

## STANDARD OPERATING PROCEDURE (SOP) : CONDUCTION OF FDP/STTP/WORKSHOPS/SCHOOLS

1. In the modern competitive work environment, faculty and staff need to constantly update their knowledge and skills to perform their jobs well. One approach to accomplishing this is by taking active participation in various training programs (FDP/STTP/Workshops/ Schools) conducted within/outside the organizations. SMIT organizes various such programs for their employees as well as for participants from outside organization to boost their knowledge, skills, and competencies to deliver on assigned tasks.

2. The SOP has been prepared with an intention of effective conduction of training programmes (FDPs/STTPs/Workshops/Schools) at department and Institute levels and also to maintain uniformity in keeping the records.

3. **Aim.** The aim of this SOP is to formulate a consolidated document so as to enable all HODs/HOOs and Head, Centre for Faculty & Staff Development to adopt a common procedure.

4. Procedures to be followed by program coordinators.

(a) **Pre-event Activities.**

(i) A written approval from the Director, SMIT to be obtained by the program co-ordinator for conducting the training program (FDPs/STTPs/Workshops/Schools). The application must be duly recommended by Head, Centre for Faculty and Staff Development/HODs/HOOs. The proposal should include the title of the training program, duration of the program (days/Hrs.), target participants (in-house/Open), Number of Sessions & Resource Persons, Approximate budgets towards Honorarium for external resource persons and other expenses (if any).

(ii) Briefing the committee members about the specific training program to be carried at appropriate time. A committee assigning various responsibilities is to be constituted.

(iii) The consent of all resource persons is to be obtained a-priori by sending them an invitation through email. The resource persons to be informed about the Honorarium amount per sessions (minimum of 1 Hr to 1:30 Hrs) as per the Institute rule or as approved by the HOI. Brief CV, photographs, bank details, power point presentations (ppts) from the resource persons once agreed to deliver a lecture to be obtained.



(iv) Create a Google/MS registration form for the specific training program or nomination to be made in consultation with HOI.

(v) Brochure and Program schedule to be finalized by the concerned coordinator along with his team keeping the HODs/HOOs/Head, CFSD informed. The brochure must include the registration link, last date of registration and eligibility criteria for e-certificates.

(vi) Publicity:

(aa) If the program is designed considering participants from outside the organization, then publicise about the training program by giving a wide circulation through e-mails, WhatsApp, social media. Attach brochure and program schedule to the email. Email also to be sent to group universities for publicity.

(ab) If the program is designed only for in-house participants, then publicise about the training program across all departments/units through e-mails and WhatsApp. Attach brochure and Program schedule.

(ac) Upload the event details in the SMIT Website.

(vii) An e-mail to be sent to the registered participants confirming their registration. Also share link to join WhatsApp group for smooth and quick sharing of information.

(viii) Ensure to share MS Team link for joining the sessions to all the registered participants, resource persons, and other invitees.

(ix) The resource persons should be reminded about their talks at least one day before their scheduled presentations through mobile, WhatsApp, and email. Conduct a trial run with the resource person on MS Team platform if needed.

(x) MS/Google form to be created for participants' Feedback.

(b) **During events activities**

(i) All the sessions to be recorded whether the training program is online/offline mode. The recorded videos to be cleaned for any glitches if any before sharing it to the concerned, responsible for uploading the same to SMU website.

(ii) Good quality Geo-tagged Photographs of the events are to be captured.



(iii) Session-wise attendance to be taken either in hardcopy form or download the attendance from MS team depending upon the training (offline/virtual).

(iv) Prepare the Quiz paper (either the hardcopy or in MS Quiz form) based on the topics covered during the sessions and conduct the quiz on the last day of the event.

(v) Feedback form to be shared with the participants.

(c) **Post-event activities**

(i) Finalize the list of participants eligible to receive the certificate.

(ii) Prepare and share the certificates to eligible participants, chief program coordinator, Program coordinators, organizing members and resource persons.

(iii) The event report to be shared with concerned for press release.

(iv) The program monitoring and evaluation committee will provide the quality assessment report, and gap analysis if any to rectify in the subsequent programs.

(v) Ensure to provide the Honorarium to Resource persons at the earliest.

(vi) Letter of Appreciation to be provided to resource persons.

(vii) De-briefing of committee members to be conducted.

(viii) A file comprising of following documents are to be submitted to Head, Centre for Faculty and Staff Development/HODs/HOOs: -

(aa) Approval letter from Director, SMIT

(bb) Event Report

(cc) Brochure and Program Schedule

(dd) List of registered participants

(ee) Attendance sheet of all the sessions

(ff) List of eligible participants

(gg) E-certificates of eligible participants, chief program coordinator, Program coordinators, organizing members and resource persons



- (hh) Feedback Survey form
- (ii) Quiz paper
- (jj) Acceptance letter/email from Resource Persons, list of Resource Persons, and their brief biodata with bank account details
- (kk) Program monitoring and evaluation committee report
- (ll) Geo-tagged pictures and recording of the sessions
- (mm) Press release if any.
- (nn) Update of record on central data repository.
- (oo) Submit the event report to Quality Cell with good geo tagged Photography's.

[Prof (Dr) G. L. Sharma]  
Director

Place : Majitar, Rangpo

Dated : 22 August 2024

To,

1. All Associate Directors
2. All HODs/HOOs
3. Head, Centre for Faculty and Staff Development

