	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR CONDUCTION OF MEETINGS		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/06
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Objective:

- a) To detail the agenda and the purpose of the meeting
- b) To collaborate with staff on developing norms for expected behavior


Responsibility:

- All the teaching/non-teaching staff members
- Heads of the respective Departments
- Principal

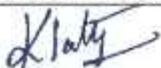
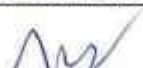

Procedure:

Sl.	Activities	Responsibility	Target dates/days
1	Preparation of Agenda for the meeting	Principal & HoD	Before 2 days
2	Posting the Agenda to all the teaching /non- teaching faculty members	HOD	Before 2 days
3	Preparation of materials that is required for the discussion in the meeting	HoD & Members	Before the meeting
4	Making arrangement such that they are unoccupied at the time of meeting	HoD & Members	A day before
5	Availability of the fixed venue & arrangement of chairs should be made	Attendees	A day before
6	A Reminder for the meeting	HOD	The Day morning
7	Arrival of members and HOD to the venue	HoD & Members	Before 10 minutes
8	Commencement of the discussion based on the Agenda with general greeting.(Adhering strictly to the agenda)	HoD & Faculty Members	On time
9	Taking Minutes	Assigned person	During the meeting
10	Work allotments that is made in the discussion should be noted	Concerned members	During the meeting
11	General discussions & suggestions	Principal, HoD & Members	Last session of the meeting
12	Refreshments can be provided to attendees	Attendees	Last session of the meeting
13	Ending of the meeting	HOD	On time
14	Making of minutes in both soft & hard copy	Assigned person	Next day of the meeting

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

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Sl.	Activities	Responsibility	Target dates/days
15	Distributing / emailing the minutes to all the present and absentee members along with a copy to Principal.	Assigned person	Next day of the meeting
16	Minutes been acknowledged by HOD & faculty & staff members	Principal, HOD & Members	Next day of the meeting
17	File the minutes	Assigned person	Next day of the meeting

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EOMS Team member	EOMS Team Leader	PRINCIPAL