

RULES FOR AND DECLARATION BY THE PROPOSER INSTITUTE

I _____, herewith undertake that I have read all the rules of application for the FDP and fully understand all the rules. I have filled in the application form of Faculty Development Program (FDP) to be approved by the ISTE and sponsored by GTU to be host at my institute. I, on behalf of the management, abide to adhere to, in the capacity of _____ and understand the following:

1. The fund will be sponsored by GUJARAT TECHNOLOGICAL UNIVERSITY (GTU) with the **maximum ceiling of INR1,00,000 (Rupees One Lakh only) for one FDP inclusive of all applicable taxes.**
2. The additional expenses over the budget limit of INR1,00,000 shall be borne by the host institution, if any. The host institute may get the sponsorship from other organizations to cover the additional expenses.
3. If the actual expenses are below the limit of INR1,00,000; the GTU shall provide the financial assistance equal to the actual expenses (after deducting the amount of Registration Fees and income from other sources) only.
4. Final amount of financial assistance will be calculated by the University on actual expenses (after deducting the amount of Registration Fees & income from other sources) within the limit of approved budget. Tax will be deducted as per Government norms. It is mandatory to submit TDS details by the host institute.
5. Host institutes can generate reasonable funds from participants through '**Registration Fees**'. **Colleges may charge up to INR 1,000/- per participant for one-week FDP as registration fees.** Fees received from the participants will be utilized by institutes to conduct event.
6. While making claim, institute will clearly mention income from all sources. Total actual expenses (after deducting registration fees & income) from other sources will be reimbursed by GTU subject to maximum ceiling of INR 1,00,000/-. For example, if the total Actual Expenses: INR1,50,000/- wherein the Registration Fees and income from other sources is INR 60,000/- then the Amount to be claimed from the GTU by the host institute will be INR90,000/- (i.e. INR 1,50,000 –INR 60,000).
7. **GTU will not provide any advance amount to host institute.** The host institute will submit the original bills/audited statement of program signed by practicing Chartered Accountant along with other required documents to ISTE-Gujarat Section; after the verification by the ISTE-Gujarat Section, it will hand over the file (**having original bills, report of the FDP with photographs with the LOGO and Banner of ISTE & GTU on back, Fund Utilization Certificate, TDS declaration, Feedback form, Evaluation sheet and Attendance sheet of each session duly signed by participants for all days**) of respective host institute to GTU for reimbursement of bills.
8. **One institute can send maximum 4 proposals to conduct FDP as a 'Host Institute' in span of 2years.** *In the financial year 2018-19, one institute can send maximum 2 proposals and in the financial year 2019-20, another two proposals can be submitted by the institute.*

9. If university receives sufficient number of proposals from all five zones, it is preferable that equal weightage will be given to all zones while selecting the proposals.
10. **Minimum 25 participants** are required to conduct the FDP and **maximum 40 participants** can be accommodated in the FDP.
11. It is mandatory to invite **60% speakers/ subject experts from other institutes/ organizations**. Remaining 40% experts / speakers may be from the host institute.
12. **Program will be open ONLY to faculty members of GTU affiliated institutes having ISTE lifemembership**. Those faculty members who are not members can become ISTE member at the time of enrolment. The program coordinator shall collect the Life Membership Fee (**Rs.3000/-+ 18% GST-Kindly visit www.isteonline.in**) (*DD Only in favour of Indian Society for Technical Education payable at New Delhi*) and duly filled form.
13. Under the provisions of the MoU signed between ISTE and GTU, applications for proposal of FDP must be submitted with the fee of INR 1,500/- (non-refundable) in the form of a Demand Draft in favour of Indian Society for Technical Education payable at New Delhi that shall be utilized for administrative and certification expenses. The ISTE will be providing certificate jointly with GTU to the participants and coordinator after successful completion of the program and scrutiny of the report submitted by the host institute.
14. **The proposal for FDP application shall be sent to the ISTE, Gujarat Section by Speed Post Only** to :
Prof K M Bhavsar-
11, Shankarbag Society,
Nr. Shivalaya Complex Manjalpur.
Vadodara- 390011.
(M)-8780342730
The Proposals thus collected **on or before the stipulated date as mentioned on web portal in the notification** will be scrutinized at primary level by ISTE, Gujarat Section.
15. For second level scrutiny of applications, ISTE New Delhi will communicate to the members of the scrutiny committee about the meeting to be held for scrutinizing the proposals received on or before stipulated. The meeting will be held at the convenient place after mutual conversation between GTU and ISTE ND.
16. As per AICTE-ND guidelines, it is mandatory to conduct the test at the end of the FDP and the result is to be submitted to ISTE-ND for their record. Only those who qualify the test will be given the certificates.
17. ISTE may nominate individual or a committee for surprise visit during the conduct of FDPs at the host institute as per the norms.
18. The major domains of suggested program are states below:
 - a. All major disciplines like **Engineering, Pharmacy, Management, Computer science and Architecture**
 - b. Other multidisciplinary areas

19. If good proposals are not available in the above areas, the scrutiny panel may suggest suitable topics and institutions which can offer these programmes. However, the committee has got every right to select or reject any proposed program without sighting any reason/s.
20. Detailed instructions will be given to the Coordinators for the conduct of FDP including sanction proceeding of the same along with selection of participants, schedule of activities, evaluation, maintaining accounts, and so on.
21. The following details are to be sent to ISTE for the evaluation after the completion of the proposed program.
 - 1) Attendance of the participants with session-wise signature.
 - 2) Programme details with brief bio-data of resource persons.
 - 3) Assessment about the effectiveness and usefulness of the programme by evaluators.
 - 4) The feedback from the participants and coordinators.
 - 5) Brief Report about the industrial visits.
 - 6) Expenditure details (copy of audited statement of program signed by practicing Chartered Accountant).
 - 7) Selected Photographs of program.
 - 8) Conclusion.

Signature:

Name of the coordinator:

Contact Number:

Email id:

Place:

Date:

Seal and Sign of
The Principal of the Institution