




Sapthagiri College of Engineering


(Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi)
(ISO 9001 : 2015 & 14001 : 2015 Certified Institution)
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Standard Operating Procedure

Faculty Development CELL: AY 2019-2020

- 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 speaker's consent and permission from the industry to visit are obtained.
- The soft and hard copy of the brochure is sent to various institutions across to invite the faculty for registration to the event.
- The faculty coordinators ensured that the minimum number of registration is done and the acknowledgment is sent to the participants.
- The program 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.
- The registration process is completed and a 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.


Convener
Dr. Jagadeesha Gowda, G.V
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Principal
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