

**Directorate of Technical Education
Government of Kerala, Thiruvananthapuram
Notification**

**Sub:- Conduct of Short-term training programmes/seminars/workshops for
Teachers of Engineering Colleges 2010 - 2011**

Introduction

Faculty development programmes are an essential component in career advancement of faculty members. These programmes help the teachers in updating them with the state of the art in relevant areas of specialization, makes them familiar with the frontiers of technology, updates their knowledge in thrust areas and also enable them to get familiar with latest software tools and ICT. Proper pedagogical training is also required to bring out the best from the staff members. Government of Kerala has been encouraging the conduct of training programmes for teachers of Engineering colleges and polytechnics.

General guidelines

1. Who can conduct the course

Institutions with proper infrastructure and sufficient expertise in the field only are allowed to conduct the programmes. Senior faculty members (having at least 15 years of experience) shall be allowed to coordinate the programmes.

2. Types of programmes

- a) Subject upgradation in a specific topic
- b) Familiarisation of new equipment/Lab/software
- c) Familiarisation of general purpose tools
- d) Familiarisation of ICT / Web assisted learning
- e) Induction training/ Pedagogical training
- f) Communication skills
- g) Creative approaches in teaching/learning
- h) Administration/Institutional management

3. Duration

The programmes are of two categories viz. of 3 days & 6 days duration respectively depending on the content and the depth to be covered. A minimum of 6 contact hours shall be assured for each day.

4. Participants and fee

Admission may be given to faculty from government and government aided/controlled institutions. The maximum number of participants may be limited to 30 for a course in order to ensure proper interaction and effective subject delivery (50% participants may be selected from outside the host institution and 50% internal). It may also be noted that the minimum number of participants required for each course is 20. Faculty may be encouraged to participate in programmes conducted by other institution and thus enabling them to see the facilities available in those institutions.

There will be no course fee for such participants.

Faculty from self financing educational institutions may be admitted by charging a Course fee (Rs. 500/- for three day & Rs.1000/- for one week programme).

The course fee collected shall be remitted to Departmental revenue.

5. Faculty for the course

Expert faculty from institutions of national importance may be included. Internal faculty (faculty from host institution) should not exceed 50% of the total faculty selection for each course.

6. TA/DA to the participants

Faculty from government and government aided institutions may be paid eligible TA/DA as per government norms. Other participants have to make own arrangement for travel and accommodation.

7. How to apply

The proposals for the programme should be in the prescribed format which includes details such as topic, objectives, contents, faculty involved and budget estimate. The proposals have to be forwarded through the head of institution who will assure that the facilities of the institution will be spared for the conduct of the programme, and that the accounts will be settled within 3 weeks of completion of the programme. The proposals received on before 15.03.2010 may be considered and processed (specimen format available in the website).

8. The period of the course

Presently for conduct of programmes no common calendar is available, and most the programmes in different institutions are conducted concurrently, resulting in lot of difficulties in getting participants. Hence an annual calendar shall be prepared by the DTE for the conduct of the programmes based on the proposals received, and care will be taken to see that there are no overlaps for different programmes. The calendar will be prepared in such a way that the programmes are spread out throughout the year and during lean academic period.

9. Evaluation, Feed back and Documentation

A proper evaluation mechanism must be used to evaluate the performance of the participants (a test may be conducted). Attendance for the programme may be made compulsory and certificate shall be given to participants having more than 75% attendance. The effectiveness of the faculty and the conduct of the programmes may be assessed by a feedback form. The entire course should be properly documented. While settling the accounts, it shall be ensured that, the programme is well documented. A suitable format may be filled(giving details of the programme and expenditure) and returned to the DTE for monitoring purpose, within two weeks of completion of the course.

10. The expenditure for the programme

Expenditure may be limited as per the following table. The expenditure may be limited to the prescribed limits in each head. However in exceptional circumstances, the heads of institutions are allowed to change the pattern of expenditure on request of the co-ordinator.

Table I : Guidelines for expenditure

No	Particulars	Programme	
		3 days	1 week
1	Honorarium to Faculty (50% external guest faculty may be included in the programme) Guest faculty shall be paid honorarium as per visiting faculty ; In-house faculty as per part time M.Tech structure	10000	15000
2	TA/DA of external faculty, external participants from govt. institutions and expenses for field trips	13000	17000
3	Honorarium to Support staff(lab work, tutorial)as per parttime course norms.	1000	2000
4	Course kit (folder, writing pad, pen, pencil, eraser etc.)	5000	6500
5	Course material (Both hard copy and soft copy)	5000	7500
6	Text book/reference book in the relevant topic @ Rs.500/-	0	13000
7	Honorarium to coordinator	1500	2500
8	Preparation of teaching aids(models, software, demo kits etc.)	2000	3000
9	Printing of certificates, Reprography, banner, boards etc.	1500	2500
10	Light refreshment and Lunch @ Rs.100/- per day	9000	18000
11	Consumables	1000	1500
12	Contingencies	1000	1500
	Total expenditure	50000	90000

As far as possible, the expenditure may be limited to the amounts specified. In special cases, where re-appropriation of the amount from one head to another is required it can be done only with the prior sanction of the head of institution. The sanctioned amount may be advanced to the coordinator and he should submit expenditure statement and settle the advance within three weeks of completion of the programme.

Proposed norms for conduct of Conference/Seminar/Workshop

Duration : maximum 3 days

Only technical events shall be supported

Original research/ and topics in thrust areas may be encouraged.

In case of workshops in thrust areas, preference is given to institutions with good infrastructure and experience in holding such events.

Institutions with PG programmes and sufficient infrastructure for conduct of such events only are allowed to organise National/ International conferences.

The proposals for the programme shall be in prescribed format which includes details of topic, objectives, contents, key note speakers involved and budget estimate.

A senior faculty (not below the rank of professor) shall be the organizing secretary.

Assistance for one day may be limited as per Table II.

The shortfall in anticipated expenditure may be met from registration fee collected from delegates and/or sponsorship collected from other funding agencies, and by publication of souvenir. The organizers may be allowed to collect and spend the registration fee by opening a bank account.

The entire amount including assistance and realized through registration fee collected, sponsoring agencies, publication of souvenir etc should be accounted and audited within one month from completion of the event.

Table II

No	Particulars	National	International
1	Honorarium to External Experts (Key note speaker, chairmen of sessions, invited speakers, reviewers) as per visiting faculty scheme.	8000	15000
2	TA/DA of external experts & Local transport	15000	25000
3	Accommodation expenses of experts	10000	20000
4	Honorarium to internal experts (chairmen, reviewers, Organising secretary)similar to parttime M.Tech	4000	6000
5	Honorarium to Support staff(PA system,LCD operation, Logistics support)similar to parttime B.Tech	2000	3000
6	Conference kit (folder, writing pad, pen, pencil, eraser etc.)	@ Rs.250/- per delegate Irrespective of number of days	@ Rs.400/- per delegate Irrespective of number of days
7	Printing of brochures, certificates, Reprography, .	10000	15000
8	Proceedings printing/ CD	25000 Irrespective of number of days	50000 Irrespective of number of days
9	Light refreshment and Lunch/Dinner expenditure per day	@ Rs.100/- per delegate	@ Rs.200/- per delegate
10	Postage/telephone charges	2000	3000
11	Publicity/ Web site/ banner, boards etc	8000	15000
12	Photography/video recording etc.	4000	5000
13	Consumables	1500	2500
14	Contingencies	2500	2500
	Maximum assistance per day may be limited to	50000	100000