



# SHIKSHAA INSTITUTE OF ADVANCED TECHNOLOGIES

96, Chengalppet - Thiruporur Highway, Sirunkundram, Tamilnadu-603108



## INTERNAL QUALITY ASSURANCE CELL

*Process Name: Workshop Programme*

*Form No: SIAT/IQAC/WP/01*

### Objectives:

- To equip students with practical skills and hands-on experience in specialized areas.
- To Prepare students for the workforce by imparting industry-relevant knowledge and technical competencies
- To provide hands-on training to develop specific skills or competencies.
- To provide insights into cutting-edge technologies and current industry practices.

### Primary Responsibility:

- Identifying Curriculum gap based on DAB recommendation.
- Fixing the field required workshop training
- Identifying the target students based on the workshop topic.

### Points to remember:

1. Choose qualified professionals or industry experts with practical experience and a proven track record in the workshop domain
2. Ensure the content is tailored to the target audience's academic level and learning objectives.
3. Plan the budget and secure funding through funding agencies, institutional resources, sponsorships, or participant registration fees
4. Plan workshops during appropriate time, such as semester breaks or weekends, to maximize student participation
5. Arrange required tools, software, lab facilities, and other resources in advance
6. Provide online alternatives for virtual or hybrid workshops if necessary.
7. If registration amount is collected from students for conducting the event, the collected amount has to be deposited in account section.
8. The remuneration to the resource person has to be paid through accounts section

S. No	Activities	Responsibility	Timeline
1.	The workshop theme will be finalized based on DAB recommendation.	HoD	1 <sup>st</sup> Week of ....
2.	To get approval for the workshop theme, objectives and proposed agenda from Principal	HOD	2 months in advance of the event date
3.	Delegate responsibilities to faculty members to support in workshop execution.	HoD	2 months in advance of the event date
4.	Supervise workshop activities to ensure smooth execution.	HOD	---
5.	Identify the suitable experts to conduct the	Coordinator	45 days in



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	workshop (Preferably experts from industry)		advance of the event date
6.	If identified, get the Approval from respective HODs, Principal	Coordinator	30 days in advance of the event date
7.	Develop a detailed workshop agenda, including timelines, sessions, and activities	Coordinator	15 days in advance of the date
8.	Arrange necessary infrastructure, tools, and materials required for hands-on activities.	Coordinator	7 days in advance of the date
9.	Promote the workshop through posters, emails, and social media to encourage participation.	Coordinator	30 days in advance of the date
10.	Ensure smooth coordination during the workshop, including time management and session transitions	Coordinator	---
11.	Share feedback and thank-you notes with the guest speaker.	Coordinator	On the last day of the event
12.	Provide recommendations for future workshop based on feedback	Coordinator	One day after completion of the event
13.	Collect feedback from students and resource person to assess the workshop impact	HOD	On the last day of the event
14.	Preparation of Report, Photo proof with Geotag and feedback analysis.	Coordinator	Within seven working days after the Completion of the event
15.	Approval of the Event Report and forwarded to Principal	HOD	Within seven working days after the Completion of the event
16.	Submission of final accounts and settlement of advance, if any	Coordinator	Within ten working days after the Completion of the event
17.	Submission of documents to IQAC	Coordinator	Within ten working days after the Completion of the event
18.	Upload the Workshop report in MIS	Coordinator and MIS in charge	Within seven working days after the Completion of the event
19.	Publish the event details in website and social media (Instagram, Facebook and LinkedIn)	MIS in charge	Within ten working days after the Completion of the event

**Documents to be submitted:**



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### Pre-Event:

1. Workshop Permission letter as per the Plan - **Before 15 working days of the event.**
2. Poster Preparation publishing in website, social media and Dept. notice board - **Before 10 working days of the event.**

### Post Event:

The event report should be submitted to IQAC by the department workshop coordinator within 7 days from the conduction of the event. The report should contain:

1. Workshop write up (detail of each session to be explained)
2. Feedback document copy by students and resource person
3. Workshop notes/materials hard copy
4. Attendance letter
5. Workshop certificate
6. Workshop Group photo
7. Proof for Knowledge sharing session given to Department faculty
8. Submission of final accounts statement and settlement of advance, if any