About the University:

Maulana Azad National Urdu University (MANUU) is a Central University established at National Level in 1998 by an act of Parliament to promote and develop the Urdu language and to impart vocational and technical Education in Urdu medium through conventional and distance modes. The Headquarters of the University is at an outstanding central location-Gachibowli, Hyderabad, sprawled over 200 acres. The students and staff of the University are drawn from throughout India. They are attracted by its commitment to excellence in quality Urdu education in all disciplines of knowledge

The University's campus education as on today boasts of seven Schools of Studies: namely,
1) School of Languages, Linguistics & Indology,
2) School of Commerce & Business Management,
3) School of Journalism & Mass Communication
4) School of Arts & Social Sciences
5) School of Sciences
6) School of Education & Training and
7) School of Technology.

About the Department:

Department of Computer Science & Information Technology was established in University with the introduction of one year Post Graduate Diploma in Information Technology (PGDIT) programme in the year 2006, with the objective of imparting quality education in the field of Computer Science and Information Technology. With rapidly evolving technology and the continuous need for innovation, the department has always produced quality professionals, holding important positions in IT industry. The Department has started Master of Computer Applications (MCA) Modular (Dual Exit) programme in the year 2011 with the aim to develop core competence in Computer Science and prepare the students to carry out development work, as well as take up challenges in research. In order to imbibe entrepreneurship skills to the youth of the country, the department has started Bachelor of Technology in CS&IT [B.Tech (CS&IT)] programme from 2013 with the aim to prepare quality professionals. To ignite the minds with quality research, the Department has started Ph.D (Computer Science) program from 2013. The Department has always been on a high growth path and to keep pace with the current technological trends. Further to provide academic training and research expertise, the department has started Master of Technology in Computer Science [M.Tech (CS)] in the year 2015.

Cheif Patron
Dr. Mohammad Aslam Parvaiz
Hon'ble Vice Chancellor
Maulana Azad National Urdu University

Patron
Prof. Ayub Khan
Hon'ble Pro Vice Chancellor
Maulana Azad National Urdu University

Organizing Secretary
Prof. Abdul Wahid
Dean, School of Technology'
Maulana Azad National Urdu University

Dr. Pradeep Kumar
Head, Department of CS&IT
Maulana Azad National Urdu University

Coordinators
Dr. Deepak Singh
(Programme Coordinator)
Head & Associate Professor
National Institute of Teacher's Training & Research

Dr. Khaleel Ahmad
(Local Programme Coordinator)
Assistant Professor
Department of CS&IT
Maulana Azad National Urdu University

Dr. M.A. Rizvi
(Programme Coordinator TLC)
Head & Associate Professor
National Institute of Teacher's Training & Research

Faculty Development Program
on
Training of Trainers for Teachers
(11 November - 15 November 2019)

Organized by
National Institute of Technical Teachers Training and Research,
Bhopal -462002 (M.P.) India
http://www.nitttrbpl.ac.in
at
Department of Computer Science and Information Technology
Maulana Azad National Urdu University
(A Central University)
Gachibowli Hyderabad-500032,
Telangana State, India
http://www.manuu.ac.in

About Hyderabad:

Hyderabad is the fourth largest city in India and the capital of the newly formed Telangana State. It had been the capital of the united Andhra Pradesh. With a unique history of more than 400 years, the city is now the finest blend of antiquity and modernity, with is rich cultural heritage and architecture, and adoption of a cosmopolitan outlook. Home to monuments like the iconic structure of charminar, the Golconda Fort and marvellous Palaces of the Nizam, It attracts a steady stream of admiring tourist from around the world. Its modernity has attracted multi-national giants like Microsoft, Google and host of the other international corporate houses to set up their offices hers. The Hi-tech city in Hyderabad is one of the largest hubs of the service industry in India and reflect the city modernity. Hyderabad is also a hub for Pharmaceutical and Manufacturing industries, due to its unique location and accessibility. Hyderabad is also a destination for is unique medical and education facility. State-of-the–art super Specialty hospitals provide world class medical service here. The universities and various other national and international level education institutions like IIT, IIIT and ISB in the city attract student from across the world and the country regularly. Hyderabad is the gateway to south India. It is the converging Point of the South and North India both geographically and cultural, along with a long tradition of Cosmopolitan and hospitable culture, Citizen of any region of the subcontinent and of any national feel quite at home here. Language and culture is never a barrier ah Hyderabad. Situated on the Deccan Plateau, Hyderabad enjoys a Pleasant climate throughout the year. Hyderabad is well-Connected with the rest of the world through all modern means of the transport. Rajiv Gandhi International Airport has flight services to all major in the world. Secunderabad, the twine city Hyderabad, is major and one of the oldest railway junction in the country, connecting the twin cities with all corners if India. Because of its old pearl trade, Hyderabad has entered the sobriquet 'The Pearl City'

About the Training of Trainers (TOT) for Teachers

The one week faculty development program on "Training of Trainers (TOT) for teachers" is scheduled to be held during November 11-15, 2019 at Department of CS & IT, Maulana Azad National Urdu University (A Central University), Hyderabad, Telangana.

Eligibility for Participation:

The training program is open to the Faculty members. All discipline background faculties are eligible for Training of trainers (TOT) for teachers. The participant should have minimum 3 years experience.

Registration Fee:

There is no registration fee for faculty members. Selected participants are eligible for free boarding and lodging (travelling through train by third AC class only), (breakfast, lunch, dinner, snacks, etc.). The accommodation may be arranged on request in HRDC Guest House MANUU Hyderabad free of cost and all charges bear by NITTTR Bhopal.

Last Date of Registration:

The candidates can send their signed and scanned registration forms to the Coordinator through e-mail dsingh@gmail.com and khaleelamna@gmail.com on or before 15-10-2019. They will inform the decision about their selection on 25-10-2019. The candidates selected for the program have to attend ALL sessions without missing any single class (100% attendance is MUST). All the participants should bring the relieving letter/permission from competent authority at the time of attendance.

Contact:

Dr. Deepak Singh (Programme Coordinator)
Head and Associate Professor
Department of Applied Science
National Institute of Technical Teachers' Training and Research (NITTTR) Shamla Hills,
BHOPAL M.P. India
Email: dsingh@nitttrbpl.ac.in
Mob: 9826991961

Dr. Khaleel Ahmad (Local Programme Coordinator)
Assistant Professor
Department of Computer Science & Information Technology
Maulana Azad National Urdu University (A Central University)
Hyderabad, Telangana, India
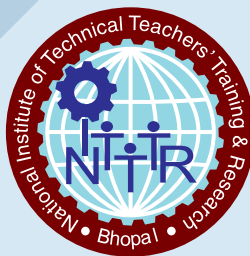Email: khaleelahmad@manuu.edu.in
Mob: 7675824475

Dr. M . A. Rizvi (Programme Coordinator TLC)
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Mob: 9425012014

TRAINING PROGRAMMES & WORKSHOPS

April 2019- March 2020

for AICTE, UGC & Government approved technical, vocational and allied institutions

Teaching Learning Centre (TLC)
National Institute of Technical Teachers' Training & Research
Shamla Hills, Bhopal -462 002 (M.P.)India
Tel. 91(0755)2661600-602,607-608 Fax : 2661996
website: https://www.tlcnitttrbpl.in/ and http://nitttrbpl.ac.in/index.php

Code	Title	Duration	Venue	Coordinator	Faculty
TLC-4	Training of Trainers(TOT) for teachers	3-7 June 2019	Kangra (HP)	Dr.Ajit Dixit	RBS
TLC-5	Training of Trainers(TOT) for teachers	16-20 Sept. 2019	Dehradun (UK)	Dr. Vandana Somkuwar	CSR
TLC-6	Training of Trainers(TOT) for teachers	23-27 Sept 2019	Ajmer (RJ)	Dr. M.A. Rizvi	HJK
TLC-7	Training of Trainers(TOT) for teachers	23-27 Sept. 2019	Jodhpur(RJ)	Dr.B.L.Gupta	SSK
TLC-8	Training of Trainers(TOT) for teachers	7-11 Oct 2019	Shillong (ML)	Dr. Nishith Dubey	AM
TLC-9	Training of Trainers(TOT) for teachers	21-25 Oct. 2019	Raipur(CG)	Dr A. S. Walkey	SRY
TLC-10	Training of Trainers(TOT) for teachers	4-8 Nov 2019	Mysore (KS)	Dr.S.S.Kedar	AKS
TLC-11	Training of Trainers(TOT) for teachers	11-15 Nov.2019	Hyderabad(AP)	Dr Deepak Singh	BS
TLC-12	Training of Trainers(TOT) for teachers	11-15 Nov. 2109	Varanasi (UP)	Dr Anjali Potnis	CSR
TLC-13	Training of Trainers(TOT) for teachers	02-06 Dec 2019	Bhubaneswar (OR)	Dr M A Rizvi	DS
TLC-14	Training of Trainers(TOT) for teachers	16-20 Dec 2019	New Delhi	Dr. Atul Mishra	RGC
TLC-15	Training of Trainers(TOT) for teachers	16-20 Dec 2019	GP Nasik(MH)	Prof. Chanchal Mehra	AR
TLC-16	Training of Trainers(TOT) for teachers	16-20 Dec. 2019	Ranchi (JH)	Dr Anjali Potnis	CSR
TLC-17	Training of Trainers(TOT) for teachers	23-27 Dec. 2019	Chamoli (UK)	Dr. Ajit Dixit	RBS
TLC-18	Training of Trainers(TOT) for teachers	6-10 Jan.2020	Katra (JK)	Dr A K Sarathe	ASW
TLC-19	Training of Trainers(TOT) for teachers	13-17 Jan 2020	Madurai(TN)	Dr.Anju Rawlley	AAK
TLC-20	Training of Trainers(TOT) for teachers	20-24 Jan 2020	GP Panji(GA)	Dr.A.S. Rocha	AAD
TLC-21	Training of Trainers(TOT) for teachers	20-24 Jan. 2020	Jaipur (RJ)	Dr. Rajeshwari C.S.	VS
TLC-22	Training of Trainers(TOT) for teachers	20-24 Jan,2020	Bangalore(KS)	Dr. Nishith Dubey	RGC
TLC-23	Training of Trainers(TOT) for teachers	24-28 Feb. 2020	Lonavala (MH)	Prof. Chanchal Mehra	AR
TLC-24	Training of Trainers(TOT) for teachers	16-20 March 2020	Srinagar (JK)	Dr Deepak Singh	MAR

About the Training of Trainers (TOT) for teachers
The one week faculty development program on "**Training of Trainers (TOT) for teachers**" is scheduled to be held during **November 11-15, 2019** at **Maulana Azad National Urdu University (A Central University), Hyderabad, Telangana**.

Eligibility for Participation:
The training program is open to the Faculty members. All discipline background faculties are eligible for **Training of trainers (TOT) for teachers.** The participant should have **minimum 3 years experienc**e.

Registration Fee:
There is **no registration fee** for faculty members. Selected participants are eligible for free boarding and lodging (travelling through train by third AC class only), (breakfast, lunch, dinner, snacks, etc.). The accommodation may be arranged on request in HRDC Guest House MANUU Hyderabad free of cost and all charges bear by NITTTR Bhopal.

Last Date of Registration:
The candidates can send their signed and scanned registration forms to the Coordinator through e-mail **dsingh@ nitttrbpl.ac.in** and **khaleelahmad@manuu.edu.in** on or before **15-10-2019**. They will inform the decision about their selection on **25-10-2019.** The candidates selected for the program have to attend ALL sessions without missing any single class **(100% attendance is MUST).** All the participants should bring the relieving letter/permission from competent authority at the time of attendance.

Contact:

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(Local Coordinator from MANUU side)
Assistant Professor
Department of Computer Science & Information Technology
Maulana Azad National Urdu University (A Central University)
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Dr. M . A. Rizvi (Programme Coordinator TLC)
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Department of Computer Engineering & Applications
National Institute of Technical Teachers' Training and Research (NITTTR) Shamla Hills, BHOPAL M.P. India
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Mob: 9425012014

Guideline, procedure and norms for conducting
Programmes and workshops of TLC-NITTTR Bhopal Calendar-2019-20

TLC-4 to TLC-24- TRAINING OF TRAINERS (TOT) Programme at outside Bhopal

The programme coordinator will:

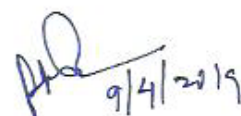|	Activities
[1]	Prepare list of addresses of all polytechnics/engineering colleges, universities and educational institutions in the city (programme venue) and respective state Send letter with enclosures like a)TLC calendar 2019-20 b) Application Format c)Programme brief (one page) for inviting applications of faculty member of the institute to your programme Send letter* to polytechnics/Engineering colleges of the city for requesting hosting of your programme
[2]	Prepare list of eligible participants and send mail to invite participants (Date/venue and Participants guidelines) to your program and confirm participation *(If number of eligible participants for the program are less than 30 then request TLC for Cancellation,/Postponement of the program (Before 20 days of the commencement of the program),If More than 45 eligible participants registered for programme then you may request to conduct programme for second batch at same place)*
[3]	obtain letter from Principal/Director/Head of the Institution to confirm venue and hosting the programme, providing lodging/boarding and training facility and accepting conditions of TLC-NITTTR Bhopal, also get details of local coordinator/Expert
[4]	Prepare program file (should include acceptance letter for hosting the programme, TA/DA order, note for advance, list of eligible participants etc) send this file to TLC for approval (at least 20 days before the commencement of the programme) For TLC-4 to 24 programmes, NITTTR Bhopal will bear the cost of the TA/DA faculty members and Experts, registration kit, TA -DA, Boarding & Lodging of participants. Other arrangements for training will be borne by host institute
[5]	Draw advances for expenses incur during the program
[6]	In case programme cancelled/postponed sent letter to all participant at least 15 days before (informing that no reservation or any charges will be reimbursed to participants/experts).
[7]	Organise programme as per NITTTR Bhopal standard norms and practice
[8]	After completing the programme submit following to Accounts section • Original TA/DA bill of participants (forwarded by you) of participants (complete in all respect) including details of Bank Account no, Bank name, IFSC code Original attendance sheet • Settle advance taken against conducting program and TA/DA bills of faculty
[9]	Submit the report of the programme to TLC office within one week of completion of the programme. and program file to POC which should include list of participants, copy of attendance sheet, copies of assignments, tasks, activities, project, copies of handouts, assessment sheet, feedback, handouts, receipt of certificate and reliving letter,PPT, Photographs (in print form)

TLC-25 to TLC-44-LR DEVELOPMENT WORKSHOP at NITTTR Bhopal

The workshop coordinator will:

	Activities
a.	Prepare the workshop plan/brief/schedule, name/title of each LR, topics/units, structure ,content detailing ,format etc. and List of experts identified by faculty member/s in the format
b.	List of experts (maximum 3 experts from academia and 02 from industry) should be approved by the Director, Experts will work with LR coordinator/author in two workshops as participants
c.	Organise the workshop as per the norms of NITTTR Bhopal.(Refer **) Ensure LR output in print form, take feedback and distribute certificates to experts (like in our NITTTR programmes)
d.	In case workshop postponed, sent letter to all experts at least 15 days before (informing that no reservation or any charges will be reimbursed to experts).
e.	Submit the report of the workshop to TLC office within one week of completion of the workshop.

- Basic purpose of two workshops to train experts to develop LRs and contribute in LR as co author/expert
- All Learning resource development workshops will be conducted at NITTTR Bhopal as per NITTTR main calendar 2019-20 Norms
- LR workshops No (TLC-28, TLC-35, TLC-36, TLC-39, TLC-40, TLC-41, TLC-42, TLC-43, TLC-44) are for developing LR in Technical and vocational education and training area so Institute faculty expertise will be used, so no expert is allowed
- LR workshops No. -(TLC-25,TLC-26,TLC-27,TLC-29,TLC-30,TLC-31,TLC-32,TLC-33,TLC-34,TLC-37,TLC-38) are for developing LR in the area of engineering and applied science, so invited experts will be allowed in workshops
- Format of learning resource (Reference Book of 150-350 pages) will be decided by HOD/coordinator, all types formats of LR will be acceptable except nonpoint LR
- Experts will treated as participants of the program and entitled for TA/DA and other facility as per NITTTR calendar norms
- After completing two workshops LR author/coordinator will submit soft and hard copy to TLC office as per format for further processing /selection and honorarium, Honorariums Experts/ LR author/coordinator will be paid after completing work in maximum two workshops and subject to approval from committee

This issued with approval from competent authority
(Approval of Note on 09-04-2019)

9/4/2019

Dr R. B. Shivagunde
TLC Project Coordinator

Copy to:
- All Coordinators of TLC-2019-20 Programmes
- Sr. P. A. to Director Sir
- Dean(Administration)
- Dean(Academic and Research)
- Dean(Planning and Monitoring)
- I/C POC - *for necessary arrangements*
- Accounts Officer
- TLC Office
- Dr.M.A.Rizvi -TLC-Programme Coordinator- for necessary actions
**Ref: Circular-18-No.NITTTR/DEAN A&R/2018/Date: 12th April 2018 Sub: Role of Programme Coordinators*

Application Format (for Participants)

1.	Title of the Programme with Programme Code and Venue	TLC-11-Training of Trainers(TOT) for teachers from 11-15 November 2019 at: Department of Computer Science and Information Technology Maulana Azad National Urdu University (A Central University), Gachibowli, Hyderabad-500032
2.	Name of the Coordinator/Email/Mobile Number	**Deepak Singh, Coordinator** NITTTR Bhopal. Mobile:9826991961 Email: dsingh@nitttrbpl.ac.in and **Dr. Khaleel Ahmad**, Local Coordinator Maulana Azad National Urdu University (A Central University), Gachibowli, Hyderabad-500032 Email: khaleelahmad@manuu.edu.in
3.	Name (full in Block letter)	
4.	Qualifications	
5.	Email and Mobile Number	
6.	AADHAR Number and PAN	
7.	Designation	
8.	Category (kindly √ the appropriate)	SC/ST/OBC/General
9.	Nature of Job (kindly √ the appropriate)	Permanent/Contract
10.	Experience in Years	
11.	Pay, Grade Pay and Total Emoluments per Month	
12.	Name of the Institute with full postal address	
13.	Type of Institute (kindly √ the appropriate)	Govt./Govt.Aided/ Self financed/ Other
14.	Signature of participants with Date	
15.	Forwarded and Recommended by Competent Authority with Signature, Date & Seal	

Scanned copy of duly filled above application form should be send by e-mail to **dsingh@nitttrbpl.ac.in and* **khaleelahmad@manuu.edu.in** *(Please note incomplete form will be rejected)*

Instructions to the Participants

- Eligibility for Participant: More than **three years in service** experience in teaching/training/industry after graduation degree in engineering/vocational and allied professional discipline from AICTE/UGC/Government approved institutions.
- Participants should ensure relevance and usefulness of the programme.
- No registration fee will be charged from the participants.
- Programme coordinator will select and invite eligible participant based on various criteria; any type of correspondence related to selection for the programme by applicant will not be entertained.
- Sending filled application form or sponsoring by employer to the programme does not mean selection
- The participation is on selection and invitation basis. Hence, participants who has not been selected and invited by the coordinator/competent authority will not be allowed to attend the programme.
- Participant has to ensure selection and invitation for the programme/venue/dates by email and letter from programme coordinator before booking tickets/starting the journey.
- Lodging boarding arrangements will be made in Hostel/Guest house near to programme venue
- No leave is permissible during the training programme.
- If participants do not attend the full programme, neither certificate nor TA/DA will be paid.
- Award of certificate is subjected to full attendance, satisfactory performance in assignments, presentations, test, etc. of trainees during the training programme.
- Programme may be cancelled/postponed/rescheduled by coordinator/ authority and will be informed to only selected and invited participants