



AMET
(ACADEMY OF MARITIME EDUCATION AND TRAINING)
(A *de novo* Category DEEMED TO BE UNIVERSITY Under Section 3 of UGC Act 1956)

CRITERION 6
GOVERNANCE, LEADERSHIP AND MANAGEMENT

KEY INDICATOR
6.3. Faculty Empowerment Strategies

QIM

6.3.2. HRDC Report

Weblink: https://www.ametuniv.ac.in/naac/c633_PDP.html

HUMAN RESOURCE DEVELOPMENT CENTRE

2015-16 to 2019-20

The National Policy on Education (NPE) 1986 in its Programme of Action made a focused reference to the crucial dependence of quality ensured delivery of education to continuous knowledge up-gradation, capacity building and motivation of teacher's for accepting challenges arising from exponential growth of new knowledge and fast growing trends of breaking barriers of subject specific teaching and research.

The score of HRDC is to cater the needs of teachers and academic administrators of the AMET as decided by the UGC from time to time.

The function of a HRDC is to plan, organize, implement, monitor and evaluate various programmes on the broad guidelines suggested by Local Programme Planning and Management Committee (LPPMC). Every year HRDC organizes Faculty orientation programme all the new teaching faculties in AMET. HRDC organizes Faculty Development Programmes at regular intervals on the topics such as pedagogy, teaching methodology, student's psychology, research methodology and specialized themes of interest.

- ❖ In the year 2015 HRDC organized 6 faculty development programme for the faculty members of AMET and other university/Colleges. 381 Faculty members were benefited by the workshops
- ❖ In 2016 HRDC organized 2 faculty development workshop nearly 61 faculty members attended the workshop and benefited.
- ❖ In the year 2017 HRDC organized 4 faculty development programme 192 faculty members got benefited by attending the workshop.
- ❖ In the year 2019 HRDC organized 12 Faculty development programme, nearly 353 Faculty members got benefited by attending the programme.
- ❖ In the Year 2020 HRDC organized Faculty development 10 Faculty development programme and 153 members attended and got benefited from the workshop.



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List of Professional Development Programme for Teaching Staff

S. No.	Dates (from-to) (DD-MM-YYYY)	Title of the Professional training program organised for teaching staff	No. of participants	Year
1.	25-05-2020 to 29-05-2020	Faculty Development Programme on Course Planning and Delivery Through Online	164	2019-2020
2.	30-05-2017 to 30-05-2017	Faculty Development Program Teaching Methodology	46	2016 - 2017
3.	30-05-2017 to 30-05-2017	Faculty Development Program on Improving Teaching Learning Techniques	22	2016 - 2017
4.	10-01-2017 to 10-01-2017	Faculty Development Programme on Research – Research Proposal – Winning Research Grant	87	2016 - 2017
5.	25-11-2016 to 25-11-2016	Faculty Development Program Teaching Methodology	38	2016 - 2017
6.	07-10-2016 to 07-10-2016	Faculty Development Programme on Trends in the Supply Chain Logistics in India	12	2016 - 2017
7.	19-09-2016 to 19-09-2016	Faculty Development Program on E-Learning Solutions for Instructional Design and Delivery	49	2016 - 2017
8.	25-08-2015 to 25-08-2015	Faculty Development Programme on Modern Teaching Aids & Resource Development	32	2015-2016
9.	20-08-2015 to 20-08-2015	Faculty Development Programme on Modern E-Learning Tools for Teaching and Learning	138	2015 - 2016
10.	25-04-2015 to 25-04-2015	Faculty Development Programme on Preparation of research proposals to the funding agencies	26	2014 - 2015
11.	20-08-2015 to 20-08-2015	Workshop on Modern E-Learning Tools for Teaching and Learning	138	2015 - 2016



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12.	25-04-2015 to 25-04-2015	Research Workshop on Preparation of research proposals to the funding agencies	56	2014 - 2015
13.	12-02-2015 to 12-02-2015	Workshop on Research and Article Preparation	78	2014 - 2015
14.	13-01-2015 to 13-01-2015	Faculty Development Programme on Learning Management System	28	2014 - 2015
15.	09-02-2019 to 19-02-2019	Transformation of scientific knowledge developed to meet the demand and requirement of industries	98	2018 - 2019
16.	08-04-2019 to 08-04-2019	Plagiarism free article writing	55	2018 - 2019
17.	24-04-2019 to 24-04-2019	Ethics and Human values	38	2018 - 2019
18.	24-04-2019 to 24-04-2019	E-Filing procedure for IT returns	151	2018 - 2019
19.	20-05-2019 to 21-05-2019	Basics in EXCEL	35	2018 - 2019
20.	03-07-2019 to 05-07-2019	Three days Faculty Induction Programme	112	2019 - 2020
21.	21-11-2019 to 22-11-2019	Teaching beyond text	117	2019 - 2020
22.	23-01-2020 to 24-01-2020	Managing Self	74	2019 - 2020
23.	03-01-2020 to 04-01-2020	Port state control in ocean governance	77	2019 - 2020
24.	03-01-2020 to 04-01-2020	Personality development	57	2019 - 2020
25.	03-10-2019 to 03-10-2019	One day workshop for teaching faculty on Yoga for life enrichment	85	2019 - 2020



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List of Professional Development Programme for Non-Teaching Staff

S. No.	Dates (from-to) (DD-MM-YYYY)	Title of the Professional training program organized for Non-teaching staff	No. of participants	Year
1.	01-10-2019 to 01-10-2019	One day workshop for Non-teaching faculty on Yoga for happy life	79	2019 - 2020
2.	26-09-2019 to 26-09-2019	One day workshop for Non-teaching faculty on Advances in EXCEL	96	2019 - 2020





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Sample Report of Faculty Development Programme on Managing Self

Date: 23-01-2020; Time: 10:00 AM

Venue: AV Room, Library II Floor

Resource Person

Dr. Nappinnai Seran

Clinical Psychologist Counsellor

Assistant Professor, Meenakshi college & Research





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Self-Management is about making a choice to do more than you need to, and it is a great skill to build for life and work. The following topics were covered by **Dr. Nappinnai Seran** which were useful and could be followed in our daily life to manage 'self' appropriately.

- Live by your values
- Speak up!. Mind reading can't do.
- Be responsible and fully accountable
- Be more productive by creating good habits and rejecting good ones.
- Have a good work ethic.
- Be nice, Be courteous, polite and respectful.
- Be self-disciplined.
- Keep healthy and take care of yourself.
- Stop blaming game completely.

All the staffs actively participated and the session ended with Question hour(30 minutes),many of their doubts were clarified.





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On day two Dr.Manoharan delivered the fundamentals of managing yourself, leading teams, and motivating others to accomplish your company's goals. Topic covered are

- Distinguishing management myth from reality
- Understanding the motivations of colleagues and competitors
- Recognizing strengths and blind spots in yourself and others
- Building emotional intelligence to communicate effectively
- Influencing others from a position of authority—or without authority
- Managing within organizational hierarchies
- Earning trust and building relationships
- Leading for long-term results





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**SAMPLE REPORT OF TWO DAYS FACULTY DEVELOPMENT
WORKSHOP ON DATA ANALYSIS USING SPSS**

Date: 8TH AND 9TH JANUARY 2020

Mr. Syrik introduced the SPSS system to the academicians popularly known as the Statistical Product for Software Solution which includes data editing output viewing and syntax editing as well as the script window. He explained the whole concept even with the practical point of view stating that the system has two views in it one the data view wherein we feed in the data and second the variable view wherein we see the questionnaire. He profoundly explained several data editing tests required for uni-variate bivariate and multi-variate data. He emphasised on the checking of sample as it should be the actual representative of the data. The uni-variate data has one variable and thus it requires the z-test and t-test. Bi-variate data has two variables and thus it requires independent t-test for both chi-square test and one way ANOVA. Multi-variate data requires one way ANOVA two way ANOVA and MANOVA. It will also require check through correlation and regression.





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All the participants of the workshop were explained how to run the various statistics tests. He covered the independent t-test pair t-test chi-square test one sample ttest Kolmogorov – Smirnov test also known as Z-test Mannwhitery-U test Wilcoxon test Friedman Test ANOVA test K-sample test Correlation and regression which are the nonparametric tests used in the cases when the data is not normally distributed.





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On the last day of the research methodology workshop that is the 7th day Professor Srivastava started his session with the discussion on Research Design. This included reading of literature i.e. searching the sub field of the field improving vocabulary and reading what is important. He explained the five types of research design which are: Exploratory which aims at creating a familiar environment about the subject of study gain insight of it and taking chance about the hypothesis thus creating a hypothesis design. Descriptive Design which states the generation of the description of the phenomenon i.e. describing the facts and principles of the phenomenon. Explanatory Design is the third one which includes hypothesis testing i.e. actually explaining the field situation (natural occurring content). Finally the Experimentation Design which is concerned with the testing of hypothesis in a controlled situation. He indicated the academicians about the cyclical process of the research design. Further he mentioned the various modes of data collection wherein he emphasised on two main aspects of them i.e. team researches and solo researches. He described information as a new definition in terms of knowledge which is useful for the study of hypothesis stating the major ways of data collection are survey field documentary research and experimentation. Secondary material include scholarly material and documents which can be further classified as published & unpublished and Official or private respectively. On Day 2 were the most exciting and practical learning day for the participants as they practised the SPSS on the systems themselves under the guidance of Dr. Rengamani



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He concluded his session by summarising the complete process of research methodology into ten simple stages starting from Problem to survey of Literature to Concept Identification to Hypothesis Formulation then data collection then making use of the data to data analysis then data interpretation making report finally drawing conclusions and then starting a new research. This workshop has created a sense of justification among the learners and they are looking forward to do research write and read the research papers or undertake some research project.



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SAMPLE REPORT OF FACULTY DEVELOPMENT PROGRAMME
REPORT ON PERSONALITY DEVELOPMENT

Date: 03/01/2020 & 04/01/2020





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**SAMPLE REPORT OF FACULTY DEVELOPMENT WORKSHOP ON
YOGA FOR LIFE ENRICHMENT**

Faculty members are started doing prayer and followed by observing the breathing. It will improve the concentration and increase the memory power. Prayer give the more divine power synchronising the body, mind and soul.

1. Provides timely direction.
2. Prevents wrong decisions.
3. Eliminates worry and anxiety.
4. Produces peacefulness.
5. Invites God into our activity.
6. Produces confidence.
7. Eliminates fretting.
8. Sharpens discernment.
9. Gives us energy.
10. Prevents distractions.
11. Reminds us to act now.
12. Protects us from discouragement.
13. Opens doors of opportunity.
14. Helps us discern between busyness and fruitfulness.



Faculties are performing Janu Sirasasana Benefits



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- ❖ Calms the brain and helps relieve mild depression
- ❖ Stretches the spine, shoulders, hamstrings, and groins
- ❖ Stimulates the liver and kidneys
- ❖ Improves digestion
- ❖ Helps relieve the symptoms of menopause
- ❖ Relieves anxiety, fatigue, headache, menstrual discomfort
- ❖ Therapeutic for high blood pressure, insomnia, and sinusitis
- ❖ Strengthens the back muscles during pregnancy (up to second trimester), done without coming forward, keeping your back spine concave and front torso long.





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The Benefits

- Improves blood circulation throughout the whole body.
- The Trikonasana is a well-known stress buster in the Yoga community.
- Stimulates renal functions.
- Fat reduction in the waist and thigh region.
- Overall body balance is significantly improved.
- Concentration and focus are enhanced as well.

Safety Measures

- Sufferers of blood pressure, both low and high, should not practice the Trikonasana.
- People carrying injuries to their backs and spines should also stay away from the asana.





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Benefits

- ❖ Calms the brain and helps relieve stress and mild depression
- ❖ Stretches the spine, shoulders, hamstrings
- ❖ Stimulates the liver, kidneys, ovaries, and uterus
- ❖ Improves digestion
- ❖ Helps relieve the symptoms of menopause and menstrual discomfort
- ❖ Soothes headache and anxiety and reduces fatigue
- ❖ Therapeutic for high blood pressure, infertility, insomnia, and sinusitis
- ❖ Traditional texts say that Paschimottanasana increases appetite, reduces obesity, and cures diseases.
- ❖ Improves posture
- ❖ Strengthens thighs, knees, and ankles
- ❖ Increases awareness
- ❖ Steadies breathing
- ❖ Increases strength, power, and mobility in the feet, legs, and hips
- ❖ Firms abdomen and buttocks
- ❖ Relieves sciatica
- ❖ Reduces flat feet
- ❖ Develops strength and flexibility simultaneously, especially in the spine
- ❖ Relieves tension, aches, and pains throughout the body
- ❖ Improves blood circulation
- ❖ Encourages healthy digestion and elimination
- ❖ Leaves you feeling refreshed and rejuvenated
- ❖ Expels dullness and depression
- ❖ Harmonizes the body and mind
- ❖ Increases energy and enthusiasm



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Faculty members are in deep sleep state and relaxing body, mind and soul.

Outcome of the program



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1. Faculty members are learned yogic practices
2. Faculty members are fully aware of how to keep stress free mind and disease free body.
3. Yoga trainers have given clear direction to all faculty members to conduct 5 – 10 minutes meditation program.

We have conducted Faculty development program on 01-10-2019 9.30 to 4.30 – 2 sessions with the Theme of ***“Yoga for Happy Life”***



Non-Teaching staff members started doing prayer and followed by observing the breathing. It will improve the concentration and increase the memory power. Prayer gives the more divine power synchronising the body, mind and soul.



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- ❖ Provides timely direction.
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- ❖ Eliminates fretting.
- ❖ Sharpens discernment.
- ❖ Gives us energy.
- ❖ Prevents distractions.
- ❖ Reminds us to act now.
- ❖ Protects us from discouragement.
- ❖ Opens doors of opportunity.
- ❖ Helps us discern between busyness and fruitfulness.



Staffs are performing Janu Sirasasana



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Benefits

- ❖ Calms the brain and helps relieve mild depression
- ❖ Stretches the spine, shoulders, hamstrings, and groins
- ❖ Stimulates the liver and kidneys
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- ❖ Helps relieve the symptoms of menopause
- ❖ Relieves anxiety, fatigue, headache, menstrual discomfort
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- ❖ Fat reduction in the waist and thigh region.
- ❖ Overall body balance is significantly improved.
- ❖ Concentration and focus are enhanced as well.

Safety Measures

- ❖ Sufferers of blood pressure, both low and high, should not practice the Trikonasana.
- ❖ People carrying injuries to their backs and spines should also stay away from the asana.



Benefits

- ❖ Calms the brain and helps relieve stress and mild depression
- ❖ Stretches the spine, shoulders, hamstrings



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- ❖ Stimulates the liver, kidneys, ovaries, and uterus
- ❖ Improves digestion
- ❖ Helps relieve the symptoms of menopause and menstrual discomfort
- ❖ Soothes headache and anxiety and reduces fatigue
- ❖ Therapeutic for high blood pressure, infertility, insomnia, and sinusitis
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- Improves posture
- Strengthens thighs, knees, and ankles
- Increases awareness
- Steadies breathing
- Increases strength, power, and mobility in the feet, legs, and hips
- Firms abdomen and buttocks
- Relieves sciatica
- Reduces flat feet
- Develops strength and flexibility simultaneously, especially in the spine
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- Expels dullness and depression
- Harmonizes the body and mind
- Increases energy and enthusiasm

Outcome of the program

The Faculty members are learned yogic practices, Faculty members are fully aware of how to keep stress free mind and disease free body and the Yoga trainers has given clear direction to all faculty member to conduct 5 – 10 minutes meditation program.

SAMPLE OF FACULTY DEVELOPMENT PROGRAMME REPORT ON TEACHING BEYOND THE TEXT

Date: 21&22:11:2019; Time: 10:00 AM to 4.00 AM

Speaker

Dr. A. Gnanamani,

Principal Scientist & Head, Microbiology Division,

Central Leather Research Institute, Chennai

Unfortunately, teachers may only be given the textbook without any professional development or additional curriculum resources. It can be challenging, especially for newer teachers, to figure out how to use the textbook to meet the needs of culturally and linguistically diverse students who may be at different levels of English proficiency. It can also be difficult if the textbook is outdated or not well-designed in terms of instructional practice. Textbooks do have some advantages. They can provide a guide for effective language teaching, contain helpful models, save teachers time, and are usually leveled and aligned to standards. However, they can



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also present a danger when they are viewed (by teachers, administrators, or districts) as the “only” curriculum or one that must be followed precisely. It is also highly problematic if they are used as a substitute for instruction.





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SAMPLE OF THREE DAYS FACULTY INDUCTION PROGRAMME

Date: 03:07:2019 to 05:07:2019; Time: 9:00 AM to 4.30 PM





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**SAMPLE REPORT OF FACULTY DEVELOPMENT WORKSHOP ON
E-FILLING PROCEDURE FOR IT RETURNS**

Date : 24:04:2019 (Wednesday); Time : 10:00 AM to 12.30 AM

Speaker

Ms. Supriya,

Chartered Accountant

One day workshop was conducted for the faculty members to provide practical exposure on how to file income tax returns for themselves, family members and for their peers. The workshop was conducted in a simple language and with real forms and real time online demonstration on Income Tax Website. As Faculty members are already acquainted with theoretical knowledge of income tax provisions, with the touch of practical demonstration the workshop tried to make them able to apply the provisions with ease. This workshop was a simple step towards the IT filing and to



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address more complex issues for the betterment and sharpening skills of the Faculty members. At the end of this workshop Faculty were able to address:--



- ❖ Why to file income tax return?
- ❖ Which form to choose?
- ❖ How to make payment of tax?
- ❖ How to file the return?
- ❖ What should be done after filing return of income?

Inputs: Considerations in filing IT return for salaried employees.

Why to file income tax return?

Various IT forms, Income Tax Return for employees,

Form 16 and its annexure,

Various adjustments not forming part of Form 16 Re-computation of income tax,

Form 26AS,

How to file Income Tax Return IT Form filling,

Payment of Tax - Challan 281,



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Generating XML file, uploading the XML file,

Acknowledgement Post returns filing activities Submission of signed ITR-V to

CPC Intimation u/s 143(1) from Department –

What has to be done?

Benefits of filing IT return How to file a revised return,

**SAMPLE REPORT ON FACULTY DEVELOPMENT PROGRAMME ETHICS
AND HUMAN VALUES**

Date: 24:04:2019 (Wednesday); Time: 10:00 AM to 12.30 AM

The Faculty Development Programme, an Ethics and Human values workshop was organized by Human Resource Development cell on 24.04.2019. The FDP was conducted to draw the attention of all towards the problems and challenges that are there in front of us at the levels of individual, family, society and nature. This workshop is mainly about issues related to our happiness, our welfare, our aspirations, our goals and success in life. Dr. P. Duraipandian, HOD, Department of Maritime Commerce welcomes the participants.



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The speaker of this workshop is **Dr. Deepak Swaminathan**, CEO, Media Point, Chennai. In this Workshop 35 participants of various departments of AMET University have participated. The main objective of this workshop is that what is right for us and for the nature in context of human values principles specially in the present scenario of today's world, where we are, all the time harming self, society and nature only to have self-prosperity. In this workshop all the participants mainly discussed about self-realization also their relationship with self, society, nature and with their family and near and dear ones. This workshop mainly focussed on the relationship building aspect of human beings with the other individual and its duty towards the society and nature.

The outcomes of the workshop

The participants will become aware of following aspects



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1. Self-Direction. Independent thought and action; choosing, creating, exploring.
2. Achievement. Personal success through demonstrating competence according to social standards.
3. Security. Safety, harmony, and stability of society, of relationships, and of self.
4. Benevolence. Preserving and enhancing the welfare of those with whom one is in frequent





SAMPLE REPORT OF FACULTY DEVELOPMENT PROGRAMME
REPORT ON PLAGIARISM FREE ARTICLE WRITING

Date: 08:04:2019 (Monday); Time: 10:00 AM to 11.30 AM

Avoiding plagiarism is part of a scientific writing ethic that always stated in any publication. Every writer should pay attention to their papers submitted to a journal or a scientific forum that they are free from unethical conduct. Writing a research paper needs overall accuracy especially in avoiding plagiarism in the paper that is to be published in a journal or to be presented at a certain scientific meeting, seminar or symposium. It is based on writers' experience as a paper writer as well as a journal reviewer. The first application that the writers use is „checker“, a Mac computer application, used to check spelling and grammar. It assists the writers to check how misspelling and an ungrammatical inaccuracy in the writers' papers. The second free application is „plagiarism checker“. Checking originality of a paper is essential and it is not too difficult to do today. It is freely accessible that plagiarism checker can be used to check how original the paper is. By visiting “Google” then write down „plagiarism checker“, it will appear „smallseertools“ and then the writers could choose and check how original the paper is. Faculty members are motivated to write articles with less plagithams. This FDP focusses on three different approaches which are designed to create a culture of academic integrity at the institution level. These three approaches to faculty development programming include focusing on conceptualizations of plagiarism, emphasizing best practices, and calling for a holistic approach.



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The following points were discussed in the Faculty development Programme on plagiarism free article writing

- To properly cite all of the sources that the author use.
- Citing sources is very important because even if paraphrase a sentence from an author without proper citation, that is considered as plagiarism.
- Also, make sure that original idea is present which means that the majority of your work is not from other people's works.
- If the majority of your work comes from other people's writings, it is still considered as plagiarism even if you cite properly.
- Therefore, to write a 100% plagiarism free article really takes a lot of hard work because you have to conduct a really extensive research.



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- After writing an article, to check it online but aware that most of them are not free.

**SAMPLE REPORT OF FACULTY DEVELOPMENT WORKSHOP ON YOGA
FOR HUMAN EXCELLENCE**

Date: 21:0`5:2019 (Saturday); Time: 10:00 AM to 11.30 AM

Indians, since the ancient times have experienced the numerous benefits of Yoga as a way of life and a healing practice for the mind and the body. In more recent centuries, especially in the modern times more prone to mental stress and physical strife, people across the world have adopted Yoga for its scientific values and methodological virtues. Mr. S. Bakthavatchalam, Yoga Trainer delivered a very enlightening lecture on impact of different Yogic practices on the physiology of human body. He quoted several scientific studies to establish that yoga practices help in reducing high blood pressure, providing relief from back pain and neck pain, reducing the stress level, and increasing the concentration of mind and the coordination of body and mind. He also asserted that Yoga helps in the releasing the insulin from beta cells which regulate the secretion of glucose. Prof Singh underlined the scientific basis of Yoga, and urged the academic community to conduct further scientific studies to realise the full potential of our ancient Yogic science. Yoga Teacher motivated the participants to make Yoga as part of their daily life, as it would help them to realise their full potential. One day Faculty Development Workshop on Yoga for Human Excellence is conducted in the campus to promote and inculcate this traditional practice for healthy mind and body. This programme was held in two



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sessions: one in the morning and another in the evening for the convenience of the large number of participants and to provide them opportunity to learn various aasanas.





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SAMPLE REPORT OF FACULTY DEVELOPMENT PROGRAMME
REPORT ON TRANSFORMATION OF SCIENTIFIC KNOWLEDGE
DEVELOPED TO MEET THE DEMANDS AND REQUIREMENTS OF
INDUSTRY

Date : 09:02:2019 (Saturday); Time: 10:00 AM to 11.30 AM

Dr. A. Gnanamani, Principal Scientist & Head, Microbiology Division, Central Leather Research Institute, Chennai conducted a one day workshop on Transformation of scientific knowledge developed to meet the demands and requirements of industry on February 09, 2019. In her interaction with the Faculty members Dr. Jayaprakashvel Director, Research Welcome the gatherings.



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Dr. A. Gnanamani gave insights on consultancy business and the opportunities available to build a career in this field. Further, the workshop educated the Faculty members on various ways to approach the industry. The Workshop covers the various topics such as preparation of proposal, latest issues in the industry, ways to solve the issue, industries expectation from the Faculty members etc. The programme highlighted the industry in Tamil Nadu which focusses on the consultancy activities and the performance of major consultancy business in India and abroad. The workshop helps the Faculty members to understand various frameworks and the discussion focused on Human Resource issues.



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The workshop focused on the management consulting process in a firm and how to write a consulting proposal. The concepts were further detailed through case analysis and application of concepts on how to write a proposal. The session was interactive and interesting for the Faculty members as they received an enriching insight on consultancy management. She explained to the Faculties the model of preparing consultancy proposal and the way to approach the company relating to the problems faced in the industry specifically.



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**SAMPLE REPORT OF FACULTY DEVELOPMENT PROGRAMME ON
“LECTURE ON RESEARCH – RESEARCH PROPOSAL – WINNING
RESEARCH GRANT”**

10-01-2017

Expert Speaker

Dr.L.Kannan

Former Vice-Chancellor

Thiruvalluvar University

A Faculty Development Programme was organised on **10-01-2017 (Tuesday) from 2.45 pm to 4.45 pm in Shri.Janakiraman Auditorium** for the faculty members of AMET. The Topic of the Faculty Development Programme is “**Lecture on Research – Research Proposal – Winning Research Grant**” and the training was given by the expert speaker namely **Dr.L.Kannan, Former Vice-Chancellor, Thiruvalluvar University.**

Details of the FDP:

- The expert discussed about the Research Methodology, Preparing Research Proposal & Getting Research Grant.
- 87 teaching faculty members attended the programme.
- Feedback was taken at the end of the FDP
- The aggregate rating of the participants about the FDP is 4.7 out of 5.



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- The photographs are given below:



Welcome Address given by Dr. J. Rengamani





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Dr. L. Kannan, Former Vice-Chancellor, Thiruvalluvar University



HODs and Faculty Members attending the FDP



Activities performed by the participants



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**SAMPLE REPORT OF FACULTY DEVELOPMENT PROGRAMME ON
“IMPROVING TEACHING LEARNING TECHNIQUES”**

30 – 03 - 2017

Expert Speaker

Dr.K.R.Subrahmany

CEO of Metamorphosis Consulting and HR Solutions

The Human Resource Development Centre organized a Faculty Development Programme on **30-05-2017 (Tuesday) from 10 am to 4 pm in F6 room (F-Block)** for the selected faculty members of AMET. The Topic of the Faculty Development Programme is “**Improving Teaching Learning Techniques**” and the training was given by the expert speaker namely **Dr.K.R.Subrahmany, CEO of Metamorphosis Consulting and HR Solutions.**



Dr.K.R.Subrahmany, CEO of Metamorphosis Consulting and HR Solutions



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Deliberations by Dr. K. R. Subrahmany



Faculty Members of AMET attending the FDP



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Activities performed by the Faculty Members of AMET



Activities performed by the Faculty Members of AMET



SAMPLE REPORT OF FACULTY DEVELOPMENT PROGRAMME ON TEACHING METHODOLOGY

30 – 05 - 2017

Expert Speakers

Dr. Nicola Crawford, Faculty Director &
Capt. DleepFotedar, Curriculum Head-Nautical Science
(City of Glasgow College, United Kingdom)

The Human Resource Development Centre organized a Faculty Development Programme for the Marine teaching faculty members of AMET on 30-05-2017 (Tuesday) from 11am to 1 pm. The objective of the faculty development programme was to deliberate the methodology of teaching in the classroom. The expert members are Dr. Nicola Crawford, Faculty Director and Capt. DleepFotedar, Curriculum Head-Nautical Science (City of Glasgow College, United Kingdom).

Objective of the FDP

The objective of the faculty development programme was to deliberate the methodology of teaching in the classroom.

Details of the FDP

- The experts discussed about the use of technology in modern Teaching Methodology.
- 42 teaching faculty members attended the programme.
- Feedback was taken at the end of the FDP
- The feedback analysis and photographs are given below:



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Dr.Nicola Crawford, Faculty Director and Capt.DleepFotedar, Curriculum Head-
Nautical Science (City of Glasgow College, United Kingdom)



Deliberations by Capt.DleepFotedar, Curriculum Head-Nautical Science



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Deliberations by Capt. Dleep Fotedar, Curriculum Head-Nautical Science



Activities done by Dr.Nicola Crawford, Faculty Director



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**SAMPLE REPORT OF FACULTY DEVELOPMENT PROGRAMME ON
EFFECTIVE TEACHING IN THE CLASS ROOM**

14th September 2017

Guest Speaker

Dr.P.Murugesan,

Former Principal,

Shankara College of Science & Commerce,

Coimbatore

A Faculty Development Programme was arranged on 14-09-2017 (Thursday) from 2 to 4 pm in Shri.Janakiraman Auditorium for the faculty members (Assistant Professor) of AMET. The Topic of the Faculty Development Programme is “Effective Teaching in the Class Room” and the training was given by the expert speaker namely Dr.P.Murugesan, Professor (Retd), Coimbatore.

Objective of the FDP

The objective of the faculty development programme was to deliberate the ways and means of effective teaching in the classroom.

Details of the FDP

- The expert discussed about the do's and don'ts of effective teaching in the classroom.
- 37 teaching faculty members attended the programme.
- Feedback was taken at the end of the FDP
- The feedback analysis and photographs are given below:



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Deliberations of Dr.P.Murugesan, Professor (Retd)



Faculty Members of AMET listening to the Lecture



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Faculty Members of AMET listening to the Lecture





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**SAMPLE REPORT OF FACULTY DEVELOPMENT
PROGRAMME ON TRENDS IN THE SUPPLY CHAIN
LOGISTICS IN INDIA**

07- 10-2016

Guest Speaker

Mr.Venkataraman

Regional Manager - Pegasus Shipping

Chennai

A Faculty Development Programme entitled “Trends in the Supply Chain Logistics in India” was conducted for the teaching faculty members of AMET on 07-10-2016 (Friday) between 2 & 4 pm in F-6 room (F-Block).

Objective of the FDP

The objective of the faculty development programme was to train the AMET Business Faculty Members in the area of Logistics and Supply Chain Management.

Details of the FDP

- ❖ The expert discussed about the latest happenings in the Logistics and Supply Chain Industry.
- ❖ 12 teaching faculty members attended the programme.
- ❖ Feedback was taken at the end of the FDP
- ❖ The aggregate rating of the participants about the FDP is 4.6 out of 5.
- ❖ The feedback analysis and photographs are given below:



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Contents of the FDP

India is the fourth largest country in terms of Purchasing Power Parity (PPP) and constitutes one of the fastest growing markets in the world. Globalization of businesses, infrastructural bottlenecks, increasing uncertainty of supply chain networks, shortening of product life cycles and proliferation of product variety have forced Indian firms to look beyond their four walls. They face issues related to choosing and working with the right supply chain partners (suppliers, customers and logistics service providers), fostering trust between them and designing the right system of gauging performance. It is borne out of the felt need by managers, expert professionals and academicians to address logistics and supply chain practices at the national level.

Industry and academic estimates put logistics and SCM spend in India at approximately 13% of the Gross Domestic Product (GDP). Global estimates for this vary and are around 13% of GDP in China and about 9% of GDP in the US. The transportation cost in India accounts for nearly 40% of the cost of production, with more than half the goods being moved by road. Trucking accounts for nearly 70% of transportation and accounts for 60% of all logistics cost. 67% of truck ownership is in the hands of small unorganized players. Road is followed by rail and finally coastal shipping. Rail has been steadily losing ground due to myopic government strategies and inherent inefficiencies. The freight movement of Indian railways has risen to 411354 net tonne-kilometers (Available at: <http://www.indianrail.gov.in/>) and the total road length is 3315231 kilometers (Available at: <http://www.nhai.org>). Though enormous maritime



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routes are available combination of poor government policies and lack of initiative from the private sector, water which is probably the cheapest mode of transport is barely used. Air as a mode is limited to a small percentage of courier shipments. Various SCM spend indicators such as in-bound transportation costs, inventory related costs and distribution expenses as percentage of net sales vary from industry to industry. However, as per Centre for Monitoring Indian Economy (CMIE), they are coming down over a period of years. The aggregate of the same for nine major manufacturing industries for four years are shown in Table II. These industries spent nearly 17-18% of their net sales on various logistics activities, including distribution, warehousing, and inventory. Global averages are around 9-12%. So, there is ample scope to reduce spends on logistics. This in turn allows companies to protect operating margins during downturns and make above-normal profits during upturns.

The focus on costs and ICT-enabled services is leading to electronic procurement that cuts time and costs (including transaction costs) and brings in transparency and speed. The ERP industry in India is worth US\$ 300 million and is growing at over 15% a year. 52% of the respondents in ETIG (Economic Times Intelligence Group) SCM 2004 survey (Available at: <http://www.etintelligence.com/>) have implemented ERP and three-fourths of these find ERP to be extremely effective in business. 44% of the companies surveyed had already implemented data warehousing and mining applications, and another 26% had plans to do so. Almost every firm found this practice to yield good results in revealing consumer trends, patterns and potential segments.

"Logistics typically refers to activities that occur within the boundaries of a single organization and supply chains refer to networks of companies that



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work together and coordinate their actions to deliver a product to market. Also, traditional logistics focuses its attention on activities such as procurement, distribution, maintenance, and inventory management. Supply Chain Management (SCM) acknowledges all of traditional logistics and also includes activities such as marketing, new product development, finance, and customer service" - from Essential of Supply Chain Management by Michael Hugos

Participants of the Programme

Faculty Members of AMET Business School

Outcome of the Programme

The expert speaker discussed about the following concepts:

- Supply chain partners in international trade
- Role of supply chain partners in international trade
- Types of international trade
- Various import and export process in terms of air and sea
- Customs documentation and process
- Various export promotion schemes including FTZ, SEZ., etc.,
- Various imports for export purposes
- Project import
- Deemed export
- Related statutory regulations.



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SAMPLE REPORT OF FDP FOR THE FACULTY MEMBERS OF AMET
BUSINESS SCHOOL ON
TRENDS IN THE SUPPLY CHAIN LOGISTICS IN INDIA
07-10-2016



**Expert Speaker Mr.Venkataraman and the Faculty Members of AMET Business
School**



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Faculty Members of AMET Business School





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**SAMPLE REPORT OF FACULTY DEVELOPMENT PROGRAMME ON
TEACHING METHODOLOGY**

25-11-2016

Expert Speakers

Dr.Nicola Crawford, Faculty Director,

Capt.DleepFotedar, Curriculum Head-Nautical Science &Mr.Mathew Steward,

Curriculum Head-Marine Engineering

(City of Glasgow College, United Kingdom)

A Faculty Development Programme was organised on 25-11-2016 (Friday) from 2 to 4 pm in DNV-II room (B-Block) for the faculty members of AMET. The Topic of the Faculty Development Programme is “Teaching Methodology” and the training was given by the expert speakers namely Dr.Nicola Crawford, Faculty Director, Capt.DleepFotedar, Curriculum Head-Nautical Science and Mr.Mathew Steward, Curriculum Head-Marine Engineering (City of Glasgow College, United Kingdom).

Objective of the FDP

The objective of the faculty development programme was to deliberate the methodology of teaching in the classroom.



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Details of the FDP

- The experts discussed about the use of technology in modern Teaching Methodology.
- 38 teaching faculty members attended the programme.
- Feedback was taken at the end of the FDP
- The aggregate rating of the participants about the FDP is 4.6 out of 5.
- The feedback analysis and photographs are given below:



**Deliberations by Capt.DileepFotedar, Curriculum Head-Nautical Science, City of
Glasgow College**



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Deliberations by Dr.Nicola Crawford, Faculty Director, City of Glasgow College



**Deliberations of Capt.DleepFotedar, Curriculum Head-Nautical Science, City of
Glasgow College**



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Activities performed by the participants





FACULTY DEVELOPMENT PROGRAMME ON LEARNING MANAGEMENT SYSTEM

A Faculty Development Programme was organized on 13th January 2015 regarding Learning Management System. A learning management system (LMS) is a software application for the administration, documentation, tracking, reporting and delivery of educational courses or training programs. They help the instructor deliver material to the students, administer tests and other assignments, track student progress, and manage record-keeping. LMSs are focused on online learning delivery but support a range of uses, acting as a platform for fully online courses, as well as several hybrid forms, such as blended learning and flipped classrooms. LMSs can be complemented by other learning technologies such as a training management system to manage instructor-led training or a Learning Record Store to store and track learning data.

Purpose

An LMS delivers and manages instructional content, and typically handles student registration, online course administration, and tracking, and assessment of student work. Some LMSs help identify progress towards learning or training goals. Most LMSs are web-based, to facilitate access. LMSs are often used by regulated industries (e.g. financial services and biopharma) for compliance training. Some LMS providers include "performance management systems", which encompass employee appraisals, competency management, skills-gap analysis, succession planning, and multi-rater assessments (i.e., 360 degree reviews). Some systems support competency-based learning. Though there are a wide variety of terms for digital aids or platforms for education, such as course management systems, virtual or managed learning platforms or systems, or computer-based learning environment, the term learning

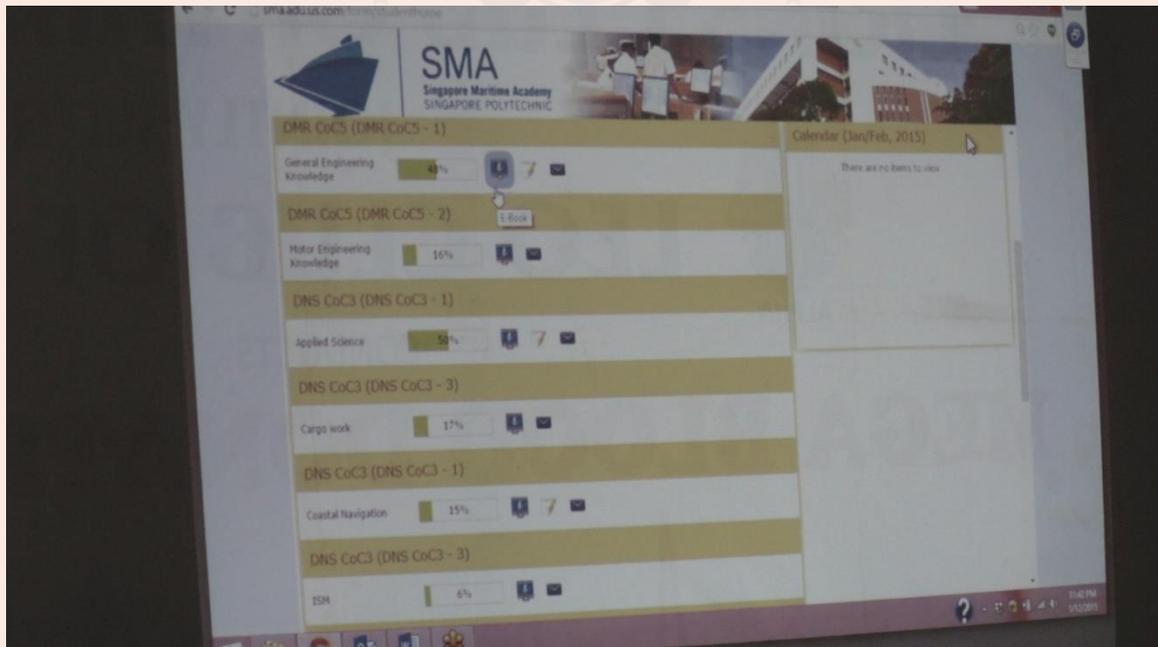


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management system has become the ubiquitous term for products that help administer or deliver part or all of a course.



Dr. Balasubramaniam addressing the audience



Learning Management System (LMS)



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**FACULTY DEVELOPMENT PROGRAMME ON PREPARATION OF
RESEARCH PROPOSALS TO THE FUNDING AGENCIES**

by

Dr. M.Sakthivel Murugan,
Principal - D.B.Jain College
Chennai

A Faculty Development Programme was organized on the topic entitled ***“PREPARATION OF RESEARCH PROPOSALS TO THE FUNDING AGENCIES”*** on 25th April 2015 and the training was given by Dr. M.SakthivelMurugan. 56 Faculties attended the faculty development programme.

Information regarding the Preparation of Project Proposals

A research proposal is intended to convince others that you have a worthwhile research project and that you have the competence and the work-plan to complete it. Broadly the research proposal must address the following questions regardless of your research area and the methodology you choose: What you plan to accomplish, why do you want to do it and how are you going to do it. The aim of this article is to highlight the essential concepts and not to provide extensive details about this topic.



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Deliberations of Dr. M.SakthivelMurugan



Heads and Faculty Members of AMET



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**FACULTY DEVELOPMENT PROGRAMME ON MODERN E-LEARNING
TOOLS FOR TEACHING AND LEARNING**

A Faculty Development Programme was organized on 20-08-2015 between 3.30 pm and 4.30 pm in the Janakiraman Auditorium with the assistance of NAAC Steering Committee of AMET under the title “Faculty Development Programme on Modern E-Learning Tools for Teaching and Learning”. The Registrar of AMET presided over the Faculty Development Programme. The expert speakers viz., Dr.V.R.Vijayanandraj - Program Leader and Ms.LakshmiSheela - Senior Manager from SIFY Technologies Ltd, Chennai, were invited to deliver the lecture. Totally 138 faculty members attended the faculty development programme and learned about the Modern E-Learning Tools which can be effectively & efficiently used in everyday teaching in the class rooms.

The detailed proceedings of the faculty development programme are given below:

- The faculty development programme on 20-08-2015 was started exactly at 3.30 pm with the Welcome Address given by Dr.J.Rengamani, Director of Faculty Development Programme.
- The guest speakers were then honoured with shawl by the Registrar
- Dr.M.Jayaprakashvel introduced the guest speakers to the audience
- Ms.LakshmiSheela and Dr.V.R.Vijayanandraj introduced & explained in-detail about the various types of Modern E-Learning Tools
- The faculty development programme ended at 4.30 pm with the Vote of Thanks given by Dr.J.Rengamani.



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The Faculty Development Programme which was organized on 20-08-2015 was quite useful to the faculties of AMET and was considered as a success! The Photographs taken during the faculty development programme are presented below:



Ms.LakshmiSheela was felicitated by Registrar



Dr.V.R.Vijayanandraj was felicitated by Registrar



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Ms.LakshmiSheela addressing the audience



Ms.LakshmiSheela addressing the audience



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Dr. V.R. Vijayanandraj addressing the audience



Faculty Members of AMET



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**Sample of Faculty Development Programme on Modern Teaching Aids &
Resource Development**

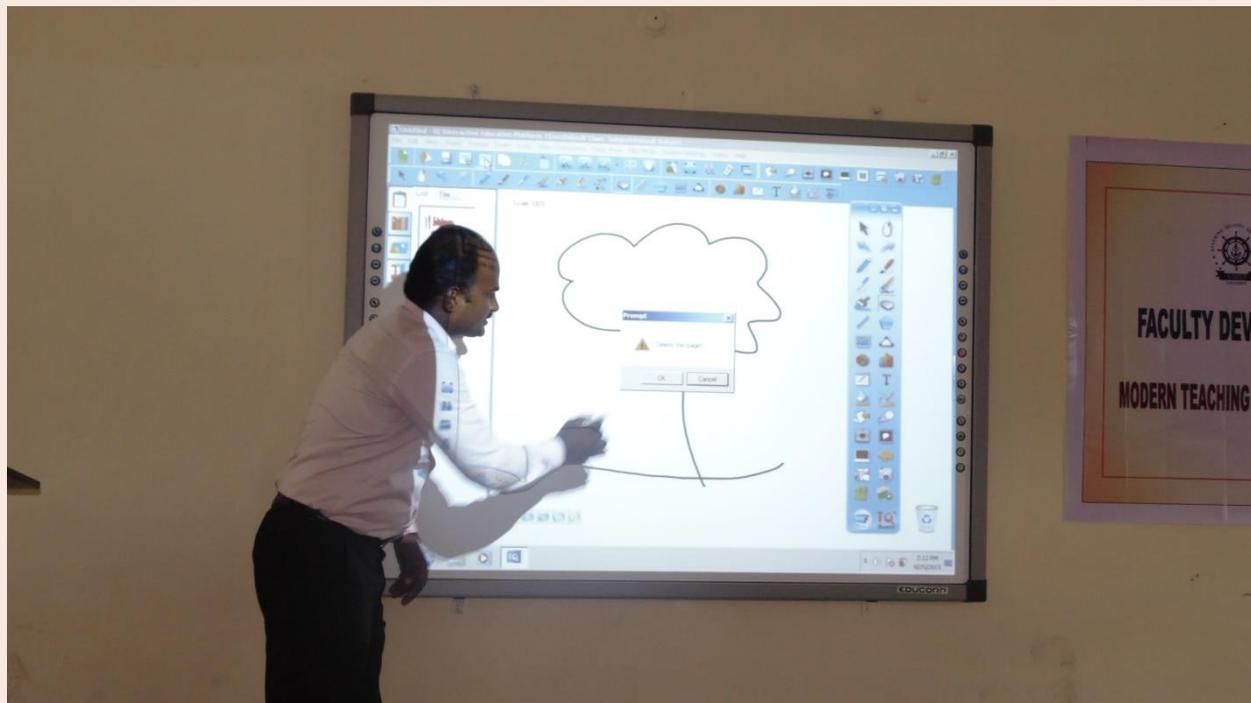
A Faculty Development Programme was organised on 25th August 2015 for the selected faculties (TWO Teaching Faculties) from all the departments of AMET. The Theme of the Faculty Development Programme is “*Training for the Trainers*” and the training will be given by the experts from Educorp Services under the title “Modern Teaching Aids & Resource Development”



Banner of the FDP



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Director of Educorp specifying about the Modern Teaching Aids



Faculty Members of AMET



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FACULTY DEVELOPMENT PROGRAMME ON “E-LEARNING SOLUTIONS FOR INSTRUCTIONAL DESIGN AND DELIVERY”

A One-day Faculty Development Programme was organized on 19-09-2015 from 9 am to 5 pm in association with National Institute of Technical Teachers Training and Research (NITTTR), Taramani, Chennai, under the title “E-Learning Solutions for Instructional Design and Delivery”. AMET has sponsored the faculty development programme for 49 faculties from all the disciplines of AMET such as Marine Engineering, Nautical Science, Petroleum Engineering, Harbour Engineering, Mechanical Engineering, Naval Architecture, EEE Marine, AMET Business School, HND-ME, HND-NS, Physics, Mathematics, Chemistry and Information Technology. All 49 Faculties attended the faculty development programme at NITTTR, Taramani, Chennai.

- The Programme started with Registration from 9 am to 9.30 am.
- Ms.P.Malliga, Sr.System Analyst, NITTTR, Chennai, gave an overview of the faculty development programme for 10 minutes.
- Dr.Mangala Sunder Krishnan, Professor, Dept. of Chemistry, IIT, Madras & National Webcourse Coordinator, NPTEL project, delivered a lecture on the topic namely “Use of ICT in Teaching & NMEICT Products” from 9.40 to 10.45 am.
- Mr.MohamedKasim Khan, Training Coordinator, NMEICT, IIT Bombay, delivered a lecture from Mumbai through *Skype* on the topic namely “Learning FOSS through Spoken Tutorials” from 11 am to 12.30 pm.
- Dr.V.Shanmughaneethi, Assistant Professor, NITTTR, Chennai, delivered a lecture on “Learning Management System” from 1.30 pm to 3 pm.
- Ms.P.Malliga, Sr.System Analyst, NITTTR, Chennai, delivered a lecture on “MOOCs for Higher Education” from 3.15 am to 4.30 pm.
- The faculty development programme ended after Feedback & Valediction at 5 pm. The Faculty Development Programme which was organized on 19-09-



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2015 was quite useful to the faculties of AMET and was considered as a success!

The Photographs taken during the faculty development programme are presented below:



FDP on E-Learning Solutions for Instructional Design and Delivery – NITTTR,
Chennai



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Deliberations by Ms.P.Malliga, Sr.System Analyst, NITTR



Web Discussion by Mr.MohamedKasim Khan, NMEICT, IIT Bombay



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Faculty Members of AMET

