

Head of the Departments shall identify the requirements, from the feedbacks and faculty interactions, of their departments and shall make tentative plan along with budgetary requirements and submit proposal for approval from the principal by the end of May upcoming academic year. After obtaining the approval they may go ahead with the efficient conduct of the program.

Measures to be taken while planning the events:

At least one Faculty Development Program on Technology or Pedagogy sessions shall be conducted in the department in an academic year for which logistics can be sort from the institution.

Topics identified for conduct of FDP/FIP/Workshop shall be of emerging areas and immense need in industry, assuming that the knowledge shall be disseminated to prepare their students industry ready.

Two more may be conducted in the department, without any burden to the institution, when they have funding from the external agencies.

Number of days of the program shall not be less than three days in case of FDP/Workshops sponsored by institution.

Whereas if the program is sponsored by some funding agencies and shall proceed as per the requirements of the funding agencies with prior approval.

Appropriate dates should be identified for the conduct of the program without any disturbance to the running class work and already scheduled activities.

R & D member staff of the department need to involve actively in the conduct of development programs for staff and should be able to study and monitor the impact of the program and submit a report to the respective head of the departments at the end of the academic year.

Head of the Department nominates coordinator of the program, he is responsible for smooth conduct of the program and ensure that the program runs as per the schedule and with full attendance. Certificates shall be issued to the candidates who attends the complete program including internal faculty attending the program,

Head of the department is requested to analyse all such reports and make the impact report of the year against conduct of FDP/workshops/conference and submit it along with the next year annual proposals.

At the end of the academic year IQAC shall conduct the audit on the activities and report to the principal on the quality of the programs.


PRINCIPAL