



CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI
छत्तीसगढ़ स्वामी विवेकानंद तकनीकी विश्वविद्यालय, भिलाई

No. BW/19/CSV TU/2021.

Bhilai, Date: 22/3/2021.

To,
The Principals,
All Affiliated Institutes/Colleges of CSV TU, Bhilai (C.G.)

Subject: - Call for Proposals for Conducting Faculty Development Programs under the University MOU with AICTE.

Sir/Madam,

With respect to the above subject, **an online meeting was conducted on 20th March 2021, at 04:00 PM through Google Meet** which was chaired by honorable Vice Chancellor, CSV TU and presided over by Col. B. Venkat, Director (FDC), AICTE, New Delhi. During the meeting the representatives from various affiliated Institutes/Colleges were addressed about the procedures and codes of conducting Faculty Development Programs at the respective Institute/College under the above mentioned scheme. The presentation slides are also attached with this mail.

Based on the guidelines provided during the meeting, affiliated colleges are required to send minimum 02 and maximum 03 proposals for conducting FDPs on the tentative topics for effective teaching learning process in technical education on/before 25th March 2021 till 5.00 PM.

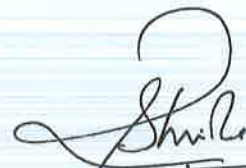
As per the MOU of the University with the AICTE, it is proposed to conduct 11 Weeks Faculty Development Program (10 Weeks for Faculty and 1 week for Librarian) with an objective of preparing faculty member for being successful in knowledge society. Considering the current Covid-19 pandemic situation, the FDPs can be held through online mode or offline mode. The training program will be designed for the benefit of faculty of all affiliating institutions of the University and will include disciplines of Engineering, Pharmacy, Management and Polytechnic.

Enthusiastic participation in sending proposals for conducting FDPs is expected from the affiliating institutions. **Please submit the Proposals in the Format Prescribed in the attached Guidelines with necessary Annexures.**

Those who have already submitted the proposals are required to re-submit the same as per the attached format and guidelines.

For queries, the undersigned may be contacted.

(Approved by Hon'ble VC)


22/3/2021
(Dr. R.N. Khare)

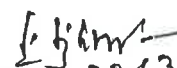
Principal VEC, Lakhanpur
&
Coordinator, AICTE-FDP
CSV TU, Bhilai
(Mobile No-8839559823)
(Email-Id - rn_khare@rediffmail.com)

Registrar Sir

Kindly permit for
uploading in website


22/3/2021

Upload in website


22/3/21
1/c Infocell

REGISTRAR
No. 03/2760
Date: 23/3/21

Endt- No. ----BW20/CSVTV/2021

Bhilai, Date: 22/3/2021.

Copy to:

1. PA to Hon'ble Vice-Chancellor, CSVTV, Bhilai, for kind information please.
2. PA to Registrar, CSVTV, Bhilai, for kind information please.
3. Col. B. Venkat, Director (FDC), AICTE, MHRD, New Delhi.
4. Office File.



22/3/2021.

(Dr. R.N. Khare)

Coordinator, AICTE-FDP
CSVTV, Bhilai

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY (CSVТУ)

Announces

FACULTY DEVELOPMENT PROGRAMME

(Inviting Proposals from CSVТУ affiliated colleges for F.Y. 2021-22)



(Jointly sponsored by AICTE & CSVТУ)

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY
Newai, PO – Newai, District – Durg
Chhattisgarh - 491107

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1. ELIGIBILITY

All teachers from AICTE approved institution affiliated with the CSVTU are eligible to participate in the FDPs.

2. DURATION /TYPE/ PARTICIPANTS:

- The CSVTU-AICTE FDP training programme will be of five days' residential programme with minimum 40 participants or in case of online mode number of participants can be more than 40 also.
- Proposals are invited from all disciplines (Engineering, Management, Compute Application, Pharmacy, Architecture etc.) for F.Y. 2021-22.
- CSVTU shall conduct 11 such FDP / training programmes (10 for Faculty and 1 for Librarian) in financial year 2021- 22.

3. BROAD AREA TO CONDUCT FDP

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

4. FUND LIMITS FOR OFFLINE FDPs

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

4.1 AICTE will release a grant of Rs. 1.5 lakhs to CSVTU 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 CSVTU will meet 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)


22/3/2021

5. FUND LIMITS FOR ONLINE FDPs

The maximum total expenditure for conducting one training programme will be **Rs. Ninety three thousand only, fully given by AICTE**. The institute will be allowed to adjust the grants received for one training programme at the following rates.

Sr. No.	Particulars	Amount in INR
1.	Honorarium for Coordinator <ul style="list-style-type: none">• University Coordinator• Institute Coordinator	Rs 3000 x 2= Rs. 6000
2.	Honorarium to Resource Persons/ Experts	Rs. 75,000.00
3.	Provision for Payment to lab attendant engaged during lab practices	Rs 2000
4.	Miscellaneous Charges	Rs 10000
	TOTAL	Rs. 93,000

6. CERTIFICATION

- CSVTU 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**. CSVTU 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 CSVTU in a given order within 15 days** of completion of FDP / training programme:

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


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NOTE:

- TA is applicable as per CSVTU norms (submit TA /Honorarium in CSVTU 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, CSVTU 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.
- CSVTU 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 CSVTU as admissible. Second part of payment will be released by CSVTU to institutes within one month of receiving the same from AICTE.
- **Tax will be deducted as per the Government norms. It is mandatory to submit TDS details by the host institute.**
- **CSVTU will not provide any advance amount to host institute.**

9. BROCHURE TO UPLOAD ON CSVTU WEBSITE:

- When the proposal is approved by university, host institute has to send brochure of FDP /training programme (PDF file) to upload on CSVTU website well in advance.
- Brochure of FDP/ training programme should contain logo of CSVTU 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 CSVTU & AICTE'.
- Registration form (with Google Docs link) should be attached in the brochure as the FDP will be open for participation of all CSVTU faculty members.

10. OTHER TERMS & CONDITIONS

- CSVTU/AICTE reserves the right to accept/reject the proposal. Institutes cannot claim for any kind of reimbursement from CSVTU /AICTE only by submitting the proposal.
- CSVTU/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.


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- **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 PDP I 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:



(Dr. R.N. Khare)

22/3/2021

Principal VEC, Lakhanpur


&

Coordinator, AICTE-FDP

CSVTU, Bhilai

(Mobile No-8839559823)

(Email-Id – rn_khare@rediffmail.com)



22/3/2021

**CHHATTISGARH SWAMI VIVEKANAND
TECHNICAL UNIVERSITY**

**FACULTY DEVELOPMENT
PROGRAMME
(Jointly sponsored by AICTE & CSVTU)**

Annexure- I (APPLICATION FORM)

**Institute* Details for the Programme
(*Institute must be CSVTU affiliated)**

CSVТУ College Code (Mandatory)

Name of Host Institute:-

Type of Institution

Geographical Coverage of PDP

Address (Full postal address)

Government / Grant-in-Aid / Self-financing

State Level/ National Level /International Level

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 CSVТУ 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 :-


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D. Credentials of the Coordinator for Programme

Attach a Detailed Resume (with relevant experience and work in the related area of FDP)

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 -)
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No. and level of participants (150 words)	(Attached as an annexure -)
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No. & level of Guest speakers (150 words)	(Attached as an annexure -)
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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 -)
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Details of available subject expert faculty members/specialists within the institute (150-200 words)	(Attached as an annexure -)
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G. Estimated Budget (Offline FDP)

Grant provided by CSVTU 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 CSVTU)

Grant provided by AICTE for following items

Sr. No	Particulars	Amount (in Rs.)
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)


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Total Estimated Budget (A+ B) in Rs. :

NOTES:

1. Grant will only be released against above mentioned heads. Institute is not allowed to do changes.
2. Please Use the Table in Section 5 for Budget of Online FDPs

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:


22/3/2021

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY
(JOINTLY SPONSORED BY AICTE & CSVTU)
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:

Sanction No. and Date:

Details of expenditure incurred item wise

Details of expenditure for reimbursement by CSVTU:	Amount Rs. (in each Head)
---	----------------------------------

1. Boarding and Lodging to the participants
2. Honorarium to Course/Programme Coordinator
3. Working Expenses

A. Total amount claimed from CSVTU

Details of expenditure for reimbursement by AICTE:	Amount Rs. (in each Head)
---	----------------------------------

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:
Date:


22/3/2024

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY

FACULTY DEVELOPMENT PROGRAMME
(Jointly sponsored by AICTE & CSVTU)

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 IDS

(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

Date:

Place:


22/3/2024