



**Veer Madho Singh Bhandari Uttarakhand Technical University
Dehradun (Uttarakhand)
Regulations for
FACULTY DEVELOPMENT PROGRAMME (FDP) SCHEME**

1		Objectives
	(a)	The Faculty Development Programme (FDP) intends to facilitate up-gradation of knowledge, skill and intends to provide opportunities for training to teachers employed in different affiliated/campus institutions offering programmes in the disciplines of Engineering & Technology, Pharmacy, Hotel Management & Catering Technology, Law, Management, Architecture, Town Planning, and other domains in which programmes are run in the University.
	(b)	The FDP scheme is designed to enhance the teaching and other skills of the faculty. And to make them aware about modern teaching tools and methodologies. It will provide an opportunity to acquire knowledge about current technological developments in relevant fields and motivate the faculty to achieve competitive teaching and learning environment, thus channelizing development with respect to academic qualifications and personal matters.
2		Eligibility
	(a)	AICTE approved affiliated Institutions / campus institutions of the University are entitled for the financial assistance on reimbursement basis.
	(b)	Coordinator must be a full time regular faculty with adequate experience in teaching and research with publications.
	(c)	Maximum 5 proposals per discipline per year would be considered. Discipline refers to Engineering & Technology, Pharmacy, Hotel Management & Catering Technology, Law, Management, Architecture, Town Planning, and other domains in which programmes are run in the University
3		Duration of Project
	(a)	The proposed/approved FDP shall be conducted within six months from the date of receipt of offer letter. The Duration of the FDP shall be maximum 10 days i.e. 2 weeks.
4		Limit of financial support on reimbursement basis
	(a)	Rs. 7 Lakh
5		Disbursement of the Funds
	(a)	After submission of all required documents for reimbursement as per University rules.
6		Types of Faculty Development Training
	I.	Pedagogical Training
	II.	Subject Domain related Training
	III.	Training related to Moral Values, Ethics, Behavioural Sciences & Attitude, or other domain as decided by the University.

7		Processing Methodology:
		The proposal shall be assessed by an Expert Committee constituted by the University as follows:
	(a)	Three member expert committee comprising of one Professor and two members not below the rank of Associate Professor nominated by Vice Chancellor.
	(b)	At least one member among the experts shall be from the concerned discipline.
8		Terms and conditions
	(a)	For conducting a FDP following is essential: (i) Offer letter of University for conduct of the FDP. (ii) An acceptance letter by the Institute in response to the offer letter.
	(b)	Funds once sanctioned for organizing the particular topic/ area of FDP cannot be utilized for any other programme.
	(c)	Usually there will be one Coordinator, however there can be one Co-Coordinator for holding FDP and Coordinator, Co-Coordinator, and Director of organizing Institute will be collectively responsible for smooth conduction of FDP as per norms. Coordinator assisted by Co-Coordinator, if any will be primarily responsible for execution of activities under superintendence of Director of the Organizing Institute. Any change in the schedule for holding FDP, change of Coordinator's name, venue and date would require prior approval of the University, failing which the offer for the FDP already issued would be treated as automatically withdrawn.
	(d)	The funds under the scheme are released in two installments. (a) The reimbursement of expenditure incurred in conducting FDP will be made after the receipt of the following documents. (i) Feed-back of the participants with signatures; (ii) Photographs of the Conducted events. (iii) Supporting bills/documents and paid vouchers on account of expenses incurred for the purpose as per rules paid down by University. (iv) Copies of proceedings. (v) These should be counter signed by the Coordinator(s) and Director/Principal of the Institute concerned.
	(e)	The University/Institution should submit the documents necessary for release of 1 st installment within 15 days of receipt of the offer letter and document necessary for release of 2 nd installment within 1 month of the conduct of the event.
	(f)	Minimum number of participants in FDP should be 30 participants. Participants will be provided with working Lunch only on programme days. The arrangement for the stay shall be made by the host Institute, however the University will not be reimbursing the cost of such stay in the affiliated Institutions.
	(g)	The University shall sanction a maximum grant of Rs.7.0 Lakh to conduct one Programme. The expenditure under the Heads 'Honorarium to Course Coordinator and Co-Coordinator' and 'Honorarium to Resource Persons' shall not exceed 1% & 20% respectively of the total sanctioned grant for the Programme. However, overall expenditure shall not exceed the funds sanctioned for the Programme.



Veer Madho Singh Bhandari Uttarakhand Technical University Dehradun (Uttarakhand)

Proforma for Application under FACULTY DEVELOPMENT PROGRAMME SCHEME

1	Institute Details	
(a)	Institute Code :	
(b)	Name of the Institute	
(c)	Name of Director	
(d)	Contact details	
(e)	Email	
(f)	Mobile No.	
(g)	Telephone	
(h)	Number of FDP sanctioned but not completed in last 5 years	
(i)	Number of FDP applied for in last 5 years	
(j)	Academic Session in which Application is being submitted	
“Sorry, the Institutions who have not completed FDP despite being sanctioned would not be considered”		

2	Details of the Coordinator		
(a)	Faculty ID as per UMS		
(b)	Name of the Coordinator		
(c)	Department		
(d)	Appointment Type	<i>Regular</i>	<i>Contractual</i>
(e)	Contact details	<i>Mobile No.</i>	<i>Email</i>
“Only Full time Regular faculty can apply for conducting FDP.”			

3	Details of the Co-Coordinator		
(a)	Faculty ID as per UMS		
(b)	Name of the Coordinator		
(c)	Department		
(d)	Appointment Type	<i>Regular</i>	<i>Contractual</i>
(e)	Contact details	<i>Mobile No.</i>	<i>Email</i>
“Only Full time Regular faculty can apply for conducting FDP.”			

4	Details of the Faculty Development Program proposal	
(a)	Title of the Faculty Development Program (FDP)	
(b)	Number of Participants	
(c)	Duration (10 days for 2 weeks, 5 days for 1 week, and 3 days for Short term FDP)	
(d)	Tentative dates of the FDP	
(e)	Technical Field of the FDP	
(f)	Department under which FDP is to be conducted	

	"The coordinator must be from the same department under which FDP is to be conducted"
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5	Credentials of Coordinator
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	Parameter/ Criteria	Instructi ons for Input by Institute	Input by Institute	Max. Marks	Criteria for Marks to be Awarded	Marks Awarded by the Experts
(a)	PG	<i>Select Yes/No</i>		1	<i>Yes = 1 mark No=0 mark</i>	
(b)	Ph. D	<i>Select Yes/No</i>		3	<i>Yes = 3 mark No=0 mark</i>	
(c)	Teaching Experience in years	<i>Enter Years</i>		3	<i>1 year= 1 mark 2 to 5 years= 2 mark More than 5 years=3 marks</i>	
(d)	Research Experience in years	<i>Enter Years</i>		4	<i>1 to 5 years= 2 mark More than 5 years=4 marks</i>	
(e)	Industrial Experience in years	<i>Enter Years</i>		2	<i>1 year= 1 mark More than 2 years = 2 marks</i>	
(f)	Papers published in national Journals in last 5 years	<i>Enter Number</i>		2	<i>1 to 3 publications= 1 mark More than 3 publications=2 marks</i>	
(g)	Papers published in International Journals during last 5 years	<i>Enter Number</i>		2	<i>1 to 3 publications= 1 mark More than 3 publications=2 marks</i>	
(h)	Number of Ph. D students Guided	<i>Enter Number</i>		3	<i>1 Ph. D. guided = 1 mark 2 Ph. D. guided = 2 marks More than 2 Ph. D. guided = 3 marks</i>	
(i)	Membership of the Professional/ Learned Bodies/ Societies	<i>Select Yes/No</i>		2	<i>Yes = 2 mark No=0 mark</i>	
(j)	Awards	<i>Select Yes/No</i>		1	<i>Yes = 1 mark No=0 mark</i>	
(k)	Number of Patents Registered	<i>Select Yes/No</i>		1	<i>Yes = 1 mark No=0 mark</i>	
(l)	Relevant experience of conducting / coordinating similar programmes funded by AICTE and other funding agencies in past three years	<i>Select Yes/No And enter Numbers</i>		1	<i>Yes = 1 mark No=0 mark</i>	
		Sub Total		25		

6						
Credentials of Organizing Institute						
	Parameter/ Criteria	Input by Institute	Input by Institute	Max. Marks	Criteria for Marks to be Awarded	Marks Awarded by the Experts
(a)	Type of Institute: (Whether selected under TEQIP)	Enter Yes/no		3	Yes = 3 marks No = 0 Marks	
(b)	Number of Years in existence	Number		3	1 to 5 years= 1 marks 10 to 20 years= 2 marks More than 20 years= 3 marks	
(c)	Number of courses Accredited in the Institute.	Enter Number		4	1 course = 2 marks> 2 to 5 courses = 3marks> <more than 5 courses = 4 marks>	
			Sub Total	10		

7						
Credentials of Organizing Department						
	Parameter/ Criteria	Input by Institute	Input by Institute	Max. Marks	Criteria for Marks to be Awarded	Marks Awarded by the Experts
(a)	Level of the course under which FDP is to be conducted	Enter UG/PG		5	<if UG= 3 marks PG= 5 marks>	
(b)	Whether the course under which the proposal is submitted, accredited by NBA?	Enter Yes/No		5	<if yes= 5 marks No= 0 marks>	
			Sub Total	10		

8					
Credentials of Faculty Development Program					
	Parameter / Criteria	Input by Institute		Max. Marks	Marks Awarded by Experts
(a)	Objectives & Context (300 words)			15	
(b)	Relevance (200 words)			10	
(c)	Benefits to Faculty (150 words)			10	
(d)	Expected Outcome (150 words)			10	
(e)	No and Level of participants (150 words)			5	
(f)	No and level of Guest Speakers (150 words)			5	
	Sub Total			55	
	Grand Total			100	

9 Budget Estimates				
	Head of expenditure	% of total amount to be allocated	Assistance requested from University in Rs.	Amount Recommended by experts in Rs.
(a)	Boarding & Lodging to the resource persons	18		
(b)	Honorarium to Course Coordinator & Co-Coordinator	02		
(c)	Reading material to Participants and Stationery	10		
(d)	Honorarium to Resource Persons (Maximum Rs. 5000/- per person per day)	30		
(e)	TA/DA to resource persons including two outstations resource persons	20		
(f)	Working expenses (reprographic services, services, postage, transport, daily wages, tea/coffee, working Lunch etc.)	20		
	Total	100	Total (Not more than Rs. 7 lakhs) =	

10 Total Recommended Amount Breakup by the Expert Committee		
	Head of expenditure	Recommended Limit % of Sanctioned Amount by the Expert Committee (Reimbursement is limited to the limit mentioned herein)
(a)	Boarding & Lodging to the resource persons	
(b)	Honorarium to Course coordinator and Co-Coordinator	
(c)	Reading material to participants and Stationery	
(d)	Honorarium to Resource Persons	
(e)	TA/DA to outstations resource persons	
(f)	Working expenses (reprographic services, services, postage, transport, daily wages, tea/coffee, working lunch, etc.)	
	Total Recommended Amount (Rs.)	
NAMES AND SIGNATURES OF EXPERT COMMITTEE WITH DATE		

Declaration:

We solemnly confirm and certify that the information furnished in this proposal for seeking grant (on reimbursement basis) for conducting Faculty Development programme (FDP) from Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun is true and correct to the best of our knowledge and belief. In case, at any point of time it is found that information provided in this proposal is false or incorrect, the University will be at liberty to withdraw the sanction given to us and refuse the reimbursement and we shall be liable to refund the entire amount of the grant with interest thereon and also liable for any other action that University may deem fit. We also understand that University will be considering this proposal only once and the Institute shall abide by all the terms and conditions prescribed herein and as directed by the University from time to time.

Name and Signature of Coordinator with Date

Name and Signature of Co-Coordinator with Date

Forwarded and Recommended by : Name and Signature of Director of Organizing Institute with Date and Seal