OFFICE ORDER

Dear Sir/Madam,

As you are aware that in order to enhance the quality of classroom delivery of academic programs being run and foster a better ecosystem for research and innovation in the institutions, the University has decided to conduct faculty development programs (FDPs) at large scale in different clusters of the state. For the purpose, the Institutions, similar to previous years, are requested to volunteer themselves for conduction of these FDP programs during the winter and summer vacations of the current academic session 2018-19.

You are requested to plan FDP Programs for the current academic session and submit the FDP proposals to the University for Approval online through the hyperlink available in your college login only. The link would be available from September 20, 2018. The Last date for submission of FDP proposals for the session 2018-19 is October 5, 2018.

Please note that speakers for FDP programs should be chosen from the Institutions of National Importance and Industry of the country. The approved FDP programs shall be governed by the annexed rules/regulations/norms/conditions. The Institutions are requested to conduct the FDP Programs in the seven dimensions as given below:

1. Centre of Excellences based skill development FDPs
2. Pedagogy
3. Entrepreneurship, Incubation and Innovation
4. Outcome based Education
5. Library Resources (digital resources)
6. Research and Development
7. Content based (Suggestive subject areas are enclosed)

The relevant and required documents are attached as Forms 1 & 2 and Annexure 1, 2, 3 & 4. A list of suggested subject areas (indicative only) for FDP under content based dimension is also given for reference (Annexure-5).

Note: FDPs organised by Engineering departments in any of the above mentioned seven dimensions by affiliating Engineering colleges shall be funded through TEQIP-III fund and FDPs by non Engineering disciplines (of Engineering as well as non Engineering Institutes) on the above dimensions will be funded by AKTU directly. For any query please write to us on fdp@aktu.ac.in mentioning the subject “Queries regarding FDP 2018-19”

I advise all the concerned affiliated colleges of Dr. A.P.J. Abdul Kalam Technical University Uttar Pradesh, Lucknow to apply for FDPs in above seven dimensions and to take the benefit of the available fund through TEQIP-III and University.

With warm regards,

Yours Sincerely,

(Prof. Vinay Kumar Pathak)
Vice-Chancellor

Encl: As above

Copy for information and necessary action to:
1. Dean Faculty of Engineering and Technology for necessary coordination
2. Coordinator TEQIP-III AKTU
3. Registrar, AKTU
4. Finance Officer, AKTU
5. Deans (PG, UG and SW) AKTU
6. System Manager AKTU
7. Media Prabhavi, AKTU
8. The Directors/ Principals of concerned affiliated colleges of Dr. A.P.J. Abdul Kalam Technical University Uttar Pradesh, Lucknow

(Prof. Vinay Kumar Pathak)
Vice-Chancellor
Dr A.P.J. Abdul Kalam Technical University, Lucknow

Approved Rules/Regulation/Norms
For Conduction of FDP Programs 2018-19

In order to enhance the quality of classroom delivery of academic programs being run and foster a better ecosystem for research and innovation in the Institutions, the University has decided to conduct faculty development programs (FDPs) at large scale in different clusters of the state in association with the affiliated Institutions. These approved FDP programs to be conducted by the concerned Institute shall be governed by following norms/rules/regulation/conditions.

<table>
<thead>
<tr>
<th>S No.</th>
<th>FDP funded through TEQIP-III</th>
<th>FDP funded through AKTU directly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>An FDP program shall be 30 hours program spread over 5 to 6 days. Minimum 30 participants to Maximum 60 participants shall be allowed to register in a FDP Program. Note- All participants must be from the affiliated institutes of AKTU.</td>
<td>An FDP program shall be 30 hours program spread over 5 to 6 days. Maximum 60 participants shall be allowed to register in a FDP Program. Note- All participants must be from the affiliated institutes of AKTU.</td>
</tr>
<tr>
<td>2</td>
<td>The speakers of an approved FDP program shall be paid an honorarium at a rate of Rs 2000=00 per hour (60 minutes) of lecture/practical class with a cap of Rs 5000 per day for persons from Institutions of National Importance (INIs), Industry Expert and institutions participating in TEQIP-III. In case of persons from non TEQIP Institutions an honorarium of maximum Rs 4000 per day shall be paid.</td>
<td>The speakers of an approved FDP program shall be paid an honorarium by the University at a rate of Rs 2000=00 per hour (60 minutes) of lecture/practical class with a cap of total 30 hours. The speakers shall also be reimbursed TA/DA by the University as per applicable rules. The FDP conducting Institution shall also be reimbursed by the University for the amount spent on Video Recording of the FDP Classes, if done so.</td>
</tr>
<tr>
<td>3</td>
<td>The speakers shall also be reimbursed TA/DA as per applicable rules. The FDP conducting Institution shall also be reimbursed for the amount spent for venue and logistic arrangements including video recording of the FDP with supported bills (Only GST bills).</td>
<td>Expanses done on venue and logistic arrangements would NOT be reimbursed.</td>
</tr>
<tr>
<td>4</td>
<td>The speaker / resource person should preferably of rank of Professor. However, maximum two Assistant Professors (having PhD Degree) only from the Institutions of National Importance (INIs) and institutions participating in TEQIP-III may be considered as speakers. In case of Industry Expert the experience must be minimum 05 years.</td>
<td>The speaker / resource person should preferably of rank of Professor.</td>
</tr>
<tr>
<td>5</td>
<td>Maximum amount that may be reimbursed by the University under TEQIP –III for a single FDP program is Maximum amount that may be reimbursed by the University against a single FDP program is as follows.</td>
<td></td>
</tr>
</tbody>
</table>
as follows.

| a. Total Honorarium to the Speakers | Rs 60,000=00 |
| b. Total TA/DA to the Speakers, and videography & photography | Rs 90,000=00 |
| c. Venue and logistics arrangements | Rs.10,000=00 |
| d. Funding to support Food expenses for Participants/Speakers | Rs 60,000=00 |
| Total Amount (Max): | Rs 2,20,000=00 |

### Note:
Expenses on Videography and photography must be restricted to Rs. 20000/Rs 4000 per day.

6

No Fees from the participants would be charged.

### Note:
Expenses on Videography and photography must be restricted to Rs. 20000/Rs 4000 per day.

7

A registration fee of Rs 2000=00 per FDP shall be allowed to be charged from the participants. The registration amount shall be collected by the FDP conducting Institute themselves. The participants may be reimbursed the registration fee by their parent Institutions. The collected registration amount shall be spent by the Institute at their own level for food expenses and lodging arrangements for the participants during the period of the FDP program.

8

After successful completion of the FDP program, the FDP conducting Institute must submit the claim forms (in person or by post) on the prescribed Performa (Form-2) along with TA/DA form (Annexure-1 for TA/DA plus honorarium details) to the Dean Faculty of Engineering & Technology, Dr A.P.J. Abdul Kalam Technical University, Lucknow within ten (10) working days from the conclusion date of the FDP. After this time line, the claim file would not be accepted for further processing.

### Note:
After successful completion of the FDP program, the FDP conducting Institute must submit the claim forms (in person or by post) on the prescribed Performa (Form-1) along with TA/DA form (Annexure-1 for TA/DA plus honorarium details) to the Dean Faculty of Engineering & Technology, Dr A.P.J. Abdul Kalam Technical University, Lucknow within ten (10) working days from the conclusion date of the FDP. After this time line, the claim file would not be accepted for further processing.

9

The Institutes will not pay the beneficiaries directly. The payments will be made in the beneficiary bank accounts electronically through PFMS of TEQIP-III. Format for details of beneficiary is given in Annexure-2 (Personal Accounts for TA/DA claims) and Annexure-3 (Commercial Accounts for Vendors). It is important to note that the University claim Forms for the Institutes are advised not to pay the beneficiaries directly. If the Institute wants to pay the Vendors and Speakers directly from its end, then the Institute can request the DEAN FET AKTU for reimbursement as per the rules mentioned in Sr. no. 3, 4, 5 & 6. But in this case, the Institute has to cut the TDS (including the honorarium of speakers and vendors.
experts honorarium and proper bills with GST in case of vendors must be filled in addition to Annexure-2 & Annexure-3. wherever applicable) and has to submit the declaration from the Director along with the supportive documents of TDS.

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<tr>
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<tbody>
<tr>
<td>10</td>
<td>All the bills from the vendors <strong>MUST</strong> be made in the name of</td>
<td>The bills from the vendors <strong>[if unpaid by the Institute] MUST</strong> be made in the name of “Finance Officer AKTU Lucknow”.</td>
</tr>
<tr>
<td></td>
<td>“Coordinator TEQIP-III, AKTU Lucknow”.</td>
<td>The Institute has to submit the declaration from Director in the prescribed Performa as per Annexure-4.</td>
</tr>
<tr>
<td>11</td>
<td>The Institute has to submit the declaration from Director in the prescribed Performa as per Annexure-4.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td><strong>NO provision for Advance Money</strong></td>
<td><strong>NO provision for Advance Money</strong></td>
</tr>
</tbody>
</table>

13. There is **NO provision for Advance Money** for hosting institutions for FDPs approved. All the payments for such a FDP shall be done after the successful conduction of the FDP subject to submission of claim for reimbursement.

14. The FDP conducting Institutes shall arrange for breakfast, lunch and evening tea for the participants/speakers. The conducting institute shall also arrange for dinner and lodging facility to the Participants / Speakers interested to stay at the Institute during the period of FDP Program.

15. The travelling and other expenditure should be borne by the participants themselves.

16. The payments may be made in the beneficiary bank account electronically. Format for details of beneficiary is given in **Annexure-2** (Personal Accounts for TA/DA claims) and **Annexure-3** (Commercial Accounts for Vendors). It is important to note that the University claim Forms for the experts honorarium and proper bills with GST in case of vendors must be filled in addition to Annexure-2 & Annexure-3.

17. A set of all lectures delivered (Hard & Soft copy) by the speakers must be submitted with the reimbursement form along with a copy of the same to the Dean, FDP at university. Only after submission of the above mentioned lecture contents reimbursement will be processed.

18. The FDP conducting Institutes **MUST** send the FDP brochure, speakers list and relevant information to the **fdp@aktu.ac.in**, at least 15 days prior to the commencement of FDP.

---

Prof. J. B. Srivastava  
Dean Faculty of Engineering & Technology

**Copy for information and necessary action to:**  
1. Registrar, AKTU, Lucknow  
2. Finance officer, AKTU  
3. Coordinator TEQIP-III  
4. Director/ Principal of the concerned affiliated colleges of Dr A.P.J. Abdul Kalam Technical University, Lucknow

---

Prof. J. B. Srivastava  
Dean Faculty of Engineering & Technology  
[On College Letterhead]
Form-1 (FDPs approved under direct funding of AKTU)

Request of Payment against
Faculty Development Program (FDP) 2018-19
(To be submitted to the Finance officer, Dr. A.P. J. Abdul Kalam Technical University, Lucknow
after conduction of FDP program)

Note: To be filled separately for each FDP Program

1. Name and Address of the Institute:

2. Name of the Director:

3. Contact Phone Number and Email of the Director:

4. Official Email-ID of the College:

5. Subject Area of the FDP:

6. Period of FDP : From [Date]: To [Date]:

7. Name, Designation of the Coordinator for FDP:

8. Name and Association of Speaker(s) For FDP: Please attach the List of the speakers with their designation and address. Please also attach the Complete Schedule of the FDP Program.

9. a. Amount Spent:
   (i) Honorarium paid to the Individual speakers:
   (ii) TA/DA paid to the Individual speakers
   (iii) Amount spent on Video recording (if any)

   b. Amount Claimed:
   Note: Please must enclose the detailed break up and bills/TA forms / honorarium along with the hard & soft copy of the lectures delivered by the speakers etc as annexure. Please use the University Performa for the payment of TA/DA and Honorarium

10. Details of Bank Account
   a. Institute Bank Account Number:
   b. Bank Name and Address :
   c. IFSC Code of the Bank :

Declaration: I hereby declare that aforesaid FDP has been conducted as per guidelines/circular of the University and amount of reimbursement claimed has been spent on the conduction of said FDP as per University guidelines/circular in this regard. I also confirm that the collection of lectures (Hard & Soft) has been submitted to the Dean, FET of the university.

Signature and Seal of the Director
Request of Payment against
Faculty Development Program (FDP) 2018-19
(To be submitted to the Finance officer, Dr. A.P. J. Abdul Kalam Technical University, Lucknow after conduction of FDP program)

Note: To be filled separately for each FDP Program

1. Name and Address of the Institute:

2. Name of the Director:

3. Contact Phone Number and Email of the Director:

4. Official Email-ID of the College:

5. Subject Area of the FDP:

6. Period of FDP : From (Date): To (Date):

7. Name, Designation of the Coordinator for FDP:

8. Name and Association of Speaker(s) For FDP: Please attach the List of the speakers with their designation and address. Please also attach the Complete Schedule of the FDP Program.

9. a. Amount Spent:
   (i) Honorarium paid to the Individual speakers:
   (ii) TA/DA paid to the Individual speakers :
   (iii) Food expenses :
   (iv) Amount spent on Video recording (if any) :
   (v) Venue and logistics :

   b. Amount Claimed :
   Note: Please must enclose the detailed break up and bills/TA forms / honorarium along with the hard & soft copy of the lectures delivered by the speakers etc as annexure. Please use the University Performa for the payment of TA/DA and Honorarium

10. Details of Bank Account
   a. Institute Bank Account Number:
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Declaration: I hereby declare that aforesaid FDP has been conducted as per guidelines/circular of the University and amount of reimbursement claimed has been spent on the conduction of said FDP as per University guidelines/circular in this regard. I also confirm that the collection of lectures (Hard & Soft) has been submitted to the Dean, FET of the university.

Signature and Seal of the Director
Annexure-5

Suggested Subject Area for conduction of FDP Program under Content based

The purpose of FDPs are to enhance the classroom delivery of academic programs run by the University and improve the research and innovation capacity of the affiliated Institutions. Therefore, the subject area for conduction of FDPs should be chosen in such a manner that serves the said purpose. Following are brief list of subject area (although not limited to) in various disciplines that may be chosen singly or in combination for conduction of FDPs by the affiliated institutions.

Computer Science and Related Disciplines

1. Theory of Automata
2. Data Structures and Algorithms
3. Principles of Programming Languages
4. Algebraic Structures
5. Distributed Systems
6. Distributed Algorithms
7. Computer graphics and Animation
8. Advanced Computer Architectures
9. Graph Theory
10. Cryptography
11. Performance Analysis of Computer Systems
12. Data Mining
13. Computer based Optimization Techniques
14. Human Computer Interaction
15. Computer Forensics and Cyber Crimes
16. Advance Database Management Systems
17. Computational Geometry
18. Advance Computer Networks
19. Computational Biology
20. Modeling and Simulation
21. Speech Recognition
22. Computer Vision
23. Natural Language Processing
24. Data Management
25. Wireless and Sensor systems
26. Computational Complexity
27. Randomized Algorithms
28. Algorithmic Game Theory
29. Robotics
30. Augmented Reality
31. High performance Computing
32. Embedded Systems
33. Advance Operating systems
34. Service Oriented Architectures
35. Pervasive computing
36. Formal Methods
37. MATLAB tools
38. Pattern recognition
39. Digital Image processing
40. Machine Learning

Chemical Engineering and Related Disciplines

41. Process Modeling and simulation of Chemical Equipments
42. Mass Transfer Operations in Chemical Engineering
43. Chemical reaction Engineering
44. Process Calculations in Chemical Engineering
45. Transport Phenomenon
46. Optimization Techniques in Chemical Engineering
47. Advance Chemical Engineering Thermodynamics
48. Advance Separation Technology
49. Bio Process Principles and Bio Chemical Engineering
50. Sustainable Technologies for Energy and Environment
51. Drinking water Production using Low Cost Technologies
52. Energy security of India - Role of Fossils and Renewable Energy

Civil Engineering and related Disciplines

53. Fluid Mechanics
54. Hydraulics & Hydraulic Machines
55. Water Resources Engineering
56. Building Materials & Construction
57. Structural Analysis
58. Design of Concrete Structures
59. Design of Steel Structures
60. Construction Technology & Management
61. Surveying
62. Geo-informatics
63. Geotechnical Engineering
64. Transportation Engineering
65. Quantity Surveying & Estimation
66. Earthquake Resistant Design of Structures
67. Matrix Analysis of Structures
68. Advanced Concrete Design
69. Earth and Earth Retaining Structures
70. Bridge Engineering
71. Precast and Modular Construction Practices
72. Plastic Analysis of Structures
73. Transportation System and Planning
74. Rural Water Supply and Sanitation
75. Environmental Management for Industries
76. Environmental Geo-technology
77. Industrial Pollution Control & Environmental Audit
78. Engineering Hydrology
79. Open Channel Flow
80. Analysis and Design of Hydraulic Structures
81. Water Resources Systems
82. Groundwater Management
83. Tunnel Engineering
84. STAAD Pro
85. Advanced Foundation Design
86. Machine Foundation Design
87. Ground Improvement Techniques
88. River Engineering
Electrical Engineering and Related Disciplines

89. Basic System Analysis
90. Electro-Mechanical Energy Conversions
91. Microprocessor
92. Advanced Microprocessor and Microcontrollers
93. Digital Signal Processing
94. Engineering System Analysis and Design
95. Engineering system Design Optimization
96. MATLAB and Its Application in Engineering
97. Power Theft and Energy Management
98. Smart Energy Delivery systems
99. Electromagnetic field Theory
100. Power System Operation Control
101. Project Management in Electrical engineering
102. Electric Drive

Electronics Engineering and Related Disciplines

103. Fundamental of electronic devices
104. Digital signal Processing
105. Network analysis and Synthesis
106. Signal and System
107. Electronics Devices
108. Electronic Circuits
109. Integrated Circuits
110. Electromagnetic field Theory
111. Antenna and Wave Propagation
112. Digital communication
113. Wireless and Mobile Communication
114. Optical communication and networks
115. Satellite communication
116. Telecommunication system Engineering Theory
117. VLSI for Signal Processing and Communication
118. Power Electronics
119. Architecture and applications of digital signal processors
120. Microwave Engineering
121. Nano Electromechanical Systems
122. VHDL

Mechanical Engineering and Related Disciplines

123. Finite element Methods
124. Engineering Mechanics
125. Fluid Mechanics
126. Mechanics of Solids
127. Applied Thermodynamics
128. Heat & Mass Transfer
129. I.C. Engines & Compressors
130. Machine Design
131. Manufacturing Science & Technology
132. Fluid Machinery
133. Computer Aided Design in Mechanical Engineering
134. Mechatronics
135. Project Management
136. Engineering Optimization
137. Product Development
138. Automation and Robotics
139. Power Plant Engineering
140. Automotive Pollution Control

Architecture

141. Intelligent Building
142. Profession and Academic Interface
143. Theory of Design
144. Smart Building
145. Recent and Modular Construction Technology
146. Low Cost Housing
147. Sustainable Building
148. Computer aided architectural design
149. Universal Design
150. Trends of Contemporary Architecture

Mechatronics

151. Mechatronics
152. Industrial Automation
153. Unconventional Manufacturing
154. Additive Manufacturing/3D Printing
155. Rapid Prototyping
156. Tribology
157. Advanced Manufacturing
158. Robotics and Automation
159. Sensors
160. Flexible manufacturing System
161. MEMS
162. Biomechanics
163. Computation in Mechatronics
164. Computation in Machining & Manufacturing
165. Computation in Engineering applications
166. Relevant areas of Pharmacy
167. Relevant areas of Management
168. Any other relevant areas/topics

Please note that the above list of subject areas is indicative only. FDPs may be conducted in any relevant area that intersects with the stated purpose of the activity.
Documents required for submitting the claim of FDP to AKTU under University fund

1. Completely filled Form-1
2. Summary of the bills.
3. List of speakers with brief Bio-data including their contact numbers, designation and affiliations.
4. Completely filled TA/DA forms (AKTU University format) with supportive documents.
   **NOTE-** The TA/DA and honorarium claim of Speakers MUST be in University TA/DA claim form (Annexure-1). No other formats would be acceptable.
5. Registration Certificate (RC) of the vehicle (in case of own car) OR taxi bills with GST (in case of hired taxi) must be provided with TA bills of speakers.
6. The payments will be made in the beneficiary bank accounts electronically. The format for details of beneficiary is given in Annexure-2 (Personal Accounts for TA/DA claims) and Annexure-3 (Commercial Accounts for Vendors).
7. Bills of Vendors verified by the Director of the Institute.
   **NOTE-** (a) The bills from the vendors MUST be in the name of “Finance Officer, AKTU Lucknow”. *(Paid by Institute)*
   (b) Bills from the vendors must be original and verified by the Director. Photocopy is not acceptable.
8. Annexure-4
9. Copy of office order for allotment of FDP by AKTU highlighting the corresponding FDP for which the Institute is submitting the claim form.
10. Detailed Outcome report of the FDP day wise and session wise.
11. The brochure of the FDP.
12. The attendance sheet (In original signed by the Speakers/expert) of the participants date wise verified by Director.
13. Videography and photography in CD/DVD.
14. Selected Photographs of the FDP (at least 2 per session covering the speakers also).
15. Feedback form from ALL the participants clearly mentioning the quality of speakers and their lecture for each session.

**NOTE-** All documents and bills (Original) must be verified by the Director of the Institute.
Documents required for submitting the claim of FDP to AKTU under TEQIP-III

1. Completely filled Form-2
2. Summary of the bills.
3. List of speakers with brief Bio-data including their contact numbers, designation and affiliations.
4. Completely filled TA/DA forms (Annexure-1) with supportive documents.
   **NOTE:** The TA/DA and honorarium claim of Speakers MUST be in University TA/DA claim form (Annexure-1). No other formats would be acceptable.
5. Registration Certificate (RC) of the vehicle (in case of own car) OR taxi bills with GST (in case of hired taxi) must be provided with TA bills of speakers.
6. The payments will be made in the beneficiary bank accounts electronically. The format for details of beneficiary is given in Annexure-2 (Personal Accounts for TA/DA claims) and Annexure-3 (Commercial Accounts for Vendors).
7. Originals bills of the Vendors verified by the Director of the Institute.
   **NOTE:** (a) The bills from the vendors MUST be in the name of “Coordinator TEQIP-III, AKTU Lucknow”.
   (b) Bills from the vendors must be original and verified by the Director. Photocopy is not acceptable.

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15. Feedback form from ALL the participants clearly mentioning the quality of speakers and their lecture for each session.

**NOTE:** All documents and bills (original) must be verified by the Director of the Institute.
Checklist for submitting the claim of FDP to AKTU under University Fund

Note: Attach the checklist also while submitting the claim file to AKTU.

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<td>Completely filled TA/DA forms <em>(Annexure-1)</em> with supportive documents.</td>
<td></td>
</tr>
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<td>Annexure-2 (Personal Accounts for TA/DA claims)</td>
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<td>Originals bills of the Vendors verified by the Director of the Institute.</td>
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<td>Feedback form from ALL the participants clearly mentioning the quality of speakers and their lecture for each session.</td>
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Checklist for submitting the claim of FDP to AKTU under TEQIP-III

Note: Attach the checklist also while submitting the claim file to AKTU.

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<tr>
<td>10</td>
<td>The bills from the vendors MUST be in the name of &quot;Coordinator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TEQIP-III, AKTU Lucknow&quot;</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Copy of office order for allotment of FDP by AKTU highlighting the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>corresponding FDP for which the Institute is submitting the claim form.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Detailed Outcome report of the FDP day wise and session wise.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>The brochure of the FDP.</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>The attendance sheet (In original signed by the Speakers/expert for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>corresponding session) of the participants date wise verified by</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Director.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Videography and photography in CD/DVD.</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Selected Photographs of the FDP (at least 2 per session covering the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>speakers also).</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Feedback form from ALL the participants clearly mentioning the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>quality of speakers and their lecture for each session.</td>
<td></td>
</tr>
</tbody>
</table>
Dr. A.P.J. Abdul Kalam Technical University  
IET Campus, Sitapur Road, Lucknow- 226021  
TA/DA and honorarium/remuneration Bill

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 1. | Full Name  
(As per full name in Bank) |
| 2. | Designation |
| 3. | Postal address |
| 4. | Name of Institution |
| 5. | Visited University/Institute Name with Code |
| 6. | Pay scale and present basic pay |
| 7. | Whether retired or still in service |
| 8. | Permanent account no. (PAN) |
| 10. | Bank name & branch address |
| 11. | IFS Code |
| 12. | Purpose of visit |
| 13. | Chairperson/Director/Principal Name |
| 14. | Convener/Coordinator/organizer Name |

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Date / Periods</td>
</tr>
</tbody>
</table>

* Above information from 1 to 14 is mandatory.

15. Details of Journey (Including from and to residence/office and airport/Railway Station etc.)

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure</td>
<td>Arrival</td>
<td>Mode of Journey</td>
<td>Distance in Km.</td>
</tr>
<tr>
<td>From</td>
<td>Date/Time</td>
<td>To</td>
<td>Date/Time</td>
</tr>
<tr>
<td>Fare Paid Air/Rail/Taxi etc.</td>
<td>Air/Rail Ticket No.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** If Transport/Air Ticket is provided by AKTU kindly mention details and attach self verified copy of tickets.

@#: In case travelled be car/Taxi please indicate car/taxi number and specify whether it was on shared or individual basis.
Also indicate the number of persons in the above mentioned column who shared the car/taxi

---

[Signature]

- 13-
16. (a) Mention whether fooding and lodging were provided be the University/Institute : (Yes/No)
(b) If yes, no DA is admissible.
(c) If no, DA is admissible as per University norms.
(i) Duration of stay in days (No. of days): .........................................................
Total Amount (Rs.) ..............................................................................................
17. Honorarium/ Remuneration
(i) Number of sitting/ Days ..................................................................................
(ii) Rate of Honorarium/ Remuneration per sitting/ per student/ Day
............................................................................................................................
(iii) Total Amount (Rs.) ......................................................................................
18. Grand Total Amount (Sum of serial Number of 15 +16+17) (Rs.) ..................
19. Certified that:
   1) This claim has been submitted for the first time and this claim has not been submitted before.
   2) Particulars provided herewith are correct in all respect and as per rules.
   3) Neither I have claimed TA/DA etc. for this journey from any other source nor I have got any payment for this
      journey/work.

Place: .....................................................
Date: .....................................................

Signature of Claimant

PAYEE'S Re RECEIPTS

Received Rs. ..................................................... (Rupees in words) ..............................................

Signature of Claimant
(Revenue Stamp)

(to be filled by convener/coordinator/organizer)

The Claimant was invited under the authority of controlling officer and his attendance and claim as above is verified

Signature of Convener/Coordinator/organizer

Signature of Chairperson/Director/Principal

Office Use
(to be completed by finance section)

1. DA......................................Days @ Rs. .................................................................
2. TA .................................................................Rs. ......................................................
3. Honorarium/Remuneration Rs. .................................................................
4. Grant Total .........................................................Rs. ......................................................
5. TDS@ 10% (%) Rs. .................................................................
6. Net Amount to be paid Rs. .................................................................

Passed for payment Rs. .................................................................

Asst. Accountant/Accountant

F&A.O.

Finance Officer/D.D.O.

2/2
Format of Personal Accounts for TA/DA claims in Approved Faculty Development Program (FDP) 2017-18
(To be submitted to the Dean FET, Dr. A.P. J. Abdul Kalam Technical University, Lucknow)

**Note:** To be filled separately for each beneficiary.

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father/Husband Name</td>
</tr>
<tr>
<td>Date of Birth</td>
</tr>
<tr>
<td>PAN Number</td>
</tr>
<tr>
<td>Aadhaar Number</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Country</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>District</td>
</tr>
<tr>
<td>Pin code</td>
</tr>
<tr>
<td>Mobile</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Bank Name</td>
</tr>
<tr>
<td>IFSC Code</td>
</tr>
<tr>
<td>Account Number</td>
</tr>
</tbody>
</table>

**Declaration**
I hereby declare that the details furnished above are true and correct to the best of my knowledge and I undertake to inform you of any changes therein immediately.

Signature and Seal of the Director
Format of Commercial Accounts for Vendor Bills in Approved Faculty Development Program (FDP) 2017-18
(To be submitted to the Dean FET, Dr. A.P. J. Abdul Kalam Technical University, Lucknow)

**Note:** To be filled separately for each beneficiary.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GST Number</td>
<td></td>
</tr>
<tr>
<td>TAN Number</td>
<td></td>
</tr>
<tr>
<td>PAN Number</td>
<td></td>
</tr>
<tr>
<td>Service Tax No</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>District</td>
<td></td>
</tr>
<tr>
<td>Pin code</td>
<td></td>
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<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Bank Name</td>
<td></td>
</tr>
<tr>
<td>IFSC Code</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
</tr>
</tbody>
</table>

**Declaration**
I hereby declare that the details furnished above are true and correct to the best of my knowledge and I undertake to inform you of any changes therein, immediately.

Signature and Seal of the Director
संस्थान निदेशक द्वारा FDP कार्यक्रम से संबंधित प्रमाण पत्र

प्रमाणित किया जाता है कि संस्थान ................. द्वारा विश्वविद्यालय के अनुमोदन संख्या ................. के अनुसार मे विषय ................. पर दिनांक ................. को एक.डी.पी. का आयोजन किया गया है जिसकी CD तथा व्यवहार मूल दावों सहित सत्यापित कर भुगतान/समायोजन हेतु संलग्न कर प्रमाणित किया जा रहा है।

यह भी प्रमाणित किया जाता है कि यह दावा प्रथम बार किया जा रहा है तथा इसका भुगतान नहीं प्राप्त किया गया है।

प्रमाणित किया जाता है कि FDP के आयोजन पर व्यवहार की प्रतिपूर्ति हेतु प्रेषित व्यवहार प्रमाणों की स्टाक टेक्स्टर में दूसरी कर्म की गयी है तथा स्टाक टेक्स्टर की संरचना पृष्ठ की फॉटोकॉपी संलग्न है।

यह भी प्रमाणित किया जाता है कि जिस फैक्ट्री द्वारा इस कार्यक्रम में प्रतिभाग किया गया है उनकी सूची संलग्न कर प्रमाणित है तथा प्रतिभागी फैक्ट्री विश्वविद्यालय द्वारा मान्यता प्राप्त कार्यक्रमों में फैक्ट्री के रूप में कार्यरत है।

यह प्रमाणित किया जाता है कि विधायक TDS (यदि लागू, हो) काट किया गया है तथा चालान दस्तावेज का जमा करा दिया गया है।

दिनांक : 

निदेशक के हस्ताक्षर
संस्था का नाम
संस्था की मुख्य