

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE****SOP FOR ONLINE CERTIFICATION COURSE**

Issue No : 01

Revision No: 00

Doc. No: EOMS-MITS/SOP/39

Issue Date: 01/06/2023

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Responsibility:

- All Faculty
- Mentor
- Department Coordinators
- Heads of the respective Departments

Procedure:

Sl.	Activities	Responsibility
1.	Providing information about available courses and sites.	HoDs, Coordinator, Mentors
2.	Motivating all faculty members, staff and students to join	Coordinator, Mentors
3.	Maintaining a register of the no. of candidates in each course	Mentors & Coordinator
4.	Detailed instructions given about the course assignments and the time frames	Coordinator
5.	Arranging suitable facilities for effective Learning	Coordinator
6.	Ensuring that the registered Candidates attend the exams.	HoDs , Coordinator, Mentors
7.	Declaration of Results.	HoDs & Coordinator
8.	Ensuring that credits secured are transferred given to the candidates	HoDs and Mentors

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



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