

CMRCET/PRIN/FDPC/AY2014-15/CIR-01

Date: 8/05/2014

CIRCULAR

This is to inform all the Faculty Development Program Cell members that there will be a meeting on 10th May 2014 at 2:00 PM in Department of ME – Seminar Hall

Agenda of the meeting:

To discuss about

1. SOP
2. Mission
3. Objectives
4. Roles and responsibilities
5. To discuss about the Events to be conducted under FDP Cell for A.Y.2014-15.


Convener


Principal

Copy Submitted to: (1) The Secretary Garu – For your kind information Pl.

Copy to:

1. IQAC Coordinator
2. Controller of Examinations
3. All HODS
4. Administrative Officer
5. Accounts Officer
6. Concerned Faculty members



Academic Year: 2014-15
Faculty Development Program Cell
MINUTES OF MEETING

Date: 10-05-2014
Hall

Time: 2:00-3:30 PM

Venue: Department of ME- Seminar

Chaired By: Dr. M. Ramalinga Reddy, Principal, CMR College of Engineering & Technology

Members present:

1. Chairman: Dr.M. Ramalinga Reddy, Principal of CMRCET
2. Convener: Mr. P.Uma Maheshwar Reddy
3. One faculty from Each Department: Ms. M. Naga Sailaga
Ms. P. Kamala
Mr. K. Srinivas Reddy
Mr. A. Harish
Ms. A. Ambika
Ms. K. Soujanya
Ms. P. Srilaxmi

The chairman Dr. Ramalinga Reddy welcomed all the committee members.

Item 1: SOP are finalized during the meeting and communicated for the same will be issued to the concern

**STANDARD OPERATING PROCEDURE - FACULTY DEVELOPMENT
PROGRAM CELL**

CMR College of Engineering & Technology has formed a Faculty Development Program Cell with an aim and objective to promote faculty vitality is the main ingredient to any institutes growth, enhance professional education and competence.

CMR College of Engineering & Technology strongly believes that faculty members are the backbone of the institution. Faculty Development Program Cell aims at equipping the staff with knowledge that is essential for inculcating technical and professional skills which is vital to the development and improvement of the institution. The immediate beneficiary of these programmes is the student community.

Chairman of Faculty Development Program Cell must release an office order in the month of May for formation of new members of the committee for the next academic year.

Mission:

To promote faculty development means that wide range of activities that institutions apply to support faculty members. Enriching the faculty vitality in key domains of teaching, assessing, research, professionalism, and administration is perceived to improve educational environment significantly and enhances the academic performance of learners to strengthen the CMR College of Engineering & Technology.

Objectives

1. To organize FDP courses on various latest & domain topics.
2. To strengthen the professional competence of the faculty by arranging training programmes in various domain areas.
3. To enhance induction programmes for new faculty and leadership grooming for experienced faculty.
4. To encourage staff to be members of various professional bodies.
5. Members of the staff are encouraged to refer reputed National and International Journals to carry out their research work.
6. To encourage staff to learn how to write project proposals for R & D projects.
7. To motivate & inspire staff members to get funded R & D projects.

Roles and Responsibilities

1. Consolidate adequate information from the concerned authorities to conduct FDP / Training program on latest trends and technology.
2. Discuss & analyze the information in department with HOD, faculty members about FDP, relevance, objective, applications, future scope etc.
3. Suggest appropriate domain / topic on which program to be scheduled.
4. List the benefits, objectives & applications, which help the institute, society & all concerns.
5. Set the goal for the events like International level, National level, local level, Inter department event, Intra department event, etc.
6. Plan the program date, schedule, target audience, approximate estimation of expenditure.
7. Proposed plan for grant from AICTE, UGC, other organizations etc.

8. Forward the proposal for consideration, suggestions and approval from Dean Academic, IQAC and Principal.
9. Prepare the Final schedule, brochures, list of resource persons, contact details, correspondence to all concerned.
10. Submit the report to higher authorities along with all concern documents in sequence from date of start to completion of program.
11. Prepare the final report.

Frequency of Meetings

1. Starting of every academic year first meeting will be conducted to discuss the activities to be conducted in that academic year.
2. At the end of the semester meeting will be conducted to review all the activities and action plan for next semester.
3. We may conduct the meetings as and when required.



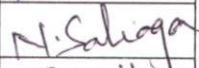
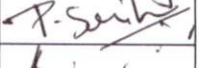
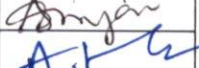
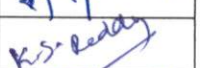
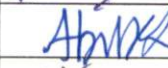


Item 2: Proposal of activities to be conducted for the Faculty teaching and non teaching in the A.Y 2014-15 under Faculty Development Program Cell from each department.

Sl. No	Name of the Program	Department	No. of Programs	
			Academic Year	Total
1	Faculty development Program - Teaching	CE	04	06
	Non Teaching		02	
2	Faculty development Program - Teaching	EEE	04	05
	Non Teaching		01	
3	Faculty development Program - Teaching	ME	06	08
	Non Teaching		02	
4	Faculty development Program - Teaching	ECE	09	11
	Non Teaching		02	
5	Faculty development Program - Teaching	CSE	07	09
	Non Teaching		02	
6	Faculty development Program - Teaching	H&S	04	05
	Non Teaching		01	
7	Faculty development Program - Teaching	MBA	06	07
	Non Teaching		01	
8	Awareness Program on Examination Procedures	Exam Section	01	01

The Committee made the following Resolution

1. All the committee members agreed to the SOP, Mission, Composition, Objectives, Roles and Responsibilities of Faculty Development Program Cell.
2. All the committee members agreed to the suggestions and accepted the proposal with enthusiasm for the events to be conducted and took the decision to conduct all the above in the events in the Academic Year 2014-15.
3. Some of the member suggested providing training for latest domain to improve their skills in addition to their regular faculty development Program.
4. The meeting was concluded with thanks to chair.

List of Committee Members:

Sl. No.	Name of the Faculty	Designation	Department	Signature
1	Dr. M. Ramalinga Reddy	Principal	ME	
2	Mr. P. Uma Maheshwar Reddy	Associate Professor	ME	
3	Ms. M. Naga Sailaga	Assistant Professor	CSE	
4	Ms. P. Srilaxmi	Assistant Professor	ECE	
5	Ms. K. Soujanya	Associate Professor	EEE	
6	Mr. A. Harish	Assistant Professor	ME	
7	Mr. K. Srinivas Reddy	Assistant Professor	CE	
8	Ms. A. Ambika	Assistant Professor	MBA	
9	Ms. P. Kamala	Assistant Professor	H&S	


Convener