	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR SPONSORING FACULTY FOR HIGHER STUDIES		
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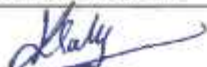

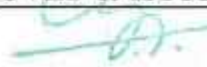
Objective: To elaborate the procedure for Sponsoring our faculty members for higher studies.


Responsibility:

- All the teaching staff members
- Heads of the respective Departments
- Principal of the institution

Procedure:

Sl.	Activities	Responsibility	Target dates/ days
1.	Releasing the academic schedule to all teaching staff	Principal & HoDs	Start of the Academic Year
2.	Grouping the faculty members based on their specialization	HoDs	Start of the Academic Year
3.	Conducting department meeting to confirm the need of higher studies to the faculty	HoDs	Start of the Academic Year
4.	Finalization of number of faculties need to pursue to higher studies	HoDs	Start of the Academic Year
5.	Selection on the area of research topic, Guide and duration of the research	Faculty members	Start of the Academic Year
6.	Collection of all necessary documents needed for higher studies	Faculty members	Start of the Academic Year
7.	Completion of the entire registration process of the concerned university	Faculty members	Start of the Academic Year
8.	Outcome from the research work to the Institution	Faculty members	Start of the Academic Year
9.	Verification of bills and research work of the Faculty member	HoD, Principal	Start of the Academic Year
10.	Submission of the entire report copy containing all particulars for the remuneration to the work	Faculty members	Start of the Academic Year
11.	Approval for remuneration to the faculty considering the norms	Principal	Start of the Academic Year

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

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