



# GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

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

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## STANDARD OPERATING PROCEDURE FOR COMPETENCE


### 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>		

  
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