	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR MONITORING DUTY		
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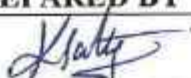
Objective: To maintain the discipline in the campus and regularity of all students during class hours on all working days.

Responsibility:

- Mentors
- Heads of the respective Departments
- Incharge Student Affairs

Procedure:

Sl.	Activities	Responsibilities
1	Depute faculty members for each day to monitor the disciplinary and regularity of students in various venues.	All HODs & Principal
2	Students shall be strictly monitored for their proper dress code and identity card with in institution premises.	All Faculty members
3	Attendance will be noted from each class and submitted to respective HODs before break.	Deputed faculty for the day
4	During observation if any student is found late, he/she will be warned.	Mentors and Deputed faculty for the day
5	Faculty may also exercise their own discretion for permitting any late comer to enter the class by giving/with holding attendance.	HODs, Mentors and Deputed faculty for the day
6	Strict action will be taken on continuous irregularities by analyzing the reason behind it.	HODs, Mentors
7	Mentors and HoDs shall continuously keep track of the student's progress.	HODs, Mentors

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
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