

# KAMMAVARI SANGHAM GROUP OF INSTITUTIONS, BANGALORE.

#14,Raghuvanahalli, Kanakapura Main Road, (NH-209)

Bengaluru – 560 109

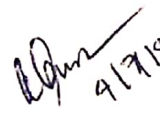
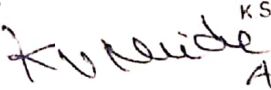
OFFICE OF THE CHIEF EXECUTIVE OFFICER

## GULDE LINES FOR DEPUTING FACULTY TO ATTEND FACULTY DEVELOPMENT PROGRAMS / CONFERENCES / SEMINARS / WORKSHOPS.

**Preamble:** Continuous Knowledge up-gradation is a very essential component in the development of a robust faculty base in any institution. In order to encourage people to participate actively, it is essential to depute the faculty for such programs and develop the faculty for such training because they are the change agents who are responsible to keep abreast of the new technologies and bring them to the class room for the benefit of students. Hence a guideline for deputing faculty for such programs is imminent.

1. Information Brochures on various Faculty Development Programs / Conferences / Seminars / Workshops are received by the Principal or the Head of the Department who shall convey the information through proper announcement in the Notice Board and the Circular File.
2. Interested faculty shall fill in the application form and enclose a copy of the brochure and justify why they want to participate in a particular program and how it will help them to teach in their department. Further, if the FDP / Conference / Seminar / Workshop is during term, the applicant shall also indicate the alternate arrangements made by him/her for his/her classes during his/ her absence in the college.
3. Faculty should submit the Application to their respective Head who in turn shall make his/her recommendation and forward it to the Principal for his consideration and recommendation.
4. The Principal on verifying the justification, usefulness and the alternate arrangements made shall endorse the application with his recommendation and submit it to the CEO's Office for consideration.
5. The CEO shall make his observation and recommendation and seek the Approval of the Management for their kind sanction of Registration Fee.
6. The Management's approval shall be conveyed to the concerned faculty through their respective heads.

7. Teachers who report back to duty after successful completion of the FDP / Conference / Seminar / Workshop or any other training program shall submit the receipt for the amount paid towards registration fee and two copies of their Attendance and Participation Certificate and a brief report to the department. One copy is to be filed at the Department and the other to be filed in the Office in the Personnel file of the individual or a common FDP / Conference / Seminar / Workshop / Training File along with the receipt which will be helpful to keep track of the amount spent by each institution on such Training and Development expenditure.
8. During term up to 3 days of FDPs may be permitted while 1-2 week FDP / Conference / Seminar / Workshop may be permitted during vacation. Faculty can attend only one program per semester. They should submit the Application at least one week in advance.
9. A maximum of two programs per year shall be permitted (only one during each semester or term).
10. Faculty who desire to attend more than the above shall do so, during the vacation and at their cost
11. Financial assistance, if any, from the organizers shall be indicated in the application itself
12. For participation in events outside India the amount to be sanctioned for registration will be on case to case basis.

CEO :  9/7/18  
President / Secretary :  7.7.18

CHIEF EXECUTIVE OFFICER  
Member Secretary  
Academic Advisory Board  
K S Group of Institutions

**APPLICATION FORM FOR ATTENDING FACUTY DEVELOPMENT PROGRAM /  
CONFERENCE / SEMINAR / WORKSHOP**

Name of the Faculty	
Department	
Designation	
Name of the Program: (attach Brochure)	
Organizing Institution and Address;	
Dates & Duration of the program	
Registration Fee:	
Sponsoring Agency (if any)	AICTE, DST, VGST, VTU, Others <sub>(specify)</sub>
If a paper is being presented, Title of the paper (Submit a copy of the paper)	
Details of the last program attended: Name of the Program: Organizing Institution and Address; Dates & Duration of the program Registration Fee:	
Justification and Value addition:	
Recommendation of HOD:	
Recommendation of the Principal	

CEO Recommendation:

President/ Secretary