

FACULTY DEVELOPMENT COMMITTEE

The Faculty Development Committee is formed to work for the development of the faculty members.

Objectives:

- ❖ To ensure favorable learning working environment for all faculty members.
- ❖ To arrange for periodical faculty developmental programs.
- ❖ To ensure our faculty members are equipped with necessary skills

Procedure:

- ❖ The staffs are encouraged to give suggestions in the area of faculty development program.
- ❖ To choose a topic for faculty development program based on the need.
- ❖ To assign responsibility to a particular faculty for organizing faculty development program every year. (This is done when work allocation is done at the beginning of every academic year. To ensure better planning)
- ❖ The management provides all support for organizing faculty development programme.
- ❖ The resource person is selected based on his / her expertise and effectiveness in delivering the program.

Responsibilities:

- ❖ Ensure favorable working environment for easy conduction of faculty development programme periodically.
- ❖ Arrange for regular casual meetings with the Director and all other staffs.
- ❖ Assigning duty allocation to all staff members for smooth functioning of faculty development program.
- ❖ Provide refreshments for the participants during the program.
- ❖ Arrange all facilities like wifi connection, mic, speakers, hand mics, computer lab if necessary.
- ❖ Arrangement of certificates for the participants.

Frequency of Meetings:

Once in every Semester

Committee membership details:		
Committee Role	Designation	
Chairperson	Director	
Convener	Director / Professor / Associate Professor (Academics/Administration)	
Members	2 Associate Professors 2 Assistant Professor 1 Non teaching clerical staff	
Committee Members:		
Name	Designation	Role
Dr. D.Nisar Ahmed	Director	Chairperson
Dr. Major. Zahid Hussain	Additional Director (Admin)	Convener
Dr. S.G.Balaji	Associate Professor (Academics and R&D)	Member
Dr. Farhathullahkan	Associate Professor and head institute industry interface	Member
Mrs. MI. Anees Fathima	Assistant Professor	Member
Mr. M.Riaz Ahmed	Assistant Professor	Member
Mr. I. Imtiaz Ahmed	Senior Assistant	Member