

INSTRUCTIONS TO THE PARTICIPANTS

1. Training programmes scheduled at Bhopal are open for participants (From AICTE approved Technical Institutes) across the country unless otherwise specified.
2. Training programmes scheduled at other specific locations are state specific and open only for respective state participants.
3. Participants should ascertain and ensure their eligibility for specific programme before applying online.
4. All the participants are requested to apply online through the web site of NITTTR Bhopal (www.nitttrbpl.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. Only confirmed participants should proceed for the training.
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.
9. Specific instructions for different types of programmes are also stated at appropriate places. Please read carefully those instructions and then only apply for the same.

COURSE FEE, BOARDING AND LODGING

10. 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 trains as well as bus travel modes) in TA bill, which has to be submitted by them on first day of the programme. This is applicable for Bhopal programmes and respective states programmes.
11. Training programme fees of Rs 2000.00 per day per participant plus 18% GST will be charged from the participants of self-financed, private institutes. Same charges will be applicable for tailor-made demand specific 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 as per allotment done by the Professor In-charge of accommodation facility, 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 latest charges, visit NITTTR Bhopal website). The Training programme fee can be remitted in cash or through demand draft drawn in favour of Director, NITTTR Bhopal payable at Bhopal or through NEFT in Account No. 3765101000142, IFSC code CNRB0003765, Canara Bank, NITTTR, Shamlia Hills, Bhopal.
12. The participants will bear the cost of online payments charged by M.P. Online. Currently it is Rs. 50 (Rs. Fifty only) + applicable taxes per transaction.
13. 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.
14. Boarding facilities will be provided on "sharing basis" and on "first come first serve" basis after verifying photo ID. Participants have to mutually ensure that inconvenience is not caused to roommates.
15. Family members of participants are not allowed to stay in guest house. Special cases will be processed as per next instruction.
16. Participants having very genuine reasons for accommodating family members to stay in guest house have to take prior permission from Director, NITTTR, Bhopal. They are advised to take permission before depositing the registration fee of Rs. 2000/-. Participant should give justified reasons in the application and send by post/e-mail (director@nitttrbpl.ac.in). A copy should be given to the course coordinator and to competent authority of her/his institution. Payment for the additional occupants will be charged. The additional occupant has to produce photo ID.
17. The participants of programmes at NITTTR Regional Centers ought to contact Regional Center Coordinators for accommodation confirmation and food facility. No accommodation is available at RC, Pune and RC, Goa. So participants are requested to make their own arrangements.

GUIDELINES FOR ONLINE REGISTRATION

18. NITTTR Bhopal will not reimburse the TA/DA, Boarding and Lodging expenses of the participants for training programmes which are offered on triple sharing basis. For triple sharing type of programmes participants are requested to apply for the programme which is offered in nearest institute and where they can make their own arrangement for boarding and lodging. Host institute will provide all training support facilities like seminar hall for 30 participants, drinking water, photocopying facility and clerical facility. They will also appoint local coordinator for managing the training programme.
19. 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.
20. After the receipt of login-id and password, participants can login into the system and access his/her information.
21. Application for any training programme can be made 30 days before commencement of the programme.
22. Participant can apply for any training programme till 30 days before the commencement of the programme.
23. Invitation to participants will be sent by programme coordinator within a week after last date for application to deposit the registration fee of Rs. 2000.00 (Rs. Two thousand only).
24. Participant should do online payment of registration fee Rs. 2000.00 (within a period of minimum one day and maximum ten days) after receiving the invitation from training programme coordinator. This registration fee will be refunded on attending the training programme otherwise forfeited. Participant must take approval of competent authority before depositing Registration fee Rs. 2000.00.
25. Participants are required to update the online payment details on POC portal immediately after paying Rs. 2000.00.
26. Participants will get confirmation (within a period of maximum ten days) after online payment made by him/her. If you don't get the confirmation, please do not proceed for attending the training programme.
27. All confirmed participants must report at 9.30 am on the starting day of the training programme.
28. No participant for any training programme will be accepted unless confirmed online through NITTTR web portal.
29. Registration fee will be refunded if the programme is cancelled by NITTTR Bhopal for unavoidable reasons or less than 10 registered participants in that training programme. No other reimbursements of expenses such as railway ticket cancellation fee or other contingent expenses will be reimburse by NITTTR Bhopal
30. For attending international conferences, national conferences, seminars workshops participants may contact conference coordinators through e mail or on phone. A detailed Brochure of the same is available on NITTTR web site.

ATTENDANCE

31. 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.
32. 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.
33. Participants are required to register on first day of the programme at 9.30 am at Programme Organization Cell (POC) at Bhopal or at respective training venue.
34. 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. Participants are requested to provide online feedback on quality of training programme.
35. We do not have Boarding facilities at RC Pune, RC Raipur, and RC Goa.

36. For attending Induction Phase-II, successful completion of Induction Phase-I conducted through NITTTR, Bhopal is compulsory.

AWARD OF CERTIFICATE

37. Award of certificate is subject to satisfactory performance with respect to academic participation, assignments, presentations, test, attendance etc. of trainees during the training programme.

38. 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.

39. 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