AICTE Training and Learning (ATAL) Academy

Frequently Asked Questions(FAQs) for Participants
(For more details refer to the **Tutorial**)

Q1. Who can register as a participant?

The faculty members of AICTE approved institutions, research scholars, PG Scholars, participants from Government, MoE/AICTE/UGC, bureaucrats/ technicians/participants from industry etc., and students of host institutions (not more than3**0%**).

Q2. How to apply for workshops?

After login, click on workshops inside menu. There, you can see a list of available workshops, click on plus icon in **red circle** to apply.

Q3. Whom should I contact, if verification email not received by the new user during registration on ATAL portal?

Send an email to the email IDs referred to in the AICTE ATAL ACADEMY web page marked to deal with the queries from states respective.

Q4. Can I change my Email and Phone No. used during registration?

No, you will have to register again with a new email id and mobile number.

Q5. How many FDPs a participant can attend?

A participant can attend a maximum of four (04) FDPs, two Basic and two advance ATAL FDPs in 2023-2024.

Q6. How to retrieve the forgot password?

You are requested to click on the "**Forget Password"** button at https://atalacademy.aicte-india.org/request-password-reset

Q7. How to check the status of workshops for which I have applied?

You need to login on the portal and then click on the Applied **Workshops option** in the **Side Menu** where you can view the applied workshops along with the status as **Applied or Approved.**

Q8. Can I apply for multiple workshops with the same dates?

No

Q9. How can I edit the General details field?

If any edit/change post is essential, then participant has to email on atalhelpdesk@aicte-india.org along with a scanned copy of relevant documents.

Q10. How to edit name of the participant in the certificate?

Name on the certificate cannot be changed. Only minor spelling mistakes/ errors can be corrected upon submission of documents substantiating such a modification on atalhelpdesk@aicte-india.org

Please be careful while submitting your details.

Q11. How to request for non-participation for an applied/approved workshop by the participant?

If the status of your applied FDP is **"Approved",** then please contact the FDP/CPDP coordinator concerned to approve your request as a non-participant.

OR

If the status of your applied FDP is **"Submitted",** then please delete your entry by pressing sign – (minus) from your login under applied workshop.

Q12. What is the minimum attendance and marks required for certification?

Minimum **80% attendance** and **70% marks** in assessment are mandatory requirements for obtaining the certificate.

Q13. Is it Mandatory to submit feedback on FDP for participant certification?

Submitting the feedback of attended FDP is one of the mandatory requirements to receive the certificate.

Q14. Even after fulfilling all the criteria, I am not able to generate my certificate.

OR

Participants have attended the FDP and are neither able to download the certificate nor received the certificate.

Certificates will be auto-generated and available for download once the following are exercised by coordinator as well as participants after completion of FDP.

1) Coordinator has uploaded Mandate, Logo and Signature and all other mandatory documents.

2) Participants approved by the Coordinator.

3) A minimum 80% attendance and 70% marks earned by the participant- to be uploaded by the Coordinator.

4) Participant has filled and submitted the feedback form.

Q15. Can participants claim TA/DA from AICTE for attending FDPs?

A lump-sum travel assistance of Rs. 2000/- would be provided to participants external to the organizing institute, subject to commuting more than 20KM one side to attend the FDP and possessing >= 90% attendance.

Q16. Can participants verify their ATAL FDP certificate?

Yes, please click on this [Verify Certificate Here](#) and verify your certificate.

Q17. If ATAL FDPs are counted towards Career Advancement Scheme (CAS) for Teachers?

YES

Q18. What will be detailed session planning of FDP?

Please refer to the Scheme document for ATAL FDPS 2023-24 available in the AICTE –ATAL Web page

AICTE may cancel an approved FDP in case of non-adherence
of ATAL Scheme norms, criterion and format.