



## **Directorate of Faculty Development and IQAC JNTUA, Ananthapuramu**

### **Guidelines for conducting the University sponsored Faculty Development Programmes**

#### **1.1 Objective**

To conduct Faculty Development Programmes through financial assistance from JNTUA to enhance the teaching, learning and other skills of the faculty.

#### **1.2 Eligibility**

- a) (i) Departments of constituent colleges/units of JNTUA.  
(ii) The affiliated institutions and departments which have NBA/NAAC accreditation/Autonomous status/JNTUA research centres.
- b) Co-ordinator must be a full time regular/ratified faculty with adequate experience in teaching and research with publications.
- c) Maximum 2 proposals per institute per year including sanctioned earlier but not completed, would be considered.
- d) Preference to the FDPs proposed by the department which has M.Tech programme.
- e) Concerned department shall have a minimum of two Ph.D. holders.
- f) The number of FDPs to be conducted by the Directorate of Faculty Development & IQAC at the University Head Quarters shall be subjected to funds allocated by the University.

#### **1.3 Duration of the Programme**

- a) The duration of the FDP shall be for one week to two weeks.
- b) The approved FDP shall be conducted within three months from the date of receipt of the order from the University.

#### **1.4 Funding**

- a) There shall be a minimum of 30 external participants and maximum of 40 external participants (not more than two from any institute). Six internal participants from the host institution are permitted in addition to external participants. Preference shall be given to the faculty working with JNTUA colleges.

The expenses for the hospitality and accommodation of the participants are to be borne by host institution.

- b) Resource persons should be drawn from IITs', NITs', and other higher learning institutes, viz., IIMs, IIITs, NITTIR, NIPER and other institutes of National importance, Defence organizations, or highly reputed industries.

TA to the resource persons (external only) shall be paid as per actual travel (Air / Train). In case of air travel, the tickets shall be booked at least one week prior to the journey date. DA is as per University norms. The TA/DA shall be reimbursed by the University.

In case of car travel, the expenses are borne only from the airport (near by) to institution.

In case of car travel, from his/her location to host institution, maximum of 1000 km is permitted for to & fro. Beyond this, the host institution has to bear the expenses.

The honorarium of Rs.3000/- for external resource persons, for a session of one and half hour shall be reimbursed by the University. Each person shall not take up more than two sessions per day.

The hospitality of resource persons shall be borne by the host institution. Cost of course material (soft copies) for the participants shall be reimbursed by the University as per reference (2) (i.e., a maximum of Rs.20 per participant)

- c) Expenses for inaugural/valedictory, photos and video recording of sessions and other miscellaneous expenditure like stationary, files etc., is to be borne by the host institution.
- d) For the FDPs conducted by the Directorate of Faculty Development & IQAC at the University Head Quarters, funding from the University shall be as per reference (2).
- e) Principals shall incur the expenditure and claim the reimbursement from the University after submitting the items mentioned in the checklist. Director/unit head and HODs under the University shall seek advance from the University.

### **1.5 Processing Methodology**

- a) The proposal shall be assessed by expert committee consisting of three members not below the rank of Associate Professor.
- b) At least one member among the experts shall be from the concerned stream.

### **1.6 Examination and Certification**

- a) It is mandatory to attend all the sessions.
- b) An exam shall be conducted at the end of the FDP and a certificate shall be issued to only those participants who attended the FDP. The qualifying mark in the examination shall be 50%.

### **1.7 Terms and Conditions**

- a) Essentials to conduct a FDP:
  - (i) To submit an online application to JNTUA at least two months prior to the programme (FDP) and hardcopy of the same shall be sent to the Director (Faculty Development & IQAC)

- (ii) To qualify for the release of grant as assessed by the expert committee.
- b) The number of resource persons from IITs, IIMs, IISc, NITTTR, NIPER and other Institutions of National Importance, shall be equal to the number of days of FDP.
- c)
  - (i) Minimum of 4 sessions/day including practical sessions shall be planned.
  - (ii) Industrial visit is permitted at the cost of the host institution.
- d) In case the event is cancelled, the order stands cancelled.
- e) 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 grant already issued would be treated as automatically withdrawn.
- f) The funds are released after the receipt of the following documents by the University
  - (i) Original feed-back of the participants with signatures
  - (ii) Registration forms in original
  - (iii) Session wise attendance sheet
  - (iv) Photographs and copy of video recording of all the sessions of the conducted FDP
  - (v) Supporting bills/documents and paid vouchers for the account of expenses incurred
  - (vi) Course material (soft copy)
  - (vii) Order copy
  - (viii) Statement of expenditure
  - (ix) Utilization certificate

All these shall be counter signed by the co-ordinator and principal/unit head.

The University reserves the right to take a decision in case of any deviation or dispute in conducting the Faculty Development Programmes at any of the JNTUA constituent colleges/units, autonomous and affiliated colleges.