FACULTY DEVELOPMENT PROGRAM (FDP)
FOR STUDENT INDUCTION

Instructions for Local Organizer

Prepared by

Induction Program Outreach Cell,

INDIAN INSTITUTE OF TECHNOLOGY (BHU), VARANASI (UP) – 221 005

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1. **Prior to Start of Faculty Development Program**

    1.1. Contact Details: The local organizer is expected to be in complete communication with the participants. Therefore, his contact details, like email address and mobile number should be announced beforehand to the participants.

    1.2. Pre - registration: The local organizer should be primarily approached by the participants through email only. The local organizer may also receive mobile / telephone calls. The local organizer should always carry a small diary / notebook to note down the information received over mobile / telephone. However, the local organizer should insist / request the participants to send email for their registration. The local organizer should have arrival / departure details of participants as well as details of family members coming with them, if any.

    1.3. Handling the registration through Email: The local organizer should not reply to any email related to registrations immediately until unless it seems very urgent / immediate. There should be an office staff. The office staff may take printout of each email every day. The local organizer must see / collect emails twice a day [prefer Morning 11:00 am & Evening 4:45 pm]. The local organizer should mark the action required on each email. An email received with complete / incomplete information must be entered in excel sheet by the office staff. The excel sheet should have complete information like, Name, Department, Institute, City, State and Country [If International], phone number, email address, date of arrival and departure with train number or flight number as well as details of accompanying persons. The participants sending incomplete information should be asked to send complete information. There are chances of typo-errors by supporting staff during entering data in excel sheet. Therefore, the local organizer should cross check the entries made by supporting staff. It is a good idea to ask participants to register online using google form etc. It would save the above effort substantially.

    1.4. Pre - allotment of accommodation: Pre-allotment plays important role in organizing the event successfully. The details of participants in excel sheet should be arranged / sorted by Country-wise>state-wise>City-wise>Institute-wise. This order would help in allotment of Rooms / accommodation of the participants. The

following key points must be kept in mind while pre-allotment of accommodation, accommodation is shared:

a) The pre-allotment should be done in order Institute-wise > City-wise > state-wise > Country-wise.

b) The allotment of accommodation should be done first to the physically challenged participants / to participants who requires some special care. They should have the shared accommodation preferably with the participant of same Institute > City > State > Country.

c) The allotment of accommodation should be done to the female participants.

d) In the next step, allotment of accommodation should be done to the participants with family members.

e) In the next step should be done for rest of the participants in order Institute-wise > City-wise > state-wise > Country-wise.

1.5. Registration Confirmation by e-mail to participants: A Confirmation of Registration of all participants must be sent to each participant individually [using mail merge tool] through e-mail with all the details of the FDP schedule & accommodation [**Refer Annexure -A**].

1.6. Transport from Accommodation to Venue by e-mail to participants: The details of transport arrangement from accommodation to venue must be sent to each participant through e-mail with details of trip timings and Trip Incharge [using mail merge tool]. This email should preferably also have all the information sent in previously communicate email as a forwarded email [**Refer Annexure -B**]. The ratio of trip incharges to participants should not be less 1:20. However, it is good to have ratio 1:15.

1.7. Handling on spot / last 24 hours' registration: There are chances of few participants who may reach without prior information. In-order to avoid chaos, following step may be followed:

a) Always keep in mind, if the FDP is announced only 2/3 weeks before, the prior registration of participants may be 50 - 60 % only. Therefore proper care should be taken while booking the accommodation like:

i. In case the accommodation has been planned at a place inside the Institute (e.g. Guest Houses), always keep 30 – 40 % rooms as back up for accommodating last 24 hours registration.

ii. In case the accommodation has been planned at multiple places like Institute guest houses and various hotels. Always keep some space in institute guest house as back up for accommodating last 24 hours registration.

iii. In case the accommodation has been planned in only hotel(s) nearer to venue always take a survey of availability of rooms in other nearby hotels a day prior to the start to FDP. The maintain the record of availably in all nearby hotel(s) with complete information like, type of rooms, process of booking, exact contact person etc.

b) For allotment of accommodation for these participants, follow the step (4) pre-allotment of accommodation. The step (5) & (6) may also be followed according to the suitability.

c) The most important thing, you should keep patience and always try to get best solution for the last moment registrant with an assurance to participants that you are doing the best possible for them.

1.8. Checklist : The following checklist [prior to start of FDP] of material to be distributed :

☐ The FDP Kit [Notepad and Pen]   √ ready.

☐ A Guide to Induction Program.   √ printed.

☐ Handout of Presentation by Chairman National Coordination Committee for Induction Program [Level 0: 3-Day FDP | Printable version of presentation for distribution]   √ printed.

<div align="center">OR</div>

Handout of Presentation by Chairman National Coordination Committee for Induction Program [Level 1: 7-Day FDP | Printable version of presentation for distribution]   √ printed.

☐ Mentors Guide for Universal Human Values   √ printed.

☐ Presentation on 'Why Students Matter and How to Motivate Them: Guidance thru Induction Program' by Chairman NCC-IP [*Uploaded on laptop / computer checked for projector]   √ Yes.

<div align="center">OR</div>

Presentation on 'Student Induction Program: Mentoring and Universal Human Values' by Chairman NCC-IP [*Uploaded on laptop / computer checked for projector]   √ Yes.

In case of live presentation install latest version of Team Viewer.

Other tasks:

☐ Confirmation of Registration through Email to participants.   √ sent.

☐ Transportation details sent to participants by e-mail.   √ sent.

☐ Accommodation details sent to incharges and respective places.   √ sent.

☐ Transportation & Accommodation details sent to trip incharges and respective places.   √ sent.

☐ Mobile numbers of drivers sent to respective trip incharges.   √ sent.

☐ Time-Table [Level 0: 3-day | Level 1: 7-day |] of the FDP sent to caterer.   √ sent.

☐ Food order placed to caterer.   √ done.

☐ Breakfast & Dinner menu provided to respective canteen.   √ done.

2. **During the Faculty Development Program**

   2.1. **Registration Desk**: At least two main volunteers must always be present at the registration desk and two more volunteers should also be available on registration desk for help in the distribution of kit and other help to main volunteers. The volunteers should have all the record entered in excel data to be cross checked by the participants. The accommodation details must also be available with the volunteers on registration desk. Once the FDP is started one volunteer should be present on registration desk, i.e., registration desk should be manned.

   2.2. **Attendance of participants**: The participants are expected to mark their attendance each session (i.e. four times each day but not less than three times). The Local organizer should make necessary announcements related to attendance and any other important information during the start of tea / lunch breaks. The participants missing, more than one session in 3 – days' FDP and more than two sessions for 5 or more days' FDP, should be considered as unsuccessful participants. All such participants shall not receive for participation certificates.

   2.3. **Presence of Local Organizer / Volunteers**: The local organizer should be present during the entire period of FDP. He should also be in reach of participants during the breaks for necessary help needed by the participants. All the volunteers should also be available during the breaks.

   2.4. **Certificates of Participation**:

   (i) **For all FDPs conducted by AICTE**: The Local organizer is required to send the attendance of the participants to Induction Program Outreach Cell through email [induction.outreach@iitbhu.ac.in & / yogeshiitbhu@gmail.com] for necessary in excel format. The e-certificate would be issued to all participants through email from AICTE Head Quarter.

   (ii) **For all FDPs conducted other than AICTE:** The participation certificates should be printed for tentative eligible participants keeping the attendance criterion. The participation certificates should be ready one day prior to the completion of FDP. The local organizer should complete all the work related to preparation of certificate like, printing, getting signatures of authorities.

2.5. Distribution of Materials:

a) The following material should be kit in the kit and given to participants at the start of the FDP :

- A Guide to Induction Program.

- Handout of Presentation by Chairman National Coordination Committee for Induction Program [Level 0: 3-Day FDP | Printable version of presentation for distribution].

<div align="center">OR</div>

Handout of Presentation by Chairman National Coordination Committee for Induction Program [Level 1: 7-Day FDP | Printable version of presentation for distribution].

b) The following material should be distributed one day advance to last day of FDP:

- Mentors Guide for Universal Human Values

In the last session of the one day advance to last day and the resource person should discuss the Mentors Guide for Universal Human Values. Sufficient time should be available for queries of participants related to this Mentors Guide for Universal Human Values.

2.6. Valedictory / Feedback session: The valedictory/ feedback session has to be conducted by the local organizer. The local organizer should avoid 'vote of thanks' type of things. He should make the necessary announcement related to FDP and immediately start the feedback session. The feedback form may be circulated in advance to all participants a day before the last day. All the participants should submit their written feedback to the organizer. The participants should also be given opportunity to express their oral feedback in front of other participants. In case there is large number of participants i.e. more than 40, the participants from same institution may be called combined & one or two of them be asked to give their feedback about the FDP.

2.7. Group Photograph: The local organizer should announce about the group photograph before starting the feedback session. The group photographs have to be taken at lunch time of the last day of the FDP.

2.8. Checklist : The following checklist [during the FDP] may be used for cross verifying the FDP requirement :

- ☐ Attendance for each session [4 times each day]   √ Yes / No.
- ☐ Satisfactory participation list prepared   √ Yes / No.
- ☐ Unsatisfactory participation list prepared   √ Yes / No.
- ☐ Formalities related to certificates completed   √ Yes / No.
- ☐ Local organizer attended all sessions.   √ Yes / No.
- ☐ Volunteers attended all sessions.   √ Yes / No.
- ☐ Discussion by the resource person on the Mentors Guide for Universal Human Values   √ Yes / No.
- ☐ The FDP kit [Notepad and Pen]   √ distributed.
- ☐ A Guide to Induction Program. [in kit]   √ distributed.
- ☐ Handout of Presentation by Chairman National Coordination Committee for Induction Program [Level 0: 3-Day FDP | Printable version of presentation for distribution] √ distributed.

<div align="center">OR</div>

Handout of Presentation by Chairman National Coordination Committee for Induction Program [Level 1: 7-Day FDP | Printable version of presentation for distribution] √ distributed.

- ☐ Mentors Guide for Universal Human Values   √ distributed.
- ☐ Presentation on 'Why Students Matter and How to Motivate Them: Guidance thru Induction Program' by Chairman NCC-IP [*Uploaded on laptop / computer checked for projector]   √ Yes/ No..

<div align="center">OR</div>

Presentation on 'Student Induction Program: Mentoring and Universal Human Values' by Chairman NCC-IP [*Uploaded on laptop / computer checked for projector]   √ Yes / No.

In case of live presentation install latest version of Team Viewer.

- ☐ All accommodation vacated by the participants   √ Yes / No.

3. **After the Faculty Development Program**

    3.1. **Collection of Bills**: The local organizer should collect the bills of all expenses incurred for organizing the FDP. The bills may also be shared with volunteers and incharges engaged in order to avoid discrepancies. This should be completed within a week after the commencement of the FDP.

    3.2. **Submission of Utilization certificate / request for release of fund**: The local organizer [in consultation with respective funding agency] should prepare the utilization certificate for all the expenses incurred in FDP. The utilization certificate [if fund already released] / request for release of fund (if fund not released) should be sent to the funding agency within 15 days after the commencement of the FDP.

    3.3. **Preparation and Submission of Organizer Report**: The local organizer should prepare the organizer report in the prescribed format within 10 days after the commencement of the FDP. The organizer's report should be sent to funding agency along with utilization certificated / request for release of fund and also be share with all concerns including the volunteers.

    3.4. **Checklist : The following checklist [after the FDP] may be used for cross verifying the successful completion of the FDP :**

        ☐   Bills of all expenses collected   √ Yes / No.

        ☐   Request for release of fund [if fund not received] placed.   √ Yes / No.

        ☐   Utilization Certificate submitted.   √ Yes / No.

        ☐   Organizer's report prepared.   √ Yes / No.

        ☐   Organizer's report sent to funding agency   √ Yes / No.

        ☐   Organizer's report shared with all concerns   √ Yes / No.
                         [including volunteers].

        ☐   Group Photographs / Videos sent to Coordinator, IPOC, IIT (BHU) by *email   √ Yes / No.

        ☐   Compiled attendance of all participants in excel sheet sent to Respective State Academic Coordinator by *email   √ Yes / No.

☐ Compiled attendance of all participants in excel sheet sent to Coordinator, IPOC, IIT (BHU) by *email   √ Yes / No.

☐ Compiled attendance of all participants in excel sheet sent to Respective Regional Office **AICTE / TEQIP Coordinator by *email √ Yes / No.

*Email: induction.outreach@iitbhu.ac.in, yogeshiitbhu@gmail.com

** Concern Funding Agency.

Further queries and clarification contact us –

Yogesh Kumar
Indian Institute of Technology (BHU)
Varanasi (UP) - 221005, India
Mobile: +91- 9410478242
Email: yogeshiitbhu@gmail.com

Annexure - A: Sample Email for confirmation of Registration with schedule & accommodation.

Subject line: Registration Confirm | 3-Day Faculty Development Program for Student Induction | IIT (BHU) Varanasi | 15 - 17 September 2017

To,
   «FacultyName»
   «DepartmentName»
   «InstituteName»

Dear Sir / Madam,

Your registration, *for the 3-Day Faculty Development Program for Student Induction*, is confirmed.

The schedule for FDP is as follows:
        Date: 15 – 17 September 2017 [Friday to Sunday]
        Time: 9:00 am – 5:00 pm
        Lunch Break: 01:00 pm – 2:00 pm
        Language: Hindi.
        Venue: ABLT4 (Next to Admin Block), IIT (BHU), Varanasi.

Your accommodation has been booked as follows:
        Place: «AccomodationPlace».
        From: «ArrivalDate&Time» to: «DeapartureDate&Time»
        Accommodation Incharge: «AccomodationInchargeName & Mobile».

In-case of any query / help please revert back to us.

Looking forward to your participation.

Yours Sincerely

Yogesh Kumar,
Local Coordinator, Faculty Development Program,
Induction Program Outreach Cell
Indian Institute of Technology (BHU)
Varanasi (UP) - 221005, India
Mobile: +91-9410478242

PS:
1. Note that it is an integrated FDP and missing a session would make it difficult to follow the rest of the FDP.

Annexure - B: Sample Email for Transport from Accommodation to Venue.

Subject line: Transport from Guest House / Hotel to ABLT4 | 3-Days Faculty Development Program for Student Induction | IIT (BHU) Varanasi.

To,
    «FacultyName»
    «DepartmentName»
    «InstituteName»

Dear Sir / Madam,

This is in continuation to your participation in 3-Day Faculty Development Program for Student Induction.

The Vehicles have been arranged for the participants to receive from respective Guest Houses / Hotels to Venue (i.e. ABLT4, Next to Admin Block IIT BHU Varanasi) as follows:

Trip Details: «TRIP_TIME1,TRIP_TIME2»
Trip Incharge: «Trip_Incharge_Name»

You all are requested to take breakfast at your respective Guest House / Hotel & get ready.

Yogesh Kumar,
Local Coordinator, Faculty Development Program,
Induction Program Outreach Cell
Indian Institute of Technology (BHU)
Varanasi (UP) - 221005, India
M - 9410478242

---------- Forwarded message ----------
From: **Induction Program Outreach Cell, IIT(BHU), Varanasi** <induction.outreach@iitbhu.ac.in>
Date: Thu, Sep 14, 2017 at 10:58 PM
Subject: Registration Confirm | 3-Day Faculty Development Program for Student Induction | IIT (BHU) Varanasi | 15 - 17 September 2017.
To: «Email_AddressFaculty»

To,
    «FacultyName»
    «DepartmentName»
    «InstituteName»

Dear Sir / Madam,

Your registration, *for the 3-Day Faculty Development Program for Student Induction*, is confirmed.

The schedule for FDP is as follows:

  Date: 15 – 17 September 2017 [Friday to Sunday]

  Time: 9:00 am – 5:00 pm

  Lunch Break: 01:00 pm – 2:00 pm

  Language: Hindi.

  Venue: ABLT4 (Next to Admin Block), IIT (BHU), Varanasi.

Your accommodation has been booked as follows:

  Place: «AccomodationPlace».

  From: «ArrivalDate&Time» to: «DeapartureDate&Time»

  Accommodation Incharge: «AccomodationInchargeName & Mobile».

In-case of any query / help please revert back to us.

Looking forward to your participation.

Yours Sincerely

Yogesh Kumar,

Local Coordinator, Faculty Development Program,

Induction Program Outreach Cell

Indian Institute of Technology (BHU)

Varanasi (UP) - 221005, India

Mobile: +91-9410478242

PS:

1. Note that it is an integrated FDP and missing a session would make it difficult to follow the rest of the FDP.

<p style="text-align:center">"Faculty Development Program for Students Induction"</p>

<p style="text-align:center"><u>FEEDBACK FROM PARTICIPANTS</u></p>

PERSONAL DETAILS:

a) **Name of Participants :**

b) **Participant's Institute / Organization :**

c) **Email id :**

d) **Mobile No. :**

e) **Permanent Address :**

f) **Place of FDP (Institute, City) :**

g) **Duration (Start and End date) :**

h) **Resource Person (Conducted FDP) :**

FEEDBACK:

1. What are your personal achievements after participating in the FDP?

S.N.	Points	Before FDP	After FDP

"Faculty Development Program for Students Induction"

2. What are your future plans after participating in the FDP?

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3. Do you want to participate in this kind of FDP in the future? Yes [ ] / No [ ]

4. With whom would you want to participate in future FDPs?

    a) Family Members   Yes [ ] / No [ ]

    b) Colleagues (faculty members)   Yes [ ] / No [ ]

    c) Students   Yes [ ] / No [ ]

    d) Technical / Ministerial staffs under you   Yes [ ] / No [ ]

    e) Your senior colleagues   Yes [ ] / No [ ]

5. Any other remark :

--------------"Faculty Development Program for Students Induction"--------------

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Name: **Signature**