

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH

(Under Ministry of Education, Govt. of India), Taramani, Chennai - 600 113

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Guidelines

1. Faculty members of Engineering and Polytechnic colleges, Research Scholars, Professionals and Students are allowed to apply for the Professional Development Programmes (PDP)
2. Faculty members of the Government and Govt. Aided Colleges have to follow their exiting norms for deputation / permission to attend the training programmes.
3. Course coordination fee is applicable to all the programme. The participant has to pay the course coordination fee as mentioned with GST*.
4. Course Schedule / Resource Materials/ Platform:
 - a) The schedule will be provided by the Coordinator.
 - b) On online training programmes will be conducted on any one of the platforms such as Cisco WebEx/ Google Meet/ Microsoft Team. The coordinator will inform well in advance about the online course platform and tools required for the smooth conduct of the programme.
5. Registration /Attendance / Permission / Feedback:
 - a) The prospective learner will register for the Course through online in the Institute web portal. The participant can register a maximum of two programmes at a time, however he will be selected for only one of programme based on his/ her preference.
 - b) The registration is closed one-day prior to the start date of the Course.
 - c) The programmes shall be conducted with a minimum of 15 registered candidates. If the registered candidates are less than 15, the programmes shall be postponed, with due notification to the registered candidates well in advance and the Coordination fee will be refunded.
 - d) If the registered participant is not able to attend the programme, the coordination fee will not be refunded.
 - e) The confirmation of the selection/rejection will be received by the participant through e-mail.
 - f) Attendance is compulsory on all the days of the course.
 - g) Course Feedback link also will be provided by the coordinator to give the feedback.
6. Certificates:
 - a) The certificate shall be issued to the participants who have secured a minimum of 80% attendance, qualified in the assessment and submitted the online feedback of the training Programme.

Note: In case of any false information furnished by the participant, necessary action will be taken.