



## GENERAL INSTRUCTIONS TO THE PARTICIPANTS

- Please send your application 20 days (for Contact Mode FDP) and preferably 7 days (for ICT/Online mode FDP) before the commencement of the programme.
- Applicants may send their applications by email/Post/Application Link (see institute's website: <http://www.nitttrkol.ac.in>) **along with payment details for each programme.**
- Participants are requested to submit only one application for a particular Faculty Development Programme (FDP)/ Short Term Training Programme (STTP).
- Selected participants will be received confirmation mail from the Academic Affairs. **Without prior confirmation nobody will be allowed to attend the training programme.**
- Participants are advised to complete the registration formalities before 9:30 a.m. on the first day of the programme at the Academic Affairs of NITTTR, Kolkata for offline programmes.
- After completing the registration formalities, you need to report to the respective coordinator(s). Necessary guidance from the Academic Affairs will be given in this respect.
- Last day of the training programme, certificates will be distributed by the coordinator(s) along with a release letter in case of offline courses and to be sent by mail in case of online courses.
- No leave(s) permissible during the training programme, except in case of emergency with submission of evidence of reason.
- The participants will be relieved only on the last day of the programme at 5.30 pm. If participants do not attend the full programme, neither certificate nor TA will be paid to them.
- The participants willing to attend the programmes at Extension Centers should contact the respective Consultant, Extension Centre / Academic Affairs for accommodation confirmation and food facility.
- Training programmes scheduled at extension centres are state specific and open only for respective state participants.
- Participants only from the Government and Government Aided / Government sponsored Institutes will be reimbursed TA as per Institute's rules.
- Participants from North Eastern (NE) States and A&N Islands are entitled to travel by air (economy class) and the same will be reimbursed on production of proof of to and fro travel ticket(s). Tickets are to be purchased from the authorized travel agent of Govt. of India as announced time to time.
- The participants from the provinces other than N.E. states will be reimbursed 3<sup>rd</sup> AC train or equivalent fare.
- Boarding and Lodging facilities are provided on a sharing basis. Family members are not allowed to stay in the Guest Houses.
- Course Fees will be charged as per the Category of the Training Programme and it can be remitted through NEFT, Bank Transfer or through demand draft drawn in favour of Director, NITTTR, Kolkata payable at Kolkata.

### Bank details:

Name of the Bank: State Bank of India, Sector – 1, Salt Lake Branch,  
Bank Holder: NITTTR, Kolkata, Bank A/c No.: 00000034181726656,  
IFSC Code: SBIN0001612

➤ **Course Fee Details:**

Category of FDP	Category - A	Category - B	Category - C	FREE
Fees per participant per week	Rs. 1500/-	Rs. 700/-	Rs. 300/-	No fees

- Participants from Private and Self Financed Institutes will not be paid TA. These participants can avail Boarding and Lodging facilities in Executive Hostels, by paying fees Rs. 300/- per bed/day for Accommodation Charge and Meal Charge of Rs. 250/- per day per participant (rate may vary from time to time), working lunch is free.

Processing TA:

- Those who are eligible to reimburse TA should apply in the prescribed form available in the Academic Affairs along with all supporting documents with signature from the course coordinator(s) and submit to the academic section.
- TA will be reimbursed directly to the bank account of the trainee.

**Instructions to participants from NE States and A&N Islands regarding purchase of Air Ticket:**

Air tickets shall be purchased positively only from the three Authorized Travel Agents (ATAs), namely:

- (a) M/s. Balmer Lawrie & Company Limited (BLCL),  
(b) M/s. Ashok Travels & Tours (ATT),  
(c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

The choice of the travel agent for booking of ticket from the three-authorized travel agents is left open to the Govt. official in case of self-booking, based on convenience and service quality. No agency charges / convenience fees will be paid to these ATAs.

Participants are to choose flight having the **Best Available Cheapest Fare**, where possible for Non-stop flight in a given slot, mentioned below, at the time of booking. They are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement claims.


- (a) On the day of travel in the desired 3 hours' slot of following time band  
00:00 hours to 03:00 hours, 03:00 hours to 06:00 hours, 06:00 hours to 09:00 hours, 09:00 hours to 12:00 hours, 12:00 hours to 15:00 hours, 15:00 hours to 18:00 hours, 18:00 hours to 21 :00 hours, 21 :00 hours to 24:00 hours
- (b) With provision of optimizing within 10% price bank, for convenience and comfort.

**Henceforth relaxation on account of ignorance/unawareness of these guidelines will not be considered under any condition.**

How to Reach NITTTR, Kolkata:

The Institute is located in FC Block, Sector-III in Salt Lake City (near Labony Island). It is well communicated by road with Howrah Railway Station (about 8.1 km via Maniktala Main Road), Sealdah Railway (7.4 km) via Beliaghata Main Road and Broadway Road), Kolkata Railway Station (4.8 km) via Canal Circular Road, Shalimar Station (18.8 km) via Parama Island Maa Flyover, Netaji Subhas Chandra Bose International Airport (11.5 km) via Kazi Nazrul Islam Sarani/VIP Road.

  
31/1/24  
FIC, Academic Affairs

  
31/1/24  
Audit Wing  
NITTTR, Kolkata