



**KOTTAKKAL FAROOK**  
**ARTS & SCIENCE COLLEGE**

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

## STANDARD OPERATING PROCEDURE FOR ORGANIZING FDP, SEMINAR AND WORKSHOP

# STANDARD OPERATING PROCEDURE FOR ORGANIZING FDP, SEMINAR, AND WORKSHOP

## 1. Objective

To elaborate the procedure for organizing Faculty Development Programs (FDPs), seminars, and workshops.

## 2. Scope

This SOP applies to all faculty members of respective departments, event coordinators, heads of the respective departments (HoDs), and deans at Kottakkal Farook Arts and Science College.

## 3. Responsibilities

- All Faculty Members of Respective Departments
- Event Coordinator
- Heads of Respective Departments
- Academic committee
- IQAC

## 4. Procedure

S. No.	Activities	Responsibility	Target Dates/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 get confirmation and approval	Event Coordinator, HoDs, Dean	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

S. No.	Activities	Responsibility	Target Dates/Days
6	Prepare the brochure for the event, identify various institutions to participate in the event, and send invitations	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 and refreshments for the resource persons and participants	Committee Members, Event Coordinator	3 days before the event, the days of the event
10	Get feedback from the participants	Event Coordinator	On the day of the event
11	Post publication of the event on social media	Event Coordinator	1-2 days after the event
12	Prepare the final report about the event	Event Coordinator	2 days after the event
13	Submit all the expense details to the HoD and Accounts	Event Coordinator	5 days after the event

## 5. Detailed Procedure

### 1. Identify Program Dates:

- The Event Coordinator will identify suitable dates for the program based on the department event calendar.

### 2. Department Meeting:

- Faculties and HoDs will conduct a meeting to identify the area of training required 45 days before the event.

### 3. Prepare Proposal Document:

- The Event Coordinator, HoDs will prepare the proposal document and obtain necessary approvals 40 days before the event.
4. Form the Coordination Committee:
    - The Event Coordinator and HoDs will form a committee to coordinate the event activities 40 days before the event.
  5. Invite Resource Persons:
    - The Event Coordinator will identify, contact, and invite resource persons 35 days before the event.
  6. Prepare Brochure and Send Invitations:
    - Committee Members, the Event Coordinator, and HoDs will prepare the event brochure, identify participating institutions, and send invitations 30 days before the event.
  7. Set Up Hardware and Software:
    - Committee Members will set up the necessary hardware and software 1 week before the event.
  8. Design Certificates:
    - Committee Members will design certificates for the participants 1 week before the event.
  9. Arrangements for Resource Persons and Participants:
    - Committee Members and the Event Coordinator will make arrangements for accommodation and refreshments for resource persons and participants 3 days before the event and on the days of the event.
  10. Collect Feedback:
    - The Event Coordinator will collect feedback from participants on the day of the event.
  11. Post Event on Social Media:
    - The Event Coordinator will post updates about the event on social media 1-2 days after the event.
  12. Prepare Final Report:
    - The Event Coordinator will prepare a final report about the event 2 days after the event.
  13. Submit Expense Details:
    - The Event Coordinator will submit all expense details to the HoD and Accounts 5 days after the event.

## **6. Documentation and Records**

- All planning documents, invitations, brochures, feedback forms, and final reports will be documented and maintained by the respective departments.

## **7. Review and Compliance**

- The Principal and Event Coordinator will review this SOP annually.
- Any updates or changes to the procedure will be communicated to all relevant staff members.

## **8. Approval**

This SOP is approved by the Principal and the Event Coordinator and is effective from [Date].

Principal's Signature:

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Date:

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Event Coordinator's Signature:

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Date:

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## **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.