

2022-2023

Grant for AICTE TRAINING & LEARNING (ATAL) FDP

Received By

1. Dr. Garima Mathur

2. Dr. Chanda Gulati



All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt of India)

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AICTE Training and Learning (ATAL) Academy

F.No.01/AICTE/ATAL-HQ/2022-23/192

Dated: 26.08.2022

To

Prestige Institute of Management & Research
Airport Rd, D.D. Nagar, Deen Dayal Nagar, Gwalior
Gwalior, MADHYA PRADESH - 474020

Sub: Release of a sum of Rs. 3,00,000/- for AICTE Training and Learning (ATAL) Academy Blended/Hybrid FDPs/CPDPs.

Sir,

This is to convey the sanction of the Council for payment of **Rs. 3,00,000/-** (Rupees Three Lakh Only) for conducting of online **AICTE Training And Learning (ATAL) Academy FDP/CPDP (1651121304 - Using HR Analytics for Workplace Behaviours)** to **(Prestige Institute of Management & Research, Airport Rd, D.D. Nagar, Deen Dayal Nagar, Gwalior, Gwalior, MADHYA PRADESH)**, under **AICTE Training And Learning (ATAL) Academy**.

This fund is being released in conformity with the terms & conditions as well as norms of the scheme as already communicated, and also being communicated in this letter.

The instructions/guidelines to be followed by University/Institution

I. Release of funds and maintenance of accounts

- The University/College/Institute shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on approved items of expenditure.
- The cost for conducting per programme will be Rs.3,00,000/- as per detail given as under:

S.No.	Particulars	Sanctioned Amount for 2022-23 (for Blended FDPs/CPDP)
1	Honorarium to Coordinator	Rs. 10,000/-
2	Honorarium to Co-Coordinator	Rs. 7,000/-
3	Honorarium for computer operator	Rs. 1,000/-
4	Honorarium for experts (Rs. 5,000/ session for 14 sessions)	Rs. 70,000/-
5	Provision for payment to Three Lab Technicians engaged during lab practices @ Rs.5,000/- per programme per lab Technician	Rs. 15,000/-
6	TA/DA to Experts engaging sessions (lump sum)	Rs. 32,000/-
7	Refreshment & Lunch (Rs. 350/ head for 50 trainees for 5 days)	Rs. 87,500/-
8	One book each for 20 participants as reward	Rs. 10,000/-
9	Miscellaneous charges (petty expenses not covered above)	Rs. 5,500/-
10	Hands on training material, Consumable items, etc. (reimbursed on actual basis)	Rs. 62,000/-
	Total	Rs. 3,00,000/-

Programmes having permission to change amounts under different heads with overall ceiling of Rs.3.0 lakh being intact.

- c. The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma to be submitted by the University/College/Institution. Further, the accounts of the institute will be open for test check by the Council or Controller & Auditor General of India or any other officer designated by them.

II. Disbursement of funds to institutions

The full amount of the grant sanctioned will be released as an advance (i) Rs.2.38 lakh (ii) Rs.62,000/- on actual basis to the University/Institute through electronic transfer on the account of the University/Institute after submission of mandate form.

III. Conduct of test and issuance of certificate

- a. A test shall be conducted by coordinator at the end of the program.
- b. The certificates shall be issued to those participants who have been approved by the coordinator, attended the program with minimum of attendance and scored minimum in the test.

IV. Submission of documents by University/Institution

- a. The following mandatory relevant documents are required to be submitted by the university/institution within one month of the completion of the program:-
 - (i) List of candidates who have successfully completed the program on the basis of the test conducted by Program Coordinator.
 - (ii) A program completion report along with photographs, videos, media report is to send after the completion of workshop along with the list of participants and Utilization Certificate, Expenditure Statement etc., within one month of conduct of **AICTE Training and Learning (ATAL) Academy programme**.
- b. The amount of the grant shall be adjusted on submission of utilization certificate & detailed expenditure statement by University/Institution. On receipt of these documents, the total amount of financial assistance, admissible as per the norms, shall be worked out and grant-in-aid shall to adjusted.

V. General Instructions

- a. **Maximum 50 (minimum 30) participants** may be allowed to attend blended FDP/CPDP within 100 km of host institutes. However, AICTE officials may be allowed to attend over and above the maximum limit.
- b. A test has to be conducted on the last day accordingly Scheme Document 2022-23 and those who score more than 70% will be termed as successful candidates. Those who have attendance 80% or more and also score more than 70% in the test will be issued a digital certificate.
- c. The **sessions are to be recorded** as the faculty is available on the software which is being used for online delivery of FDP/CPDP. You are also requested to upload recording on youtube of google drive.
- d. **Eligibility**

For Institutions (Both Technical & Non-Technical)

- i) The government funded institutions like IITs, IIMs, NITs, Universities, State Universities/Institutions/research institutes other government organizations and PSUs.
- ii) Private organizations / institutions having overall NIRF ranking up to 200 or NAAC grade A++ or Department conducting FDP/CPDP having full NBA accreditation.
- iii) Industry/Training Institutions (Experience in Relevant training in last 5 Years).

Coordinator must be a full-time regular faculty/instructor / trainer etc. & having knowledge and experience to conduct blended FDP/CPDP.

For Participants

- i) The faculty members of the AICTE approved institutions, Research scholars, PG Scholars, participants from Government, Industry Bureaucrats/Technicians/Professionals/School Teachers and staff of host institutions.

To be nominated by the Institute.

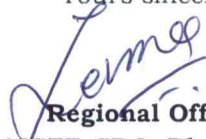
- ii) Not more than 10% from Host Institution.
iii) Maximum 50 (minimum 30) participants may be allowed to attend blended FDP/CPDP within 100 km of host institutes. However, AICTE officials may be allowed to attend over and above the maximum limit.
iv) Participants shall bear the cost of travelling and boarding/lodging if he/she wishes to attend ATAL FDP/CPDP. However, refreshment & lunch would be provided for free.

ATAL FDPs/CPDP are free, and No fee will be charged from any participant attending ATAL FDP/CPDP.

- e. If programme is not conducted in the financial year 2022 only, the released amount has to be returned back to AICTE.
f. Any extra money required to complete the programme must be borne by the institute from their own resources but the quality of the activities should not be compromised.
g. FDP/CPDP title name, name of coordinator, institute name is not allowed to change without permission however scheduled dates may be changed with information ATAL Academy cell and Regional Office.

This Sanction Order may be treated as Offer Letter for all purposes.

Yours sincerely,


Regional Officer
AICTE-CRO, Bhopal

Copy forwarded for information and necessary action to:-

1. Garima Mathur, Coordinator ATAL Programme
2. ATAL Academy Cell AICTE HQ
3. Guard File