

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE****SOP FOR ORGANIZING FDP, SEMINAR, WORKSHOP**

Issue No : 01

Revision No: 00

Doc. No: EOMS-MITS/SOP/47

Issue Date: 01/06/2023

Revision Date: 00/00/0000

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Objective: To elaborate the procedure for organizing FDP, Seminar, Workshop etc.**Responsibility:**

- All the Faculty members of respective departments
- Event Coordinator
- Heads of the respective Departments
- Principal

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Identify the Program dates based on the department event calendar	Event coordinator	Not Applicable
2.	Conduct department meeting to identify the area of training required	Faculties, HoDs	45 Days before the event
3.	Prepare the proposal document and getting confirmation and approval	Event Coordinator, HoDs, Principal	40 Days before the event.
4.	Form the committee to coordinate the activities.	Event Coordinator, HoDs	40 Days before the event
5.	Identify, contact and invite the resource persons	Event Coordinator	35 Days before the event
6.	Prepare the brochure for the event, identifying various institutions to participate in the event and sending invitation.	Committee members, Event Coordinator, HoDs	30 Days before the event
7.	Set up the hardware and software needed for the event	Committee members	1 week before the event
8.	Design the certificates for the participants	Committee members	1 week before the event
9.	Make all the necessary arrangements such as accommodation, refreshments for the resource persons and participants	Committee members, Event Coordinator	3 Days before the event, the day of event
10.	Get feedback from the participants	Event Coordinator	On the day of event
11.	Post Publication of the event on social media	Event Coordinator	One to Two days after the event.
12.	Prepare final report about the event	Event Coordinator	Two days after the event
13.	Submit all the expense details to the HoD and Accounts	Event Coordinator	Five days after the event

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