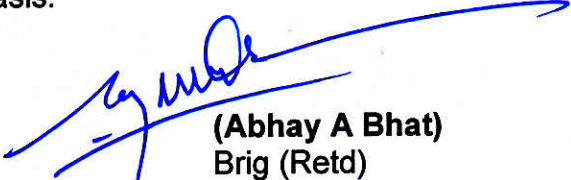


SOP FOR ATTENDANCE ON GUEST LECTURES

1. There is a requirement for laying down guidelines related to student and faculty attendance for Guest Lectures/ Seminars and Workshops.
2. Many Guest Lectures/ Seminars and Workshops are conducted during academic hours, and organized by dept/ clubs, in which interested students/ faculty of other depts are invited to participate. In such cases other depts have their own academic program/ timetable and absence of students needs to be properly accounted for. Also for subjects of common interests there may be a requirement of other depts, participating in larger strength leading to modification of academic programs.
3. The procedure to be followed will be as follows :-
 - (a) Faculty/ Club-in-charges on obtaining approval from Principal/ Director will intimate all HODs, TPO, Director and Joint Director about the guest lecture/ event at least two working days in advance.
 - (b) Students and Faculty desirous of attending such programs will intimate the HOD through class teachers (students only). Concerned HOD will ensure that such list of students is collected and a copy handed over to the coordinator of the event.
 - (c) The event coordinator will ensure that attendance is taken and copy is provided to respective depts, for record/ attendance monitoring.
 - (d) Event coordinator will ensure availability and functioning of all facilities (OHD, lights, PA system, generator backup etc) and ensure that additional microphones for the audience are available.
 - (e) Wherever feasible imp guest lectures/ events will be recorded and recording saved on NAS. Events photographs with geotag are to be saved on NAS. Specific instructions for the same will be issued by the Principal by 15 Nov 2022.
4. In case of a longer/ more than one session event Principal will be kept in picture about the progress of event/ sessions on a regular basis.



(Abhay A Bhat)
Brig (Retd)
Director

10 Nov 22.