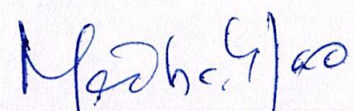## METRIC 6.3.4

Metric	DVV Clarifications	HEI Response
Number of teachers who have undergone Faculty Development Programmes including online programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course and any other course year-wise during the last five years	❖ **One teacher attending one or more professional development program in a year to be counted as one only**	HEI has noted the observations of DVV and accordingly submits for kind consideration as follows:
HEI Input :	❖ **Programs of duration less than one week are not eligible.**	➢ The HEI have verified the repetition of faculty members and have removed such names from list of the teachers attending FDP is attached.
	❖ **As per the SoP seminars / invited talks are not eligible.**	➢ The HEI would like to draw the attention of the DVV to the SOP for Health Sciences colleges which says: "Days limits of program/course as prescribed by UGC/AICTE or **Preferably Minimum one day program conducted by recognized body/academic institution**" is allowed for consideration- scanned page of the SOP is attached
	❖ **Annual reports highlighting the programs undertaken by the teaching faculties.**	
	❖ **The HEI to attach e-copy of the certificates issued by the agency conducting Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs at the end of the program.**	➢ The Annual Reports, signed by the Head of the institution, highlighting the

HEI Input :

2019-20	2018-19	2017-18	2016-17	2015-16
174	92	103	98	98

Changed HEI (Optional)

2019-20	2018-19	2017-18	2016-17	2015-16
174	91	102	97	96

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& Teaching Hospital
Bangalore - 560 054

Metric	DVV Clarifications	HEI Response
	❖ HEI to provide year wise, list of teachers with corresponding certificate of having undergone the program. Only data accompanied by certificates shall be considered. ❖ HEI must attach valid, authenticated & relevant data in NAAC format as Excel file. ❖ All the values in tables/pdf and certificates to be totalled and signed by the principal.	programs undertaken by the teaching faculties is attached. ➢ The e-copy of the certificates issued by the agency for the FDPs with the links is attached. ➢ Consolidated year wise, list of teachers with corresponding certificates is attached ➢ Excel with valid, authenticated and relevant data in NAAC format is attached. Consolidated year wise, list of teachers with corresponding certificates signed by the Principal is attached .

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Tel: 080-2360 5190/1742 /1743 /5408. *Fax:* 080-2360 6213, **Email:** msrmedical@msrmc.ac.in, **Web:** www.msrmc.ac.in, www.ramaiah-india.org

2

HEI Claim and Response to Metric 6.3.4

1. The HEI has reconciled the data and **deleted the entries which do not adhere to the SOP of NAAC** and submitting the data as per NAAC EXCEL Data template. **One teacher attending one or more professional development Program in a year is counted as one.** (issued to them by the agency conducting Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs at the end of the program) arranged as per the chronology of the excel sheet is submitted as pdf file.

    The **Excel File** of the list of faculties attending faculty development programmes is attached as **Document 1a**

    The PDF of the Excel File of the list of faculties attending faculty development programmes is attached as **Document 1b**

2. The certified revised input of the HEI for the said metrics along with the number of teachers undergoing Faculty Development Programmes (FDP) including online programmes (Orientation / Induction Programmes, Refresher Course, Short Term Course etc.) during the last five years (as submitted in data template) is submitted as **PDF file as** consolidated numbers of programmes year wise conducted for five years followed by the complete details of the each Faculty development Programmes is attached as **Document 2.**

3. Detailed year wise list of faculties who have attended Faculty development programme with the title and duration of the program is attached as :

    - **Document 3a** - Detailed year wise list of faculties who have attended Faculty development programme **2015-2016**
    - **Document 3b** - Detailed year wise list of faculties who have attended Faculty development programme **2016-2017**
    - **Document 3c** - Detailed year wise list of faculties who have attended Faculty development programme **2017-2018**
    - **Document 3d** - Detailed year wise list of faculties who have attended Faculty development programme **2018-2019**
    - **Document 3e** - Detailed year wise list of faculties who have attended Faculty development programme **2019-2020**

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Tel: 080-2360 5190/1742 /1743 /5408. *Fax:* 080-2360 6213, **Email:** msrmedical@msrmc.ac.in, **Web:** www.msrmc.ac.in, www.ramaiah-india.org

3

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4. The e-copy of the certificates issued by the agency for the FDPs with the links is attached as :

- **Document 4a** – E-certificate - Faculty development programme **2015-2016**
- **Document 4b** - E-certificate - Faculty development programme **2016-2017**
- **Document 4c** - E-certificate - Faculty development programme **2017-2018**
- **Document 4d** - E-certificate - Faculty development programme **2018-2019**
- **Document 4e** - E-certificate - Faculty development programme **2019-2020**

5. The Annual Reports, signed by the Head of the institution, highlighting the programs undertaken by the teaching faculties is attached as

   a. **Document 5a** – Annual report - Faculty development programme **2015-2016**
   b. **Document 5b** - Annual report - Faculty development programme **2016-2017**
   c. **Document 5c** - Annual report - Faculty development programme **2017-2018**
   d. **Document 5d** - Annual report - Faculty development programme **2018-2019**
   e. **Document 5e** - Annual report - Faculty development programme **2019-2020**

6. As suggested by DVV, the faculty development programmes such as online programmes, Orientation / Induction Programmes, Refresher Course, Short Term Courses etc have been **exclusively considered for reconciling the data**.

   However, only such workshops which are dealing with faculty development have been included. As per the SOP of NAAC Manual for Health Science College, the limit of program/course as prescribed by UGC/AICTE (MCI/DCI/INC/CCIM/CCH in our case), **programmes with minimum one day and above duration have been considered while reconciling the data. The copy of the SOP relevant to the Metric is attached**. For Health Sciences Institutions, 'Minimum one day programme conducted by recognized body/academic institution" is not excluded. Hence the HEI has accordingly attached the documents as per the revised list. – **Document 6.**

   Hence the DVV is requested to consider the revised input of the HEI for the metrics 6.3.4.

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Tel: 080-2360 5190/1742 /1743 /5408.   *Fax:* 080-2360 6213, **Email: msrmedical@msrmc.ac.in,** **Web: www.msrmc.ac.in,**
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4

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LIST OF DOCUMENTS AND LINKS AS PER HEI RESPONSE FOR METRIC 6.3.4

Document no.	Document/s	Link
1a.	Excel file of list of faculties attended FDP	View document
1b.	Pdf of the excel file with list attended FDP	View Document
2.	Consolidated total year wise teachers attending FDP	View document
3.	**Detailed list of faculties attending FDP**	
	3a. Detailed list of faculties attending- 2015-2016	View document
	3b. Detailed list of faculties attending – 2016-2017	View document
	3c. Detailed list of faculties attending – 2017-2018	View Document
	3d. Detailed list of faculties attending – 2018-2019	View document
	3e. Detailed list of faculties attending – 2019 - 2020	View document
4.	**E-certificate**	
	4a. E-certificate 2015-2016	View Document
	4b. E-certificate 2016-2017	View Document
	4c. E-certificate 2017-2018	View Document
	4d. E-certificate 2018-2019	View Document
	4e. E-certificate 2019-2018	View Document
5.	**Annual Reports – Faculties attending professional development programs**	
	5a. Annual Report FDP 2015-2016	View Document
	5b. Annual Report FDP 2016-2017	View Document
	5c. Annual Report FDP 2017-2018	View Document

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5

	5d. Annual Report FDP 2018-2019	View Document
	5e. Annual Report FDP 2019-2020	View Document
6.	**SOP -** SOP for Health Sciences colleges which says: "Days limits of program/course as prescribed by UGC/AICTE or **Preferably Minimum one day program conducted by recognized body/academic institution**" is allowed for consideration- scanned page of the SOP is attached	View Document

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6