



S. P. MANDALI's
RAMNARAIN RUIA AUTONOMOUS COLLEGE

**Standard Operating Procedure
(SOP) for attending Faculty
Development Programmes
(FDP)**

Name of the organization: S P Mandali's Ramnarain Ruia Autonomous College
Policy Number: RRAC Admin P-9

Title of the SOP: Attending Faculty Development Programmes

Effective Date : 2017-18

Last Revision Date:

Responsible Party: Principal, Management, IQAC, Dean Academic Affairs

Scope and Audience: Faculty

Title: SOP for Attending Faculty Development Program

Purpose:

To outline the steps and responsibilities involved in attending Faculty Development Programs (FDP) for teachers to enhance their skills, knowledge, and teaching practices.

Scope:

This SOP applies to all faculty members who wish to participate in Faculty Development Programs organized internally or externally.

Definitions:

- **Faculty Development Program (FDP):** A program designed to enhance the professional skills and knowledge of faculty members.
- **Organizer:** The entity or institution hosting the FDP.
- **Participant:** A faculty member attending the FDP.

Responsibilities:

- **Faculty Member:** Responsible for following the procedures outlined in this SOP, attending the program, and applying the knowledge gained.
- **Principal/IQAC Incharge/Dept Head/Program Coordinator:** Responsible for approving participation, ensuring alignment with departmental goals, approving participation and ensuring academic responsibilities are managed during faculty absence.
- **Administrative Office:** Responsible for processing paperwork, coordinating travel and accommodations if required, and maintaining records.

Procedure:

1. Identification and Selection:

- Faculty members may identify relevant FDPs that align with their professional development goals. Faculty members should consult the Department Head/ College authorities or Program Coordinator to ensure the program aligns with Departmental/ College needs and career development goals.
- Head of the departments/Association incharges may nominate faculty members for attending a specific faculty development programmes, and Principal/IQAC Incharges may approve.
- Once approved by the respective authorities, faculty may register for the FDP.
- Faculty must submit a copy of the selection/ confirmation letter and any required payment receipts to the Administrative Office.
- Approval for reimbursement will be done by the Principal, as per fund allocation and availability.

2. Pre-Program Preparation:

Faculty is expected to review the FDP agenda, materials, and any pre-program requirements.

Also, travel and accommodation arrangements, if necessary, have to be arranged by faculty. Approval for reimbursement will be done by the Principal, as per fund allocation and availability.

3. Attendance:

- Faculty should abide by all attendance criteria specified by organisers, ensuring active participation and engagement.

4. Post-Program Responsibilities:

- Faculty must submit following documents to the Department Head/Program Coordinator within 10 days:
 - i. Certificate of participation
 - ii. Post-program report, including insights gained, applicability to current teaching practices, and recommendations for future FDPs.
- Faculty should share relevant knowledge and materials with colleagues through a departmental meeting or workshop if required.

5. Feedback and Improvement:

- Faculty should provide feedback on the FDP experience to the organisers.

Documentation:

- FDP Registration form copy
- Registration Confirmation
- Payment Receipts
- Post-Program Report
- Feedback Form copy (if applicable)

Review and Revision:

- This SOP will be reviewed annually and revised as needed to reflect changes in institutional policies or FDP procedures.



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