AICTE-ISTE INDUCTION/REFRESHER PROGRAMMES

ABOUT THE SCHEME

I.		**Objectives**
		The AICTE-ISTE Induction/Refersher Programmes are essential for teachers in technical institutions for their professional refinement. The other aims for the conduct of these programmes are: • Updating knowledge and improving organizational and pedagogical skills of teachers. • To update the knowledge providing an opportunity for interaction and mutual exchange of ideas between teachers interested and/or working in particular areas of specialization • Providing an opportunity for teachers to familiarize themselves with modern engineering practices, including the latest technological advances adopted by industry keeping in view the national needs and priorities and relevant technologies. • Opening up before teacher's new vistas in technology at the frontier of knowledge and the challenges and opportunities which provide to the dedicated and hard working.
II.		**Role and Responsibilities of ISTE**
		ISTE will be responsible for conducting sponsored 100 refresher courses and 50 orientation programmes with a ceiling of Rs.3.00 lakh per programme. Similarly, it will be the responsibility of ISTE to conduct 100 refresher courses and 50 orientation programmes on self-finance basis. All these programmes will be considered for a Career Advancement Scheme of AICTE.
III.		**Eligibility**
	(a)	AICTE approved institutions/University departments imparting technical education are entitled
	(b)	Coordinator must be a full time regular faculty with adequate experience in teaching and research with publications is desirable
	(c)	Maximum 2 proposals per institute would be considered in a year.
	(d)	Preferably one self-financing program should have been arranged in last 12 months by the college.
	(e)	ISTE will charge Rs.1500/- as processing fee. The proposals will be accepted only if institute will pay the processing fee through RTGS/NEFT.
IV.		**Duration of programme**
	(a)	The duration of the programme shall be one week (working days 6)
V.		**Limit of funding**
	(a)	Rs.3 lakhs
VI.		**Disbursement of the funds**
	(a)	90% amount as advance to Government/Govt. Aided Institutions and 10% after submission of UC and all required documents
	(b)	50% amount as advanced to self-financing institutions and 50% after submission of UC and all required documents.

VII.		Type of Training
	i.	Induction Training
	ii.	Refresher Training

VIII.		Processing Methodology
		The proposal shall be assessed by an Expert Committee constituted as follows:
	i.	Three member expert committee not below the rank of Associate Professor having representative from AICTE
	Ii	Atleast one member among the experts shall be from the concerned stream.
IX.		Terms and Conditions
	a.	ISTE will collect Rs.1500/- as processing fee per application, to meet TA and other expenses for conduct of Scrutiny Committee and Steering Committee
	b.	For conducting a programme following is essential: i) Offer letter of ISTE for conduct of the programme ii) An acceptance letter by the institute in response to the offer letter
	c.	Funds once released/sanctioned for organizing the particular topic/area of programme cannot be utilized for any other programme.
	d.	In case the event is cancelled, the funds will be returned back to ISTE immediately with interest accrued.
	e.	Any change in the schedule for holding the programme, change of Coordinator's name, venue and date would require prior approval, failing which the offer for the grant already issued would be treated as automatically withdrawn.
	f.	The funds under the scheme are released in two installments: i. The first installment (fifty percent of the total amount sanctioned) is released before the event on the receipt of acceptance letter; ii. The second installment is released after the receipt of the following documents: a. Feedback of the participants with signatures b. Photographs of the conducted events c. Supporting bills/documents and paid vouchers on account of expenses incurred for the purpose. d. Two hard copies of proceedings in bound form e. These should be counter signed by the Coordinator. iii. The expenditure under the Heads 'Honorarium to Course 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.

	g.	The University/Institution should submit the documents necessary for release the 1st installment within 15 days of receipt of the offer letter and document necessary for release of 2nd installment within 1 month of the conduct of the event.
	h.	A test will be conducted at the end of the programe and the certificates will be issued to those participants who have attended the programme and have qualified in the test.

	i.	After conduct of each programme the following shall be submitted to ISTE:
		   a. Detailed schedule of training programme
		   b. List of resource persons invited with full address, contact details, topics etc.
		   c. List of participants attended the programme
		   d. Copy of question paper and participant's performance for the test conducted
		   e. Minimum five photographs and Pen drive/CD of selected sessions.

X.	A	**Criteria for Selection** i) The program should be conducted in line with the aims specified in the MoU. ii) Preferably one self-financing program should have been arranged in last 12 months by the college. iii) The program cannot be combined with any other professional body. The Principal sponsor will be AICTE-ISTE and no other major sponsors are allowed. However, the institute can generate additional funds from any other source to meet the expenditure. iv) Copy of the Question paper and participant's performance should be submitted at the end of the program v) Course content should be relevant vi) Facilities and expertise should be available in the institute vii) Collaboration with industry/other institutions in the conduct of the programme viii) Previous performance of institute in conducting the programme ix) The programmes should be allotted to all types of institutes provided the proposal is found satisfactory x) No registration fee should be charged to the participants. This should be mentioned in registration form attached to the programme brochure. xi) The programme conducted by the college in last 12 months till the date of application to ISTE in the following format: a) Title of the programmes, b) No. of participants trained, c) source of funding, d) amount of funding e) duration of program etc.
	B.	**Selection of Participants** i. Each batch should consist of 40 participants ii. Not more than 10% (Max.4) from host institute

		iii. Not more than 50% from that area (district). In case of metropolitan city, it can be restricted to that city only
		iv. Remaining participants should be selected giving preference to candidates from nearby districts
	C.	**Conduct of Programme**
		i. Not more than 20% of the Resources Persons (Faculty) from the host institute/ group of institutions.
		ii. Preferably eminent personalities in the field must be invited as the resource person.
		iii. Minimum one good resource person from the industry should be invited.
		iv. Program should start preferably at 09:30 am.
		v. Every day four sessions of 1½ hour duration each should be arranged with suitable breaks
		vi. One Industrial visit may be arranged depending upon the nature of topic.
		vii. One session on Stress Management may be arranged.
	D.	**Course Material**
		i. Two bound copies of the course material developed during the refresher program should be submitted to ISTE along with utilization certificate. Copy of this material should be given to each participant free of cost
		ii. ISTE will design and develop standard course material for orientation programme and will get it appeared by AICTE. This course material will be used for all orientation programmes sponsored by AICTE.
		iii. The necessary charges will be recovered from the institutions by ISTE from the expenditure head of "Reading Materials to Participants".