	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR COMPETENCIES		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/05
	Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 1 of 1

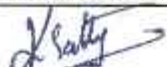
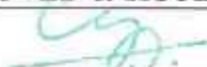
Objective: To elaborate the procedure for improving competencies of individual staff member.

Responsibility:

- All the teaching staff members
- Heads of the respective Departments

Sl.	Activities	Responsibility	Target Dates
1.	Identify the recent trends and areas to improve themselves	Faculty Member	As and when required
2.	Periodic Checking of Conferences, Seminars, FDPs, Workshops, Hands – on Trainings etc., on the corresponding field/area		
3.	If identified, Get the Approval from respective HODs and Principal		
4.	Attend the respective Program		
5.	Prepare a Write-up and deliver a seminar regarding the program attended.		
6.	Share the knowledge with the students.		
7.	Listed are the ways with which a faculty can improve the competency level: <ul style="list-style-type: none"> • Faculty Development Programs • Seminars, • Workshops, • Conferences, • Guest lectures, • Online Courses, • Certification Courses, • Publications, • Research Work, • Proposals to Funding Agencies • Industrial Training • Short – Term Courses etc. 		

For Official Use Only

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
EOMS Team member	EOMS Team Leader	PRINCIPAL