



Ref: SITE/AO/FA/9/2021-2022/1

03.09.2021

OFFICE CIRCULAR

Sub: DEPARTMENT'S FACULTY ORIENTATION OFF-LINE/ON-LINE LECTURE EVERY WEEK – PROCEDURAL STEPS TO BE FOLLOWED-reg.

Ref1: Letter dt. 03.09.2021 from Dr T V Rama Krishna, Coordinator, IQAC

Ref2: NBA- Sub-Criterion 5.6: Faculty as participants in Faculty development

Purpose of organizing Faculty orientation lecture:

This is one of the important activities earmarked in the system which is linked to "Faculty Development". This will enable the faculty to have exposure to different technical topics and will have useful discussions on the technical topics through this activity.

Steps to be followed:

1. "Faculty Orientation Lecture" shall be organized every week from 4.00 PM to 4.30 PM

In this semester (odd semester) of 2021-22, it is

- | | |
|--------------|-------------|
| * IT,CE,EEE, | → Tuesday |
| * ME | → Wednesday |
| * ECE | → Thursday |
| * CSE | → Friday |

2. HOD will earmark a faculty member one week in advance and the name of the speaker will be circulated to all the faculty members of the department through mail 3 or 4 days prior to the scheduled date of lecture.
3. Faculty will be earmarked by the HOD in consultation with Research Group Head such that

- * WEEK 1 – Faculty member from "Research Group NO.1"
 - * WEEK 2 – Faculty member from "Research Group NO. 2"
 - * WEEK 3 - Faculty member from "Research Group NO. 3"
- And so on .The cycle of Research Group repeats.

4. Every earmarked speaker :

- * Shall give lecture from any **Journal paper** related to the research group/ about the **sponsored project** the faculty member is currently executing / about the **project proposal** sent by the faculty member to the funding agencies.
(The faculty member shall take one of the 3 options)
- * Shall use PPT also during lecture.
- * Lecture shall be planned for a duration time of **30 minutes**.
- * There shall be **question answer session/discussion session** for a minimum duration of **15 minutes**.

5. The faculty in-charge of the department for the activity shall collect the following sheet from the speaker and shall file in the earmarked file.

FACULTY ORIENTATION ON-LINE LECTURE

- * Department : -----
- * S.NO. of Lecture :----- (1,2,-----so on)
- * Room number of lecture :----- Time : 4.00 PM to 4.30 PM
- * Name of the speaker: -----
- * Research Group of speaker : -----
- * Topic selected from (Journal /Sponsored project/Project proposal): -----
- * Title of the topic :-----
- * Brief description of the topic -----
- * Number of faculty attended the lecture :----- out of -----

(A book will be maintained by the department and the signature of the faculty attended shall be taken on the day of lecture by the **Faculty –in-charge** of the activity)

Signature of the
Faculty member

Signature of
Research group Head

Signature of
Head of the Department

6.

SCORE BOARD SHEET FOR THE MONTH OF ex: August21				
S.NO (Week)	DATE (as per the schedule)	CIRCULAR WAS SENT ON (DATE)	NAME OF THE SPEAKER	Percentage participation of faculty = $\frac{\text{Number of faculty attended}}{\text{Number of faculty existing}} \times 100$
1	----	----	----	----
2	----	----	----	----
3	----	----	----	----
4	----	----	----	----
* Average percentage of participation for the month of August-21= -----				

7. The soft copy of the "Score sheet" shall be mailed to the Principal by the HOD by 5th of every month.

Note: If any holiday comes on the scheduled date of "Lecture", it shall be recorded as "HOLIDAY" against that date in the score board sheet.

CC To

Mail & Hard copy to: Hon'ble Chairman, SITE
 Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
 Mail & Hard copy to: PA to Principal
 Mail & Hard copy to: Director, SITE
 Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/AS&H /MS
 Mail & Hard copy to: Exam. Section/Automation/Library/IQAC/AO
 Mail to: All faculty members

Anand Jash
 PRINCIPAL

Principal
 Sasi Institute of Technology & Engineering
 TADEPALLIGUDEM - 534 101
 W.G.Dist.. (A.P.)

HOD(CE)	HOD(EEE)	HOD(ME)	HOD(ECE)	HOD(ECT)	HOD(CSE)	HOD(CST)
HOD(IT)	HOD(AS&H)	HOD(MS)	Principal polytechnic	AO Office	IQAC office	