

INSTRUCTIONS TO THE PARTICIPANTS

1. Training programmes scheduled at Bhopal are open for participants across the country unless otherwise specified.
2. Training programmes scheduled at other specific locations are state specific and open only for respective state participants.* State specific programmes are offered in state of Goa, Gujarat, Maharashtra and Chhattisgarh. Participants (Govt., Govt. Aided and Self financed institutions) of other states (state excluding the host state) are permitted to attend these programmes in self financing mode i.e. they will deposit registration fee, course fee, and will bear their travel, food and stay expenses.
However participants belonging to Goa state may attend training programmes at Regional Centre Pune. Participants from Govt. and Govt. aided institutes of Goa state will be reimbursed TA DA as per NITTTR rules for attending training programmes at RC Pune.
3. participants should ascertain and ensure their eligibility for specific programme before applying online.
4. All the participants are requested to register online through the web site of NITTTR Bhopal (www.nittrbpl.ac.in) only after obtaining permission from their competent authority. participants are advised to go through the section on guidelines for on-line registration. If online registration facility is not available/difficult to access, participants may contact the course coordinator through e mail. The email address of all the NITTTR, faculty members is given in the soft copy of the calendar.
5. In this training calendar, target population is specified for each programme with the eligibility requirements for participation. Faculty members of all disciplines means faculty members of Engineering, Science and Humanities working in Technical Institutions like Engineering Colleges, Polytechnic institutes, Pharmacy institutes, Management institutes and Deemed Universities of technical programmes, approved by the AICTE.
6. Some programmes are project specific for the states or identified clientele for which list of participants is provided by them, so on-line registration will not be open for these programmes.
7. The respective coordinator of the programme will be confirming the participation in the programme.
8. The participants are expected to submit the relieving certificate from the competent authority for attending the programme, on the first day of the programme to the programme coordinator.

COURSE FEE, BOARDING AND LODGING*

9. No fees will be charged from participants of the Government and Govt.-Aided Technical institute and they will be reimbursed TA/DA as per NITTTR Bhopal norms. All eligible participants (Govt. and Govt.-aided institutes, Programme) are advised to attach journey tickets (for both train as well as bus travel modes) in TA bill, which has to be submitted by them on first day of the programme.
10. Course fees of Rs 2000.00+18%GST per day per participant will be charged from the participants of self-financed, private institutes, tailor-made demand specific chargeable programmes for Government or Government-aided institutes. Such participants will not be paid TA/DA by NITTTR Bhopal. These participants may avail Boarding and Lodging facilities in the Visvesvaraiya Guest House, NITTTR Bhopal campus by paying charges as applicable. (Current Rates: Rs. 400.00 per day per participant for Lodging and Rs. 280.00 per day per person for Boarding. For
11. For Bhopal based programmes, depending upon the availability, the boarding arrangements will be made at any of the guest houses or hostels in the Institute campus.
12. Boarding facilities will be provided on sharing basis for participants. Family members are not allowed to stay, but in special case, for genuine reasons and with prior permission from the course coordinator and on the basis of availability, accommodation can be provided on payment basis only, on production of ID proof of such persons.
13. The participants of programmes at NITTTR Regional Centers ought to contact Regional Center Coordinators for accommodation confirmation and Food facility.
14. NITTTR Bhopal will not reimburse the TA /DA, Boarding and Lodging expenses of the participants for training programmes MH -5, MH -12, MH -13, MH -14, MH -16, MH -18, MH -21, MH -24, MH -25, MH -27, MH -29, MH -31, MH -35, MH -37, MH -40, MH -41, MH -43 to be conducted at various locations of Maharashtra in Govt. Polytechnics at Mumbai, Nasik, Aurangabad, Amaravati, Kolhapur etc. and CWIT, Pune.

GUIDELINES FOR ONLINE REGISTRATION

15. A web interface would be provided to participant to login into the NITTTR, Bhopal POC Online system.
participant can sign up the online POC system using their email ID and mobile number. after sign-up, each candidate will be provided with a login ID and password by the administrator.
16. after the receipt of login-id and password, participants can login into the system and access his/her information.
17. Application for any course will be active before 60 days of commencement of the program and remain open for next 30 days.
18. participant can apply for any course within 30 days from date of activation.
19. Invitation to participants will be sent by course coordinator within a week to deposit the registration fee of Rs. 2000.00 (Rs. Two thousand only). The participants will bear the cost of online payments charged by M.P. Online currently it is Rs. 50 (Rupees Fifty Only). This registration fees is mandatory for all types of participants whether from Government or Private on attending the programme registration fees i.e. Rs. 2000/- will be returned to the participants otherwise it will be forfeited.
20. participant can go for online payment of registration fee Rs. 2000.00 (within a period of minimum one day and maximum ten days) after receiving the invitation from course coordinator.
21. participants are required to update the online payment details on POC portal immediately after paying Rs. 2000.00.
22. participant will get confirmation (within a period of maximum ten days) after online payment made by him/her.
23. All confirmed participants must report at 9.30 am on the starting day of the programme. participants are required to bring copy of receipt of MP Online payments of Rs. 2000.

ATTENDANCE

24. The participation is on invitation basis. Hence participant who has not been invited or permitted by the Coordinator/ competent authority of NITTTR, Bhopal will not be allowed to attend the programme.
25. The invited and confirmed participants are required to attend classes from 9.30 AM to 6.00 PM every day of the programme. No leave is permissible during the training programme, except in cases of emergency, with submission of evidence of reason. However it is expected that participant taking leave for emergency reason should not remain absent for more than half day in one week programme and one day in two weeks programmes.
26. participants are required to register on first day of the programme at 9.30 am at Programmed Organizaion Cell (POC).
27. The participants will be relieved only on the last day of the programme at 6.00 pm. If participants do not attend the full programme, nether certificate nor TA/DA will be paid to them.
28. For attending Induction Phase-II, successful completion of Induction Phase-I conducted through NITTTR, Bhopal is compulsory.

AWARD OF CERTIFICATE

29. Award of certificate is subject to satisfactory performance with respect to academic participation, assignments, presentations, test, attendance etc. of trainees during the training programme.
30. 100% attendance is expected during all the days of the training and achievement of minimum 60% marks in assessment scheme. The certificate will be issued to only those participants who will sincerely and punctually attend the programme.
31. A trainee is expected to achieve minimum 'B' grade i.e. 60% percentage marks for getting the certificate. Otherwise the trainee will be issued only the relieving letter.

ASSESSMENT SCHEME FOR ISSUING CERTIFICATE OF ACHIEVEMENT

S.No.	Assessment Criteria	Marks Obtained in %
1.	Output of Assignments, tasks, activities, ability demonstration	50%
2.	Achievement Test	50%
	Total marks obtained out of 100	
	Grade obtained	

Percentage Marks to grade conversion guideline: 80-100%: A grade; 60-79%: B grade; 40- 59 %: C grade;
Below 40 %: D grade

Note

- Boarding and Lodging facilities are provided to course participants at **first -come -first- serve and on sharing basis** in the Visveswaraiya Guest House or hostel facility as assigned by warden.
- **As per latest decisions from Director's Office, family members of course participants will not be allowed to stay in NITTTR guest house with course participants. For very genuine and exceptional cases, and before depositing registration fee, the participant has to take permission from the Director NITTTR Bhopal giving sufficient reasons for bringing a family member with him. Accommodation charges as per norms and food charges are to be paid extra in such cases.**