

INSTITUTE FOR ACADEMIC EXCELLENCE
HYDERABAD

National Level Awareness Program on
Institutional Development Plan (IDP)
For Higher Educational Institutions
Date: 6th March 2025. Time 10:00AM - 6:00PM
Mode: Online (Zoom)

Guidelines to Participants

Dear Professor,

We welcome you to the IAE's National Level Awareness Program on "**Institutional Development Plan (IDP)**" for Higher Educational Institutions Scheduled to be held on 6th March, 2025.

We request you to note the following:

- ✓ The event will be conducted online via **Zoom Platform**.
- ✓ All the registered Participants can attend the program through the below mentioned procedure.
- ✓ You can download the Participation Certificate from our website www.iae.education by providing the registered Email ID and Mobile Number after one week from the workshop i.e., 15th March 2025.
- ✓ It is mandatory to attend all the sessions to get the Participation Certificate, attendance will be taken from the feedback forms of all the sessions available on the schedule page against each sessions.
- ✓ Soft copies of the workshop presentations will be uploaded on to our website to download after 15th March 2025.
- ✓ You are encouraged to interact with the Resource Persons at the end (last 15 minutes) of every session.
- ✓ During the session, moderator will assist you to connect with the Resource Persons to get clarifications for queries if any.

Procedure to attend the workshop:

1. Please join the workshop using the IAE website: www.iae.education
2. **Participants are required to login through their REGISTERED and OTP verified Email ID and Mobile Number from login page of IAE (<https://iae.education/webinar>)**
3. Select Event Type: **IDP Workshop Radio Button**.
4. Select Login Type: Select **Coordinator** in case of Institution or **Participant** in case of **Participant** and click on **Login Button**.
5. Once logged in, you will see the event name '**National Level Awareness Program on "Institutional Development Plan (IDP)" for Higher Educational Institutions**', click on **View button**, and then you will be redirected to the **Schedule Page** of your institution category.
6. You can join the session by clicking on **JOIN** button which will open the session on zoom.
7. Once the session is over you will be back on to the Schedule page.
8. Click on **JOIN button** for next session.
9. Feedback forms are available against each session on the Schedule Page and the links will be shared in the chat box of zoom at the end of every session.

Technical Requirements:

- a) PC / laptop with latest configuration, working Camera, Speakers and Mic system in a noise free environment.
- b) Zoom App / Zoom web launcher.
- c) Broadband Internet Connection.

Kindly attend the sessions, as per the schedule published on the website www.iae.education. We solicit your feedback at the end of every session on **the zoom**.

For Support and Assistance please call the following Numbers of your Institution Category or mail to info@iae.education

SUPPORT NUMBERS:

9177144377
9177211800
9177211500
9618739900
9704097551
6300539787

Thanking you for your kind co-operation.

Team
Institute for Academic Excellence