

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE****SOP FOR ASSIGNMENT OF RESPONSIBILITIES**

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Objective: To elaborate the procedure for assigning roles and responsibilities to staff member

Responsibility:

- All the teaching/non-teaching staff members
- Heads of the respective Departments
- Principal

Procedure:

| Sl. | Activities | Responsibility |
|-----|---|------------------|
| 1. | List the roles that are needed for each task in the procedure | Principal & HoDs |
| 2. | Include the responsibilities for each role | Principal & HoDs |
| 3. | Roles to be assigned to the individuals, and a list for assignment of different roles to be prepared. | HoDs |
| 4. | Assign role to different members based on their knowledge and experience. | HoDs |
| 5. | Review the roles of staff members periodically and rotate. | Principal & HoDs |

| PREPARED BY | REVIEWED BY | APPROVED & ISSUED BY |
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| | | |
| EOMS Team member | EOMS Team Leader | PRINCIPAL |