

**FORMAT FOR THE PROPOSAL FOR FACULTY DEVELOPMENT PROGRAM FOR THE YEAR
2011-12**

1	Name of the Institution	
2	Address of the Institution	
3	Title of the Program	
4	The Program is intended for	
5	Name, Designation & Address of the course Coordinator with mobile number and email id	
6	Highest qualification of coordinator	
7	Area of specialization	
8	Teaching experience	
9	Industrial experience if any	
10	Specialization area which proposal is made	
11	Duration of the program	
12	Sessions per day	
13	Proposed dates for the program at five dates	
14	Total Number of participants	
15	Relevance of the topic (s) selected in one page	
16	Detailed schedule of the Program session wise	
17	Names of Resource Persons	
18	Any other details	

Please Note: Two copies of the proposal must be submitted in the spiral-bound book form with all technical/scientific details.

TABLE-I

APPROXIMATE BUDGET FOR THE FACULTY DEVELOPMENT PROGRAM 2011-12

Sl No	Particular/Head	Estimated / Expenditure
1	a) TA to Participants (40) 3 AC rail fare (Subject to actual as per VTU norms) @Rs.1000/-x40	Rs.40,000/-
	b) Lodging & Boarding for 40 Participants @ Rs.250 per day x 40 participants x5 days	Rs.50,000/-
2	a) TA/DA Experts/Resource persons (12) 2/3 AC rail fare (Subject to actual as per VTU norms) @Rs.1000/-x12	Rs.12,000/-
	b) Lodging & Boarding for 12 Resource persons/Experts @Rs.500/day/person	Rs.6,000/-
3	Honorarium/Training Fee to Experts @Rs.1000/-x4x3 days	Rs.12,000/-
4	Folders, Pens, Work books, Stationary, Badge, Brochures, Certificate, Resource Material for 50 Persons @ Rs.200 per person	Rs.10,000/-
5	Inauguration/Validictory function: Banner, Invitation, publicity, Media, Courier/Postal, Telephone, Documentation & Coordination Expenses	Rs.9,000/-
6	Working Lunch for 50 Persons @Rs.150 per person/day (50x150x5)	Rs.37,500/-
7	Contingency	Rs.4,000/-
8	Local transport to industrial Visit & Coordination	Rs.12,000/-
9	Honorarium to support staff @ Rs.300/day for 5 persons for 5 days (300x5x5)	Rs.7,500/-
Total Amount allocated for organizing 5 days FDP-----		Rs.2,00,000/-

VTU-VGST - FACULTY DEVELOPMENT PROGRAMME - 2011-12

The Principals of the Colleges and Co-ordinators of FDP are hereby informed to note the following important points:

Sl. No.	Particulars
1	The duration of each FDP is five days
2	The FDP must be conducted before the end of February - 2012
3	Mention five continuous tentative dates of FDP in the proposal
4	Number of participants in each FDP is 40
5	Number of Lecture sessions in each FDP is 10 (Annexure - I)
6	During each FDP compulsory two days visit to the Science / Technology research centres / Institutions or Industries must be arranged for all participants and resource persons.
7	To achieve the objectives of the FDP, the colleges must follow the VGST Guidelines for which they may visit the VGST website: www.vgst.in
8	VTU and VGST emblems must be printed in the invitation cards, banners and displays etc.,
9	Estimation of the total budget required with the detailed breakup must be submitted along with the proposal.
10	The accounts of the expenditures along with the attested copies of bills, vouchers and Utilization Certificate must be submitted to VTU within 10 days after completion of the FDP. The amount of grant remaining (if any) is to be returned in the form of DD drawn in favour of Finance Officer, VTU, Belgaum.


REGISTRAR


20/10

Schedule of "Faculty Development Programme for Engineering College Faculty Members (FDP-VTU)" during the year 2011-12:

Day-1

TIME	PROGRAMME
10.00 a.m. to 11.30 a.m.	Inauguration
11.30 a.m. to 1.00 p.m.	Lecture: 1 by Resource Person
1.00 p.m. to 2.00 p.m. - Lunch Break	
2.00 p.m. to 3.30 p.m.	Lecture: 2 by Resource Person
3.30 p.m. to 5.00 p.m.	Lecture: 3 by Resource Person

Day-2

TIME	PROGRAMME
10.00 a.m. to 11.30 a.m.	Lecture: 1 by Resource Person
11.30 a.m. to 1.00 p.m.	Lecture: 2 by Resource Person
1.00 p.m. to 2.00 p.m. - Lunch Break	
2.00 p.m. to 3.30 p.m.	Lecture: 3 by Resource Person
3.30 p.m. to 5.00 p.m.	Lecture: 4 by Resource Person

Day-3 10.00 a.m. to 5.00 p.m. - Visit to Research Institution or Industry

Day-4 10.00 a.m. to 5.00 p.m. - Visit to Research Institution or Industry

OR

TIME	PROGRAMME
10.00 a.m. to 11.30 a.m.	Lecture: 1 by Resource Person
11.30 a.m. to 1.00 p.m.	Lecture: 2 by Resource Person
1.00 p.m. to 2.00 p.m. - Lunch Break	
2.00 p.m. to 3.30 p.m.	Lecture: 3 by Resource Person
3.30 p.m. to 5.00 p.m.	Lecture: 4 by Resource Person

Day-5

TIME	PROGRAMME
10.00 a.m. to 11.30 a.m.	Lecture: 1 by Resource Person
11.30 a.m. to 1.00 p.m.	Lecture: 2 by Resource Person
1.00pm to 2.00pm Lunch Break	
2.00 p.m. to 3.30 p.m.	Lecture: 3 by Resource Person
3.30 p.m. to 5.00 p.m.	Valedictory Function



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Ref: VTU/A7/2011-12/

8161

Date:

18 OCT 2011

Circular

Sub: VTU-VGST-Faculty Development Programmes -2011-12..reg

With reference to the above subject, the applications are invited from affiliated colleges of VTU and constituent College of VTU to conduct the VTU - VGST-Faculty Development Programmes - 2011-12, in the thrust areas that represent latest technology/research trends which are of national /international importance, in which your college has expertise to conduct such programmes.

The Principals of the Colleges are hereby informed to scrutinize the proposals submitted by the faculty of your College and recommend to **send only one proposal** to the undersigned on or before 20th November 2011.

The program should be Science & Technology related with 80% of the content outside the syllabus of any discipline of engineering.

The maximum budget allowed for one FDP is ₹ 2.00 Lakhs. The breakup of the total expenditure (Table –I) and the format for the proposal for FDP-2011-12 are displayed on VTU website : www.vtu.ac.in


REGISTRAR

18/10/2011

To,

The Principals of all colleges affiliated to VTU and constituent College of VTU.

Copy to:

1. The Hon' ble Vice-Chancellor through the Secretary to VC, VTU Belgaum, for kind information.
2. The Finance officer, VTU, Belgaum for kind information.
3. The Special Officers Academic Section VTU, Belgaum