



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

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STANDARD OPERATING PROCEDURE FOR ASSIGNMENT OF RESPONSIBILITIES


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:

S. No	Activities	Responsibility
1	List the roles that are needed for each task in the procedure	Principal, Dean and HODs
2	Include the responsibilities for each role	Principal, Dean and 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 member periodically and rotate.	Principal, Dean and HoDs


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