

Faculty Development Program for Student Induction (FDP-SI)

Instructions for State Academic Coordinator (SAC)

The role of the State Academic Coordinator is to facilitate and supervise the academic aspects of the Faculty Development Program for Student Induction (FDP-SI). He or She has to coordinate between AICTE Regional Office, the local organizer, the resource person and IPOC, IIT (BHU). It Includes:

- (1) Providing Resource Persons who would conduct the FDP-SI on dates convenient to faculty at large, the local organizer and the resource person. See that announcement is sent to colleges in advance.
- (2) Working with local organizer to answer their queries regarding arrangements related to classroom etc.
- (3) Keep IPOC, IIT (BHU) informed about the workshops.
- (4) Be present on the first day of the workshop (or nominate somebody to be there) to see that the workshop has a smooth start. It is important to mention that the 1st workshop in a state (where many times the Vice Chancellor is also present) is the key in setting the mood of the faculty members in the state. As a result, utmost care should be taken in choice of the resource person, the venue and any other factor. If the first workshop in the state is successful, the positive message spreads very fast among faculty members.

Please read the following carefully:

1. [A Guide to Induction Program](#)
2. [Presentation on Guide to Induction Program](#)
3. [Instructions to Resource Persons](#)
4. [Content of 3-Day FDP-SI](#)
5. [Universal Human Values Topics \(List of Topics\)](#)
6. [Mentors Guide for Universal Human Values](#)

Here is the checklist which can be used by State Academic Coordinator (SAC) to cross verify his own responsibilities:

- Check with respect to Local Organizer (LO)
 - LO has consulted concerned university √ Yes / No.
(From whose colleges faculty have to come)
 - LO is aware of Resource Person and his availability √ Yes / No.
 - SAC (yourself) have sent instructions to LO √ Yes / No.

- LO has taken financial approval from AICTE RO √ Yes / No.
 - LO has sent details of FDP to IPOC, IIT (BHU) √ Yes / No.
- Announcement (by AICTE RO)
 - AICTE RO has announced the FDP √ Yes / No.
(Sufficiently in advance)
- Cross Check on Local Organizer (LO)
 - Cross checked all pre-FDP checklist for LO √ Yes / No.
 - Cross checked all on-going FDP by LO √ Yes / No.
 - Cross checked all Post-FDP checklist by LO √ Yes / No.

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