ਪ੍ਰੋ. (ਡਾ.) ਸਵੀਨਾ ਬਾਂਸਲ
ਡੀਨ (ਖੋਜ ਅਤੇ ਵਿਕਾਸ)

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ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ
(ਯੂ.ਜੀਸੀ ਵੱਲੋ ਮਾਨਤਾ ਪ੍ਰਾਪਤ)
Maharaja Ranjit Singh Punjab Technical University
(Act 5(2015) of Pb & 2(f) of UGC)
ਡੱਬਵਾਲੀ ਰੋਡ, ਬਠਿੰਡਾ (ਪੰਜਾਬ) -151 001
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Ref No: DRD/MRSPTU/ 140   ਪੱਤਰ ਨੰ: ਡ.ਖ.ਵ/ਮਰਸਪਟਜ   Dated: 21.06.2016 :ਮਿਤੀ

NOTIFICATION

As per approval of the competent authority the rules & regulations of Faculty Development Program under partial financial assistance scheme of MRSPTU are as follows:

GENERAL GUIDELINES

- Minimum and Maximum numbers of intake in any programme shall be 25 and 30 respectively. Out of this maximum 10 participants could be from the host institute and rest from other MRSPTU affiliated colleges. It is mandatory to have around 80% participation from MRSPTU affiliated Institutes in any faculty development programme for getting any financial assistance.

- Minimum 6 hours training per day, excluding Tea and Lunch break must be ensured.

- It is compulsory for the participants to attend all sessions of faculty development programs to earn participation certificate. Attendance to this effect shall be submitted and certified by the course coordinator.

- It is mandatory to submit brief CV of the resource persons highlighting their contribution in the concerned subject of FDP.

FINANCIAL ASSISTANCE NORMS FOR FDP

MRSPTU shall reimburse Honorarium, TA/DA of the resource person and expenditure incurred on the refreshment of the participants to the college after the completion of programme. The norms for the same are mentioned below:-

- Honorarium to Resource Persons @
  i) Rs 2,000/- (for 2 Hr Theory session)
  ii) Rs 1,000/- for Lab session i.e. Rs 750/- Resource person & Rs 250/- Lab staff

- Honorarium to course coordinator @ Rs 2500/- & Rs 5000/- for 1 & 2-week FDP respectively

- TA for Resource Persons (within India) will be given as per University rules with the upper limit of Rs. 30,000/- for a program

- No TA/DA will be given to the participants by the University

- Reimbursement of refreshment *cum* hospitality charges shall not exceed 15% of the university sanctioned amount. Host institute shall be paid these charges @ Rs. 100/- per participant per day, restricted to external participants and resource persons other than the host institute.

- Boarding/Lodging charges, during the program shall be paid by participants or their parent institute. Host institute can extend this facility, if available, at a nominal rate.

- Study material cost, extended to participants (with a copy to University) shall not exceed @Rs 100/- per participant and may be put in reimbursement expenditure against actual bill

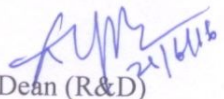- Actual expenditure written in University earlier notification Reg/46 of 16.12.15 is detailed as:

$$Actual\ Expenditure = Total\ Expenditure - (Income\ from\ other\ Agencies + Registration\ Fees\ collected)$$

REGISTRATION PROCEDURE

The details of faculty development program will be displayed at the MRSPTU website along with the e-mail id and phone number of the concerned course coordinator. All the participants will register directly to the concerned course coordinator/ college. The scanned copy of the registration form will be submitted to the course coordinator at his/ her e-mail. The registration form in original will be submitted to the course coordinator at the commencement of the FDP which will be submitted to the University later on. The course coordinator will intimate the status of the registration to the concerned officer of the MRS Punjab Technical University in time for necessary action.

CANCELLATION OF FDP

All affiliating Institutes shall adhere to University guidelines/directions issued from time to time in regards to conduct and financial norms applicable for the faculty development programme, failing which University may cancel or withhold the grant already sanctioned. There will be penalty for the cancellation of any FDP without any pre-intimated valid reason.

Dean (R&D)

Endst No_____ Dt._____

1. PA to VC for kind information
2. Dean Academic Affairs, MRSPTU
3. Registrar, MRSPTU
4. Assistant Registrar Accounts, MRSPTU
5. Director ITeS for uploading on University web-site, MRSPTU

—Sd/—
Dean (R&D)