



## **AICTE Training and Learning (ATAL) Academy**

### **ATAL Offline Faculty Development Programmes**

### **Frequently Asked Questions (FAQs) for Coordinator**

For more details, refer to the [Scheme Document 2025-26](#)

#### **Q1. Who can apply for conduction of FDP?**

For Offline FDPs, **Only AICTE approved institutions** can apply To apply for ATAL ADVANCED FDPs, the institutions should fulfill any of the additional criteria such as:

- at-least 50% of their department NBA accredited & valid till 2025 April  
or
- listed in top 100 by NIRF  
or
- NAAC accreditation with CGPA more than 3.01  
or
- graded autonomy awarded by AICTE or UGC.

#### **Q2. Whether a Coordinator need to apply through institute login?**

**No**, the coordinator has to register and apply through newly created login id and password at <https://atalacademy.aicte-india.org/signup>

All future correspondence must be addressed using the **unique FDP application number** generated on login.

#### **Q3. Can Non-AICTE approved departments send the proposal?**

**No.**

#### **Q4. What is the total Duration of the program and how many sessions?**

Duration: ATAL BASIC FDPs are for 6 days (One week) and ATAL ADVANCED FDPs are for 12 days (Two weeks)

<b>ATAL BASIC FDP (Monday to Saturday)</b>	<b>ATAL ADVANCED FDP (Monday to Saturday &amp; Monday to Saturday )</b>
10 Sessions & At least One Industrial Visit	16 Sessions & 04 days Problem solving in Industry

#### **Q5. Who can be appointed as Coordinator of FDP?**

- i. Must be a regular full time faculty of the host institute
- ii. Preferably be a Professor or Associate Professor with 10 years of teaching-learning experience.
- iii. Preferably having prior experience in organizing ATAL Academy FDPs.
- iv. Minimum 10 publications in reputed journals.
- v. Preferably faculty members who have completed research projects in their respective field.
- vi. Preferably recipient of National/International awards/honors in academics / research.
- vii. Cannot enroll as a participant in the same FDP
- viii. Can Conduct maximum two sessions in FDP for which no honorarium will be paid. (Per FDP, Coordinator and Co-coordinator together can engage only a maximum of two sessions.)
- ix. Only One FDP Proposal from One Coordinator for the Academic Year**
- x. Should not have awarded/ conducted ATAL FDP (both online and offline) in the previous Academic year**

#### **Q6. Who can be appointed as Co-Coordinator of FDP?**

- i. Must be a regular full time faculty of the host institute/near- by institute duly approved by their head of the institute.
- ii. An Associate professor or Assistant professor with 05 years of teaching-learning experience.
- iii. Cannot enroll as a participant in the same FDP.
- iv. Can Conduct maximum two sessions in FDP for which no honorarium will be paid. (Per FDP, Coordinator and Co-coordinator together can engage only a maximum of two sessions.)

#### **Q7. Selection criteria of distinguished resource person for the FDP?**

- i. Eminent people from academia, industry, and alumni.
- ii. Having Excellent Track record of Significant contributions in teaching/research/industry
- iii. Minimum 10 years of involvement in the specific domain/emerging areas.
- iv. **Maximum 02 Session in BASIC and 04 Session in ADAVNCED FDPs can be handled by experts (Including Coordinator and Co-Coordinator) from Host Institutes**
- v. **At least 50 % resource persons should be from Industry**

#### **Q8. Who can be the participants for ATAL FDPs?**

For ATAL BASIC FDPs, Associate Professors/Assistant Professors/Ph.D. Scholars/PG students can register as participants.

For ATAL ADAVNCED FDPs, Professors/Associate Professors/senior Assistant Professors/ professionals from industry/ Research Scholars, who have exposure to the subject can register. PG students are not allowed for ADAVNCED FDPs.

#### **Q9. Can we have more than one Coordinator/Co-coordinators for FDP?**

**No**, only one Co-Coordinator and one Co-coordinator per FDP is allowed and both are to be duly approved by the Head of Institutions.

#### **Q10. Can Coordinator/Co-coordinator apply and attend the FDPs as participants?**

Coordinator and Co- Coordinator **cannot** be participants for the same FDP. However, they can attend other FDPs as Participants.

**Q11. Can a Coordinator/ Co-coordinator apply for more than one program through a single account?**

Only One FDP application per Coordinator / Co-Coordinator per Academic Year is allowed. Also, the applicant is not eligible to if he/she has conducted ATAL online /Offline FDP in the previous academic year.

**Q12. Can the coordinator accept more than 50 participants in the offline FDPs?**

**No**, maximum 50 participants (minimum 20 participants for North Eastern states including Sikkim, Jammu, Kashmir, Ladakh, Andaman & Nicobar and 30 for other states and UTs) are allowed to attend FDP. It is advisable to keep a waitlist of participants in case some approved participants drop at the last moment.

**Q13. Can we collaborate with industry for expert's engagement and FDP conduction?**

**Yes, and should**, Industry participation and collaboration are highly essential. **All Coordinators of approved FDPs have to submit consent letter from the industry for industrial visit/ training of the participants in the case of Basic and Advanced FDPs at least 15 days before the date of commencement.**

**Q14. Our institute is a State/Centrally funded institute not having NIRF ranking upto 200/ NAAC "A+"/NBA Accreditation. Are we eligible to apply?**

Only AICTE approved institutes are eligible to apply for ATAL Offline FDPs. NIRF ranking/NAAC accreditation is not a criterion for ATAL BASIC FDPs where as it is one of the mandatory criteria for ATAL ADVANCED FDPs.

**Q15. Maximum how many proposals can be submitted by an institution?**

Maximum Five (05) proposals can be submitted by an institution for ATAL BASIC FDPs. Also, one department can submit only one proposal for ATAL BASIC FDPs. For ATAL ADVANCED FDPs only one application per institution will be entertained.

**Q16. When can the FDPs be conducted and by when FDS should be conducted?**

Please refer to the ATAL FDP Scheme document for Calendar

**Q17. How to approve /disapprove the participants from whom willingness or consent is not received?**

Only approved participants will be visible under the participant's tab after login.

To see all applied participants please go to **Workshop> View Workshop>Details> Applied participants** and approve/disapprove any participant.

**Q18. How can coordinator update/edit attendance of the participants in the portal?**

Coordinators can update/edit attendance of approved participants only **ONCE** on the portal after final submission, before awarding marks. It is not possible to edit the attendance and marks of participants once awarded.

**Q19. How to delete the entry of applied workshop of the participant by the FDP coordinator?**

If the status of your applied participant is “**Approved**”, first disapprove & then delete the entry of concerned participant from applied participant list.

**OR**

If the status of the applied participant is “**Submitted**”, then please delete the concerned entry.

**Q20. How to re-upload brochure of the FDP?**

Submit a single PDF file less than 2 MB to email ID corresponding to your state, available at AICTE- ATAL web page, with a request to update mentioning your application number.

**Q21. Can coordinator change the FDP title?**

**No**, the thrust area submitted during registration process and the title of the approved FDP cannot be changed.

**Q22. Even after meeting all the criteria I am not able to generate my certificate.**

**OR**

**Someone has attended the FDP and is not able to download the certificate/not received the certificate?**

Participants have to register on ATAL portal and their participation is to be approved by the coordinator before the commencement of the FDP. Certification has laid down criteria wherein participants must have 80% attendance, 70% marks in assessment and mandatory Feedback on ATAL Portal.

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

- i. Coordinator has uploaded Mandate, Logo and Signature and all other mandatory documents.
- ii. Participants approved by the Coordinator.
- iii. A minimum 80% attendance and 70% marks earned by the participant- to be uploaded by the Coordinator.
- iv. Participant has filled and submitted the feedback form.

**Q23. How to delete the entry of applied workshop by the participant?**

If the status of your applied FDP is “**Approved**”, then please contact the FDP coordinator concerned to disapprove your request.

**OR**

If the status of your applied FDP is “**Submitted**”, then you may delete your entry by pressing sign – (minus) from your login id under applied workshop.

**Q24. Maximum how many offline FDPs, a participant can attend?**

A participant can sign up and attend a maximum of three FDPs (2 Basic and 1 Advance) per academic year.

## **Q25. What documents are to be submitted by the FDP coordinator?**

### **Documents required to be submitted in original in hardcopy:**

- i. Utilization Certificate (UC) as per Annexure -I
- ii. Statement of Expenditure (SoE) as per Annexure -II
- iii. FDP Report duly acknowledged and signed by Coordinator and HoI

The FDP Program Coordinator should submit hard copies of the documents within **15 days** after conduct of FDP to The Director, Training and Learning Bureau, AICTE Headquarters, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

### **Documents required to be uploaded in soft/scanned format in the ATAL Portal**

- i. List of participants who have successfully completed the FDP on the basis of the continuous, comprehensive assessments (in EXCEL Format).
- ii. FDP Report including photographs, YouTube links and Media report (News/Media/Magazine cuttings/clippings)
- iii. Utilization Certificate & Statement of Expenditure as per Annexure I &II
- iv. Assessment questionnaire and Results of assessment (EXCEL format)

## **Q26. Which Research Journal Articles are to be selected/reviewed for FDP?**

- a. Peer reviewed journals of international repute may be chosen for journal review. For Management Area: Practical articles from Harvard Business Review, McKinsey & Company, MIT Sloan Management Review, IITs, IIMs etc., related to the FDP Theme and Content.
- b. Engineering- Elsevier, Springer, Taylor & Francis, Wiley, Emerald, ASME, ASCE, IEEE Transactions etc. (list of Management and Engineering journals are indicative only).

## **Q27. Can participants claim TA/DA from AICTE for attending FDPs?**

A lump-sum travel assistance of Rs. 1200/- for ATAL BASIC FDPs and Rs. 2400/- for ATAL ADVANCED FDPs would be provided to participants external to the organizing institute, subject to commuting more than 20KM one side to attend the FDP and possessing  $\geq 90\%$  attendance.

## **Q28. Any questions related to budget of ATAL FDPs 2023-24?**

Please go through the scheme document and detailed Budget

## **Q29. When the research journals articles are to be uploaded on the portal?**

Articles from Research journal of repute related to the topic of FDP are to be selected and uploaded at the time of applying/registration process.

Number of Research journal articles will vary depending on the type of FDP. Please refer to the Scheme document.

## **Q30. What happens if the coordinator has not been able to collaborate with the industry as on the date of applying for FDP?**

An early collaboration/MoU with the industry is desirable. Considering that it may take time, the Consent letter from Industry may be submitted at a later date but in any case it

is to be submitted on the portal as well as respective ATAL CELL email at least 15 days prior to the commencement of the FDP.

**Non submission of consent letter from the selected industry may result in cancellation of the FDP.**

**Q31. What will be detailed session planning of FDPs?**

Please refer to the Scheme document for ATAL FDPS 2024-25 available in the AICTE –ATAL Web page

**Q32. Can Coordinator/ Co-Coordinator conduct sessions as a Resource person?**

**Yes**, maximum up to 02 sessions only, together by both Coordinator and Co-Coordinator. No separate honorarium shall be reimbursed to the Coordinator/ Co-Coordinator as a resource person.

**Q33. What is to be done if the number of participants attending the session are less than the minimum prescribed?**

If the number of participants attending the FDP is less than prescribed on the first session of the first day itself, the FDP need to be concluded and the entire Grant-in Aid paid should be returned to AICTE within 07 days.

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