

FDP Cell

ACADEMIC YEAR 2017-18


STANDARD OPERATING PROCEDURE

1. Faculty Development Programmes

- Decision on conducting FDP is made in HOD- Faculty meeting by choosing the relevant topic and dates.
- Speakers and subject experts from academia, industry and research institutes are identified and the industry to visit is also selected.
- Permission to conduct FDP is obtained from the Principal and after the approval a detailed schedule / brochure is prepared.
- The speakers consent and the permission from the industry to visit are obtained.
- The soft and hard copy of brochure is sent various institutions across to invite the faculty for registration to the event.
- The faculty co-ordinator ensured that minimum number of registration is done and the acknowledgment is sent to the participants.
- The programme schedule is prepared in detail and sent to the registered faculties.
- The arrangements for the seminar hall, refreshments, transportation and reception to welcome the participants and guests are made.
- Registration process is completed and folder, notepad and other stationery are issued to participants.
- All the sessions and industrial visits are conducted as per schedule. Speakers and guests are facilitated.
- Feedbacks / suggestions are obtained from each participant for further improvements.
- Certificates are issued to all the participants.
- A detailed report is prepared by covering each session and learning outcomes of the FDP.

2. Workshops

- Decision on conducting workshop is made in HOD-Faculty meeting by choosing the relevant topic and dates.
- Speakers/Trainers and subject experts from academia, industry and research institutes are identified.


Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road,
Bangalore- 560 057



Sapthagiri College of Engineering

14/5, Chikkasandra, Hesaraghatta main road, Bengaluru-560057

- Permission to conduct workshop is obtained from the Principal and after the approval a detailed schedule/ brochure is prepared.
- The trainers consent is obtained and the faculties needed to conduct workshop are identified.
- The soft and hard copy of brochure will be sent to various institutions across to invite the faculty for registration to the event.
- The faculty coordinator ensured that minimum number of registration is done and the acknowledgement is sent to the participants.
- The programme schedule is prepared in detail and sent to the registered faculties.
- The arrangements for the seminar hall, refreshments, transportation and reception to welcome the participants and guests are made.
- Registration process is completed and folder, notepad and other stationary are issued to participants.
- All the sessions are conducted as per the schedule. Speakers and guests are facilitated. Feedbacks/suggestions are obtained from each participant for further improvements.
- Certificates are issued to all the participants.
- A detailed report is prepared by covering each session and learning outcomes of the workshop.


Convener


Principal



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