



Policy and procedures - Meetings and Seminars

1. Schedule the meeting / seminars by HR officer according to the instructions from the authority.
2. All regular meetings should be prescheduled and the meeting plan should be prepared for every month by the HR officer.
3. Prepare the agenda as per the subject requirement of the meeting/seminar.
4. Get the approval of the agenda from chairman/principal/director/administrator/manager as per the availability and significance of the meeting.
5. Fix the venue according to the status of the meeting.
6. Inform the participants at least one week before and one reminder notice before the scheduled time through written communication by HRM.
7. In urgent situations short notice should be given before 2 hours to the participants.
8. Get the receipt signature for the communication letter from the participants-keep a register for the same.
9. Manage to arrange tea/snacks/food for the meeting by the HR manager.
10. For regular meetings, tea and snacks should be distributed. According to the status of the meeting and the time consumption the food menu should be changed.
11. Prepare the minutes and communicate it to the whole participants (according to the necessity) within 48 hours.
12. Declare the review meeting date before the meeting adjourns.
13. Take the decided action/plan/strategy as per the determined time schedule.

Principal