



IARE

INSTITUTE OF
AERONAUTICAL ENGINEERING

**STANDARD OPERATING PROCEDURE
FOR
ATTENDING FDP, SEMINAR, WORKSHOP
IN OTHER INSTITUTIONS**

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Objective:

To elaborate the procedure for attending FDP, seminar, workshop etc in other institutions

Responsibility:

- All the Faculty members
- Heads of the respective departments

| S. No | Activities | Responsibility | Target Dates/Days |
|--------------|---|-----------------------|--------------------------------------|
| 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, registration fees and | 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 |