



KOTTAKKAL FAROOK **ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

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

Standard Operating Procedure for Attending FDP, Seminar, Workshop in Other Institutions

Kottakkal Farook Arts and Science College

1. Objective

To elaborate the procedure for attending Faculty Development Programs (FDP), seminars, workshops, and other academic programs in other institutions.

2. Scope

This SOP applies to all faculty members and Heads of Departments (HoDs) at Kottakkal Farook Arts and Science College.

3. Responsibilities

- All Faculty Members: Identify, gather information, and participate in relevant programs.
- Heads of Departments (HoDs): Approve participation and ensure academic responsibilities are managed during faculty absence.
- Principal: Approve participation and ensure alignment with institutional goals.

4. Procedure

| S. No. | Activities | Responsibility | Target Dates/Days |
|--------|---|----------------|-------------------|
| 1 | Visit websites frequently to identify 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, etc. | Faculty Member | Not Applicable |

| S. No. | Activities | Responsibility | Target Dates/Days |
|--------|---|----------------|--------------------------------------|
| 3 | Discuss with HoD about the program and get approval from 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 arrangements for academic responsibilities with other faculty members and get approval from HoD and Principal. | Faculty Member | One week before the program |
| 6 | Submit a write-up about the program to the HoD. | Faculty Member | Within three days after the program |
| 7 | Get Claim Form from the office to get the registration fees reimbursed. | Faculty Member | Within 10 days after the program |

5. Detailed Procedures

• 5.1 Identifying Programs

1. Faculty members should frequently visit relevant websites and platforms to identify interesting and useful programs such as FDPs, seminars, and workshops.
2. These platforms may include professional organizations, academic institutions, and educational consortia.

• 5.2 Gathering Information

1. Faculty members should gather detailed information about the identified programs.

2. This includes the number of days, dates, topics, conducting institution, registration fees, and any other relevant details.

- 5.3 Approval Process

1. Faculty members must discuss the program with their respective HoD.

2. Obtain approval from both the HoD and the Principal before the registration closing date.

- 5.4 Registration

1. Faculty members should complete the registration process for the approved program.

2. Ensure all necessary documents are submitted as required by the organizing institution.

- 5.5 Academic Arrangements

1. Faculty members must make necessary arrangements to cover their academic responsibilities during their absence.

2. Coordinate with other faculty members and obtain approval from the HoD and Principal one week before the program.

- 5.6 Post-Program Report

1. After attending the program, faculty members must submit a write-up detailing their experience and the knowledge gained.

2. This write-up should be submitted to the HoD within three days after the program.

- 5.7 Reimbursement Process

1. Faculty members should obtain the Claim Form from the office to get reimbursement for the registration fees.

2. Submit the completed Claim Form within 10 days after the program.

6. Documentation and Records

- All approvals, registrations, write-ups, and reimbursement forms should be documented and stored securely.

- Electronic copies should be maintained in a secure, access-controlled digital repository.

7. Review and Compliance

- The Principal and Internal Audit committee will review this SOP annually.
- Any updates or changes to the procedure will be communicated to all staff members and relevant stakeholders.

8. Approval

This SOP is approved by the Principal and the Internal Audit committee and is effective from [Date].

Principal's Signature:

Date:

Internal Audit committee Signature:

Date:

9. Distribution This SOP will be distributed to all faculty members, HoDs, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.