



“Enhancing the technical education standards and developing the skilled workforce for the nation's growth and prosperity”

TRAINING PROGRAMMES

GUIDELINES - 2025

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH, CHENNAI

Institution Deemed to be University, under Distinct Category,

A Centrally Funded Technical Institute

Ministry of Education, Government of India, Taramani, Chennai - 600 113.



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Course Enrolment

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1 Rationale

The National Institute of Technical Teachers Training and Research (NITTTR), Chennai, established in 1964 under the Ministry of Education, Government of India, is a premier institution dedicated to enhancing the quality of technical education. With 60 years of expertise, it has been granted “Institution Deemed to be University under Distinct Category” status, recognising its commitment to excellence in education, training, and research.

NITTTR Chennai plays a crucial role in faculty development through its Professional Development Programmes (PDPs), catering to engineering specialisations and pedagogical training. The Faculty Development Programmes conducted by NITTTR Chennai are recognised by AICTE for the training requirements for promotions of teachers. These Programmes support faculty career advancement and institutional growth, equipping educators with essential skills in curriculum development, pedagogy, teaching methodologies, educational technology, and quality assurance. The institute’s training initiatives are aligned with the National Education Policy (NEP) 2020 and the Sustainable Development Goals (SDGs), ensuring adaptability to evolving educational and global needs.

To effectively meet the clientele system's requirements, NITTTR Chennai integrates industry trends, innovative teaching strategies, and continuous professional growth into its training Programmes. This approach fosters excellence in technical education, ensuring that faculty and institutions stay at the forefront of educational advancements and best practices.

2 Training Programmes

NITTTR Chennai provides a wide range of training Programmes tailored to meet the evolving needs of educators, industry professionals, and government agencies. These Programmes ensure continuous professional development, industry alignment, and global exposure for participants.

2.1 Stakeholders

- Teachers from Technical Institutions
- Students from ITI, Diploma, UG and PG Technical Institutions
- Students from Arts, Science and Commerce
- International Learners
- Apprentices

- Research Scholars
- Working Professionals
- School Students and Teachers
- School Dropouts/ Transgenders/ PwD/ Women/ Rural Students and Community

2.2 Diverse Training Programmes Offered

- Regular Training Programmes - Online and Contact modes
- Modular Programmes - Flexible training opportunities offered during weekends or vacation periods
- Industrial Training Programmes – Offering exposure to contemporary and emerging technologies through hands-on experience at industries
- Customized Programmes - Tailored training solutions to meet specific needs
- Self-Paced MOOCs - Programmes available in varying durations (10/ 20/ 40 hours) for self-study
- Boot Camps - Intensive training sessions designed for rapid skill acquisition
- Sponsored Programmes - Training Programmes supported by various educational bodies/ AICTE/ ISTE/ SERB and Ministry
- Programmes for Government Agencies and Working Professionals - Enhance the competency of working professionals
- Workshops/ Webinars/ Seminars - Online/ Offline seminars for knowledge sharing
- Conferences - National and International Conferences for networking and learning

2.3 Training Levels Aligned with Knowledge Progression

The training Programmes are structured into three progressive levels, ensuring a gradual transition from knowledge acquisition to deep learning and knowledge creation. These levels align with faculty development needs, integrating curriculum-based learning, pedagogical advancements, and industry-relevant innovations.

- **Silver Level (Knowledge Acquisition)** - Emphasizes foundational learning by engaging with curriculum-aligned courses, achieving content mastery, and utilizing Open Educational Resources (OER) as learning materials.
- **Gold Level (Knowledge Deepening)** - Strengthens pedagogical expertise by integrating case studies, adapting and designing OER, and using modern tools for hands-on training. Includes basic pedagogy and instructional design and delivery systems to lay a strong foundation for effective teaching practices.

- **Platinum Level (Knowledge Creation)** - Encourages innovation and industry collaboration by incorporating emerging fields such as AI, IoT, VR and AR, Drones, Robotics and Electric Vehicles, focusing on real-world problem-solving and future-ready solutions. Includes two weeks of advanced pedagogy or two weeks of induction training to equip educators with high-level teaching strategies and comprehensive knowledge in the latest technologies.

2.4 Programme fee Structure for PDP

NITTTR Chennai ensures accessible and affordable training Programmes through a structured fee policy. Fee concessions are available for government and aided institution faculty, MoU institutions, Defence organisations, research scholars, and students. Fees vary based on participant category and Programme type, including options for international participants and certified master trainer Programmes. The table below outlines the detailed fee structure.

Category and Programme fee per Participant (₹)	Details
Silver 100 - 500	For faculty members from Government and Government-aided technical institutions, the Programme fee is waived for their first two Programmes in an academic year. For any additional Programmes attended by the same faculty member within the same academic year, the applicable fee shall be paid.
Gold 501 - 1000	For faculty members from Government and Government-aided technical institutions, a 50% waiver on the Programme fee is applicable for the first Programme attended in an academic year. For any additional Programmes attended by the same faculty member within the same academic year, the applicable fee shall be paid.
Platinum 1001 - 5000	For faculty members from Government and Government-aided technical institutions, a 50% waiver on the Programme fee is applicable for the first Programme attended in an academic year. For any additional Programmes attended by the same faculty member within the same academic year, the applicable fee shall be paid.

- UG/ PG students and full-time research scholars are eligible for a 50% waiver on the Programme fee on producing a valid Identity Card or Bonafide certificate from the institution.
- Faculty members from self-financing institutions, contractual teachers, working professionals, and other interested participants are required to pay the full Programme fee to attend the Programme.
- International participants may also attend the Programmes upon payment of the applicable Coordination fee in USD equivalent.
- If faculty members from Government and Government-aided Technical Institutions attend the Programme without obtaining a relieving order from their authorities, this will be indicated on their certificate upon successful completion.
- Certified Master Trainer Programmes are also offered with a fee structure determined based on the participant's category.
- The Programmes shall be conducted at locations that best meet the needs of the clientele. These include NITTTR Chennai headquarters, extension centres in Bengaluru, Hyderabad, Kalamassery and Vijayawada, as well as host institutions, outreach centres, and partnering organisations. This flexible approach ensures greater accessibility, convenience, and effectiveness of the training Programmes.

2.5 Online Self-Paced MOOC

SWAYAM, an initiative by the Government of India, is designed to uphold the core principles of the Education Policy—access, equity, and quality. It aims to provide high-quality teaching-learning resources to all, including disadvantaged groups, and bridge the digital divide through Information and Communication Technology (ICT) in education. SWAYAM offers online Programmes across high school, higher education, and skill-based training, ensuring inclusive learning opportunities. SWAYAM courses are structured based on duration and engagement, typically spanning 40 or 20 hours, with 20 or 10 hours of video and multimedia content. Courses commence in January and July, providing structured yet flexible learning pathways.

2.6 Development of MMLPs/ Video Lectures

Faculty members are encouraged to develop educational videos on emerging academic domains to enrich the teaching-learning process. The initiative involves a structured

workflow comprising proposal submission, expert review, production support, testing, and content refinement. The Department of Educational Media and Technology will facilitate the production process, ensuring high-quality and pedagogically effective outputs. These video lectures shall be developed to support both online and regular academic Programmes.

2.7 Extension Services

To support quality enhancement in higher education, we offer a diverse range of academic and institutional development services. These initiatives are aligned with NEP 2020 and aim to strengthen teaching, curriculum, infrastructure, student support, and accreditation processes.

- **Accreditation (NBA/ NAAC/ NABL):** Vetting, guidance, and mentoring for institutional and Programme-level accreditation.
- **Academic Audit:** Comprehensive review of academic processes and practices.
- **Curriculum Audit:** Evaluation of curriculum design, content, and delivery effectiveness.
- **Curriculum Revision/ Vetting:** Support for updating and aligning curriculum with industry trends and NEP 2020.
- **Classroom Instruction Observation:** Individualised teacher improvement Programmes aligned with NEP 2020.
- **Laboratory Demonstration Videos:** Creation and curation of instructional laboratory content.
- **Student Motivation and Counselling Services:** Programmes for promoting mental well-being, academic engagement, and career planning.
- **Books/ Monographs/ Manuals/ Brief Notes:** Development support for academic publications and instructional materials.
- **Proposal Writing:** Guidance in writing research, project, and funding proposals.
- **MOOC Design, Delivery, and Evaluation:** Assistance in creating and managing online courses.
- **Green Campus/ Learning Space Guidance:** Support in setting up DTH platforms, Wi-Fi, studios, and digital repositories.
- **Mentoring:** Continuous faculty and student mentoring for academic and professional growth.

3 Programme Administration

3.1 Registration and Conduct of the Programme

Faculty members, Students, research scholars, technical officers, government officials, industry personnel, and other individuals committed to lifelong learning are eligible to register for the training Programmes. Prospective learners shall complete the online registration through the Institute's web portal and pay the applicable Programme fee. Registration will close on the day the Programme commences. The following guidelines outlined in the table are intended to ensure the smooth and effective execution of training Programmes. They address key aspects such as registration protocols, faculty engagement, resource allocation, post-Programme documentation, trainee feedback, and outreach activities.

Guidelines	Details
Course Creation on the PDP portal	The course content, dates, objectives, methodology, outcomes, event link and details of the resource persons shall be uploaded to the portal at least 21 days prior to the commencement of the Programme. Upon creation of the course, the concerned Head of the Department shall approve it within one working day.
Opening of the Programme	Approval from the Head, Department of Curriculum Development and Capacity Building (DCDCB), and the Director shall be obtained within two working days from the date of approval by the concerned Department Head.
Approval for Finance and Timetable	Approval by the concerned HoD, DCDCB, and Director shall be completed 10 days before the commencement of the Programme.
Intimation to the Participants	The Programme Coordinator shall send a formal email to all participants at least one day prior to the commencement of the Programme, providing all necessary details, including the meeting link for online Professional Development Programmes.
Minimum Participants	A minimum of 10 registered learners is required for the Programme to be conducted. In cases where fewer than 10 participants register, the Programme shall be postponed with the prior approval of the Director. However, if the number of registered learners is less than

	15, the sessions shall be conducted exclusively by internal faculty members.
Use of Internal Faculty	Faculty from the Headquarters or Extension Centres (through contact or online mode) shall be given priority for handling sessions. External Resource Persons shall be engaged only in the absence of relevant internal expertise. In the training Programmes conducted at Extension Centres, a maximum of two faculty members from Head Quarters/ other Extension Centres shall be involved as Resource Persons.
Engagement of Resource Persons	For Silver and Gold category Programmes , the Faculty Coordinator shall be responsible for delivering a minimum of 40% (70% in case of modular Programmes) of the course content. The remaining sessions shall be handled by faculty members from the Institute's Headquarters (HQ) or Extension Centres (EC). A maximum of two Resource Persons for Silver and Gold category Programmes , and up to three Resource Persons for Platinum category Programmes shall be engaged.
International Experts	One or two international experts can also be engaged online, preferably in Gold and Platinum Programmes.
Post-Programme Submissions (Within 7 working days after the completion of the Programme)	Attendance, assessment records, video links, and any updated timetable shall be maintained and uploaded to the portal as per the guidelines. Programme Honorarium shall be processed and forwarded to the Accounts Section only after the video links of the recorded lectures have been verified by the in-charge of NITTTR DigiKalanjiyam.
Trainee Feedback	Feedback submission on Google Reviews and the PDP portal is required to enable certificate download. During contact mode Programmes, the Department of Educational Media and Technology (DEMT) shall collect one or two video feedback recordings from the participants and ensure they are uploaded to the portal.

Digital Repository	DEMT shall compile session photos, group photos, and images of activities/ interactions, which shall be submitted to the in-charge of annual report preparation in the prescribed format.
Social Media Engagement	The social media in-charge shall promote the Programme with photos and a write-up for social media.

3.2 Responsibilities of the Head, Extension Centre

- A Need Analysis shall be conducted annually by the Head, EC through the portal in December, in coordination with Polytechnic Principals, the Directorate of Technical Education, and other relevant stakeholders. The compiled report shall be submitted to the Director in the prescribed format during the first week of January each year.
- The Head, EC shall coordinate training Programmes based on the identified training needs of the respective State.
- If an Extension Centre proposes a Programme to the State Government, the most appropriate delivery venue either at the HQ or EC shall be determined based on the nature and content of the Programme and shall be scheduled in consultation with the concerned Head of Departments to prevent overlap or duplication of content and to ensure appropriate intervals between related Programmes.
- The Head, EC is responsible for promoting HQ Programmes within their State and ensuring adequate participation to prevent cancellations or disruptions in the planned schedule.
- Each Extension Centre shall conduct one **Induction or Curriculum Development Programme** based on the requirements of the respective State and facilitate remaining Programmes at the Headquarters.
- Extension Centres are encouraged to organise a minimum of two Academic Leadership Programmes in contact mode for senior administrators such as Principals, Directors, and Deans, in collaboration with HQ.
- If the proposed Programme falls outside the expertise available at the EC, the Programme shall be conducted by HQ or EC by assigning an Academic Coordinator from HQ with the Head, EC as the Administrative Coordinator. Mobilising a minimum of 80 participants, either for a single Programme or collectively across various HQ Programmes as the Administrative Coordinator, shall be considered equivalent to one training Programme conducted by the Head, EC.

3.3 Guidelines for Training Programmes

All training Programmes shall be designed based on a systematic need assessment conducted in consultation with the target clientele. Faculty members are encouraged to submit proposals aligned with their areas of expertise, with a particular emphasis on emerging and high-impact fields. The Institute actively promotes multidisciplinary and technical training Programmes that involve collaborative contributions from faculty across various specialisations.

- Faculty members shall submit proposals in their areas of expertise, ensuring alignment with emerging fields.
- The Office of DCDCB shall prepare the Programme flyer well in advance, based on the proceedings/ information provided by the Coordinators and shall share it for website and social media updates. Coordinators are required to actively promote their Programmes using the website and the flyer across relevant social media platforms.
- The training Programmes in multidisciplinary, other technical fields such as Architecture, Planning, Pharmacy, Hotel Management and Catering Technology, non-formal sectors, Training of Trainers are also encouraged with the team of faculty members from different specialization.
- Programmes under a specific title shall not be duplicated under an allied title unless there is a difference of more than 60% in the course content.
- External experts shall not be engaged, if internal faculty members with the necessary expertise are available.
- Programmes bearing different titles but having substantially similar content shall not be permitted.
- Programmes with no evident demand shall be withdrawn from the offerings.
- **A training Programme can be repeated within an academic year, only if there is a demand.**
- **Programmes shall not be postponed or cancelled without prior approval from the Director.**
- Faculty shall use Power Point presentations as a minimum requirement, while other technology-enabled presentations are encouraged.
- Extend invitations to diverse experts to enhance networking and avoid over-reliance on the same individuals. Same experts shall not be engaged more than three times a year, except for company representatives supplying specific software.

- Concurrent conduct of similar Programmes by different faculty members shall be avoided, and consistency in the coordination fee structure shall be maintained by the DCDCB.
- The proposed fee structure is reasonable and consistent, with no differential pricing for the same Programme offered under different categories (e.g., Silver or Gold).
- All sessions (contact and online) shall be audio/ video recorded by DEMA to establish a digital repository NITTTR Chennai - DigiKalanjiyam.
- For training Programmes scheduled for credit transfer and degree awarding, the Programme fee shall be determined based on the number of credits and is subject to revision from time to time.
- A quarterly review meeting shall be convened to evaluate the progress and status of the training Programmes.

The number of participants trained by each faculty member at the same level in a given year shall be approximately balanced to ensure equitable distribution of training responsibilities. Faculty members are encouraged to explore allied and emerging areas of relevance and Industrial training Programme for Science and Humanities, with the aim of organising at least one training Programme in such a domain each year. Programmes may be conducted with more than the permissible external resource persons even with less than 40% of the contribution from the Programme Coordinator. However, each faculty member shall conduct at least one such Programme per academic year. Proposals shall be forwarded through the respective HoD and shall meet specific criteria such as relevance to technology, uniqueness, and non-redundancy.

Each Department shall offer at least one industrial training Programme of 3 to 4 weeks duration annually, in collaboration with relevant industries. Each Department shall also organise a minimum of one seminar, workshop, or conference per year, and conduct at least one webinar per quarter featuring industry experts.

4 Programme Evaluation and Certification

The Programme evaluation is based on a structured assessment framework that ensures active participation and learning outcomes. Participants are evaluated based on attendance, assessments, and engagement. Active participation in discussions, assignments, and activities is encouraged. To be eligible for certification, participants shall fulfil the following criteria:

- Minimum 80% attendance is mandatory.
- Participants shall score a minimum of 50% in the test.
- Online Programme feedback shall be submitted.

5 TA/DA Guidelines

5.1 Remuneration of the Resource Person

The remuneration of the Resource Person shall be as follows:

S. No.	Category	Remuneration Details
1.	Experts within the station	₹1500 per hour + ₹500 for local transport
2.	Experts from outstations	₹1500 per hour + travel expenses as per eligibility
3.	Foreign experts	US\$50 for two hours (for online session)
4.	Mode of Payment	Honorarium shall be paid through RTGS/ NEFT only. Bank details shall be submitted in the specified proforma (Annexure-I). TDS shall be deducted before transferring the amount.
5.	Honorarium Processing Requirements	Honorarium receipts shall be submitted to the accounts section within seven working days after the completion of the training Programme. Certification shall confirm that the complete Programme materials-including presentations, reading materials, and video recordings of all sessions, including those by the Resource Person-have been handed over to the Faculty-in-Charge of the DigiKalanjiyam repository prior to processing the honorarium.

5.2 TA/ DA Guidelines for Resource Persons

The TA/ DA Guidelines for Resource Person shall be as follows:

- Air/ Rail tickets of both the journey shall be purchased as per government guidelines, or the charges shall be disallowed. If traveling by air, the original boarding pass of the onward journey shall be submitted for reimbursement.
- For accommodation at HQ/ EC, Institute Guest House shall be provided, if available. Hotel rooms may be booked in advance if accommodation at the Institute is not available and the payment shall be made by the individual. Cancellation charges shall not be reimbursed, as there is no provision for it in the rules.

5.3 TA/ DA Guidelines for Participants

Programmes shall be conducted at NITTTR Chennai, Extension Centres, Host Institutions (Polytechnic/ Engineering College), Outreach Centres, and Partnering Organisations. TA/ DA shall be provided to the regular faculty members of the Government and aided technical institutions for the training Programmes under the Silver and Gold Categories as per the Institute norms. This provision is also applicable to the two-week Induction Training Programme under the Platinum category, aimed at supporting newly recruited faculty members and equipping them with effective teaching-learning practices. The Travel and Accommodation Guidelines for Participants shall be as follows:

S. No.	Category	Details
1	Train Travel	Three-tier AC (3A) train fare is reimbursed by the shortest route. Tatkal Charges are allowed in case of non-availability of regular tickets, subject to proof of purchase.
2	Bus Travel	Actual Government bus fare reimbursed. For journeys made by the private bus, fare shall be restricted to Three tier AC train fare by the shortest route.
3	Ticket Submission	The original ticket for the onward journey and a photocopy of the return journey ticket (by train or bus) shall be submitted. In the absence of these, the travel claim shall be limited to the fare of sleeper class train travel or government bus transport, as applicable. Waitlisted tickets for the return journey will not be reimbursed unless confirmed.
4	Air Travel	Tickets shall be booked as per Government guidelines. If traveling by flight, original Boarding Pass of the onward journey shall be submitted for reimbursement.
5	Local Travel Allowance	Road mileage from residence to the nearest railway station/ bus stand limited to 25 km for taxi/ auto/ own vehicle claims. Beyond 25 km, bus fare at ₹1/ km shall be reimbursed.
6	Accommodation	Accommodation shall be provided at the Trainee Guest House on a shared basis, subject to availability at the Headquarters. A

		limited number of rooms available at the Extension Centres shall be allotted to participants, subject to availability.
7	Food and Refreshments	Vegetarian food (three meals) and refreshments shall be provided.
8	Pocket Allowance	For Programmes conducted at venues other than NITTTR Chennai/ Extension Centres: ₹450/- day for outstation participants ₹150/- day for local participants For Programmes at NITTTR Chennai/ Extension Centres: ₹300/- day for outstation participants ₹125/- day for local participants

5.4 Professional Development Programmes conducted outside the Institute

For the Professional Development Programmes offered by NITTTR Chennai conducted at the collaborating institution including MoU Partners, remuneration to be paid are as follows:

- ₹5000/- (For five days training Programme) to the Coordinator of the institution
- ₹500/- per day for providing AC Classroom/ Laboratory with projection facility
- ₹500/- per day per person to be paid to the technical/ administrative staff
- Programme fee shall be waived for five faculty members of the collaborating institution for PDPs for the Programmes under the Silver and Gold categories only. However, a maximum of five additional faculty members of the collaborative institution shall be permitted to pay the necessary Programme fee.

6 Norms for Host Institutions Training Programmes

6.1 Programme Fee

Training Programmes conducted at host institutes upon request shall be considered as educational consultancy work. Customized training Programmes, as listed below are being conducted for 5 days at the host institution. Any other Programmes of a similar nature will be charged on the same basis.

Programme Type	Programme Fee*	Participants	Fee for an additional participant

Foundation of Teaching Learning (Pedagogy, IDDS, Student Counselling, Mentoring, Question paper Authoring)	₹1,00,000/-	40 Nos.	₹2,500/-
Research Article and Proposal Writing	₹1,00,000/-	40 Nos.	₹2,500/-
Social Media Marketing, Innovation, Start-up and Entrepreneurship	₹1,00,000/-	40 Nos.	₹2,500/-
Emerging Technologies (Advanced Computing - AI, Quantum Computing, Robotics, Advanced Materials, AR and VR, Energy and Sustainability, Next Gen Computing, Drone Tech, Semiconductors)	₹1,00,000/-	40 Nos.	₹2,500/-
Media and Information Literacy	₹1,00,000/-	40 Nos.	₹2,500/-
Educational Video Production	₹1,20,000/-	40 Nos.	₹3,000/-
Academic Leadership and Institutional Development	₹2,00,000/-	40 Nos.	₹5,000/-
Quality Assurance and Accreditation (Single Cohort)	₹1,00,000/-	40 Nos.	₹2,500/-
Quality Assurance and Accreditation (Three Phases)	₹2,00,000/-	40 Nos.	₹4,000/-

* (excluding TDS) + 18% GST

The institute will offer one to three days training Programmes based on the demand from the colleges in the thrust area. The Programme fee for training Programmes based on the requirements for 40 participants is fixed as ₹.75000/-, ₹.50000/- and ₹.25000/- (excluding TDS) + 18% GST for 3 days, 2 days and 1day Programmes respectively. Fee may be charged on prorated basis, if the number of participants is 20/ 10. A maximum of two faculty members shall conduct 2/ 3 days Programme.

The travel charges and boarding and lodging charges (if applicable) of the faculty members of NITTTR Chennai (a maximum of 3 Nos.) as per the prevailing Government of India norms shall be borne by the Host Institution. After the successful completion of the Programme and issue of the Certificate, the Coordinator shall submit the claim through DCDCB for settling the Honorarium.

6.2 Guidelines for Conducting Host Institutions Training Programmes

The institute has strategically focused on enhancing the quality of teacher training under the sponsored category. In addition, Professional Development Programmes offered on a payment basis may be delivered in Contact, Online, or Hybrid modes. These Programmes necessitate institutional collaboration for the provision of infrastructure, faculty support, and digital resources. To maintain high standards, all Programmes shall adhere to a structured evaluation framework that includes mandatory attendance, periodic assessments, and participant feedback. The following guidelines detail the end-to-end process, from the initial request for conducting a Programme to the issuance of certification.

- **Request for Conducting Training Programmes**
 - The request for conducting training Programmes shall be sent to The Director, NITTTR Chennai via email: director@nitttrc.ac.in
 - The institution shall be contacted by the DCDCB, NITTTR Chennai to register on the designated portal and submit detailed training requirements.
- **Assigning Coordinator**
 - The details pertaining to the request for conducting training Programmes shall be circulated to all faculty members of the institute. Based on the expressions of interest received, the Director shall nominate a Coordinator, taking into account the faculty member's area of expertise and existing workload. The nomination shall be formally communicated to both the host institution and the selected Coordinator.
 - DCDCB shall issue proceedings for conducting the Programme.
- **Programme Planning and Coordination**
 - The Programme content shall be designed in alignment with the specific requirements of the host institution and in consultation with its representatives.
 - The Coordinator shall enter the proposed details-such as Programme title, objectives, duration, fee structure, content, methodology, timetable, expected learning outcomes, and 2 or 3 faculty members as resource persons, into the portal for review and approval to the Director.
 - A maximum of three faculty members shall conduct the Programme with the Coordinator (40%) and Co-Coordinator (30%). The remaining sessions may be conducted by them or shared with another faculty member. In case external

experts are required as resource persons, prior approval shall be obtained with proper justification.

- Coordinators are requested to ensure the payment of the Programme fee at least 7 days before the start of the training Programme.
- The payment for the Programme to be made through SBI collect, through our portal

Payment Method	Online Transfer (Online Gateway – Enabled)
Beneficiary Name	The Director, NITTTR Chennai
Bank Name	State Bank of India
Branch	Taramani, Chennai - 600 113
Account Number	00000040626852130
IFSC Code	SBIN0010673

- **Logistics Support for Resource Persons by the Host Institution**
 - The host institution shall bear travel expenses of the NITTTR Faculty Members (air/ train/ road) as per GoI norms (including residence to departing station and return).
 - Boarding and lodging to be arranged and expenditure for the same shall be borne by the host institution as per GoI norms.
 - Local transport from hotel to the institution and back shall be arranged by the host institution.
 - The host institution shall provide all necessary stationery items and ensure appropriate video facilities are arranged for recording, playback, and review of participants' teaching performances.
- **Training Resource Materials**
 - NITTTR shall provide one master copy of the resource materials.
 - The host institution shall be responsible for photocopying, binding, and distributing one copy of the resource materials to each participant.
 - The host institution shall also provide photocopying services for exercise sheets, assignments, and other relevant handouts as required during the Programme.
- **Participant Enrolment and Engagement Monitoring**

- Participants shall register on the online portal, and attendance shall be recorded by the Programme Coordinator.
- Online feedback and at least one video feedback from participants are mandatory.
- Certificates will be available in the PDP Portal after fulfilling all requirements.

7 Industrial Training Programme

The Industrial Training Programme is aimed at enhancing faculty members' understanding of industrial procedures, culture, and emerging technologies. This initiative is designed to equip faculty with the necessary exposure to integrate contemporary and future technologies into their training Programmes through well-structured curricula and strategies.

The Programme normally spans three weeks. However, if at least 10 participants request a split format before registering, it can be structured as a 1+2 week format with a break, scheduled based on participants' convenience. This training Programme is proposed to be conducted as a part of NITTTR's regular Professional Development activity.

A consolidated fee of ₹.15,000/- + 18% GST shall be collected to cover the following expenses (a, b and c) which shall be paid through online payment to NITTTR Chennai.

- Training fee as required by the industry
- Logistics and Facilitation Fee for training coordination
- Local travel to and from the industry, if any
- Travel (to and from the parent organization to the training location) and accommodation charges will be additional. However, if the Programme is conducted at the Headquarters, NITTTR Chennai will bear the accommodation and food expenses for faculty members from Government and Government-aided institutions, as per the Institute's policy, for their first Industrial Training Programme.

8 Guidelines for ITEC Programmes

The following guidelines are intended for Programmes approved under the Indian Technical and Economic Cooperation (ITEC) scheme, with the objective of ensuring the smooth execution of overseas Programmes and the timely processing and submission of reimbursement claims to the Ministry of External Affairs (MEA).

8.2 Application Processing:

Applications initially received in the ITEC portal shall be shared with the respective Programme Coordinator by CIA through google sheet for scrutiny. The applications will be consolidated as they appear in the ITEC portal. The Coordinator is responsible for approving or rejecting an application with proper justification. Priority shall be given to select one eligible applicant from each country to ensure equal opportunity. All applications shall be approved/ rejected at least 20 days before the start of the Programme. No applications shall remain pending. The approved list by the MEA will be shared with the Coordinator for reference. ITEC Programmes need to be created in the PDP portal of our institute.

8.3 Programme Planning

The Coordinator shall plan all activities and finalise the timetable before three working days of Programme commencement. A copy of the timetable shall be forwarded to CIA and the Director. The Programme outline shall be presented during the inauguration of the Programme.

8.4 Financial Advances

All the requests and advances for the conduct of the ITEC Programme shall be routed through the CIA for the Director's approval.

- **Living allowance:** The participants are eligible for a living allowance of ₹.1500/- per day as per the prevailing norms. The Coordinator in association with CIA shall raise the living allowance as temporary advance. The amount shall be credited to the account of the Coordinator and distributed to the participants in coordination with CIA as per the norms. The photocopies of the paid living allowance receipts shall be arranged by the CIA to the Coordinator for settlement of the advance.
- **Book Allowance:** The MEA reimburses ₹.5000/- maximum to each of the participant towards purchase of books (₹.3000/-) and to provide welcome kit (₹.2000). The CIA provides welcome kit with a bag, and the Coordinator shall take care of books. Accordingly, the temporary advances shall be raised by CIA and the Coordinator. Participants shall buy Programme-related books and provide invoices in their names.
- **Study Tour:** The MEA reimburses ₹.12600/- maximum to each of the participants towards study tour expenses. This amount includes the local visit, field trips and outstation study tour (expenses include travel, entry tickets, accommodation, transport,

parking charges). The Coordinator shall plan the activities accordingly and raise the advance.

- **Guest Faculty and Others:** There is no provision for reimbursement of Guest Faculty (GF) charges as per prevailing ITEC norms. However, if the Coordinator essentially requires a GF, a request with proper justification shall be submitted through the CIA for the Director's approval. Similarly, a separate note shall be submitted to meet any other expenses. However, a provision has been given in 2025-26, to propose other charges to conduct the ITEC Programme. Hence the Programme Coordinators shall indicate the GF charges under this head. If MEA sanctions the amount, the services of GF shall be used.
- **Airport Pickup and Drop:** The MEA permits ₹.1600/- maximum to each of the participants towards the pickup and drop of a participant. To manage costs, CIA planned to use pre-paid taxis with the connected department conducting the Programme. Hence it is requested that the Coordinator shall inform the details of staff support in their respective Department/ Centre for the pickup/ drop arrangements to CIA well in advance for the proper coordination.
- **Settlement of Advances: Settle all advances with proper bills (photocopies) to the office through CIA only.** The Programme Coordinator shall submit all original bills to CIA for forwarding to MEA claims and retain the photocopies for Department records.
- **General Instructions**
 - The Programme Coordinator shall accompany participants during all scheduled local visits.
 - Travel request forms shall be submitted in advance for both local and outstation visits.
 - After the orientation session conducted by the Centre for International Affairs (CIA), participants shall meet the Programme Coordinator for commencement of academic sessions starting from the second day of the Programme.
 - Participant attendance shall be recorded on all working days and forwarded to the CIA along with any relevant remarks.
 - Refreshments shall be arranged by the Coordinator twice daily on all working days of the Programme at a cost of ₹.100 per participant per day, to be met from the participants' living allowance.
 - Boarding and lodging arrangements for participants shall be made at the Institute Guest House. The Coordinator shall facilitate participant needs related to medical

assistance, accommodation, and meals in coordination with the Guest House staff and with support from the CIA, as required.

- The CIA shall provide the Programme Coordinator with soft copies of forms related to Book Allowance, Study Tour, and Feedback for signatures by the participants.
- Video feedback from at least three participants shall be recorded with assistance from DMT and submitted to the CIA prior to Programme completion.
- A Valedictory Function shall be organized on the final day of the Programme, or on a date convenient for the Director and Chief Guest. During this event, the Programme Coordinator shall present the Programme report.

8.5 Settlement Timelines

- **Living Allowance:** 3 working days post-Programme.
- **Book Allowance:** 7 working days post-Programme.
- **Study Tour:** 7 working days post-Programme along with feedback.
- **Hostel claims (Food expenses and accommodation charges by Hostel in charge):** 7 working days post-Programme. The claims shall be submitted to CIA.

The above schedule shall be strictly adhered to ensure timely submission of reimbursement claims to the MEA.

8.6 Norms - ITEC Programmes (Per Participant)

	Description	Amount
1	Consolidated Fee	₹.44,600/- for a 4 Week Programme
	(i) Programme Fee: ₹.8,000/- per week	
	(ii) Study Tour Charges: ₹.12,600/-	
2	Other Charges	NIL
3	Hotel / Hostel Accommodation per day (inclusive of taxes)	₹.1,500/-
4	Airport pick-up and drop (both ways) (inclusive of taxes)	₹.1,600/-
5	Living Allowance per day	₹.1,500/-
6	Book Allowance (including Welcome Kit)	₹.5,000/-
7	Inaugural/ Valedictory Allowance	₹.300/-
8	Airfare and Visa (to be arranged by respective Mission in the ITEC partner country)	As per ITEC norms

9 Training Programme Requirements for Faculty Members

Faculty members engaged in various academic activities can have their contributions considered equivalent to the conduct of training Programmes. The equivalence is outlined in the table below:

Faculty Rank	Minimum Programmes/ Year*	Minimum Participants/ Year
Assistant Professor	20	500
Associate Professor	18	450
Professor	16	400
* Not more than 50% of the Programmes undertaken shall fall under the Silver category. Faculty members shall coordinate at least one Training Programme in the Gold or Platinum category, and at least one Programme at an Extension Centre or Host Institution. Additionally, a minimum of 25% of the total Programmes shall be conducted in contact mode.		
Classroom/ Laboratory sessions handled in other Programmes (including ITEC, Other international and ITP Programmes) as Resource Person shall be considered as Total Sessions/ 6, with a cap of 30% of the required training Programme quota for APAR.		
Faculty members shall be eligible to earn up to 60% of their annual PDP credit requirement through training Programmes and the remaining 40% through other approved equivalencies.		
Type of Programme Conducted		Equivalent to PDP as Coordinator
One PG Course with 3 credits (full score, if handled independently; proportionately reduced score, if shared with another faculty member with the score computed on a prorate basis according to the credits handled)		4
Development of one Course in SWAYAM/ NITTT/ Online PG/ PG Diploma Programmes with 3 credits		2
Offering of one Course in SWAYAM/ NITTT/ Online PG/ PG Diploma Programmes with 3 credits		1
A faculty member serving as the Coordinator of an ITEC and other International Programmes shall handle a minimum of 40% of the total Classroom/ Laboratory sessions conducted during the Programme.		Equivalent to the total number of weeks of the ITEC Programme.

A faculty member serving as the Coordinator of an Industrial Training Programme shall handle a minimum of 40% of the total Classroom/ Laboratory sessions conducted during the Programme.	Equivalent to the total number of weeks of the Industrial Training Programme
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Sample Voucher for PDP Resource Person Payment (Annexure-I)

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH,
CHENNAI

VOUCHER

FDP No.	FDP Title	Topic(s) handled	Duration

Received a sum of ₹_____ (Rupees _____
_____ Only) from the Director,
N.I.T.T.T.R., Taramani, Chennai – 600 113, towards remuneration for delivering Guest
Lecture and local transport charges for the Programme mentioned above.

Transport charges included/ not included, as I had travelled/ not travelled to the Institute to
deliver the lecture.

I hereby declare that I have filed/ not filed Income Tax Returns for the last two Assessment
years 20____-20____ and 20____-20____.

Date : Signature :
Place : Name :
Designation :
Address :
City/ Pincode :
Mobile Number :

Details of Bank Account													
Bank													
Branch and Code													
A/ c No.													
IFSC Code													
PAN No.													



NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH, CHENNAI

Institution Deemed to be University, under Distinct Category,
A Centrally Funded Technical Institute

Ministry of Education, Government of India, Taramani, Chennai – 600 113.

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Training Calendar



Course Enrolment



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Temple of Learning

Get Our App on Google
playstore for the Best
Experience!



Google Play



For any queries related to Training Programmes

reach us @

Email: training@nitttrc.edu.in

Phone: **044-22545441**