

**KERALA STATE HIGHER EDUCATION COUNCIL
(FACULTY DEVELOPMENT PROGRAMME)**

Form-I

Details submitted by the co-ordinator

Financial Year		
No	Subject Item	Details
1	KSHEC-Notification No.	
2	Last Date of receipt of Application	
3	Title of the Programme	
4	¹ Scheme	
5	Programme Coordinator	
6	Broad Subject Domain	
7	Online or Offline mode	Online/Offline: If online, Name of the Platform used: Link:
8	Duration of the Programme (days)	
9	Period of the Programme (Date)	-----to-----
10	Timing of the Programme	-----am to-----pm
11	Collaborating Institution if any (National/International/University)	Name:
12	Place at which the Programme was held	
13	² Resource Persons (RP)	Name: Designation:
14	Beneficiary Group (teachers/students/non-teaching/public)	
15	³ No. of institutions from which the beneficiary groups are allowed	
16	⁴ Participants attended (Total No.)	
17	⁵ Brief report attached or not	Yes/No
18	Programme Brochure attached or not	Yes/No
19	Programme Schedule attached or not	Yes/No
20	⁶ Financial Details	Fund Requested Fund Sanctioned: Total Expenditure:
21	Utilisation certificate attached or not	Y/N
22	Audited Statement of Expenditure attached or not	Y/N

Signature of the Coordinator

Signature of the HOD/Institution Head

Institution Seal

¹ FDP/NGP /Induction Training/OBE/LMS etc

² List the RPs in the order

³ In case of neighbouring/other institutions from which the beneficiary group are attended

⁴ To whom the Participation Certificates are Issued

⁵ Brief Report shall be limited to a maximum of 1000 words and contain the outcome and output of the programme

⁶ A brief Statement of Expenditure to be attached separately