



**AICTE-RGPV Joint Teachers Training Program**  
**Rajiv Gandhi Proudyogiki Vishwavidyalaya, M.P.**  
(State Technological University of Madhya Pradesh)  
[Accredited with Grade 'A' by NAAC]  
Air Port Road, Bhopal-MP, 462033



**Approved Guidelines of**  
**AICTE-RGPV JOINT TRAINING PROGRAMME FOR TEACHER'S**  
By  
**Academic Council Meeting dated 21<sup>st</sup> February 2019 &**  
**Executive Council Meeting dated 23<sup>rd</sup> February 2019 held at RGPV, Bhopal.**

**Part-A**

Important Guidelines as per the MoU signed between AICTE, New Delhi & RGPV, Bhopal Joint Training Program for teachers in AICTE's approved technical institutions affiliated with the university.

1. **Objective:** the objective of training programme is to conduct training for faculty members to prepare them for being successful in a knowledge society.
2. **Eligibility:** All teachers form AICTE approved institutions affiliated with the RGPV are eligible to participate
3. **Duration:** AICTE-RGPV Training Program will be of 5days residential program with minimum 40 participants.
4. **Fund Limit:** Total expenditure will be maximum Rs. 3.0Lakh only. \*
  - a. TA/DA/ honorarium to the resource person (Honorarium not to exceed 20% of the total expenditure incurred n conduct of training program)
  - b. TA to outstation participants
  - c. Course material to participants
  - d. Boarding & lodging of the participants
  - e. Honorarium to Programme Coordinator (1% of the total expenditure)
  - f. Working expenses (Tea/stationary/certificate/printing, etc.)

*\*Note: Expenses of S.No. a,b,c shall not exceed 1.5 Lakh to be paid by AICTE and Expenses of S.No. d,e,f shall not exceed 1.5 Lakh to be paid by RGPV.*

5. **Types of training:** Each such program shall cover atleast one of the subjects run by the university viz Civil, Mechanical, electrical, Electronics, Computers, Physics and chemistry etc. Minimum one session of 3hrs in each program may be kept for training related to Moral Values, Ethics, Behavioural Sciences & Attitude etc.
6. **Certification:** RGPV will do the certification jointly with AICTE. Certificate will be issued only to those who will qualify the test.
7. An appropriate advertisement shall be placed by AICTE & RGPV and applications will be invited online on RGPV web portal with a link on AICTE's Website.

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8. **After conduct of training program documents shall be submitted**
  - a. Detailed schedule of training programme (The content of the resource person/expert should be properly defined)
  - b. List of Resource person invited with full address, contact details, topics etc.
  - c. List of participants attended the training programme.
  - d. Copy of question paper and mark sheet for the test conducted at the end of the programme.
  - e. Minimum 5 Photograph and a Video CD of selected sessions.
9. A monitoring committee including AICTE nominee to monitor the quality of programme along with meeting the condition of MoU.
10. A monitoring committee may conduct surprise visit to institutes while the programme is in progress.
11. Interested institutions/departments have to submit the complete proposal (Proposed Schedule, Experts Details, Estimated Budget, Etc.) as per the given guidelines to the AICTE-RGPV TTP Coordinator at least 45 days well in advance for all necessary confirmation of the same and approval for further course of action.
12. The program coordinator will categorically mention the relevant branches eligible to participate in the eligibility criterion of the proposed TTP at the time of submission of proposal.

### Part-B

#### **Guidelines to be followed by RGPV & its affiliated institutions for Conduction of TTP**

##### **1. Honorarium To the Resource Person/ Experts :**

TA/DA/ honorarium to the resource person (Honorarium not to exceed 20% of the total expenditure incurred n conduct of training program)

- a. Resource person from IIT's, IIM's, IIFM, SPA, IISER & its equivalent : 5000/-
- b. Resource person from NIT's : 3000/-
- c. Person from Govt. Institution/Industry - From out of State : 5000/-  
From within the state : 3000/-
- d. Internal Resource person : 3000/-  
(Professor, Associate Professor and Assistant Professor with 10 years of Teaching experience).

*Above mentioned honorarium is maximum in a day to any expert.*

- Each Lecture should be of 1.30 hrs. duration.
- Invited external experts: Minimum 5 and Maximum 10
- Maximum 20 sessions (Including Inaugural, Lectures, Field visit, Labs, Exam, Valedictory etc.)
- Exam will be conducted on 5<sup>th</sup> day in II session just before lunch.
- Exam pattern will be multiple choice questions and online. **Minimum qualifying marks for certificate is 50 %.**

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2. **As per RGPV norms** the following will be paid:-
  - a. TA/DA to experts (Expert apart from IIT's/NIT's prior approval is necessary for Air Travel ) & TA to participants.
  - b. Accommodation Cost : As per Guest House charges
3. Lunch, Dinner & Tea: 300 per person /day. For participants & additional 10 members (including experts).
4. A registration kit costing not more than Rs. 500/- (including study materials) per participants.
5. Claimant will provide the tickets and boarding pass (Original) in case of air ticket. Only 'Air India' Economy class flight is permissible. However, on non-availability of Air India Flights connecting two places or non-availability of ticket in Air India flights, Private Airlines by economy class may be allowed subject to the condition that the fare charged is not more than the Air India fare.
6. TA/DA/ form and honorarium duly signed by the beneficiaries and verified by the competent authority will be acceptable.
7. All the bills should be raised in favour of **AICTE –RGPV TTP. Each bill must have GST No.**
8. Advance if any, will be given to Program Coordinator.
9. Purchase of Non-Consumable items should be avoided.
10. Stock entry of each item (Consumable, Non-Consumable, travelling tickets, etc.) has to be made in a separate stock register at department/institute level which will require at the time of submission of bills & vouchers for payment.
11. Payment will be made **through NEFT /Cheque.**
12. After conduction of training program following documents shall be submitted **in two sets.**
  - i. Detailed schedule of training programme (The content of the resource person/expert should be properly defined)
  - ii. List of Resource person invited with full address, contact details, topics etc.
  - iii. List of participants attended the training programme.
  - iv. Copy of question paper and mark sheet for the test at the end of the programme.
  - v. Minimum 5 Photograph and a Video CD of selected sessions

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13. **Program Coordinator** along with documents (as stated at Part-B, S.No.12) will submit bills & vouchers duly verified by the competent authority and summary of detailed expenditure to office of Coordinator, AICTE-RGPV TTP within a week after the completion of the program.
14. Duly verified attendance (Pre & Post Lunch) of the participant should be submitted.
15. Photographs of the event (Inaugural, Valedictory, & Experts) to be e-mail at **aicte-ttp@rgtu.net**
16. Programme covered under TTP should be the part of Curriculum. In case of advance topic which is not a part of the curriculum, its relevance shall be justified.
17. The contents of speakers/expert should be properly defined.
18. Preference should be given to Audio visual aid during delivery.
19. Hands on practice//Lab/field visit shall also be included in the program.
20. At the end of the program, Faculty will participate in online multiple choice examinations duly prepared by the coordinator with the help of speakers/experts.
21. Feedback of TTP is mandatory from participants.

Date: 25<sup>th</sup> February' 2019




Coordinator

AICTE-RGPV, Teachers Training Program  
Bhopal, M.P.



(Prof. Neelu Nihlani)



(Prof. Archana Tiwari)



(Dr. C S Verma)





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**Guidelines**  
**AICTE-RGPV JOINT TRAINING PROGRAMME FOR TEACHER'S**

**Part-C**

**TTP Registration**

1. The number of participants for the TTP should be minimum 40 & limited to maximum 50. Preference should be given to external participants. In any case internal participants should not be more than 10 Nos.
2. Registration for TTP should be accepted online using <http://aictettp.rgpv.ac.in> website. The Program Coordinator should confirm the eligible candidate well in advance through email for participation. The selected candidates should submit the hard copy of registration form duly verified by head of the institution compulsorily at the time of reporting for the program.
3. A separate login will be created for the Program Coordinator for conduction of the qualifying examination, e-Feedback, generation of e-Certificates, etc.
4. Registration will be opened for the TTP from the date of announcement itself. Registration will be on first come first serve basis.
5. Registration will be closed on 1<sup>st</sup> day of the program before the inaugural session.

**TTP Qualifying Examination for Certification**

6. The question paper will be prepared with the support of invited resource persons. Resource person will be communicated by Program Coordinator well in advance regarding submission of 5-10 multiple choice Questions with Key from the content of the each TTP session.
7. Exam paper should be based on the well defined content of the program.
8. The program coordinator will upload the entire questions received from the resource person for each session. In any case number of questions uploaded will not be less than 70 questions (from all the 14 Sessions).

9. The online multiple choice examination will be conducted on the basis of the 50 questions from the set of uploaded questions.
10. Examination should be conducted on last session of the 4<sup>th</sup> day of the TTP.
11. The sessions on the 5<sup>th</sup> day of the TTP preferably based on the Hands On/ Activity based/ Industrial Experts / Moral Values, Ethics, Behavioural Sciences, Aptitude, etc. to be conducted.
12. Qualifying examination marks for certification is revised to 50% relative marking of the highest score in the examination.
13. Program coordinator should be fully responsible for conduction of the online examination, maintaining the confidentiality and decorum of the exam.
14. After the examination, e-certificates should be generated in the prescribed format for qualified candidates.
15. TTP certificate should be signed by the program coordinator in original.
16. There should be only one Program Coordinator and maximum two Co-Coordinators.
17. Program Coordinator will upload the TTP Schedule in the prescribed format along with updation, if any before the conduction of online examination.
18. It is mandatory to take e-feedback from all the participants by using <http://aictettp.rgpv.ac.in>. before the conduction of online examination in a prescribed format.

### **Review & Acceptance of Proposals**

19. Program Coordinator will submit the proposal **2 months in advance for consideration** via email [aicte-ttp@rgtu.net](mailto:aicte-ttp@rgtu.net) in the prescribed formats available on <http://www.aictettp.rgpv.ac.in> website (as copy in advance) forwarded through head of the institution followed by the submission of the hard copy of the proposal to Dr. Savita Vyas, Nodal Officer, Room No. 119, AICTE FDP, School of Energy & Environment Management, Rajiv Gandhi Proudhyogiki Vishwavidyalaya, Airport Road, Bhopal-462033.





20. The received proposals (via email) will be put up before monitoring committee for review and finalisation based on the relevance & content of the program proposed. Proposal should include the following strictly in the prescribed formats:

- Proposed Date for the program (As per the TTP Calendar)
- Program Proposal (As per TTP Format 1)
- Detailed Schedule of the Program (As per TTP Format 2A)
- List of Invited Resource Persons (As per TTP Format 3)
- Program Information (As per TTP Format 5)

*Note: Incomplete proposal/s should not be entertained.*

21. After review of proposal by the monitoring committee, TTP Coordinator will inform to the Program Coordinator accordingly for further necessary action. Proposal may be accepted as submitted or with modifications or may be rejected.

22. Program Coordinator will also provide the soft copy of the Program Information (TTP Format 5) for the display on <http://www.aictettp.rgpv.ac.in> website. **Hence no separate brochure is required.**

23. **Advance up to 25% of the approved expenditure** by the monitoring committee may be provided to the Program Coordinator through the institution and the balance amount will be reimbursed after submission of the original bills and required documents in the prescribed format.

24. A monitoring committee meeting should be conducted frequently as & when required.

**After conduction of training program**

25. As per the approved AICTE-RGPV TTP guidelines following documents should be submitted '**in Two Sets**'.

- a. Detailed schedule of the training programme (The content of the resource person/expert should be properly defined (TTP Format 2A, 2B))
- b. List of Resource person invited with full address, contact details, topics, etc. (TTP Format 3)
- c. Duly verified list of participants attended the training programme (TTP Format 4)
- d. Photograph of all the sessions and a Video CD of selected sessions.

Along with the above mentioned documents, also provide the following necessary documents in **'One Set'** for the TTP office record & audit.

- e. Study materials (Soft/Hard copy) if any provided to the participants.
- f. Attendance Records of the participants.
- g. Statement of detailed expenditure & its summary sheet (**TTP Format 7**).

26. **Program Coordinator** along with documents (as stated above) should submit bills & vouchers duly verified by the Program Coordinator and forwarded by the **Principal/Director of the Institution** within a week after the completion of the program to Dr. Savita Vyas, Nodal Officer, Room No. 119, AICTE FDP, School of Energy & Environment Management, Rajiv Gandhi Proudhyogiki Vishwavidyalaya, Airport Road, Bhopal-462033.

Date: 21/5/2019



**Dr. Savita Vyas**  
Coordinator  
AICTE-RGPV, Teachers Training Program  
Bhopal, M.P.



(Dr. Neelu Nihlani)



(Dr. Archana Tiwari)

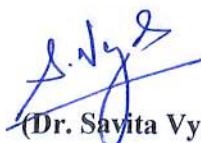


(Dr. C S Verma)




### AICTE-RGPV TTP Work Flow

1. Receiving of TTP Proposal via email on [aicte-ttp@rgtu.net](mailto:aicte-ttp@rgtu.net) in the prescribed formats available on <http://aictettp.rgpv.ac.in> website (as copy in advance) forwarded through head of the institution followed by the submission of the hard copy of the proposal to Dr. Savita Vyas, Nodal Officer, AICTE FDP, Room No. 119, School of Energy & Environment, Rajiv Gandhi Proudhyogiki Vishwavidyalaya, Airport Road, Bhopal-462033.
2. Review and acceptance of received proposals by TTP monitoring committee within 15 days. **Incomplete proposals will not be entertained.**
3. Unaccepted proposal to be revert back with necessary feedbacks to resubmit the same as per suggested recommendations by the committee.
4. Online declaration of accepted program on website <http://aictettp.rgpv.ac.in>.
5. Automatic information to all the RGPV affiliated institution via <http://aictettp.rgpv.ac.in>. about the announced program along with the schedule of the program as per TTP Format 2A & 5.
6. Publicity through RGPV Portal and AICTE Portal.
7. Registration Open for the TTP from the date of announcement itself. Registration will be on first come first serve basis.
8. A separate login will be created for the Program Coordinator for conduction of the qualifying examination, e-Feedback and generation of e-Certificates, etc.
9. Registration should be closed on 1<sup>st</sup> day of the program before the inaugural session.
10. Conduction of online examination on the last session of the 4<sup>th</sup> day of TTP.
11. Generation of e-certificate for qualified participants only.
12. After the completion of the TTP, submission of all the necessary documents in prescribed formats as per the TTP guidelines along with the bills, vouchers for financial settlement at RGPV through proper channel to Dr. Savita Vyas, Nodal Officer, AICTE FDP, Room No. 119, School of Energy & Environment, Rajiv Gandhi Proudhyogiki Vishwavidyalaya, Airport Road, Bhopal-462033.

  
(Dr. Savita Vyas)

  
(Prof. Neelu Nihlani)

  
(Prof. Archana Tiwari)

  
(Dr. C S Verma)