

CENTRE FOR FACULTY & PROFESSIONAL DEVELOPMENT
ANNA UNIVERSITY
CHENNAI-25

PHYSICAL MODE - SIX DAY FACULTY EMPOWERMENT PROGRAMMES
(FEP-WINTER 2024)

(University Departments, Constituent Colleges, Regional Office & Government Engineering Colleges)

Guidelines

Table-1: General Information

Course Fee	Nil (Participation fee shall not be collected)
Course Duration / Mode	Six days - Physical Mode Faculty Empowerment Programmes from January & February 2025
Target Group	Faculty Members working in Engineering Colleges Affiliated to Anna University are only eligible to attend this Physical mode Faculty Empowerment Programme.
Total No of Participants	Minimum 40 & Maximum 50 (Preference to minimum 20 Nos Internal Participants)
Participant Selection criteria	<ul style="list-style-type: none"> i. Participants should be selected on the first-come-first-served basis. ii. Priority should be given to faculty working in University Campuses. Cadre: Junior faculty & Ad-hoc Faculty, Assistant professor & Associate Professor, Professor.
Resource Person	All sessions shall be preferably conducted with the support of external faculty members from IIT / Central / State-funded institutions / Eminent persons from established institutions or people from the industry & International Universities.
Remuneration to Resource Person	<ul style="list-style-type: none"> i. A resource person is eligible to claim for maximum four sessions only ii. Internal Resource Persons including the coordinators are permitted to claim a maximum of 12 sessions only of the FEP
Certificate Eligible	The Certificate will be issued only for those participants who have secured at least <ul style="list-style-type: none"> ✓ 80% Attendance and 60% marks in the test
Coordinator	Maximum Two Faculty Members at the level of Professor / Associate Professor / Assistant professor
Financial assistance	<ul style="list-style-type: none"> ✓ Initial financial assistance of Rs.55,000/- (Rupees Fifty Five Thousand only) will be released as advance. ✓ After submitting the program completion report, as in table 3 & 5 the balance amount shall be issued as per norms with due audit approval.
Eligibility to Apply	Maximum of 3 Proposals are invited from the University Departments HoD/Director and Dean/Principal of Constituent Colleges, Regional Office & Government Engineering Colleges
Programme Details	<p>FEP - Winter 2024 for the subjects to be offered as per the Anna University syllabus of B.E. / B.Tech. / B.Arch. (i.e. January-April 2025) Academic Session of regulation R-2021 & R-2023.</p> <p>Subjects:</p> <ul style="list-style-type: none"> ✓ Special Employability Enhancing niche Professional Elective Courses listed as Verticals Listed in R-2021 & R-2023 (Even Semester Courses) ✓ Special Skill Based Courses in R-2021 & R-2023 (Even Semester Courses)
Important Dates	<p>Online Registration: 12.12.2024 to 27.12.2024</p> <p>Last date submission of application to CFPD: 30.12.2024 (Hard copy of proposal)</p>

Submission of Proposal	<ul style="list-style-type: none"> ✓ Through https://forms.gle/C4W6PZFXQHfnnFM6 ✓ After the registration, the completed registration form will be delivered to your registered e-mail. ✓ The hard copy of proposal should be sent along with necessary Annexures I, II, III and IV (registration form as first page) to the Director, Centre for Faculty & Professional Development, Anna University, Chennai-600 025.
Subject Priority	<ul style="list-style-type: none"> ✓ Subjects listed as Professional Elective Courses-Verticals R-2021 ✓ Laboratory course based on theory subject
Special Sessions for Programme	One or two session should be devoted to Engineering Education: Pedagogical Issues, Outcome-based education , Design of Experiments, Design of question paper with rubrics, Development of E-content & MOOCs by availing services of experts (from NITTTR-Chennai, Teaching Learning Centre-IITM, Eminent persons, AICTE, NBA & other recognized resource centers)
Submission of video content for e-content upload into repository at CFPD website, Anna University	<ul style="list-style-type: none"> ✓ Selected interesting lecture sessions with high quality video recorded content (maximum 3 number) can be recommended by the Coordinator to CFPD (with certifying avoidance of copyright infringement) <u>to include into E-content library repository at CFPD website, Anna University with recommendation from HoD/Director/Dean by submitting as a soft copy of the selected content.</u>

Table-2: The time schedule for the programme is given below.

Session I	Session II	Session III	Session IV
9.00 a.m. to 10.30 a.m.	10.45 a.m. to 12.15 p.m.	1.30 p.m. to 3.00 p.m.	3.15 p.m. to 4.45 p.m.

Table-3: The expenditure norms for the conduct of Empowerment programme in six days are give below:-

Sl. No.	Details	Norms	Total amount restricted to (Rs.)
1.	Remuneration to Resource Person	Rs.1,500/- per session of 1½ hours (Rs.1,500 x 22 session for 6 days)	33,000/-
2.	Remuneration to Programme Supporting Persons.	Rs.1,500/- per programme.	1,500/-
3.	TA to External Resource Person	Rs.3,000/- per programme	3,000/-
4.	Course material	Rs.50/- per participants	2,500/-
5.	Hospitality	1. Tea and snacks for 6 days (Morning and Evening) 2.Lunch 2 days only (First & Last Day of Programme)	27,000/-
6.	Working Expenses (Hall & Lab Arrangements, Exhibits, Rentals, Banner, Outsourcing facility, Postage, Mementos etc.,)	Original Actual Bills with GST No	8,000/-
Total			75,000/-

Table-4: Recorded video submission for E-content (in Full HD quality)

Theory Subject	<p>Theory Subject discussions with inclusion of video (Full HD quality) based Demonstrations:</p> <ul style="list-style-type: none"> ✓ Using CASE-Computer Aided Software Engineering packages/Simulators/Emulators / CADD, etc., Tools ✓ Solving analytical problems
-----------------------	---

	<ul style="list-style-type: none"> ✓ Video discussing on emerging technology / scope for entrepreneurship development in the domain
Laboratory courses based on theory subject	<p>Laboratory courses based on theory subject with explanations that include demonstrations of experiment to be pre-recorded well ahead so as to display during lecture session</p> <ul style="list-style-type: none"> ✓ Lab experiments ✓ Operating processes in lab / industry / site ✓ Working Experiments, sophisticated lab

Note: Co-ordinators / resource persons required to certify video content preparation and avoid plagiarism & copy-right infringements

Table-5: Program Completion Report Submission within 15 days, after program completion

<p>Program Completion Report (Signed & Scanned PDF document copy in CD & All document hard Copy Originals)</p>	<ul style="list-style-type: none"> i. Brochure form ii. One-page report of the programme iii. Detailed schedule of the training programme iv. List of resource persons invited with full address, contact details and the topic v. The List of participants with designation, department name, college name with full address vi. Participant's Physical attendance sheet vii. Collated image with college name, programme title, duration & minimum of six selected photograph (hard copy of color poster in A4 size) viii. Course material in Power Point (Given by Expert - Only soft copy) ix. Signed copy of coordinators Declaration form and Participants declaration & feedback form x. Copy of the question paper, consolidated mark sheets for the Physical test conducted at the end of Programme xi. Consolidated statement of expenditure & utilization certificate with related original payment receipt & bills duly certified by the coordinator <p>Note:</p> <ol style="list-style-type: none"> 1. Signed & Scanned PDF Documents in CD: i, ii, iii, iv, v, vi, vii, viii, ix (any 2 participant feedback only), x 2. The submission of Attendance, Consolidated Mark Sheet, Declaration, Feedback form should be in the same name order as in the participant list.
---	---

Director, CFPD