

Policy Guidelines for Organization of Faculty Development Programmes (FDPs) and Student Training programs

1. Purpose

Faculty Development Programmes (FDPs)/Short Term Training Programs (STTP)/Student Training programs/TPO related special sessions/Invited talks are organized to enhance the professional competence of faculty members, promote excellence in teaching and research, encourage industry interaction, and support continuous academic and institutional development.

2. Scope

This policy applies to all academic departments and centres organizing Faculty Development Programmes and student training programs under the Institute.

3. Objectives

The FDPs and similar programs shall aim to:

- Upgrade faculty/students' knowledge in emerging technologies and current engineering practices.
- Enhance teaching, research, innovation, and leadership skills.
- Promote industry-academia collaboration and interdisciplinary learning.
- Support quality improvement initiatives aligned with institutional goals.
- Prepare the students for the placement and industry career.

4. Planning and Scheduling

- Each department shall prepare an annual training program plan for faculty and students, as part of the academic calendar.
- FDPs/Other training programs shall preferably be organized during non-teaching periods, such as:
 - After the completion of the End Semester Examination.
 - Before the commencement of a new semester.



- During semester breaks or vacation periods.
- On officially declared non-teaching working days.
- Organizing FDPs and similar programs during regular teaching weeks shall be avoided to prevent disruption of academic activities. Any exception shall require prior approval of the Director.

5. Theme Selection

The topics of FDPs and other training programs shall be relevant to emerging technologies, teaching-learning methodologies, research, accreditation, entrepreneurship, industry practices, placement and national educational priorities. Preference shall be given to interdisciplinary and industry-oriented themes.

6. Quality Standards

To ensure quality and relevance:

- Training programs should include experts from reputed academic institutions, industries, research organizations, or professional bodies.
- The programme should emphasize practical learning through case studies, demonstrations, hands-on sessions, and interactive discussions.
- Clearly defined learning outcomes and participant engagement shall be integral to every training program.

7. Approval Process

The organizing department shall submit a proposal of training programs containing the objectives, schedule, resource persons, budget, and expected outcomes. The proposal shall be reviewed and approved by the Training Program Review Committee before the programme is announced.

The department can plan and organise the workshops in the advanced areas of engineering and technology. The department in association with other departments, institutions and professional societies can also organize programmes to deliver a better value to larger participant groups. A good mix of experts from both outside the institute and inside is expected. The focus should be on imparting advanced technology, tools and techniques and research areas in the subject domain of the programme. The maximum funding limits for the events are:



1. One week Faculty Development Programme Rs. 80,000/-
2. Three Days workshop for faculty Rs. 60,000/-
3. Two Days workshop for faculty: Rs. 40,000/-
4. One Day workshop for faculty Rs. 20,000/-

In order to effectively utilize the allocated budget for the programmes and deliver better value, restrict the expenses on hospitality to maximum 25% of the budget for the programme.

8. Documentation and Evaluation

The department shall maintain records of approvals, attendance, programme schedule, resource persons, feedback, photographs, and completion reports. Participant feedback shall be analysed to assess programme effectiveness and identify areas for improvement.

9. Roles and Responsibilities

Director

For urgent student or faculty training needs (e.g. placement drives, course preparation etc), the Director has the final authority to approve the program without requiring further recommendations from other authorities.

Head of Department

- Prepare the annual Training Program plan for the department.
- Ensure compliance with this policy.
- Monitor the quality and effective execution of Training Programs.
- Submit the completion report to the Training Program Review Committee.

Training Program Coordinator

- Coordinate all activities related to the training program.
- Communicate with resource persons and participants.
- Maintain programme records and documentation.
- Prepare and submit the final programme report.

Training Program Review Committee



Training Program Review Committee comprises of **Dean Academics, Dean QA, Dean R&D, and Director.**

The Training Program Review Committee shall:

- Review and approve the annual Training Program plans submitted by departments.
- Ensure that Training Program are scheduled during non-teaching periods and do not disrupt academic activities.
- Assess the relevance and quality of proposed Training Program themes and resource persons.
- Monitor the effectiveness of Training Program through reports and participant feedback.
- Recommend measures for continuous improvement in training program initiatives.



Chairman of BoG



Director