

## IEEE Madras Section

### Financial Support for Conducting Faculty Development Programme (FDP)

#### About the Programme

A Faculty Development Programme (FDP) aims to enhance the knowledge base, teaching skills, industry–academia linkage, and research capabilities of faculty members in higher education. It also promotes professional development and networking opportunities.

#### Objective

To support institutions in conducting FDPs that contribute to the professional growth of faculty members while encouraging active engagement with the IEEE community.

#### Guidelines for Conducting the Programme

##### 1. Eligibility of Host Institution

- The host institution must have an active IEEE Student Branch with a minimum of 50 IEEE members (professional and student members).

##### 2. Programme Duration

- The FDP should be conducted for a minimum of 5 days and a maximum of 15 days.

##### 3. Fee Structure & Utilization

- A 50% discount must be offered to IEEE members.
- The institution may fix the registration fee.
- The IEEE Madras Section sponsorship will be utilized for:
  - Printing and dispatching brochures
  - Registration kits
  - Certificates
  - Course materials (if any)
  - Mementoes for resource persons
  - Travel expenses for resource persons

##### 4. Responsibilities of the Host Institution

- Prepare the master draft of the brochure.
- Ensure availability of infrastructure and qualified resource persons.
- Prepare the master copy of course materials and send them to IEEE Madras Section ([ieemas@gmail.com](mailto:ieemas@gmail.com)).
- Arrange transport for delegates and resource persons.
- Provide lodging, lunch, and refreshments.

##### 5. Additional Funding

- The host institution may secure external sponsorship to cover additional expenses.

##### 6. Post-Programme Requirements (within 15 days of completion)

- Soft copy of a brief report (in doc/pdf format) with photographs (jpg format) for newsletter publication (send to [ieemaslink@gmail.com](mailto:ieemaslink@gmail.com)) & [ieemas@gmail.com](mailto:ieemas@gmail.com)
- Hard copy of the report, budget break-up (income & the expenditure details along with original bills (amount sponsored by Madras Section), and the utilization certificate from the Head of the Institution (**Annexure I**) will be sent to IEEE Madras Section office.

- Copy of the List of participants with contact details and their attendance (**Annexure II**).
  - List of resource persons with contact details and their signature (**Annexure III**).
7. **Sponsorship Limitations**
- A maximum of 6 FDPs will be supported by IEEE Madras Section in a calendar year (maximum of 1 per institution per year).
8. **Application Process – Pls submit the application as given in Attachment I**

### Important Instructions

- **Maximum Sponsorship:** INR 50,000/-
- **Number of Participants:** Minimum 30, Maximum 50 (50% Internal participants. and 50% External participants)
- **Recommendation:** Involve IEEE Section/Society volunteers in hosting or delivering sessions.
- Upon submission of the above details along with the required documents, IEEE Madras Section will initiate the sponsorship amount.
- The IEEE Madras Section logo must be used in all promotional materials and media.
- The above sponsorship is only for a physical event; no sessions will be conducted in online mode.

## Annexure I

## Utilization Certificate

(From the head of the institution in the letter head)

**Name of the Programme:** [Event Name]  
**Organized by:** [Organizing Unit]  
**Date & Venue:** [Event Date(s) and Venue]  
**Sponsoring Organization:** IEEE Madras Section  
**Sponsorship Amount Received:** ₹[Amount]

This is to certify that the sponsorship amount of ₹[Amount] received from IEEE Madras Section has been utilized for the purpose for which it was sanctioned, as detailed below:

Sl. No	Particulars of Expenditure	Amount (₹)
1	Registration Kit	
2	Lunch & Refreshments	
3	<b>Mementoes/Travel</b>	
4	etc	
Total		Total

We hereby declare that the above expenditure is true and correct to the best of our knowledge and that the amount has been utilized solely for the purpose for which it was granted.

**Encl: Original copies of the bills**

**Date:**

**Place:**

**Signatures:**

<b>Organizer(s)</b>	<b>SB Counselor/Faculty Advisor of the SB Chapter</b>	<b>Head of the Institution</b>
<b>Name with Seal</b>	<b>Name with Seal</b>	<b>Name with Seal</b>

**Seal of the Organization**

## Annexure II

Institution Name  
 Programme Name  
 Date(s)

### Participants Attendance Sheet

(attach more sheets if required)

Sl. No	Name of the Participant	Designation & Institution Name	Day 1		Day 2		Day 3	
			FN	AN	FN	AN	FN	AN
1								
2								

**Signatures:**

<b>Organizer(s)</b>  <b>Name with Seal</b>	<b>SB Counselor/Faculty Advisor of the SB Chapter</b>  <b>Name with Seal</b>

### Annexure III

Institution Name  
 Programme Name  
 Date(s)

#### List of Resource Persons

Sl. No	Name of the Resource Person	Designation & Institution Details	Session Handled	Session Title	Signature

**Signatures:**

<b>Organizer(s)</b>  <b>Name with Seal</b>	<b>SB Counsellor/Faculty Advisor of the SB Chapter</b>  <b>Name with Seal</b>