

GENERAL GUIDELINES

A. Participants from Government & Aided Polytechnics / Engineering Colleges are eligible for:

- a. A Pocket Allowance of Rs.300/- per day per outstation participant
- b. (1) Payment upto 3 tier-AC fare, by any train by the shortest route; (2) Tatkal charges are allowed in case of non-availability of regular tickets; (3) Payment of actual bus fare if the bus journey is made by the Govt. transport bus; (4) For journeys made by the private bus, restriction of fare upto 3 tier-AC train fare by the shortest route; (5) Original ticket for travel from the place of work to Chennai and photocopy of the return journey train / bus ticket should be furnished, otherwise the claim will be restricted to sleeper class train fare only or minimum bus fare, by the Govt.bus; (6) Waitlisted ticket will not be reimbursed for return journey, if not confirmed; (7) The road mileage for place of residence to nearby railway or bus stations is limited to 25 kms for claim of taxi / auto / own Vehicle. Beyond 25 kms, bus fare at the rate of Rs.1/km will be paid; (8) In case, travel is made by Air; travel by Air India only will be accepted and payment will be limited to 3 tier-AC train fare, provided Boarding Pass is submitted.
- c. A Pocket Allowance of Rs.125/- per day per local participant

B. Participants from Self-financing Polytechnics, Engineering Colleges and teachers appointed under Self supporting / financing schemes of Aided Polytechnics / Engineering Colleges:

- a. A course fee of Rs.400/- per day per participant has to be paid to NITTTR, Chennai. However, the Participants will take care of their travel related expenses.
- b. Boarding and Lodging Charges:
 - i. Non-AC single occupancy Accommodation (Common washroom) at Trainees Guest House II - Rs.100/- per day per person
 - ii. AC double occupancy accommodation (attached washroom) at Trainees Guest House I – Rs.500/- per day per person
 - iii. Food - Rs.300/- per day per person

C. Admission Procedure:

- a. Participants should apply through proper channel for admission into a short-course, 30 days prior to the commencement of the course. This is not applicable for the participants sponsored by their respective DTEs / SBTETs.
- b. On scrutinizing the duly sponsored applications, an admission order will be dispatched.
- c. Participants will not be allowed to attend the course without the release of admission order from the NITTTR, Chennai.

D. Information to Participants:

- a. Family accommodation is NOT available in the Hostel.

E. Target Group for Faculty Development Programmes

For all faculty development programmes conducted, the eligible participants are Assistant Lecturers, Lecturers, Assistant Professors, Associate Professors, Professors, Heads of Department and Principals as per the existing norms of Govt. of India.

**NATIONAL INSTITUTE OF
TECHNICAL TEACHERS TRAINING AND RESEARCH**
[An Autonomous Institute under MHRD, Dept. of Higher Education, Govt. of India]
Taramani, Chennai – 600 113

APPLICATION FORM (2019-20)

1. Course No. and Title : FDP-

2. Duration : From

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 To

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3. Name of Participant (in block letters) :

4. Date of Birth :

5. Designation :

6. Name of the Institution :

7. Address :

8. City & Pin code :

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9. E- mail :

10. Contact Phone / Mobile :

11. Years of Experience (total) in :

teaching :

research :

industry :

12. Institution category (Tick one): Govt. / Govt. Aided / Private

13. Is your appointment under Self financing Scheme YES / NO

14. Any special health related issue for providing room in a three storied trainees' guest house YES / NO
If yes, which floor you prefer.....

15. Preference in accommodation (tariff will vary as per the preference)

1. Single occupancy with common washroom

2. Double occupancy with attached washroom

3. Single occupancy with attached washroom

Date:

Signature of the Applicant

The application of the above candidate is forwarded. If selected, he/she will be relieved to attend the course.

Seal:

Signature of the Forwarding Authority

Note: Sponsored applications may be sent by email (cdcnitttrc@gmail.com) 30 days prior to the commencement of the programme.