

It is now necessary to proceed with the execution of training plan under FSD already proposed as per TNA.

Project guidelines provide that the Faculty Development Programme may be arranged in House, in reputed institutions / Universities across the country and also in the universities abroad.

Following procedure is to be followed for preparing the proposals for faculty development for in-House, training in the institutes / universities within India:

i) Proposal for individual faculty should be drawn based on the training need Analysis (TNA) and should be approved by BOG.

ii) Each proposal should clearly indicate the venue of the programme, duration, host organization, amount involved.

iii) Relevance of the programme.

iv) Brief profile of the faculty with his personal details and high lights of his Academic and research background, international publications, experience of attending such programmes at national / international level.

v) The proposal should contain an accountability part to be signed by the faculty confirming to:

a) prepare a feedback report on the training undertaken and experience gained. The report should also include the aspects that can be used to improve the teaching learning process, enhance / improve research, improve equipment utilization and make administrative and financial functions more efficient.

b) share experience with students and other faculty members / staff through seminars.

c) the report of the faculty should be hoisted in the institute website.

As regards training of all categories of staff, all proposals should be developed based on TNA.

Staff in the Engineering institutions generally fall under two categories:

(i) **Technical Staff:** Staff working in the laboratories and workshop are treated as technical staff. They need to be trained in their functional areas including routine maintenance and operation of existing and new equipments. Such training for the technical staff may be arranged:

a) In-House.

b) Supplier / Manufacturers' premises.

ii) **Administrative Staff:** Administrative staff including Finance staff may be trained for development of skill to use modern office equipments, software, maintenance of records etc.; For Finance staff use of computerized financial tools / soft ware etc.

Training for Administrative and Finance staff should be arranged preferably in-house with the help of suitable organization. For both technical and administrative staff, training should also cover motivation, time management and inter personal relationship.

Suitable training providers, preferably from local universities and reputed organizations should be selected for providing training. Proper record for the aforesaid training should be maintained and feed back on training should be obtained from both the trainees as well as the trainer.

This may kindly be brought to the notice of all faculties for their guidance.

Regards,

Yours sincerely,

Registrar.