	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR SUBJECT ALLOTMENT		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/44
	Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 1 of 2

Objective: To elaborate the procedure for allocating Theory Subjects and Practical labs to staff members.


Responsibility:

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

Procedure:

Sl.	Activities	Responsibility	Target days
1.	Preparation of academic schedule for academic year	Principal & HoDs	1 st week of April
2.	Releasing the academic schedule to all teaching/non-teaching staff members	Principal	2 nd week of April
3.	Seeking students choices on elective courses	HoDs and Faculty	3 rd week of April
4.	Seeking service courses from the relevant departments	HoDs	3 rd week of April
5.	Sharing the course option sheet with all faculty members	HoDs	4 th week of April
6.	Analyzing the competency of staffs in subject chosen based on their possession of PhD/Publication/MOOC certification/FDP certification in addition to the C.E. Specialization	HoDs	4 th week of April
7.	Allocating the subjects to the faculty based on the number of times the course handled, result analysis and earlier student's feedback	HoDs	4 th week of April
8.	Assigning the Practical labs corresponding to the theory allotted to the faculty members.	HoDs	4 th week of April
9.	Conducting department meeting on course allocation based on willingness & competency	HoDs & faculty members	1 st week of May
10.	Approval by Principal for Subject allotment	HoDs	1 st week of May

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

	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR SUBJECT ALLOTMENT		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/44
	Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 2 of 2

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