



IARE

**INSTITUTE OF
AERONAUTICAL ENGINEERING**

**STANDARD OPERATING PROCEDURE
FOR
CONDUCTION OF MEETING**

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Objective:

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

Responsibility:

- All the teaching / non-teaching staff members
- Deans
- Heads of the Departments

S. No	Activities	Responsibility	Target Dates
1	Preparation of Agenda for the meeting	Dean & 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	Whenever a meeting is called forward
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.	HOD & Faculty Members	On time
9	Taking minutes	Assigned person	During the meeting
10	Work allotments that are made in the discussion should be noted	Concerned members	During the meeting
11	General discussions and suggestions	Dean, 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 and hard copy	Assigned person	Next day of the meeting
15	Distributing / emailing the minutes to all the present and absentee members along with a copy to Principal office	Assigned person	Next day of the meeting
16	Minutes been acknowledged by HOD, faculty and staff members	Dean, HOD and Members	Next day of the meeting
17	File the minutes	Assigned person	Next day of the meeting