



Directorate of Faculty Development and IQAC, JNTUA, Ananthapuramu
Application Format for Organizing Faculty Development Programme

Sl.NO	Particulars		
1	Institute / Unit details		
	a	Institute ID No	
	b	Name of the Institution / Unit	
	c	Reference of extension of JNTUA affiliation approval letter for the current year	
	d	Contact details Phone no: _____ Fax: _____ Email: _____ Website: _____	
	e	Accreditation status of the institute	
	f	Type of Institute(Whether selected under TEQIP)	
2	Details of the organizing Department		
	a	Name of the Department	
	b	Accreditation status of the Department	
	c	Existence of JNTUA Research Centre in the Department	Yes / No
3	Details and credentials of the Co-ordinator		
	a	Name	
	b	Designation	
	c	Appointment type	Regular / Ratified

	d	Contact details	Phone no: Email:	Fax: Website:
	e	Educational qualification		
	f	Teaching experience in years		
	g	Industrial experience in years		
	h	Research experience in years		
	i	Papers published in national / international journals in last 3 years	----- / -----	
	j	Number of Ph.D students guided		
	k	Membership of the professionals/learned bodies/societies		
	l	Awards		
	m	Number of patents registered		
	n	Relevant experience of conducting/co-ordinating similar programmes from others funding agencies in past three years		
4		Details of the Faculty Development Programme proposal		
	a	Title of the FDP		
	b	Number of participants		
	c	Duration		
	d	Tentative dates		
	e	Technical field of the FDP		
	f	University approved course of the Department under which the FDP is to be conducted		
5		Credentials of the Faculty Development Programme		
	a	Objective and context	Maximum 300 words	
	b	Relevance	Maximum 200 words	
	c	Benefits to faculty	Maximum 150 words	
	d	Expected Outcomes	Maximum 150 words	
	e	Number of Professors from IITs, IIMs, IISc, NITTTR, NIPER or from Institutions of National Importance		

	f	Number of other resource persons	
	g	Target group	
	h	Session wise plan with session names, resource persons identified for each session and their designation	Table is to be provided
6		Budget Estimation	In rupees
	a	Assistance from the University	
		i. TA/DA to the external resource persons	
		ii. Honorarium to the external resource persons	
		iii. Course material (soft copy) for the participants	
	b	Expenses to be borne by the host institution	
		i. Hospitality and accommodation to the resource persons	
		ii. Boarding and lodging to the external participants	
		iii. Inaugural/Valedictory	
		iv. Snacks, tea/coffee	
		v. Photos and video recording of sessions	
		vi. Local transport for resource persons	
		vii. Miscellaneous expenditure like stationary, files, certificate printing etc.,	
Total			

I / We undertake to certify that the above information is correct to the best of my/ our knowledge. In case, at any point of time it is found that information provided in this proposal is false or incorrect, JNTUA will be at liberty to withdraw the permission given to us and we shall be liable for any other action that JNTUA may deem fit. We shall abide by all the rules/regulations/guidelines regarding the utilization of amount that may be granted to the institute and conduct of the Faculty Development Programme. We shall submit detailed reports and all the items mentioned in the guidelines for the reimbursement of the eligible expenditure from the University.

Signature of the Co-ordinator

Signature of the Principal/ Unit Head

Date:

Institution seal

Place: