

Guideline for Backend Followup

Once an FDP has been finalized, then it is time to ensure that it is properly conducted. For this, the preparation of the LPC is crucial. This document outlines the backend follow up envisaged.

1st Stage Just after FDP is confirmed

1. Send email to LPC with request to download relevant documents from aicte website (see **draft eMail** – can this email go with FDP confirmation?)
2. Conversation with LPC – FDP-SI Process Walkthrough
 - Introduce yourself – establish that you are speaking from NCC-IP, AICTE Convener's Office. You are there to help in smooth conduct of the FDP. You will be available for help, whenever required
 - Has LPC received the email and downloaded the latest guidelines? Must at least read:
 - "G003 Guidelines for LPC"
 - "G001 FDP-SI Expenditure Guidelines"
 - "F801 FDP Investment Summary"
 - Referring to the above guidelines, review:
 - FDP Success criteria
 - Schedule of the FDP – 4-5 sessions of 1.5 hours each. Does the college have any timing constraints?
 - LPC must attend the FDP full time as he/she sets the trend. Is there any constraint for that?
 - Participants from host institution must attend full time, as they set the standard. Is there any constraint in having the director make them free from institute work during the FDP?
 - Ensuring participation: Invitation, registration (essential for AICTE certificate), min and max limit of registration, confirmation of registration, certification conditions (90%+ attendance), addressing candidate queries (e.g. for timings, accommodation, reimbursement etc.)
 - Arrangements for hosting the FDP
 - Identifying volunteer team and assigning their specific work (food, follow-up, accommodation etc.)
 - Ask LPC to send the layout of the workshop hall with dimensions as well as a photo. Remind them about financial guidelines
 - Accommodation arrangements and cost. Remind them about financial guidelines
 - Food arrangements. Remind them about financial guidelines
 - Participant kit. Remind them about financial guidelines
 - Arrangements for RP and their team (co-facilitator and possibly volunteers)
 - Total expenses must not be more than Rs. 650/participant/day on average. This FDP is shared as a social responsibility. Remind LPC that no RP takes any honorarium – they are contributing their time as a gift. Any questions on "FDP Bill Summary" and "Expenditure Guidelines"?

- Contact RP and ensure their requirements
 - Arrange for RP to meet host institution management
 - Go through financial guidelines one more time. Final bill is expected in a definite format
3. Conversation with Resource Person (please go through Guidelines for RP)
- Make travel reservations as per AICTE travel guidelines (see TA Rules for Experts). TA amount should be collected in cash or online from LPC before end of the FDP
 - The LPC will contact RP, but if that does not happen, RP may contact LPC
 - Use teaching material from AICTE website
 - There will be a co-facilitator

2nd Stage 1 week before FDP starts

1. Referring to the guidelines, review:
- FDP Success criteria
 - AICTE RO Office informed and invited for inauguration/valedictory?
 - Head of institution attending FDP, Inauguration/valedictory?
 - Ask for finalized schedule of the FDP. Ensure that it has 4-5 sessions of 1.5 hours each. Once again ask if the college have any timing constraints.
 - Ask status of registrations:
 - No registered
 - Have they been sent a letter of registration confirmation? With copy to their director?
 - Have the participants been called on phone to confirm participation?
 - No registered from host college (yes, they also have to register to get AICTE certificate)
 - Ask for copy of office order from director/principal of host institution participants – to enable them to attend full time, they are made free from institute work during the FDP
 - Arrangements for hosting the FDP
 - Has volunteer team been identified and assigning their specific work (food, follow-up, accommodation etc.)
 - Ask LPC to send the layout of the workshop hall with dimensions as well as a photo. Remind them about financial guidelines
 - Attendance signature has to be taken in every session. This record is to be validated by the resource person and reported to AICTE at the end of the FDP
 - Inaugural and valedictory arrangements
 - About recording Video or Audio
 - Accommodation arrangements and cost. Remind them about financial guidelines
 - Food arrangements. Remind them about financial guidelines
 - Participant kit. Remind them about financial guidelines
 - Has LPC contacted RP? Ensuring arrangements for RP and their team (co-facilitator and possibly volunteers)
 - Appointment taken for RP to meet host institution management?
 - Go through the format of the final bill. Total expenses must not be more than Rs. 650/participant/day on average. This FDP is shared as a social responsibility. Remind LPC that no RP takes any honorarium – they are

contributing their time as a gift. Any questions on “FDP Bill Summary” and “Expenditure Guidelines”?

- After FDP LPC is be required to report to AICTE and NCC-IP. Go through the report formats to prepare
4. Conversation with Resource Person
 - Travel arrangements made?
 - Are you in touch with LPC?
 - Please download latest FDP teaching material

3rd Stage end of 1st day of 3-day FDP or end of 6th day of 8-day FDP

1. How is the FDP going? Any issues?
2. Suggest Meeting with participants (willing to organized FDP in their own college or attend 8-day FDP or higher-level FDP)
3. To be distributed on 2nd last day of FDP and collected on last day of FDP:
 - Post FDP Self-evaluation form
 - Post FDP Feedback form
 - Initial Information form to participants interested in organizing FDP in their own college
4. Get session-wise and cumulative attendance verified by Resource Person
5. Resource person TA to be paid in cash

4th Stage One day after completion of FDP

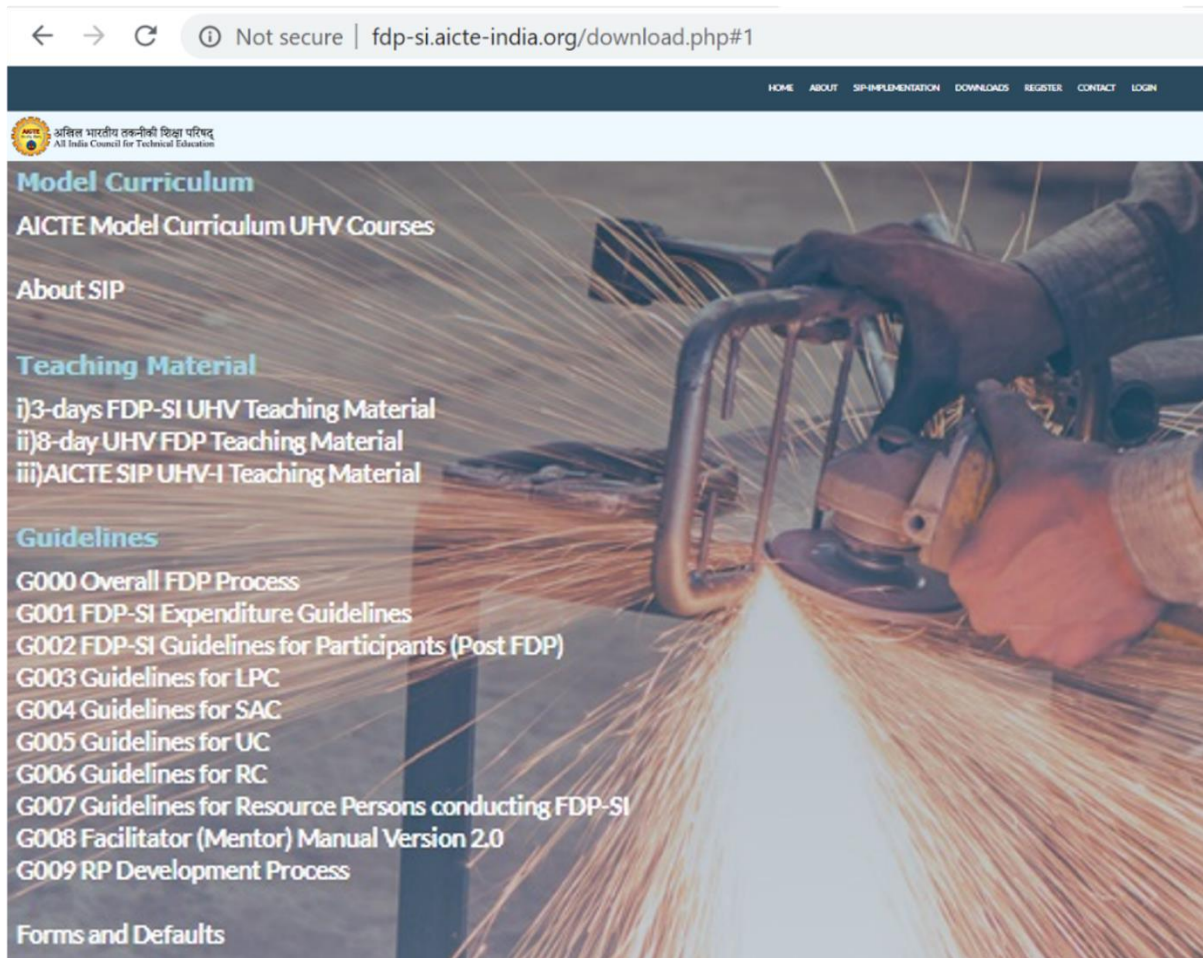
1. Data submission on AICTE web portal – with due date
 - I. Candidate verification and cumulative attendance verified by Resource Person (in PDF)
 - II. Brief FDP report
 - III. FDP Photograph (less than 1 MB)
2. Submission of FDP Report to NCC-IP (D005 FDP Report) – with due date
3. Submission of bills to RO – with due date
4. Thank You mail to Participants/LPC/RP

5th Stage After the FDP Follow-up

1. Student Activity Cell, UHV Cell and SIP Cell in the college
2. Preparation for next SIP – who is prepared for teaching UHV?
3. Readiness for UHV-II – who is prepared for teaching UHV?
4. Are the UHV Faculty having a weekly meeting?

Related Documents, Guidelines etc. to be downloaded by LPC:

AICTE FDP-SI Web Site <http://www.fdp-si.aicte-india.org/>



The screenshot shows a web browser window with the URL <http://www.fdp-si.aicte-india.org/download.php#1>. The page header includes the AICTE logo and the text "अखिल भारतीय तकनीकी शिक्षा परिषद्" and "All India Council for Technical Education". The main content area is overlaid on a background image of a person welding, with a list of links on the left side:

- Model Curriculum**
- AICTE Model Curriculum UHV Courses
- About SIP
- Teaching Material**
- i) 3-days FDP-SI UHV Teaching Material
- ii) 8-day UHV FDP Teaching Material
- iii) AICTE SIP UHV-I Teaching Material
- Guidelines**
- G000 Overall FDP Process
- G001 FDP-SI Expenditure Guidelines
- G002 FDP-SI Guidelines for Participants (Post FDP)
- G003 Guidelines for LPC
- G004 Guidelines for SAC
- G005 Guidelines for UC
- G006 Guidelines for RC
- G007 Guidelines for Resource Persons conducting FDP-SI
- G008 Facilitator (Mentor) Manual Version 2.0
- G009 RP Development Process
- Forms and Defaults