Metric 6.3.3 - Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Clarification Asked-

HEI has provided only Data template (Excel Sheet). HEI has not provided proof/supporting documents to verify the metric. HEI needs to provide the details /supporting documents as per NAAC SOP. EI to provide the complete report of the program comprising of all details including Complete Course Curriculum, Contents, Brochure, attendance, photographs, office order/circular with reference numbers for conduct of the program etc. to avail the claim. HEI has to claim for only those teachers and non-teaching staff, which have been working with the institution at the time of participation and exclude the FDP programs which are lesser than 5 days duration . one teacher would be counted only once in an Academic Year . HEI to recheck the same HEI to provide the figures in 6.3.3.1 for which participation certificates are uploaded. The values of 6.3.3.2 have been checked based on IIQA Report. HEI to provide the list of non-teaching staff along with designation, year of joining, and type of appointment viz. contractual, regular, etc. for all years. HEI to provide e-copy of certificate of program attended by all teachers during latest completed Academic year. HEI to consider single teacher /participant only once in on academic Year snd update the figures accordingly for all 5 years

Response-

1) E-copy of certificate of program attended by teachers and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years are attached. (Appendix-I)

Appendix-I

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ना.क्र	दिनांक
	Activity Report
Academic Year	2017-18
Name of the Activity	FDP on Outcome Based Education
Participants	Teaching Faculty - 3
Venue	College Campus
Brief Report	Faculty Development Programs (FDP) focused on Outcome-Based Education (OBE) aim to enhance educators' skills in designing curriculum and assessments that align with specific learning outcomes. These programs help teachers create more effective and student-centered learning experiences, ultimately improving the quality of education. FDPs on OBE empower faculty to better prepare students for real-world challenges by emphasizing measurable educational objectives.
Photographs	

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	Activity Report
Academic Year	2017-18
Name of the Activity	ADP on MS Office
Participants	Non-Teaching Staff - 8
Venue	College Campus
Brief Report	An administrative development program for MS Office is designed to enhance users' proficiency in Microsoft Office applications. It typically includes training modules for Word, Excel, PowerPoint, and Outlook, improving participants' skills in document creation, data analysis, presentation design, and email management. This program helps individuals streamline their administrative tasks and become more efficient in their professional roles.
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	Activity Report
Academic Year	2018-19
Name of the Activity	FDP on Research Methodology
Participants	Teaching Faculty - 5
Venue	College Campus
Brief Report	Faculty Development Programs (FDPs) on Research Methodology are educational initiatives designed to enhance the research skills of academic faculty members. These programs typically cover various research methodologies, data collection, analysis techniques, and grant proposal writing. FDPs on Research Methodology aim to equip educators with the tools and knowledge necessary to conduct high-quality research in their respective fields.
Photographs	

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	Activity Report
Academic Year	2018-19
Name of the Activity	ADP on SEVARTH Portal
Participants	Non-Teaching Staff - 8
Venue	College Campus
Brief Report	The Administrative Development Program on the SEVARTH Portal is a platform designed to enhance administrative skills and knowledge. It offers a wide range of courses and resources to help government employees improve their efficiency and effectiveness in their roles. By utilizing SEVARTH, participants can access valuable training and support to further their professional development.
Photographs	

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	Activity Report	
Academic Year	2019-20	
Name of the Activity	FDP on NBA Accreditation Process	
Participants	Teaching Faculty - 5	
Venue	College Campus	
Brief Report	The NBA Accreditation Process is a vital quality assurance system for technical and professional education institutions in India. It ensures that these institutions meet the highest standards of education and infrastructure. Faculty Development Programs (FDPs) play a crucial role in preparing educators to meet the accreditation criteria, helping them enhance their teaching skills and knowledge.	
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	Activity Report
Academic Year	2019-20
Name of the Activity	ADP on MAHA DBT Scholarship Portal
Participants	Non-Teaching Staff - 8
Venue	College Campus
Brief Report	The MAHA DBT Scholarship Portal offers an administrative development program aimed at enhancing the efficiency of scholarship disbursement. This program streamlines the application process, reduces paperwork, and ensures timely distribution of scholarships to eligible beneficiaries. It fosters transparency and accountability in scholarship administration, benefiting both students and government authorities.
Photographs	

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	Activity Report		
Academic Year	2020-21		
Name of the Activity	FDP & ADP on Role of Teaching and Non-Teaching staff in NAAC Process		
Participants	Teaching & Non-Teaching Staff - 13		
Venue	College Campus		
Brief Report	A development program focusing on the roles of teaching and non-teaching staff in the NAAC (National Assessment and Accreditation Council) process aims to enhance their understanding of accreditation criteria and their contributions to institutional quality. This program equips staff with the necessary skills and knowledge to support the institution's accreditation efforts, fostering a culture of continuous improvement and quality assurance. It plays a pivotal role in strengthening the collaboration between teaching and non-teaching staff to achieve accreditation success and improve overall educational standards.		
Photographs			

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	Activity Report	
Academic Year	2020-21	
Name of the Activity	FDP on Use of Google Tools	
Participants	Teaching Faculty - 5	
Venue	College Campus	
Brief Report	Faculty Development Program (FDP) focuses on training educators in utilizing Google Tools for educational purposes. Participants learn to harness the power of Google Workspace, including Docs, Slides, and Forms, to enhance teaching and collaboration. This program equips educators with digital skills to create engaging and efficient learning environments.	
Photographs		

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	Activity Report
Academic Year	2021-22
Name of the Activity	ADP on Communication Skills
Participants	Non-Teaching Staff - 8
Venue	College Campus
Brief Report	An administrative development program focusing on communication skills aims to enhance verbal and written communication abilities among employees. It typically includes training sessions, workshops, and practical exercises to improve clarity, active listening, and professional correspondence. The program helps individuals become more effective communicators, fostering better collaboration and problem-solving within the organization.
Photographs	

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