



**IARE**  
INSTITUTE OF  
AERONAUTICAL ENGINEERING

**STANDARD OPERATING PROCEDURE  
FOR  
COMPETENCIE**

## STANDARD OPERATING PROCEDURE FOR COMPETENCIE

### Objective:

To elaborate the procedure for improving competencies of individual staff member

### Responsibility:

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

| S. No | Activities  | Responsibility | Target Dates         |
|-------|---|----------------|----------------------|
| 1     | Identify the recent trends and area to improve themselves   | Faculty Member | As and when required |
| 2     | Periodic Checking of conferences, seminar, FDP, workshop, Hands – on Training 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 delivery 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"><li>• Faculty Development Programs</li><li>• Seminars</li><li>• Workshops</li><li>• Conferences</li><li>• Guest lectures</li><li>• Online Courses</li><li>• Certification Courses</li><li>• Publications</li><li>• Research Work</li><li>• Proposals to Funding Agencies</li><li>• Industrial Training</li><li>• Short – Term Courses etc.</li></ul> |                |                      |