**K.S. SCHOOL OF ENGINEERING AND MANAGEMENT**

**BANGALORE – 560109**

**SOP FOR CONDUCTING FACULTY DEVELOPMENT PROGRAM**

* Field of Interest
* Identification of Resource person
* Date of event
* Participants
* Location of FDP

HOD and Faculty Meeting for conducting the FDP

Inputs from Faculty Members

Suggestion for Improvements

Analyzing the Feedback

Feed back from delegates

Conduction of Event

Approval from Management

Approval from Principal

* Listing the necessary arrangements
* Formation of Committees
* Preparing the Budget

Head of the Department

This should reflect the academic content more than

What has been given. It should contain how we identified

The need and content for a FDP?

Who vets the content and design?

How we identify the resource persons?

What is the motivation ?

How we monitor the participation/ Evaluation?

How we take feedback?