

# **Guidelines for Conducting Online FDP/STC**

## ***(Faculty Development Programme / Short Term Course)***

### **1. Introduction**

These guidelines are designed to standardize the process for organizing Online Faculty Development Programmes (FDP) and Short Term Courses (STC). The objective is to ensure high-quality delivery, academic relevance, and effective skill enhancement in emerging and interdisciplinary domains.

### **2. Programme Overview**

- Mode: Fully Online
- Duration: 5–6 Days
- Structure: Expert Sessions, Interactive Discussions, Assessment, and Feedback

The programme structure is common for both FDP and STC. The distinction lies in the target participants and certification.

### **3. Programme Categories**

#### **3.1 Faculty Development Programme (FDP)**

- Target Participants: Faculty members, academicians, researchers
- Minimum Participants: 50
- Certification: FDP Certificate

#### **3.2 Short Term Course (STC)**

- Target Participants: B.Tech / Undergraduate students
- Minimum Participants: 100
- Certification: STC Certificate

### **4. Eligibility for Proposal Submission**

Proposals may be submitted by:

- Recognized educational institutions/universities
- Research organizations
- Industry/professional bodies

## **5. Proposal Submission Requirements**

The proposal must include:

- Title and theme of the programme
- Objectives and expected outcomes
- Day-wise session schedule
- List of resource persons with affiliation
- Target participants and expected registrations
- Details of Programme Coordinator
- Technical platform to be used

## **6. Approval Process**

- Proposals will be reviewed based on:
  - Relevance of topic
  - Quality of schedule
  - Expertise of speakers
  - Institutional capability
- Approval will be granted after:
  - Proposal evaluation
  - Submission of NOC (mandatory)

## **7. No Objection Certificate (NOC)**

### **7.1 Mandatory Requirement**

The Programme Coordinator must submit a valid NOC from the Host Institution.

## 7.2 NOC Must Confirm

- Permission to conduct FDP/STC under institution name
- Availability of required support
- Approval to use institution name/logo

## 7.3 NOC Details

- Coordinator name
- Programme title and dates
- Signature and seal of competent authority

## 7.4 Non-Compliance

Failure to submit NOC will lead to rejection or cancellation.

# 8. Operational Guidelines

## 8.1 Immediately After Approval

- Share:
  - Programme brochure
  - Registration link
  - Detailed schedule
  - Resource persons list
  - Learning outcomes
- Create communication channels (Email/WhatsApp)

## 8.2 Before Programme Begins

- Verify registrations:
  - Minimum 50 (FDP) / 100 (STC)
- Prepare:
  - Session links
  - Attendance system
  - Assessment plan

- Share with participants:
  - Final schedule
  - Joining instructions

### 8.3 During the Programme

- Share session links daily
- Ensure smooth coordination with speakers
- Maintain attendance records
- Conduct sessions as per schedule
- Encourage interaction and engagement

#### Attendance

- Must be recorded via platform reports/screenshots
- Maintain consolidated attendance sheet

#### Assessment

- Daily or final assessment is mandatory
- Record participant performance

### 8.4 Last Day Activities

- Conduct final session/valedictory
- Collect participant feedback (mandatory)

### 8.5 Post-Event Submission (Within 3–5 Days)

#### Submit:

- Final report (participants, sessions, outcomes)
- Attendance records
- Assessment summary
- Feedback analysis

#### Share:

- Google Drive link with:
  - Recordings

- Screenshots
- Reports
- Supporting documents

## **9. Certification Policy**

Certificates will be issued by DMPedia with the host institute logo after 15 days of completion of the event, based on:

- Minimum 80% attendance
- Successful completion of assessment

Types:

- FDP Certificate
- STC Certificate

## **10. Honorarium and Financial Guidelines**

### 10.1 Coordinator Honorarium

- ₹10,000/- will be provided to the Programme Coordinator upon successful completion.

### 10.2 Expense Adjustment

- The honorarium is inclusive in nature
- All expenses must be managed within this amount or by the host institution

### 10.3 Additional Expenses

Any extra cost shall be:

- Borne by Coordinator or Institution, or
- Covered through participant registration fees

### 10.4 Financial Responsibility

- No additional financial liability will be borne by the central organizing body

## **11. Roles and Responsibilities**

#### Programme Coordinator

- Planning and execution
- Speaker coordination
- Participant management
- Reporting and documentation

#### Host Institution

- Provide institutional support
- Ensure authenticity and compliance
- Assist in coordination

### **12. Compliance Requirements**

- Programme must be conducted fully online
- Duration must be 5–6 days
- Qualified experts must be included
- Assessment and feedback are mandatory
- Approved schedule must be followed

### **13. Non-Compliance and Penalty**

Failure to follow guidelines may result in:

- Withholding of certificates
- Cancellation of programme
- Rejection of future proposals

### **14. Important Notes**

- FDP and STC differ only in:
  - Target audience
  - Certification type

- Programme structure remains identical

## 15. DMPedia Community Membership (Mandatory)

### 1. Compulsory Requirement:

- All Programme Coordinators and participants are required to register for the DMPedia Community Membership.

### 2. Purpose of Membership:

- Build a national academic and research community
- Provide access to future FDPs, STCs, conferences, and publications
- Enable continuous learning and professional networking

### 3. Applicability:

- Mandatory for:
  - Programme Coordinator

### 4. Registration Process:

- Programme Coordinator must complete membership registration through the official DMPedia platform (<https://digitalmanuscriptpedia.com/membership>) prior to applying for the event.

### 5. Coordinator Responsibility:

- The Programme Coordinator must:
  - Ensure all participants are informed about membership
  - Facilitate membership registration
  - Submit membership compliance report along with final documentation

Note: DMPedia Community Membership is an integral part of the FDP/STC ecosystem and ensures continued academic engagement beyond the programme duration.

## 16. Contact and Support

support@digitalmanuscriptpedia.com