

Training Need Analysis

Faculty and Staff training is important component of the Project. As part of the Legal Covenant, each year every institution has to develop a Faculty and Staff Development Plan (SD Plan) for the forthcoming year and forward the same to NPIU by mid March. NPIU compiles the SD Plan at the National level and forwards the same to the World Bank by April 30. The **SD Plan 2006-07** is to be prepared by each institution and forwarded to SPFU/NPIU by mid **March 2006**.

This activity has to be planned as per the institutional needs especially considering the provisions of the CIPs i.e if the course is to be restructured, faculty and staff may need to be trained in the restructured contents, if new courses are to be started, faculty and staff might be required to be trained in teaching and usage of new laboratories; faculty and staff could also be requiring training in implementation of reforms envisaged in the Project. There could be a felt need to undergo training in pedagogy and in implementation of reforms envisaged under TEQIP.

Faculty and Staff Development Plan should also take into consideration the training needs as perceived by the individual faculty or staff such as a faculty might feel that he/she needs training in pedagogy, training in development and /or use of learning resources, making teaching effective or in newer technology available in his/her own field which he/she will be utilizing in teaching learning processes, research methodology, preparing and offering continuing education and distance learning programmes etc.

The institution may even encourage class IV staff to get training in their relevant areas.

There could be some training, which is of general nature and could be useful for the whole college community. Such trainings could be planned and organized in-house by inviting experts such as attitudinal change, creating an enabling mind set etc.

The SD Plan submitted by the institutions for 2005-06 were not based on training need analysis and therefore did not reflect proper planning and was not only difficult to analyze but also difficult to implement.

Five Training Need Assessment formats have been developed by NPIU and are being enclosed in hard as well as soft version. These formats are: (1) Format - I to be filled by each faculty, (2) Format - II to be filled by each Technical Support Staff, (3) Format- III to be filled by each Support Staff, (4) Format IV to be filled by the HOD based on the information provided by faculty, technical and support staff in formats I to III and (5) Format – V to be filled by the Director so that he/she can discuss institutional needs and the needs of the departments with the concerned HODs and decide the training areas; (keeping in view the institutional visions and priorities set therein, which could be matched with the training needs of the departments, individual needs of the faculty and staff). Based on these formats, an institutional head would be able to develop a realistic and achievable SD Plan for 2006-07.

After ascertaining the training needs, each institution is expected to prepare an **SD Plan 2006-07 (Format VI)** and forward the same to SPFU/NPIU by mid March 2006. **Institutions are expected to use only the format provided to prepare the SD Plan and send hard as well as soft copy to SPFU/NPIU.**

SD PLANS 2006-07 FORWARDED BY INSTITUTION TO SPFU/NPIU IN ANY OTHER FORMAT WILL NOT BE ACCEPTABLE. THIS IS IMPORTANT TO MAKE A STANDARD NATIONAL LEVEL SD PLAN.

Format I – For Faculty

A. Information to be circulated and filled by each faculty and collected by HOD in order to conduct training need analysis. Please make required number of copies.

Name of the Faculty/staff _____

Designation _____

Age _____

Department associated with _____ Area of expertise _____

Highest Academic qualification _____

Previous trainings undertaken

In industry

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

In Pedagogy

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

In subject matter

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

In developing and usage of Learning Resources

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

In Research

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Any other area

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

B. **Job Profile for Faculty:** (Please tick appropriate columns)

Sr No	Activity undertaken	Frequency of performing the duty				
		Regularly	Often	Sometimes	Rarely	Never
	Teaching Related Activities					
1	Taking theory classes					
2	Taking Lab/workshop classes					
3	Lecture preparation					
4	Guiding Ph. D students					
	Setting Test/Examination question papers					
5	Student Evaluation					
6	Preparation of Teaching aids					
	Any other					
	Student Centered Activities					
1	Student Counseling & Career Guidance					
2	Guiding students' Projects					
3	Guiding Students' extra-curricular activities					
4	Offering programmes through Virtual Classrooms					
	Any Other					
	Research & Development					
1	Conducting Research					
2	Consultancy works					
3	Industrial Projects					
4	Technical Paper writing					
5	Developing patents					
6	Offering Continuing Education Programmes					
	Any Other					
	Institutional Development					
1	Project Planning and Implementation					
2	Project Management					
3	Quality Management					
4	Financial Management					
	Networking activities					
1	Formal networking					
2	Non formal Networking					
	Any Other					
	Administrative activities					
1	Institutional management					
2	Managing department/activity					
3	Managing Extension Services					
	Any other					
	Community Service					
1	Engaging students in services to community and economy					
2	Offering programmes for Community					
3	Offering Programmes for the un-organized sector					
	Any other					

C. Training Need identification for faculty (priority wise) for 2006-07

Sr No	Training Area priority-wise	Preferred Agency to undertake training	Approx Duration	Priority of HOD	Priority of the Director	First time slot available		Second time slot available	
						From	To	From	To
1	Content up gradation								
2	Pedagogy								
3	Application of Computers in relevant teaching area								
4	Developing and maintaining question bank								
5	Usage of laboratory equipment								
6	Research and Development								
7	Student evaluation								
8	Consultancy								
9	Communication skills								
10	Technical writing								
12	Patent laws								
13	TQM								
14	Research Methodology								
15	Development of learning Resources and teaching aids								
16	Efficient usage of laboratory for training students								
17	Management capacity building								
18	Managing and effectively functioning in an autonomous institution								
19	Flexibility in academic programmes								
20	Continuous Student evaluation								
21	Any other								

Format II – Format for Technical Staff

A. Information to be circulated and filled by each Technical staff and collected by HOD in order to conduct training need analysis. Please make required number of copies.

Name of the Technical staff _____

Designation _____

Age _____

Department associated with _____ Area of expertise _____

Highest Academic qualification _____

Previous trainings undertaken

In subject matter (laboratory/workshop)

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

In industry on usage and maintenance of equipment used in the laboratory

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

In developing and usage of Learning Resources

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Any other area

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

B. Job Profile for Technical Staff: (Please tick appropriate columns)

Sr No	Activity undertaken	Frequency of performing the duty				
		Regularly	Often	Sometimes	Rarely	Never
	Teaching Related Activities					
1	Preparing laboratories/workshops					
2	Assist in taking Lab/workshop classes					
3	Assisting in preparing for practical examinations					
4	Assisting in conducting practical examination					
	Maintenance of lab equipment					
5	Maintenance of raw material and supply for the labs and workshops					
6	Any other					

C. Training needs identification for Technical Staff (priority wise) for 2006-07

Sr No	Training Area priority-wise	Preferred Agency to undertake training	Approx Duration	Priority of HOD	Priority of Director	First time slot available		Second time slot available	
						From	To	From	To
1	Maintenance of laboratories and equipment								
2	Usage of laboratory equipment								
3	Attitudinal change and motivation								
4	Any other								

Format – III for the Support Staff

Information to be circulated and filled by each Support staff and collected by HOD in order to conduct training need analysis. Same format to be used for support staff in the administration and other general services. Please make required number of copies.

Name of the support staff _____

Designation _____

Age _____

Department associated with _____ Area of expertise _____

Highest Academic qualification _____

Previous trainings undertaken

In subject matter

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

In industry on usage and maintenance of equipment used by them

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

In Computer usage

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Any other area

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

B. Job Profile for Support Staff: Please indicate activities undertaken by you its frequency by ticking appropriate columns

Sr No	Activity undertaken	Frequency of performing the duty				
		Regularly	Often	Sometimes	Rarely	Never
1						
2						
3						
4						
5						
6						

C. Training needs identification for Support Staff (priority wise) for 2006-07

Sr No	Training Area priority-wise	Preferred Agency to undertake training	Approx Duration	Priority of HOD	Priority of Director	First time slot available		Second time slot available	
						From	To	From	To
1									
2									
3									
4									

Format IV for HOD

Name of Department: **Electrical & Electronics Engineering**

Name of the HOD: **Smt. N.Rama Devi**

A. Please list out the areas in which faculty has undergone training in India and abroad in your department in past five years:

Sr No	Name of the Faculty	Training undertaken	In India	Abroad
1	Mr.D.Seshi Reddy	Workshop on Simulation of Electrical Systems	KITS, Warangal	
2	Mr.S.N.V.Ganesh			
3	Mr.N.Karthik	Recent Trends in Power Systems	GVP, Visakhapatnam	
4	Mrs.N.Rama Devi	Workshop on Real Time Power Systems	JNTU, Kakinada	
5	Mr.D.Seshi Reddy	High Voltage Testing Techniques	IIT, Madras	
6	Mr.K.Ramesh	Tutorial on Deregulation Distribution of Generation ABT	IIT, Madras	
7	Mrs.N.Rama Devi			

B. Based on the vision and priorities listed in the CIP and the departmental needs and the job profile of each faculty and staff, please identify areas of training and suitable faculty and staff to be trained in 2006-07

Sl. No	Training area in which faculty needs to be trained	Suitable faculty/staff for the training	Designation of faculty or staff to be trained	Training available in India Yes/NO	Agency where training could be organized	Tentative schedule of training
1	Consultancy	N.Rama Devi			IITS	May-2006
2	Application of Computers in relevant area	M.Rohini			ITTS	Jun-2006
3	Developing and Maintaining Question Bank	K.S.V.Giri			NITS	Jul-2006
4	Research & Development	D.Seshi Reddy			IITS	May-2006
5	Technical Paper Writing	SNV Ganesh			IITS	Oct-2006
6	Flexibility in Academic Programmes	T.Kiranmayee			IIT, Madras	Nov-2006
7	Research Methodology	N.Karthik			IISc., Bangalore	Nov-2006
8	Efficient Usage of Laboratory for training students	T.Chakrapani			NITS	Dec-2006
9	Student Evaluation	K.Ramesh			IITS	Feb-2007
10	Content Up-gradation	P.Bharathi			NITS	Feb-2007
11	Pedagogy	E.Radhika			IITS	Jun-2006
12	Usage of Laboratory equipment	G.Rajesh			NITS	Jul-2006

13	Developing and maintaining Question Bank	K.L.Rekha			NITS	Oct-2006
14	Content Up-gradation	L.Sagar			IITS	Dec-2006
15	Developing and maintaining Question Bank	M.V.U.Maheswari			IITS	Oct-2006
16	Maintenance of Laboratories and Equipment	K.V.Sekhara Rao			IITS	June-2006

Name of Department: **Computer Science & Engineering**

Name of the HOD: **Prof. N.Sudhakar**

- A. Please list out the areas in which faculty has undergone training in India and abroad in your department in past five years:

Sr No	Name of the Faculty	Training undertaken	In India	Abroad
1	Mr.N.Sudhakar	Research Trends in Formal Languages	IIM, India IIT, Chennai	
2	Mr.N.Sudhakar	Preparation of e-Content	SONET, Hyderabad	
3	Mr.B.Premamayudu	How to Proceed for Research	NITS, Hyderabad	

- B. Based on the vision and priorities listed in the CIP and the departmental needs and the job profile of each faculty and staff, please identify areas of training and suitable faculty and staff to be trained in 2006-07

Sl. No	Training area in which faculty needs to be trained	Suitable faculty/staff for the training	Designation of faculty or staff to be trained	Training available in India Yes/NO	Agency where training could be organized	Tentative schedule of training
1	Content Up-gradation	B.Premamayudu		Yes	MT	May-2006
2	Pedagogy	M.Rajesh Babu		Yes	IIT	Jun-2006
3	Research and Development	U.Mohan Srinivas		Yes	IIT	Jun-2006
4	Application of Computers in relevant teaching areas	S.Balaji		Yes	IIT	Jun-2006
5	Managing and effective functioning in Autonomous Institution	V.Chakradhar		Yes	IIM	Jun-2006
6	Communication Skills	M.Bharathi		Yes	CIEFL	Jun-2007
7	Usage of Laboratory Equipment	R.N.Jagadeeswari		Yes	NIT	Jan-2007
8	Continuous Student Evaluation	S.Amarnath Babu		Yes	TTTI	Jan-2007
9	Management	M.Vamsi Mohan		Yes	IIM	Jan-2007

	Capacity Building					
10	Office Automation Software	Y.Radhika		Yes	TTTI	Jun-2007

Name of Department: **Mechanical Engineering**

Name of the HOD: **Prof. V.C.A.Vara Kumar**

A. Please list out the areas in which faculty has undergone training in India and abroad in your department in past five years:

Sr No	Name of the Faculty	Training undertaken	In India	Abroad
1	Mr.T.Srinag	Pneumatics & Electro Pneumatics	FESTO, Bangalore	
2	Mr.Ch.L.Srinivas			
3	Mr.K.Prasada Rao	CNC Machines	M-Tab Engineers, Chennai	
4	Mr.J.Raj Kumar			

B. Based on the vision and priorities listed in the CIP and the departmental needs and the job profile of each faculty and staff, please identify areas of training and suitable faculty and staff to be trained in 2006-07

Sl. No	Training area in which faculty needs to be trained	Suitable faculty/staff for the training	Designation of faculty or staff to be trained	Training available in India Yes/NO	Agency where training could be organized	Tentative schedule of training
1	Research Methodology	V.C.A.Vara Kumar	Professor	Yes	IIT	Jun-2006
2	Usage of Laboratory Equipment	T.Siva Sankar	Asst. Prof.	Yes	IIT	Jun-2006
3	Research Methodology	G.Kantha Prasad	Asst. Prof.	Yes	IIT	Jun-2006
4	Application of Computers in relevant teaching area	M.Venkateswara Rao	Asst. Prof.	Yes	IIT	Jun-2006
5	Research and Development	Dr.P.Suresh Babu	Asst. Prof.	Yes	IIT	Jun-2006
6	Use of Laboratory Equipment	K.Prasada Rao	Asst. Prof.	Yes	IIT	Jun-2006
7	Use of Laboratory Equipment	J.Raj Kumar	Asst. Prof.	Yes	IIT	Jun-2006
8	Applications of Computers in relevant teaching area	D.Narayana Choudary	Asst. Prof.	Yes	CITD	Jun-2006
9	Research Methodology	T.Srinag	Lecturer	Yes	IIT	Jun-2006
10	Communication Skills	K.Srinivasa Rao	Lecturer	Yes	CIEFL	Jun-2006
11	Content Up-gradation	Ch.L.Srinivas	Lecturer	Yes	IIT	Jun-2006
12	Pedagogy	G.Suresh	Lecturer	Yes	IIT	Jun-2006

13	Communication Skills	D.S.Vinay Kumar	Lecturer	Yes	CIEFL, Hyd	Jun-2006
14	Content Up-gradation	K.Satyanarayana	Lecturer	Yes	IIT	Jun-2006
15	Efficient Use of Lab	D.Jagadish	Lecturer	Yes	IIT	Jun-2006
16	Pedagogy	N.N.Krishna	Lecturer	Yes	IIT	Jun-2006
17	Communication Skills	Ch.Sunil Kumar	Lecturer	Yes	CIEFL, Hyd	Jun-2006
18	Communication Skills	P.Uma Maheswara Rao	Lecturer	Yes	CIEFL, Hyd	Jun-2006
19	Office Automation Software	V.Srinivasa Rao	Jr.Asst.	Yes	TTTI, Hyd	Jun-2006
20	Power Tools Training	N.Satyanarayana	Senior Mechanic	Yes	MICO, Bosch	Apr-2006
21	CNC Machines Training	B.Siva Nageswara Rao	Senior Mechanic	Yes	NTTF	Jun-2006
22	CNC Machines Training	P.Srinivasa Rao	Junior Mechanic	Yes	NTTF	Jun-2006
23	I.C.Engine Maintenance	R.Srinu Babu	Junior Mechanic	Yes	Bajaj, Pune	Jun-2006
24	Welding Practices	A.Suri Babu	Junior Mechanic	Yes	NTTF	Jun-2006

Name of Department: **Electronics & Instrumentation Engineering**

Name of the HOD: **Sri Ch.Ramesh**

A. Please list out the areas in which faculty has undergone training in India and abroad in your department in past five years:

Sr No	Name of the Faculty	Training undertaken	In India	Abroad
1	Mr.D.Niranjan Babu	Advanced Digital Image Processing	Kakinada	
2	Mr.B.V.Kumara Swamy	Low Cost automation	CITD, Hyd	
		Bio-medical Instrumentation	Tirupati	
3	Mr. P.Vinod Babu	Short-time Training Programme on DSP Tools and Practices	IIT, Kharagpur	

B. Based on the vision and priorities listed in the CIP and the departmental needs and the job profile of each faculty and staff, please identify areas of training and suitable faculty and staff to be trained in 2006-07

Sl. No	Training area in which faculty needs to be trained	Suitable faculty/staff for the training	Designation of faculty or staff to be trained	Training available in India Yes/NO	Agency where training could be organized	Tentative schedule of training
1	Managing and effectively functioning in the autonomous Institution	Mr.Ch.Ramesh	Professor	Yes	IIM, India	May-June
2	Research and	Mr.D.Niranjan	Professor	Yes	IITS	May-June

	Development	Babu				
3	Research and Development	Mrs.J.Venkata Lakshmi	Asst. Prof.	Yes	IITS	May-June
4	Content Up-gradation	Mr.B.V.K.Swamy	Lecturer	Yes	India IIT	May-June
5	Research Methodology	Mr.P.Vinodh Babu	Lecturer	Yes	India IIT	May-June
6	Application of Computers in relevant teaching area	Ms.Y.B.N.Ch. Kumari	Lecturer	Yes	India IIT	May-June
7	Application of Computers in relevant teaching area	Ms. K.Anuradha	Lecturer	Yes	India IIT	May-June
8	Communication Skills	Ms. K.Neelima	Lecturer	Yes	India CIEFL, Hyd	May-June
9	Efficient Usage of laboratory for training students	Mr.M.P.Balaji	Lecturer	Yes	India, IIT	May-June
10	Continuous Student Evaluation	Mr. M.S.Bala Krishna	Lecturer	Yes	India	May-June
11	Advanced Instrumentation and Measurements Lab	Mr. S.Venkateswara Rao	Lecturer	Yes	India IITS	May-June
12	MS Office, C and Data Structures	Mr.P.Suresh	Lecturer	Yes	India	May-June

Name of Department: **Electronics & Communication Engineering**

Name of the HOD: **Sri B.Chandra Mohan**

A. Please list out the areas in which faculty has undergone training in India and abroad in your department in past five years:

Sr No	Name of the Faculty	Training undertaken	In India	Abroad
1	Mr.K.Ramanjaneyulu	DSP Tools & Practice	IIT, Kharagpur	
2	Mr.K.Ramanjaneyulu	Fault Diagnosis & Test	JNTU, Hyd	
3	Mr. D.Venkata Rao	DSP Tools & Practice	IIT, Kharagpur	
4	Mr. K.Veera Swamy	Tele-traffic Engg.	IIT, Kharagpur	
5	Mr. K.Sambasiva Rao	Optical Networks	IIT, Kharagpur	
6	Mr. V.Sreenivasa Rao	Enhancing Engg. Labs	JC College, Mysore	

B. Based on the vision and priorities listed in the CIP and the departmental needs and the job profile of each faculty and staff, please identify areas of training and suitable faculty and staff to be trained in 2006-07

Sl.	Training area in	Suitable	Designation	Training	Agency	Tentative
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No	which faculty needs to be trained	faculty/staff for the training	of faculty or staff to be trained	available in India Yes/NO	where training could be organized	schedule of training
1	Research and Development	Mr. B.Chandra Mohan	Professor	Yes	IIT	June
2	Technical Writing	Mr.K.Ramanjaneylu	Professor	Yes	IIT	Jan 2 nd Week
3	Research and Development	Mr.D.Venkata Rao	Professor	Yes	IIT	June
		Mr.K.Sambasiva Rao	Asst. Prof.			
4	Research Methodology	Mr. K.Veera Swamy	Asst. Prof.	Yes	IIT	May
		Mr.M.Surendra Kumar	Asst. Prof			
5	Development of Learning Resources & teaching aids	Mr. V.Rama Rayalu	Lecturer	Yes		May
		Ms.A.Rekha Andal	Lecturer			
6	Efficient Usage of Laboratory	Mr. V.Srinivasa Rao	Lecturer	Yes	IIT	May
7	Communication Skills	Ms. V.Swaroopa Rani	Lecturer	Yes		May
8	Efficient Usage of laboratory for training students	Mr.U.Rama Krishna	Lecturer	Yes		May
9	Usage of Lab Equipment	Ms. Ch.Madhavi	Lab Technicians	Yes		May
		Smt.N.Kusuma				
10	MS Office, C	Mr.T.Venkateswara Rao	Junior Assistant	Yes		Anytime

Name of Department: **Civil Engineering**

Name of the HOD: **Dr. K.Lakshmi Prasad**

A. Please list out the areas in which faculty has undergone training in India and abroad in your department in past five years:

Sr No	Name of the Faculty	Training undertaken	In India	Abroad

B. Based on the vision and priorities listed in the CIP and the departmental needs and the job profile of each faculty and staff, please identify areas of training and suitable faculty and staff to be trained in 2006-07

Sl. No	Training area in which faculty needs to be trained	Suitable faculty/staff for the training	Designation of faculty or staff to be trained	Training available in India Yes/NO	Agency where training could be organized	Tentative schedule of training

1	Managing & Effectively functioning in an autonomous Institution/ Research and Development/ Management Capacity Building	Dr. K.Lakshmi Prasad	Professor	Yes	IITs/IIMs/NITs	Nov/ Apr/May/ Jun
2	Research and Development	Dr.J.Girish	Asst. Prof.	Yes	ITTs/NITs	"
3	Management Capacity Building	Dr. Y.Bhaskar	Asst. Prof.	Yes	IIMs/IITs/NITs	"
4	Consultancy	P.Bapi Raju	Asst. Prof.	Yes	IIMs/IITs/NITs	"
5	Research Methodology	P.Bapi Raju	Asst. Prof.	Yes	IIMs/IITs/NITs	"
6	Development and Learning Resources & Teaching Aids	Dr. M.S.Samba Siva Rao	Asst. Prof.	Yes	IIMs/IITs/NITs	"
7	Technical Writing	Mr.N.P.N.Moorthy	Lecturer	Yes	TTTI	"
8	Research and Development	Mr.Ch.N.S.Kumar	Lecturer	Yes	TTTI	"
9	MS Office	Mr.M.Sambasiva Rao	Junior Asst.			
10	Maintenance of Laboratories and Equipment	Mr. P.Sambasiva Rao	Lab Technician			
11	Usage of Laboratory equipment	Mr.T.Hari Prasada Rao	Junior Mechanic			
12	Maintenance of Laboratories and Equipment	Mr.Syed Ameer	Junior Mechanic			
13	Usage of laboratory equipment	Mr. J.Naidu	Lab Asst.			

Format V - for the Director

Based on the institutional vision and activities envisaged in TEQIP, please list department wise and priority wise areas where faculty and staff needs training with tentative time this would be required to be undertaken: **Please include training for the Director too in the format**

Sr No	Department	Training area	Name of faculty/staff who would be suitable (qualified) to receive training	Designation of faculty/staff to be deputed for training	Tentative schedule when faculty/staff can be deputed for training

Based on the chart above and the training needs identified by the HOD and faculty, please consult the HOD and prepare a Faculty and Staff development Plan for 2006-07 in the format given **below AND RETAIN ONE COPY FOR YOUR USE, SEND ONE HARD AND ONE SOFT COPY TO SPFU/NPIU BY MID MARCH 2006 POSITIVELY:**

FORMAT – VI FACULTY AND STAFF DEVELOPMENT PLAN 2006-07

It is certified that a training need analysis has been conducted at the institution and the SD Plan 2006-07 is based on the felt needs of the institution as matched with the departmental and individual needs of the faculty and staff.

(Signature of the Head of the Institution)

Please note that if a person is to be deputed for more than one training in the coming year (2006-07), please include all training to be taken by him or her at one place beside his name instead of repeating it at several places to avoid confusion and to get a clear picture of who goes for training and for how long in 2006-07. Please increase space or add extra sheets if required.

**Short Term Training Plan for Faculty within India, including Management
Capacity Development - (including the Director/Head of the Institution)**

Sl No	Dept.	Training area	Name of the faculty to be deputed for training	Designation	Training agency	Training schedule	
						From	To
1	EEE	Consultancy	N.Rama Devi	Asst. Prof.	IITs	May-2006	May-2006
2	EEE	Application of Computers in Electrical Engg.	M.Rohini	Lecturer	IITs	June-2006	June-2006
3	EEE	Developing and maintaining Question Bank	S.N.V.Ganesh	Lecturer	NITs	Jul-2006	Jul-2006
4	EEE	Technical Paper Writing	M.Rohini	Lecturer	IITs	Oct-2006	Oct-2006
5	EEE	Flexibility in Academic Programmes	T.Kiranmayee	Lecturer	IIT, Chennai	Nov-2006	Nov-2006
6	EEE	Research Methodology	N.Karthik	Lecturer	IISc., Bangalore	Nov-2006	Nov-2006
7	EEE	Student Evaluation	K.Ramesh	Lecturer	IITs	Feb-2007	Feb-2007
8	EEE	Content Up-gradation	D.Seshi Reddy	Lecturer	NITs	Feb-2007	Feb-2007
8	EEE	Pedagogy	E.Radhika	Lecturer	IITs	Jun-2006	Jun-2006
9	EEE	Usage of laboratory equipment	G.Rajesh	Lecturer	NITs	Jul-2006	Jul-2006
10	EEE	Developing and maintaining Question Bank	M.V.U.Maheswari	Lecturer	IITs	Oct-2006	Oct-2006
11	CSE	Content Up-gradation	V.Chakradhar	Asst. Prof.	NIT	May-2006	May-2006
12	CSE	Pedagogy	M.Rajesh Babu	Lecturer	IIT	Jun-2006	Jun-2006
13	CSE	Application of Computers in relevant teaching areas	S.Balaji	Lecturer	IITs	Jun-2006	Jun-2006
14	CSE	Managing and effective functioning in Autonomous Institution	Prof.N.Sudhakar	Professor	IIM	Jun-2006	Jun-2006
15	CSE	Communication Skills	M.Bharathi	Lecturer	CIEFL	Jun-2007	Jun-2007
16	CSE	Usage of laboratory equipment	R.N.Jagadeeswari	Lecturer	NIT	Jan-2007	Jan-2007
17	CSE	Continuous Student Evaluation	S.Amarnath Babu	Lecturer	TTTI	Jan-2007	Jan-2007
18	CSE	Management Capacity Building	V.Chakradhar	Asst. Prof.	IIM	Jan-2007	Jan-2007
19	ME	Research Methodology	V.C.A.Varakumar	Professor	IIT	Jun-2006	Jun-2006

20	ME	Usage of laboratory equipment	T.Siva Sankar	Asst. Prof.	IIT	Jun-2006	Jun-2006
21	ME	Research Methodology	G.Kantha Prasad	Asst. Prof.	IIT	Jun-2006	Jun-2006
22	ME	Application of Computers in Mech. Engg.	M.Venkateswara Rao	Asst. Prof.	IIT	Jun-2006	Jun-2006
23	ME	Research and Development	Dr.P.Suresh Babu	Asst. Prof.	IIT	Jun-2006	Jun-2006
24	ME	Usage of laboratory equipment	K.Prasada Rao	Asst. Prof.	IIT	Jun-2006	Jun-2006
25	ME	Usage of laboratory equipment	J.Raj Kumar	Asst. Prof.	IIT	Jun-2006	Jun-2006
26	ME	Application of Computers in Mech. Engg.	D.Narayana Chowdary	Asst. Prof.	CITD	Jun-2006	Jun-2006
27	ME	Communication Skills	K.Srinivasa Rao	Lecturer	CIEFL	Jun-2006	Jun-2006
28	ME	Content Up-gradation	Ch.L.Srinivas	Lecturer	IIT	Jun-2006	Jun-2006
29	ME	Pedagogy	G.Suresh	Lecturer	IIT	Jun-2006	Jun-2006
30	ME	Communication Skills	D.S.Vinay Kumar	Lecturer	CIEFL	Jun-2006	Jun-2006
31	ME	Content Up-gradation	K.Satyanarayana	Lecturer	ITT	Jun-2006	Jun-2006
32	ME	Efficient use of lab	D.Jagadish	Lecturer	IIT	Jun-2006	Jun-2006
33	ME	Pedagogy	N.N.Krishna	Lecturer	IIT	Jun-2006	Jun-2006
34	ME	Communication Skills	Ch.Sunil Kumar	Lecturer	CIEFL	Jun-2006	Jun-2006
35	ME	Communication Skills	P.Umamaheswara Rao	Lecturer	CIEFL	Jun-2006	Jun-2006
36	EIE	Managing and effectively functioning in Autonomous Institution	Ch.Ramesh	Professor	IIM	May 2006	June 2006
37	EIE	Research and Development	Mrs.J.Venkata Lakshmi	Asst. Prof.	IITs	May 2006	June 2006
38	EIE	Content Up-gradation	B.V.K.Swamy	Lecturer	IIT	May 2006	June 2006
39	EIE	Research Methodology	P.Vinod Babu	Lecturer	IIT	May 2006	June 2006
40	EIE	Application of Computers in Electronics & Instrumentation Engineering	Y.B.N.Ch.Kumari	Lecturer	IIT	May 2006	June 2006
41	EIE	Application of Computers in Electronics & Instrumentation Engineering	K.Anuradha	Lecturer	IIT	May 2006	June 2006
42	EIE	Communication Skills	K.Neelima	Lecturer	CIEFL	May 2006	June 2006
43	EIE	Efficient use of	M.P.Balaji	Lecturer	IIT	May	June

		laboratory for training students				2006	2006
44	EIE	Continuous Student Evaluation	M.S.Bala Krishna	Lecturer	IIT	May 2006	June 2006
45	EIE	Advanced Instrumentation & Measurements Lab	S.Venkateswara Rao	Lecturer	IIT	May 2006	June 2006
46	EIE	MS Office, C and Data Structures	P.Suresh	Lecturer	IIT	May 2006	June 2006
47	ECE	Technical Writing	K.Ramanjaneyulu	Professor	IIT	Jan 2007	2 nd week
48	ECE	Research Methodology	K.Veera Swamy	Asst. Prof.	IIT	May 2006	June 2006
49	ECE	Research Methodology	M.Surendra Kumar	Asst. Prof.	IIT	May 2006	June 2006
50	ECE	Development of Learning Resources and Teaching Aids	K.Sambasiva Rao	Lecturer		May 2006	June 2006
51	ECE	Development of Learning Resources and Teaching Aids	A.Redkha Andal	Lecturer		May 2006	June 2006
52	ECE	Efficient Usage of Laboratory	V.Srinivasa Rao	Lecturer	IIT	May 2006	May 2006
53	ECE	Efficient Usage of Laboratory	V.Rama Rayalu	Lecturer	IIT	May 2006	May 2006
54	ECE	Communication Skills	V.Swaroopaa Rani	Lecturer	CIEFL	May 2006	June 2006
55	ECE	Efficient Usage of Laboratory for training students	U.Rama Krishna	Lecturer		May 2006	June 2006
56	Civil	a) Managing and effectively functioning in an Autonomous Institution b) Management Capacity Building	Dr.K.Lakshmi Prasad	Professor	IIT/IIM/NIT	Nov/ Apr/ May/ Jun	
57	Civil	Research and Development	Dr.J.Girish	Asst. Prof.	IITs/ NITs	Nov/ Apr/ May/ Jun	
58	Civil	Management Capacity Building	Dr.Y.Bhaskar	Asst. Prof.	IIMs/ IITs/ NITs	Nov/ Apr/ May/ Jun	
59	Civil	Consultancy	P.Bapi Raju	Asst. Prof.	IIMs/ IITs/ NITs	Nov/ Apr/ May/ Jun	
60	Civil	Research Methodology	P.Bapi Raju	Asst. Prof.	IIMs/ IITs/ NITs	Nov/ Apr/ May/ Jun	

61	Civil	Development of Learning Resources and Teaching Aids	Dr.M.S.Samba Siva Rao	Asst. Prof.	IIMs/ IITs/ NITs	Nov/ Apr/ May/ Jun	
62.	Civil	Technical Writing	N.P.N.Moorthy	Lecturer	TTTI	Nov/ Apr/ May/ Jun	

Short Term Training Plan for Faculty Abroad

Sr No	Department	Training area	Name of the faculty to be deputed for training	Designation	Training agency	Training schedule	
						From	To
N I L							

Long Term Training Plan for Faculty within India (for qualification up gradation)

Sl No	Dept.	Training area	Name of the faculty to be deputed for training	Designation	Agency for qualification Up-gradation	Schedule	
						From	To
1	EEE	Research and Development	D.Seshi Reddy	Lecturer	IITs	May 2006	
2	CSE	Research and Development	U.Mohan Srinivas	Lecturer	IITs	June 2006	
3	ME	Research and Development	T.Srinag	Lecturer	IIT	June 2006	
4	EIE	Research and Development	D.Niranjan Babu	Professor	IIT	May 2006	
5	ECE	Research and Development	B.Chandra Mohan	Professor	IIT	June 2006	
6	CE	Research and Development	Ch.N.S.Kumar	Lecturer	TTTI	Nov/ Apr/ May/ June	

Short Term Training Plan for Technical Staff within India

Sl No	Dept.	Training area	Name of the Technical staff to be deputed for training	Designation	Training agency	Training schedule	
						From	To
1	EEE	Maintenance of Laboratories and Equipment	K.V.Sekhara Rao	Lab. Asst.	IITs	Jun-2006	Jun-2006
2	ME	Power Tools Training	N.Satyanarayana	Sr.Mechanic	MICO Bosch	April 2006	April 2006
3	ME	CNC Machines Training	B.Siva Nageswara Rao	Sr.Mechanic	NTTF	June 2006	June 2006
4	ME	CNC Machines Training	P.Srinivasa Rao	Jr.Mechanic	NTTF	June 2006	June 2006

5	ME	IC Engines Maintenance	R.Srinu Babu	Jr.Mechanic	Bajaj	June 2006	June 2006
6	ME	Building Practices	A.Suri Babu	Jr.Mechanic	NTTF	June 2006	June 2006
7	ECE	Usage of Lab Equipment	Ch.Madhavi	Lab Technician		May 2006	May 2006
8	ECE	Usage of Lab Equipment	N.Kusuma	Lab Technician		May 2006	May 2006
9	Civil	Maintenance of Laboratories and Equipment	P.Sambasiva Rao	Lab Technician			
10	Civil	Usage of Lab Equipment	T.Hari Prasada Rao	Jr. Mechanic			
11	Civil	Maintenance of Laboratories and Equipment	Syed Ameer	Jr. Mechanic			
12	Civil	Usage of Lab Equipment	J.Nayudu	Lab. Asst.			

Short Term Training Plan for other Support Staff within India

SI No	Dept.	Training area	Name of the supporting staff to be deputed for training	Designation	Training agency	Training schedule	
						From	To
1	CSE	Office Automation Software	Y.Radhika	Jr. Asst. Cum Typist	TTTI	Jun-2007	Jun-2007
2	ME	Office Automation Software	V.Srinivasa Rao	Jr. Asst.	TTTI	Jun-2006	Jun-2006
3	ECE	MS Office, C	T.Venkateswara Rao	Jr. Asst.		Any time	
4	Civil	MS Office	M.Sambasiva Rao	Jr. Asst.			

FORMAT – VII FOR THE SPFU
FACULTY AND STAFF DEVELOPMENT PLAN 2006-07

Name of the State: _____

Short Term Training for Faculty (in India and Abroad) – including Director/HOD and SPFU

Sr No	Name of the Institution	Department name	Faculty Name	Designation	Training Area	Training Agency	Duration	
							From	To

Name of the State: _____

Long Term Training for Faculty

Sr No	Name of the Institution	Department name	Faculty Name	Designation	Training Area	Training Agency	Duration	
							From	To

Name of the State: _____

Short Term Training for Technical/Support Staff

Sr No	Name of the Institution	Department name	Faculty Name	Designation	Training Area	Training Agency	Duration	
							From	To