



**KOTTAKKAL FAROOK**  
**ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

## **STANDARD OPERATING PROCEDURE FOR ASSIGNMENT OF RESPONSIBILITIES**

# KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE

## STANDARD OPERATING PROCEDURE FOR ASSIGNMENT OF RESPONSIBILITIES

### 1. Objective

To elaborate the procedure for assigning roles and responsibilities to staff members.

### 2. Scope

This SOP applies to all teaching and non-teaching staff members, Heads of Departments (HoDs), and the Principal at Kottakkal Farook Arts and Science College.

### 3. Responsibilities

- **All Teaching and Non-Teaching Staff Members:** Accept and fulfil assigned roles and responsibilities.
- **Heads of Departments (HoDs):** Identify, assign, and review roles and responsibilities within their departments.
- **Principal:** Oversee the assignment process and ensure alignment with institutional goals.

S. No.	Activities	Responsibility
1	List the roles needed for each task in the procedure.	Principal and HoDs
2	Define the responsibilities for each role.	Principal and HoDs
3	Assign roles to individuals and prepare a list for the assignment of different roles.	HoDs
4	Assign roles to different members based on their knowledge and experience.	HoDs

S. No.	Activities	Responsibility
5	Periodically review the roles of staff members and rotate as necessary.	Principal and HoDs

#### **4. Procedure**

#### **5. Detailed Procedures**

##### **5.1 Listing Roles Needed for Each Task**

1. The Principal and HoDs will collaboratively identify all the roles necessary for the various tasks and functions within the college.
2. Each role should be clearly defined, considering the specific needs and goals of the college.

##### **5.2 Defining Responsibilities for Each Role**

1. The Principal and HoDs will outline the specific responsibilities associated with each role.
2. Responsibilities should be detailed, ensuring clarity in expectations and duties.

##### **5.3 Assignment of Roles**

1. HoDs will assign roles to individual staff members within their departments.
2. A comprehensive list of roles and their assignments will be prepared and documented.

##### **5.4 Criteria for Role Assignment**

1. HoDs will assign roles based on the staff members' knowledge, skills, experience, and areas of expertise.
2. Consideration will also be given to the professional development of staff members, aiming to enhance their skills and career growth.

##### **5.5 Periodic Review and Rotation of Roles**

1. The Principal and HoDs will periodically review the roles and responsibilities of staff members to ensure continued alignment with the college's objectives and individual staff development.
2. Roles may be rotated periodically to provide staff with diverse experiences and to foster a more versatile workforce.
3. Feedback from staff members regarding their roles will be considered during the review process.

## **6. Documentation and Records**

- All role assignments and changes will be documented and stored securely in the HR department.
- Electronic copies will be maintained in a secure, access-controlled digital repository.

## **7. Review and Compliance**

- The Principal and the Internal Audit committee will review this SOP annually.
- Any updates or changes to the procedure will be communicated to all staff members and relevant stakeholders.

## **8. Approval**

This SOP is approved by the Principal and the Internal Audit committee and is effective from [Date].

**Principal's Signature:**

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**Date:**

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**Internal Audit committee Signature:**

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**Date:**

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**9. Distribution** This SOP will be distributed to all teaching and non-teaching staff members, HoDs, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.