



# IARE

INSTITUTE OF  
AERONAUTICAL ENGINEERING

## **STANDARD OPERATING PROCEDURE FOR COURSE ALLOTMENT**

# STANDARD OPERATING PROCEDURE FOR COURSE ALLOTMENT

## Objective:

To elaborate the procedure for allocating Theory and Practical labs to staff members

## Responsibility:

- All the teaching faculty
- Dean Academic
- Academic committee
- Heads of the respective departments

## Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Preparation of academic calendar / schedule for academic year	Dean Academics and HoD's	Before the start of Odd and Even semester
2	Releasing the academic schedule to all teaching / non-teaching staff members	Principal	Before the start of semester
3	Receiving students choices on elective courses	HoDs and Faculty	One week before start of semester
4	Receiving service courses from the relevant departments	HoDs	Two weeks before start of semester
5	Conducting department meeting on course allocation based on willingness and competency	Academic Committee / HoDs	Two weeks before start of semester
6	Sharing the course option sheet with all faculty members	HoDs	Two weeks before start of semester
7	Analyzing the competency of staffs in course chosen based on their possession of PhD/Publication/MOOC certification/FDP certification in addition to the M.E. Specialization	Academic Committee / HoDs	Two weeks before start of semester
8	Allocating the courses to the faculty based on the number of times the course handled, specialization result analysis and earlier student's feedback	Academic Committee / HoDs	Two weeks before start of semester
9	Assigning the practical laboratory courses corresponding to the theory allotted faculty.	HoDs	Two weeks before start of semester
10	Approval by Principal after course allotment	Principal	Before the start of semester