

**CIRCULAR**

Sub: Submission of compliance after dept. specific FDPs on or before 10.7.2024 – Reg.

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The hands-on branch specific FDPs have been organized from 18.06.2024 for the benefit of the faculty. Hence, the HoDs are advised to inform the faculty to submit plagiarism free report individually covering the following details.

1. Title of the FDP
2. Duration of FDP (*Dates & Weeks*):
3. No. of sessions conducted:
4. No. of sessions attended:
5. Reason for every missed session (*session/date-wise*):
6. Session-wise Assessment Results:
7. FDP Exposure (*This should cover area & scope*):
8. FDP Training Received (*This should cover Tools, Technology, Techniques and Software used*):
9. Knowledge and Skills (KS) acquired (*min. 300 words*):
10. Action plan for immediate integration in course teaching to impart the KS to students:
11. Your Feedback on FDP (*min. 100 words*):
12. Suggestions to improve the conduction of FDPs in future:

Further, the HoDs are also advised to submit by 10.07.2024, a consolidated report to the undersigned

  
PRINCIPAL

To  
All HoDs for circulation among the faculty and submission of compliance by 10.07.2024

- Copy to: 1. The Chairman, KITSW  
2. Registrar  
3. Dean, AA  
4. WebTeam -To post in Faculty Notice Board