



IARE

**INSTITUTE OF
AERONAUTICAL ENGINEERING**

**STANDARD OPERATING PROCEDURE
FOR
ASSIGNMENT OF RESPONSIBILITIES**

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 and HODs
2	Include the responsibilities for each role	Principal 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 and HoDs