed having following details - Name of institute, date of issue, name of items purchased, quantity of items, rate per unit and total amount*

8. PROCEDURE TO RELEASE THE GRANT

- The payment will be done in two parts. **In first part, GTU will release the fund to the extent of Rs. 1.5 lakhs or the actual expenditure, whichever is less within 3 months of receiving the documents.**
- If university finds any discrepancy in submitted bills / documents at any stage before / after releasing the funds, it reserves the right to take any action against institute.
- Gujarat Technological University shall submit yearly report, statement of expenditure and Utilization Certificate to AICTE for sanctioned grants **within a month at the end of each financial year** duly audited by a certified Chartered Accountant firm. The accounts shall be open to inspection by the officials of AICTE and an audit by the Statutory Auditors.
- AICTE shall release its contribution (to the extent of Rs. 1.5 lakhs or the actual expenditure, whichever is less) towards the expenditure for the conduct of such FDP /training programmes in favor of Gujarat Technological University as admissible. **Second part of payment will be released by GTU to institutes within one month of receiving the same from AICTE.**
- **Tax will be deducted as per Government norms. It is mandatory to submit TDS details by the host institute.**
- **GTU will not provide any advance amount to host institute.**

9. BROCHURE TO UPLOAD ON GTU WEBSITE:

- When the proposal is approved by university, host institute has to send brochure of FDP / training programme (PDF file) to upload on GTU website well in advance.
- Brochure of FDP / training programme should contain logo of GTU on left hand side (Top of the Page), logo of the AICTE on Right hand side and logo of institute in middle with a caption of 'Jointly sponsored by GTU & AICTE'.
- Registration form (with Google Docs link) should be attached in the brochure as the FDP will be open for participation of all GTU faculty members.

10. OTHER TERMS & CONDITIONS

- GTU/AICTE reserves the right to accept/reject the proposal. Institutes cannot claim for any kind of reimbursement from GTU /AICTE only by submitting the proposal.
- GTU/AICTE will not bear any expenses other than approved in budget. The additional expenses over the budget limit of Rs. 3, 00,000 / expenses for additional items which do not fall under the given categories shall be borne by the host institute, if any.
- **Institutes are not allowed to charge registration fees from the participants.** However, to ensure the participation, institute may charge some nominal **refundable fees**.
- One institute can send maximum one proposal to conduct FDP / training programme as host institute in one financial year.
- It is mandatory to invite 60% speakers/ subject experts from other institutes/ organizations. Remaining 40% experts / speakers may be from the host institute.
- University reserves the right to withdraw this scheme of grant at any point of time without prior notice.

11. CONTACT DETAILS:

Contact Details (Administrative Work)

Conference Section

Gujarat Technological University
Email Id: financialgrant@gtu.edu.in
Contact Number: 079-23267543

Mobile Number: 9099060336 (10:30 a.m. to 6:10 p.m. only on working days)

Conference Section Head

Dr. Sarika Srivastava

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Chandkheda, Ahmedabad, Gujarat (INDIA), Pincode – 382424
Website: <https://www.conference.gtu.ac.in/>

GUJARAT TECHNOLOGICAL UNIVERSITY



FACULTY DEVELOPMENT PROGRAMME (Jointly sponsored by AICTE & GTU)



Annexure- I (APPLICATION FORM)

A. Institute* Details for the Programme (*Institute must be GTU affiliated.)	
GTU College Code(Mandatory)	
Name of Host Institute	
Type of Institution	Government / Grant-in-Aid / Self - financing
Geographical Coverage of FDP	State Level / National Level /International Level
Address (Full postal address)	
Institute Email ID	
Principal Email ID	
Principal Contact number	
Telephone number (/s) with STD code	
B. Details of the Coordinator for Programme	
Name of Coordinator	
Faculty/ Department	
Appointment Type (Preference will be given to GTU endorsed staff only, Provide endorsement letter)	
Coordinator's mobile number	
Coordinator's email ID	
C. Details of the Programme	
Title of the proposed FDP/Training programme	
Tentative dates of the programme	
Technical area/Discipline(/s) of the programme	
Branch/Department under which programme is to be conducted.	

D. Credentials of the Coordinator for Programme

PG			PH.D.	
Teaching Experience (in years)			Industrial Experience (in years)	
Research Experience in years			Details of awards (Attached as an annexure -)	
No. of Students guided	PG		Details of patents (Attached as an annexure -)	
	PhD			
Awards	State		Details of programmes (Attached as an annexure -)	
	National			
No. of Patents registered If Yes, give details			Relevant experience of conducting similar programmes funded by AICTE/ISTE	

E. Credentials of the Organizing Institute for Programme

Number of years in existence		Years as Accredited institute	
Number of UG programmes accredited		Number of PG programmes accredited	
Year of Accreditation (UG)		Year of Accreditation (PG)	

F. Credentials of Programme

Benefits to Faculty members/ participants (250 words)	(Attached as an annexure -)
No. and level of participants (150 words)	(Attached as an annexure -)
No. & level of Guest speakers (150 words)(CV of Expert/Speaker)	(Attached as an annexure -)
List the names and addresses of outside faculty members /experts to be involved.(Preference should be given to faculty members of from IITs & NITs)	(Attached as an annexure -)
Details of available subject expert faculty members/specialists within the institute (150-200 words)	(Attached as an annexure -)

G. Estimated Budget		
Grant provided by GTU for following items -		
Sr. No	Particulars	Amount (in Rs.)
1	Boarding & Lodging to the participants	
2	Honorarium to Course/Programme Coordinator	
3	Working expenses	
A.	Total estimated budget (expected from GTU)	
Grant provided by AICTE for following items -		
4	TA/DA to Resource Persons	
5	Honorarium to Resource Persons	
6	TA to outstation participants	
7	Reading/Course materials to participants	
B.	Total estimated budget (expected from AICTE)	
Total Estimated Budget (A + B)		

*** Grant will only be released against above mentioned heads. Institute is not allowed to do changes.**

We have read all the conditions of application for the FDP/training programme and fully understand all the rules. We hereby declare that all the details furnished above in the application form is true and correct to the best of our knowledge and belief. If at later stage, it is found that furnished information is wrong, we are aware that the application stands cancelled. Further, we will be subjected to legal and/or penal action as per the provisions of the law.

(1) _____
Name and Signature of Coordinator

(2) _____
Name and Signature of Head of Institution
With Seal

Place:

Date:

GUJARAT TECHNOLOGICAL UNIVERSITY
FACULTY DEVELOPMENT PROGRAMME (JOINTLY SPONSORED BY AICTE & GTU)
Annexure - II
FORMAT FOR STATEMENT OF EXPENDITURE / UTILIZATION CERTIFICATE

- AICTE File No:
- Name of Host Institute:
- Title of the Programme:
- Name of the Coordinator:
- No. of Participants:
- Duration of the Programme (with dates):
- Grant sanctioned: 1.5 lakh by GTU and 1.5 lakh by AICTE (*Refer Point No. 4.1 and 4.2*)

Sanction No. and Date	Details of expenditure incurred item wise	Amount Rs.(in each Head)
	Details of expenditure for reimbursement by GTU: 1. Boarding and Lodging to the participants 2. Honorarium to Course/Programme Coordinator 3. Working Expenses	
	A. Total amount claimed from GTU	
	Details of expenditure for reimbursement by AICTE: 4. TA/DA to Resource Persons 5. Honorarium to Resource Persons 6. TA to outstation participants 7. Reading/Course materials to participants	
	B. Total amount claimed from AICTE	
	Total expenditure / amount claimed (A + B)	
	Grant Received (Max. Limit or Estimated Expenditure)	
	Balance to be Received	

**Original bills (separately for 'Part A' and 'Part B') are attached for verification.*

(3) _____
 Name and Signature of Coordinator with
 Seal

(4) _____
 Name and Signature of Head of Institution
 With Seal

(5) Signature (with seal) of the Finance officer
 /Auditor/Accounts Officer
 (If it is Govt./Govt. Aided Institute)

(6) Signature of Chartered Accountant:
 Name of Chartered Accountant:
 Membership No:
 Rubber Stamp:
 Full Address:
 Date:

GUJARAT TECHNOLOGICAL UNIVERSITY

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Annexure – III

TDS FORM

< On Institute's Letter Head >

Name of FDP/Training Programme:

Date / Duration of Programme:

Party Name :- ABC	Amount (Rs.)
Invoice Amount	*****
-Less TDS (mention under which section deduction is made and % of deduction)	****
Net Payable Amount	*****
Amount Paid by Cash/Cheque no.	

.....
Signature of Coordinator

.....
Signature of Head of Institution(with stamp)

.....
Name of Coordinator

.....
Name of Head of Institution (with stamp)

Date:

Place: