CMRCET/PRIN/FDPC/AY2015-16/CIR-01   **Date: 6/05/2015**

CIRCULAR

This is to inform all the Faculty Development Program Cell members that there will be a meeting on 09th May 2015 at 2:30 PM in Department of ME –Seminar Hall

Agenda of the meeting:

To discuss about

1. To discuss last year programs

2. To discuss about any updates in SOP

3. To discuss about the programs to be conducted under FDP Cell for A.Y.2015-16.

4. For scheduling all the related activities for upcoming academic year.

5. Any other issue

Convener   **Principal**

Copy <u>Submitted to</u>: (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: 2015-16
Faculty Development Program Cell
MINUTES OF MEETING

Date: 09-05-2015   Time: 2:30-3:30 PM   Venue: Department of ME- Seminar Hall

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. N. Deepthi
                                      Ms. P. Kamala
                                      Mr. K. Srinivas Reddy
                                      Ms. P. Srilaxmi
                                      Ms. A. Ambika
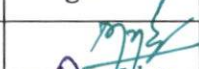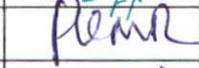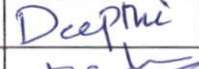   Ms. K. Soujanya
                                      Mr. A. Harish

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

Proposal of activities to be conducted for the Faculty teaching and non teaching in the A.Y 2015-16 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	03	06
	Non Teaching		03	
2	Faculty development Program - Teaching	EEE	04	05
	Non Teaching		01	
3	Faculty development Program - Teaching	ME	06	10
	Non Teaching		04	
4	Faculty development Program - Teaching	ECE	06	08
	Non Teaching		02	
5	Faculty development Program - Teaching	CSE	08	10
	Non Teaching		02	
6	Faculty development Program - Teaching	H&S	03	05
	Non Teaching		02	
7	Faculty development Program - Teaching	MBA	07	08
	Non Teaching		01	
8	Faculty awareness program on Choice Based credit system.	Exam Section	01	01

The Committee made the following Resolution

1. All the committee members agreed to organize more programs with different domain areas under Faculty Development Program Cell.

2. All committee members agreed to continue same SOP of A.Y. 2014-15 for the upcoming A. Y. 2015-16

3. 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 2015-16.

4. Member Ms. P. Srilaxmi and Mr. K. Srinivas Reddy Suggested providing training for latest domain to improve their skills in addition to their regular faculty development Program along with this expert speakers in recent trends.

5. 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. Uma Maheshwar Reddy	Associate Professor	ME	
3	Ms. N. Deepthi	Assistant Professor	CSE	
4	Ms. P. Srilaxmi	Assistant Professor	ECE	
5	Ms. K. Soujanya	Associate Professor	EEE	
6	Mr. K. Srinivas Reddy	Assistant Professor	CE	
7	Mr. A. Harish	Assistant Professor	ME	
8	Ms. A. Ambika	Assistant Professor	MBA	
9	Ms. P. Kamala	Assistant Professor	H&S	

Convener