



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH**  
**Block – FC, Sector – III, Salt Lake City, Kolkata – 700 106**

## **GENERAL INSTRUCTIONS TO THE PARTICIPANTS**

- Please send your application 20 days (for Contact Mode STTP) and preferably 7 days (for ICT/Online mode STTP) before the commencement of the programme.
- Applicants may send their applications by email/Post/Google Form (see institute's website: <http://www.nitttrkol.ac.in/sttp.php>) **along with payment details for each programme.**
- Participants are requested to submit only one application for a particular Short-Term Training Programme.
- Selected participants will be received confirmation mail from the Academic Section. **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 Section 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 Section 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 FIC, Extension Center / Consultants/ FIC Training Cell 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 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.
- Fee of Rs 118/- per Training Programme, per participant for off and online STTP will be charged from the participants as convenience fees which can be remitted in cash / NEFT 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

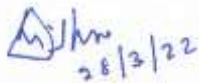
- Participants from Private and Self Financed Institutes will not be paid TA. These participants can avail Boarding and Lodging facilities in Executive Hostels, by paying fees Rs. 300/- per bed/day for Accommodation Charge and Meal Charge of Rs. 250/- per day per participant (rate may vary from time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

**Processing TA:**

- Those who are eligible to reimburse TA should apply in the prescribed form or through an online facility available in the Academic Section (for programmes at NITTTR-Kolkata only) 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.

**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.

Handwritten signature in blue ink, followed by the date 28/3/22.

Director

