Attachment I

IEEE Madras Section

Proposal / Application for Conducting Faculty Development Programme (FDP)

1. **Application Process**
   - o Submit the application at least 60 days before the event by post and email (ieeemas@gmail.com cc to Dr. S. Arumuga perumal – Email ID: [visvenk@yahoo.co.in,](mailto:visvenk@yahoo.co.in) Dr. T. Sree Sharmila – Email ID: sreesharmilat@gmail.com) & Dr.S. Koteeswaran – Email ID: s.koteeswaran@gmail.com, including:
     - Organizer(s) details (Name, designation, department, institution, email, and mobile number):
     - Single Point of Contact details:
     - IEEE Student Branch details (SB Code, SB Counsellor name, total membership along with the list of faculty members.
     - Proposed FDP title:
     - Dates (minimum 5 days – From-To):
     - Venue:
     - Summary of topics to be covered (All the session titles with speakers):
     - List of resource persons (Name, designation, institution, email, and mobile number):
     - Proposed budget (income and expenditure details):
     - Expected benefits for faculty members:
   - o The application will be reviewed by the IEEE Madras Section Executive Committee (ExCom) during the EC meeting and their decision will be final.
   - o Student Branch/Student Branch Chapter Bank Account Name, Account No, Branch, IFSC Code

Suggested Programme Schedule

Day	Sessions			
Day 1	**Inauguration**	Session 1	Session 2	Session 3
Day 2	Session 4	Session 5	Session 6	Session 7
Day 3	Session 8	Session 9	Session 10	Session 11
Day 4	Session 12	Session 13	Session 14	Session 15
Day 5	Session 16	Session 17	Session 18	Assessment & Valedictory

Signature of the below:

Student Branch Counselor   **FDP Coordinator**   **Head of the Institution**