



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107



ATTENDING FDP, SEMINAR, WORKSHOP IN OTHER INSTITUTIONS

Policy
Version 2.0



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE
(An Autonomous Institution)
NOTIFICATION

Ref: **SMVEC / IQAC / ACAD / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that Sri Manakula Vinayagar Engineering College, Puducherry has published the policy to attend FDP, Seminar, Workshop in other Institutions. This will come into force with immediate effect.

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IQAC coordinator

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Director cum Principal

DIRECTOR CUM PRINCIPAL
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POLICY TO ATTEND FDP, SEMINAR, WORKSHOP IN OTHER INSTITUTIONS OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

INTRODUCTION

To upgrade the knowledge, competency and skills of faculty members in the institution faculty members are encouraged to participate in FDPs/ Seminars/ Workshops. A number of FDPs/ Seminars/ Workshop Programmes are being conducted at National as well as International level with various renowned and leading institutions, scientific and industrial research centers. Faculty members of Sri Manakula Vinayagar Engineering College are permitted to participate in FDPs/ Seminars/ Workshop Programmes organized by an Institution of good standard or of professionally high repute.

OBJECTIVE

- To elaborate the procedure for attending FDP, seminar, workshop etc in other institutions
- To have knowledge about current trends in the research areas/Technology/ Industry practices
- To have Networking with Peers /Professional Bodies/Industrial Organizations
- To give exposure to Stakeholders

PROCEDURE

1. Visit websites frequently to identify the interesting and useful programs to participate
2. Gather information about the identified programs, its brochure and details such as number of days, dates, topics, conducting institution, registration fees
3. Discuss with Head of the Department about the program and getting approval from the Head of the Department and Head of the Institution
4. Register for the program with all necessary documents mentioned by the organizing institution
5. Make necessary alterations for the academic works with other faculty members if necessary and get approved by the Head of the Department and the Head of the Institution

6. Faculty members after attending any event should furnish an outcome report within two days after returning along with the copy of the participation certificate with a few related photographs if any and submit it to the Head of the Department
7. Financial assistance will be given and bills/receipts/cash memos will be reimbursed only after the faculty member submits a detailed report about the seminar and a certificate from the organizers. On recommendations from the Head of the Department the claims can be reimbursed through the claim form from office to get the registration fee and other eligible allowances.