



Programme Committee

1. Description of the Committee

The Faculty Development Committee is dedicated to fostering the professional growth and continuous improvement of faculty members. This committee organizes and oversees various development programs such as conferences, faculty development programs (FDPs), seminars, workshops, hands-on training sessions, and Massive Open Online Courses (MOOCs). By providing these opportunities, the committee aims to enhance the teaching, research, and administrative capabilities of the faculty, ensuring they stay updated with the latest advancements and pedagogical methods.

2. Purpose of the Committee

The purpose of the Faculty Development Committee is to plan, coordinate, and implement comprehensive development programs that support faculty members in their professional growth and skill enhancement. This includes organizing various academic events and training sessions to ensure faculty are well-equipped to meet the evolving demands of higher education.

3. Objectives of the Committee

- To organize regular faculty development programs (FDPs) to enhance teaching skills.
- To conduct seminars and workshops on current trends and research in various disciplines.
- To facilitate hands-on training sessions for practical skill development.
- To provide opportunities for faculty to participate in and present at conferences.
- To encourage faculty participation in MOOCs for continuous learning.
- To support faculty in obtaining grants and recognition for their academic and research contributions.

4. Committee Members/Composition

S. No.	Name of Faculty	Designation	Committee Designation
1	Dr. Irudhayamary Premkumar	Assistant Professor	Team Incharge
2	Dr. Sindhura Kannappan	Assistant Professor	Coordinator
3	Mr. Siranjeevi	Assistant Professor	Coordinator

5. Roles and Responsibilities of Members



- **Incharge:** Oversees the planning and execution of all faculty development activities, liaises with external speakers and trainers, and ensures all programs align with the university's strategic goals.
- **Coordinator:** Assists the Coordinator in all tasks, manages logistics, and handles communication with faculty participants and supports the organization of events, assist in the evaluation of program effectiveness, and provide feedback for continuous improvement.

6. Frequency of Meetings

The committee meets once per semester and conducts additional meetings as needed to address specific tasks or urgent matters.

7. Procedure

Procedure for Organizing a Faculty Development Program:

1. **Identify Needs:** Conduct surveys and meetings to determine faculty development needs.
2. **Plan Program:** Develop a program plan outlining objectives, schedule, resources, and budget.
3. **Approval:** Submit the program plan for approval by the university administration.
4. **Invite Speakers/Trainers:** Contact and confirm speakers or trainers for the event.
5. **Promotion:** Promote the event through internal communications, flyers, and emails.
6. **Registration:** Open registration for faculty participants and manage the registration process.
7. **Execution:** Conduct the program as scheduled, ensuring all logistical arrangements are in place.
8. **Feedback:** Collect feedback from participants to assess the effectiveness of the program.
9. **Report:** Prepare a post-event report summarizing outcomes and recommendations for future programs.

Flow Chart:

1. Identify Needs → 2. Plan Program → 3. Approval → 4. Invite Speakers/Trainers → 5. Promotion → 6. Registration → 7. Execution → 8. Feedback → 9. Report