	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR ATTENDING FDP, SEMINAR WORKSHOP IN OTHER INSTITUTIONS		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/27
	Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 1 of 1

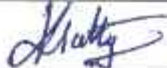

Objective: To elaborate the procedure for attending Faculty Development Programme (FDP), seminar, workshop etc in other institutions.

Responsibility:

- All the Faculty members
- Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility	Target Dates/Day
1.	Visit websites frequently to identify the interesting and useful programs to participate	Faculty member	Not Applicable
2.	Gather information about the identified programs such as number of days, dates, topics, conducting institution and venues registration fees	Faculty member	Not applicable
3.	Discuss with HoD about the program and getting approval by HoD and principal	Faculty member	Before the registration closing date
4.	Register for the program with all necessary documents mentioned by the organizing institution	Faculty member	Before the registration closing date
5.	Make necessary alterations for the academic works with other faculty members and get approved by the HoD and Principal	Faculty member	One week before the program
6.	Submit write up about the program and submit it to the HoD	Faculty member	Within three days after the program
7.	Get Claim Form from office to get the registration fees	Faculty member	Within 10 days after the program

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