



# GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

CAMPUS : Saraswati Vihar, Gangapada, Bhubaneswar, Khurda, Odisha, INDIA  
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Date. 14.07.2023

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

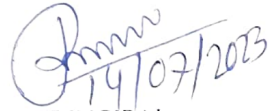
### Objective:

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     |

  
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