

Faculty Development Program

Dear Colleagues,

The FDP will be from 4 to 10 Jan, both days inclusive. A time table has been drafted for the activities to be held during this period. I request you all to be present and participate in the activities so that we realise our goal of ISO certification and NBA accreditation at the earliest.

SCHEDULE FOR 4 - 10 JAN 2017				
Date	Time	Activity	Team	Activity Remaining People
01-04-2017	9:00 Hrs to 17:00 Hrs	Pending work of previous semester. Framing of the CO for even semester (if already framed peer - review the CO) as per Bloom's Taxonomy and finalize the Attainment levels for coming semester . Map the PO - CO and PSO - CO. From the mapping it may be realized that there area gaps in achieving certians POs OR PSOs, define the department levels activities to fill these gaps.	Entire department	None will be free
01-05-2017	9:30 Hrs to 11:00 Hrs	PEST / SWOT Review - EXTC (Share faculty perception results) and finalisation of objectives	EXTC dept , NBA Co-ordinator, Prasad	Review of the Process / PEOs / PSO and finalize. (Dept level). Work of Departmental Objectives if asked to re-work
	11:30 Hrs to 13:00 Hrs	PEST / SWOT Review - MECH (Share faculty perception results) and finalisation of objectives	MECH dept , NBA Co-ordinator, Prasad	
	14:00 Hrs to 15:30 hrs	PEST / SWOT Review - COMP (Share faculty perception results) and finalisation of objectives	COMP dept , NBA Co-ordinator, Prasad	

	15:30 hrs to 17:00 hrs	PEST / SWOT Review - IT (Share faculty perception results) and finalisation of objectives	IT dept , NBA Co-ordinator, Prasad	
01-06-2017	10:00 Hrs to 13:00 Hrs	Risk Assessment Process	RA team *	Filling of SAR form.
01-06-2016	14.30Hrs to 16.30 Hrs	PEST / SWOT Review - BSH (Share faculty perception results) and finalisation of objectives	BSH dept, NBA co-ordinator, Prasad	
01-09-2017	11:00 Hrs to 13:00 Hrs	Address by Fr. Colbert	All teaching staff - (Hub Hall)	None will be free
	13:00 Hrs to 17:00 Hrs	Carry out Risk Assessment at Department level	Entire department - RA team dept representative will act as facilitators for RA brain storming at the department level	None will be free
01-10-2017	10:00 Hrs to 13:00 Hrs	Finalize Scope statement / Define QMS policy / Define Objective / Org Chart with Job Descriptions	Principal , Director(s) , Prasad	Review of Format for TLP ,Prepare the TLP for the course and get it approved from HoD.

Kind regards