

**Guidelines for conducting Online Teacher Training Lecture Workshop**

The Lady Tata Memorial Trust was established by Sir Dorabji Tata in 1932 in memory of his wife, Lady Meherbai, who was struck with leukaemia in 1930 at the age of 50, and succumbed to the disease a year later in Wales, England, when she passed away on 18<sup>th</sup> June 1931. The Trust spends four-fifths of its income on Research in Leukaemia and other Blood related diseases and one-fifth of its income towards research on the Alleviation of human suffering from disease.

Teacher's Training Program (TTP) is one of the programs under alleviation of human suffering from disease. It is apparent that science is moving ahead fast and the teachers are unable to keep pace due to their routine teaching responsibilities. Most often the teachers are not familiar with the new topics introduced in the changing syllabi of colleges and are unable to teach the students effectively. The TTP is targeted to fill in this lacunae. Through the online lecture workshop, teachers in colleges are to be trained/updated in different experimental techniques/areas of science so as to teach college students efficiently.

The 2–3 days duration TTP is intended for the benefit of teachers at the undergraduate, graduate and research levels for colleges. The Online Lecture Workshop should be so designed as to have useful relevance to the materials covered in the graduate and undergraduate programmes and can also cover some topics at research level.

**Planning a TTP**

1. The TTP should be named “**\_Lady Tata Memorial Trust Online Teacher Training Lecture Workshop** on .....

Other events such as National Conferences, National Seminars etc do not come under the purview of the **LTMT Teachers Training Programme**.

2. The host college should provide necessary facilities, such as Lecture Hall with audio visual facilities, uninterrupted power supply, and related requirements for the online lectures.

3. The Convener from the host institution should plan the program.

4. The Resource persons must be experts in the area of the program/lectures to be conducted.

5. The Convener can make informal contacts with the suggested Resource Persons about their availability, formal contacts and confirmations should be made only after the proposal is accepted by LTMT.

6. The ideal number of participants in the online TTP should be at least 40 or more **College Teachers**.

7. Participants should be from as many local and nearby colleges as possible in the town/city of the host institution, and therefore announcements about the programme should be widely distributed. The Convener should write to the colleges / university departments / in the vicinity of the host institution where the TTP is planned so that teachers from as many colleges as possible can attend the Program.

8. A formal proposal should be submitted by email (with a hard copy signed by Convener and Head of College.) to LTMT about three months before the proposed dates of the Program. It should be addressed to **Program Officer, Lady Tata Memorial Trust**

([rdhanrao@tatatrusters.org](mailto:rdhanrao@tatatrusters.org); mobile:+91 7506277270). The proposal should contain (a) a tentative list of lectures to be covered in the program; (b) the tentative list of Resource Persons; (c) a budget prepared strictly following the norms mentioned below; and (d) the dates of the Program. The LTMT will then consider the proposal and, if found acceptable, will convey its approval.

9. In all publicity material such as announcements, programme sheet, invitation cards, etc. the names of Lady Tata Memorial Trust and the host institution must be written. Names of Convener of the Workshop and Authorized signatory of the host Institution should be included, but other names should be restricted.

#### **After the Program.**

10. A copy of the full programme (with time table), the list of participants and a few photographs (hard and soft copies) with captions below each figure must be sent by Convenor to LTMT.

11. A brief report in MS Word format must be sent by Convener to LTMT containing information such as number and names of Teacher participants, the names of colleges represented, subjects covered, Resource persons and abstracts of their presentation, feedback from the attending teachers, a brief paragraph containing comments from the Convener about the program, and any other useful information. This report along with a consolidated statement of expenditure should be sent to LTMT within 15 days of the completion of the program.

12. The consolidated statement of expenditure (under different budget heads) should be supported by a statement listing each item of expenditure and original bills/vouchers duly countersigned by the Convenor.

#### **Financial support:**

13. TTP approved by the LTMT will be fully funded by them apart from, possibly, contributions by the host institution.

14. Sixty percent of the amount sanctioned will be given in advance. Forty percent will be released after report submission along with **Individual feedback from registered teacher participants. Supporting documents for expenses should also be submitted.**

15. The Convener should settle all bills and submit the same to the LTMT along with the statement of accounts for settlement. This should be forwarded through the Head/Authorized signatory of the host institution.

16. Expenses incurred on any items exceeding the approved budget and not according to LTMT norms have to be borne by the host institution. Items of a capital nature (black board, generator projector etc.) bought by the host institution should not be charged to the LTMT.

17. Expenses on decorations, formalities, mementos to Resource Persons etc should be avoided or met by the host institution and not shown in the Program account to be sent to LTMT.

18. Expenses on publication of proceedings, if any, should be borne by the host institution.

19. No registration fee should be collected from the participants.

20. Formal certificates could be issued to participants **after receiving their feedback on the program**. The certificate will have the Title of the lecture workshop and will be signed by the Convenor of the program and the authorized signatory of the host institution.

## **Format for Online lecture workshop**

The Online Workshop should be called:

**Lady Tata Memorial Trust**

supported

Online Teacher Training Lecture Workshop on \_\_\_\_\_

Conducted by

Name of College & Address.

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**The proposal should have the following information:**

Cover letter on letter head of College and forwarded by Principal

Introduction about the College:

Introduction about the Department:

Teacher Training Program Topic/Area; Introduction and need:

Program Details with proposed number of registered **Teacher participants** (should be 40 or more)

**Details of the proposed lectures and budget should be enclosed in tabular format as follows:**

Day 1	Topics	Speakers
Day 2	Topics	speakers
Day 3	Topics	speakers

**Budget Format.:**

	Item	Amount in Rs.
	Honorarium: Resource persons	3000/person
	Honorarium: Convenor of program	5000
	Honorarium: support staff ( not more than two)	1500/person
	Miscellaneous (photocopying of Abstract, local transport, banner etc)	Not exceeding Rs. 10000
	Total Not exceeding Rs 50,000	

**Feedback from registered participant to be taken after program.**

60% payment will be given in advance.

40 % will be released after report along with **Individual feedback from registered teacher participants**. Supporting documents for expenses should also be submitted.