



INSTRUCTIONS TO THE PARTICIPANTS

- The institute has planned training programmes out of which some are in contact/physical presence mode and some in ICT mode.
 - From April, 2022 to June, 2022, the Institute will offer only online programmes.
 - For programmes in ICT mode, technical institutions anywhere in India can join the course by virtue of being a remote centre. The remote centre is connected via 'Google Meet' at its own location.
 - For ICT mode programmes participants can join at NITTTR, Chandigarh also.
- The courses are for all states all over India.
- Programmes marked "National" implies that Faculty from any state/UT in India can join.
- Faculty from Engineering Colleges/Polytechnics and Technical Institutions can participate in the Programmes. In addition, technical/academic staff can also join the programme in the relevant area.
- Faculty from Engineering Colleges/Polytechnics shall have to be sponsored by their employer. An advance application may be made to facilitate the admission. However, all such applicants will have to submit proof of sponsorship at the time of joining the programme.
- All applicants are advised to ensure confirmation of their admission to the course before joining.
- Though no deviation is generally made in the schedule, applicants are advised to keep a track on website when the scheduled dates are approaching.
- For any clarification participants/Sponsors may write to concerned co-ordinator at first instance, if needed write to imee@nitttrchd.ac.in
- For clustered programme, the communication can be done with any one of the coordinators mentioned.

COURSE FEE, BOARDING AND LODGING

FOR CONTACT/PHYSICAL PRESENCE COURSE:

A. For Programmes at NITTTR, Chandigarh:

A.1 Participants from Government, Government Aided, Private and Self Financing Polytechnics/ Engineering Colleges/ Universities:

a) Travelling Allowance:

- No Travelling Allowance

b) Boarding / Lodging:

- Free boarding and lodging will be provided by the institute. Lunch and two times tea/coffee will be provided. There will be no financial liability on the institute if the participants do not stay in accommodation provided by NITTTR, Chandigarh and makes his/her own arrangement outside. No DA will be permissible for the duration of course.

c) Course Fee:

- As per the decision of the institute. only 118/- as course fee(including GST) will be charged from the participants. For specialised courses, course fee shall be charged case to case basis as proposed by coordinator and approved by Director separately.

A.2 Participants from ITIs and Academic Colleges:

- If a participant who is working in an ITI/Academic College applies to attend a course being organized at NITTTR, Chandigarh, a course fee of Rs.118/-(including GST) per participant per day will be charged. Expenses towards lunch, tea/coffee during sessions of the programme will be borne by participants. Boarding and Lodging facilities will be provided on payment basis depending on availability of hostel. Travelling allowance and local conveyance will not be permissible.

A.3 Research Scholars from any Technical Institute:

- A Course fee of Rs.500/- (GST Extra) per participant will be charged. Boarding and Lodging facilities will be provided on payment basis. Travelling allowance and local conveyance will not be permissible. For research scholars of NITTTR Chandigarh no course fee will be charged.

A.4 Inaugural/Valedictory: Rs. 30/- per person for inaugural session and Rs. 30/- per person for valedictory session respectively.

NOTE:

1. Family accommodation will not be provided at the institute to the participants during short term courses.
2. Food/Mess is compulsory for all the residents availing hostel facilities.
3. Participants of STC seeking Guest House accommodation shall be charged Rs. 1000/- per day per room during the course duration.

**B. For Programmes at Government and Government Aided Polytechnics/Engineering Colleges/Universities:
(Courses Proposed by NITTTR, Chandigarh)**

B.1 Participants from Government/ Government Aided/ Self Financing Polytechnics/Engineering Colleges/ Universities:

a) Travelling Allowance:

- No Travelling Allowance
- Expenditure on account of two times tea shall be restricted to Rs. 30/- per day per participant. No lunch will be provided to the participants

b) Boarding / Lodging:

- Not permissible. However, two times tea during the course will be provided @Rs. 30/- per day per participant.

c) Local Conveyance:

- Not permissible.

d) Course Fee:

- As per the decision of the institute, no amount will be charged from the host institution but for participants from other institutions, only 118/- as course fee(including GST) will be charged. For specialized courses, course fee shall be charged case to case basis as proposed by coordinator and approved by Director separately.

B.2 Research Scholar from any Technical Institute:

- A Course fee of Rs.500/- (GST Extra) per participant will be charged. Boarding and Lodging facilities will be provided on payment basis. Travelling allowance and local conveyance will not be permissible.

B.3 Inaugural/Valedictory: Rs. 30/- per person for inaugural session and Rs. 30/- per person for valedictory session respectively.

B.4 Honorarium to local Coordinator Rs. 2500/- and Payment to supporting Staff Rs. 1500/-

C. For Programmes at Self-financing Institutions / Private Universities (on request of the host institute):

C.1 Training Programmes for faculty / Staff

• Course Fee:

- For 1 to 2 days, Rs. 1000/- per day per person will be charged. Minimum 30 participants are required.
- For more than 2 days, Rs. 500/- per day per person will be charged. Minimum 30 participants are required.

• Boarding and lodging:

- Not permissible. However, two times tea during the course will be provided @Rs. 30/- per day per participant.
- TA/DA, Boarding and lodging facilities to experts and NITTTR Chandigarh faculty will be provided by host institute.

D. For ICT Based Training Programmes

D.1 For Remote Centre at Government/Government Aided/Self Financing Institutions/Universities:

- i. Honorarium to Local Co-ordinator Rs. 2500/-
- ii. Payment to supporting staff Rs. 1500/-

D.2 Online (ICT at participants' own choice location):

- Course fee of Rs. 118/-(including GST) is to be charged.

E. Participants sponsored by TEQIP Institute(s):

E.1 Institute Operational Plan Programmes:

- Course fee @ Rs. 5000/- (GST Extra) per participant will be charged from TEQIP institute for sponsoring its faculty in institute's Operation Plan approved one week programmes.
- If a TEQIP institute requests for an exclusive programme, course fee will be charged @ Rs. 10,000/- (GST Extra) per participant per week subject to a minimum of Rs. 1.0 lac. Institute will not pay any TA/DA to participants from TEQIP institutes and they can avail of boarding and lodging facilities on payment basis. TA/DA, Boarding and lodging facilities to experts and NITTTR Chandigarh faculty will be provided by host institute.
- Working lunch, tea/coffee during sessions of the programme will be borne by host institute

ONLINE REGISTRATION THROUGH NITTTR CHANDIGARH STC MANAGEMENT PORTAL

1. Institute has developed an interactive App for managing, automating all FDP/STC related processes, profiling of the faculty and making it completely paperless.
2. All participants are required to create their online account through one time registration.
3. After registration, participants can:
 - a. Manage/Update their profile
 - b. Apply for Training Programme/Short Term Courses/Faculty Development Programmes
 - c. View all the Trainings/Short Term Courses/Faculty Development Programmes they have applied and attended.
4. The participant has to upload their sponsorship letter
5. Confirmation to the participants will be sent by the programme coordinator
6. After successful completion of the course, participants can download completion certificate of Short Term Courses/Faculty Development Programmes.
7. All confirmed participants must report at 9:30 am on the starting day of the training programme.

GUIDELINES FOR SPONSORING

1. The training calendar of 2022-2023 will be uploaded in the institute website. The sponsoring agencies may plan in advance for sponsoring the faculty members/staff for the training programmes scheduled.
2. The sponsoring agencies may guide their faculty members to view the contents of the training programmes and accordingly plan out to attend the programmes.
3. The sponsoring agency should provide the sponsorship letter to their faculty members well in time so that they can upload their sponsorship letter in the institute website as mentioned above.
4. Any tailor made programme required for the sponsoring agency can be organized by NITTTR Chandigarh.
5. There is no course fee for faculty members of government institutes.
6. For self-financing institutes, the course fee will be charged only for special programmes.