



## Guidelines for Conducting FDP/Workshop/Training programs at Thiagarajar College of Engineering, Madurai

### OBJECTIVE:

The key objective is to develop guidelines for TCE faculty to conduct FDP/Workshop/Training Programs inside the campus. The target audience of the program may be internal/External (Engineering/Arts & Science Polytechnic). The guidelines seek to enhance the quality of programs organized at TCE.

### STANDARD OPERATING PROCEDURE:

- HODs should plan with their faculty members about the conduction of FDP/Workshop/Training Programs inside the campus. The expertise of TCE faculty may be utilized apart from inviting faculty from higher learning institutions and industry personals while conducting FDP/Workshop/Training Programs
- The plan should be one year ahead to provide the details to prepare FDP Calendar. The plan should include the following details

S.No	Name of the Program	Responsibility	Date & Duration	Resource Person(s)*
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- The person responsible for the program should get the correspondent and principal approval before 1 month of the planned date with the appropriate budget and commitment for revenue generation.
- The brochure/flyer may be prepared and circulated among the target participants.
- Necessary arrangements for travel and accommodation for resource persons from outside are planned along with the in-house arrangements. This includes infrastructure arrangements, refreshment arrangements, and proper communication to the participants through e-mail.
- Successful conduction of the program includes inauguration sessions, technical sessions, and valedictory sessions with a collection of feedback for all the sessions.
- After the conduction of the program, the bill settlements should be made within 1 week of completion of the program.
- The program report comprises all the details of resource persons, participants, approval copies, certificate copies, feedback from the participant as in the standard format.
- Faculty are encouraged to apply for conducting FDPs funded by government and external agencies all over the year and steps 1 & 2 are exempted for them.



**STANDARD OPERATING PROCEDURE FOR CONDUCTING FDP/WORKSHOP/TRAINING PROGRAMMES**

S.No	Activity	Responsibility										
1.	Planning about the conduction of FDP/Workshop/Training Programs inside the campus. The expertise of TCE faculty may be utilized apart from inviting faculty from higher learning institutions and industry personals while conducting FDP/Workshop/Training Programs.	HOD										
2.	The plan should be one year ahead to provide the details to prepare FDP Calendar. The plan should include the following details <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>S.No</th> <th>Name of the Programs</th> <th>Responsibility</th> <th>Date &amp; Duration</th> <th>Resource Person(s)*</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	S.No	Name of the Programs	Responsibility	Date & Duration	Resource Person(s)*						HOD
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3.	Get the correspondent and principal approval before 1 month of the planned date with the appropriate budget and commitment for revenue generation.	FDP Coordinators										
4.	The brochure/flyer may be prepared and circulated among the target participants.	FDP Coordinators										
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8.	The program report comprises all the details of resource persons, participants, approval copies, certificate copies, feedback from the participant as in the standard format.	FDP Coordinators										
9.	Faculty are encouraged to apply for conducting FDPs funded by government and external agencies all over the year and steps 1 & 2 are exempted for them.	HOD										



**THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI - 625 015**  
(A Govt. Aided autonomous Institution Affiliated to Anna University)

**GUIDELINES FOR EXPERT IDENTIFICATION:**

- Senior Executive/Manager/Scientist from industry or R & D Laboratories with a minimum industrial/research experience of 3 years.
- From research organizations of State/ Central government Institutions/ Universities with a minimum teaching/research experience of 5 years.
- Identify Distinguished Alumni from Higher Learning Institutes/Industries.
- From Central and State Public Sector Undertakings (PSUs) with a minimum service period of 10 years Civil servants (IAS/ IPS/ officials from Central and Provincial Services) and professionals and officials from professional Councils with a minimum service period of 10 years.
- NRIs and PIOs working with reputed overseas academic, research, and industrial organizations or having a demonstrated interest in Indian issues with a minimum academic/industrial/research experience of 6 years.

**TA/DA AND HONORARIUM:**

- For experts from IITs/IISc/ IIM/Top 500 Overseas Universities, an honorarium of ₹ 2,000/ - only (Rupees Two Thousand Only) per lecture session (one and a half hours).
- For experts from NITs/Industry/ IIITs/other Overseas Universities, An honorarium of ₹ 1,500/ - only (Rupees One Thousand five hundred Only) per lecture session (one and a half hours).
- For academic experts from other institutions, an honorarium of ₹ 1,000/ - only (Rupees One Thousand Only) per lecture session (one and a half hours).
- Travel cost reimbursement on an actual basis, from the place of stay/home institution to host institution and back, can be allowed.
- Free lodging and boarding in the institute's guesthouse. In case of lack of availability of space in the institution's guest house, the Principal's approval is needed to procure accommodation in nearby hotels.