



**Dr. Mahalingam College of Engineering and
Technology,
Pollachi – 642003**

Office of Dean Research & Innovation

Guidelines for Attending STTP-FDP-Conference

CIRCULAR

Sub : Guidelines for Attending for STTP / FDP / Conference – Reg.

Ref: Office Order No.130 dated 10.01.2012 & Office Order No.181 dated 28.05.2016

1. Faculty members seeking sponsorship to attend STTP / FDP programs can be categorized into two types – Voluntary and Mandatory.
2. The Voluntary category includes faculty members who request to attend STTP / FDP on their own interest, while Mandatory category includes those who are nominated to attend STTP / FDP by admin team members.

➤ **The following guidelines are applicable only to the Voluntary category:**

1. Recommended Institutions to attend STTP/FDP:

Institutions/Mode	Guidelines
Recommended Institutions for Offline programs	Centrally funded institutions such as IITs / NITs / IIITs / Top 200 NIRF ranked institutions
Preferred for Offline Programs	STTP / FDP sponsored by State/Central government agencies or industries
Online Programs	Applicable only if conducted by the above organizations and can attend from the college premises after making suitable arrangements for classes

2. No. of STTP/FDPs to be attended by a faculty:

No. of Days	Guidelines
One-day STTP/FDP	No OD will be provided
2–3 day STTP/FDP	Allowed during semester working days
6-day STTP/FDP	Allowed during vacation period
Maximum OD per Academic Year	Six days OD for attending STTP/FDP
STTP/FDP to be attended	Either 2 two-day STTP/FDP or 1 six-day STTP/FDP per academic year
If not completed the above	Must complete one more NPTEL course with FDP equivalence

3. No. of faculty members to be nominated for the same STTP/FDP from the department and from the college:

Department / College	Guidelines
Maximum number of faculty members to be nominated from the same department	One faculty member per intake(department intake)
Maximum number of faculty members to be nominated from the MCET	Three faculty members Note to HoDs: HoDs are requested to coordinate with other relevant department HoDs before nominating more than one faculty member from their department for the same STTP/FDP

4. Submission of STTP/FDP Application:

Application / Process	Guidelines
Application Mode	Through Easyedu
Easyedu application date	At least four working days in advance
Processing Office	Office of Dean (Research & Innovation)

5. Dissemination of knowledge/Skills acquired from STTP/FDP attended:

Program Duration	Minimum Dissemination
2-3 days of STTP/FDP	One 90-minute session
3-4 days of STTP/FDP	Half-day session
5-6 days of STTP/FDP	One full-day session
Mode	Through Research Interest Group (RIG)
Reporting	Report to be submitted to Office of Dean (R&I) within five working days after attending the program to settle accounts

6. Financial Support for attending STTP/FDP:

Financial Support	Guidelines
Registration Fee	Maximum of Rs. 7,500/- permitted for each faculty per academic year
TA/DA	As per Office Order No. 181 and 130
Salary Advance	Can be availed for attending FDP
Settlement/Reimbursement(preferred)	As per applicable office orders and norms

7. Sponsoring for presenting papers in Scopus-indexed International Conferences conducted at premier institutions such as IITs/IITs/NITs :

Eligibility	Guidelines
Eligibility Condition	• Eligible for Ph.D. pursuing faculty only • The first author must be a faculty member from MCET, and all co-authors (faculty members/students) must also be from MCET.
Registration Fee Claim	Only the first author is eligible to claim the registration fee up to Rs. 7,500/- or actual, whichever is lower, once in an academic year.
Annual Cap	Total financial support for registration fees including STTP/FDP/Conference shall not exceed Rs. 7,500/- per faculty per academic year.
TA/DA Eligibility	Provided only to the first author, as per their cadre.

8. Any deviation from the above guidelines requires special permission from the Principal, routed through the respective Head of the Department (HoD).


PRINCIPAL


To : All faculty members (Through their HoDs concerned)
Copy to: All HoD/HoS, Central Office, MCET Office, HR Office, IQAC
Copy to: Vice-Principal, Dean R&I & Associate Deans
Copy submitted to the Secretary for kind information