MITS
MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE
(Deemed to be University under section 3 of UGC Act, 1956)
www.mits.ac.in

IQAC
MITS Internal Quality Assurance Cell

Checklist No: MITS/DTBU/IQAC/25- 26/01

DRAFT POLICY DOCUMENT FORMAT

(Applicable to all Cells, Committees & Centers of the MITS Deemed-to-be University – IQAC Standardized Format)

Cover Page

- University Name, Logo,
- Title   : *"Policy Document of [Name of Committee/Cell]"*
- Policy Code   : (e.g., MITS/[Cell Code]/2025/01)
- Version No. / Effective Date
- Prepared By : [Cell/Committee Name]
- Approved By : [VC/Registrar]

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1. Policy Metadata

Field	Details / Signature
Policy Title	
Policy Code	
Version / Date	
Prepared by	Name & Designation (Signature & Date)
Reviewed by	Name & Designation (Signature & Date)
Approved by	**Registrar / Vice-Chancellor** (Signature & Seal)
Next Review Date	

2. Policy Preamble

- Background & context of the committee/cell
- Statutory/Regulatory requirements (UGC, AICTE, NAAC, ISO, Government Acts)
- Institutional rationale for establishing the Cell/Committee

3. Vision & Mission Linkage

- How the policy aligns with **University Vision and Mission**
- Connection to **NEP 2020 reforms**
- Contribution to **UN Sustainable Development Goals (SDGs)**

4. Objectives

- Broad Goals (Student welfare, Inclusivity, Research, Administration, Governance, Sustainability, etc.)

5. Scope

- **University-wide applicability** covering all **Schools, Departments, Centers, and Units**
- Applicability to Faculty, Staff, Students and Stakeholders

6. Definitions

- Key terms (Policy Owner, Custodian, Stakeholder, Review Cycle, ToR, etc.)

7. Policy Statement

- Official stance and guiding principles of the University regarding the Committee/Cell

8. Governance & Composition

- Chairperson
- Coordinator/Convener
- Faculty, Staff, Student, and External Members (as per UGC/statutory norms)
- **Composition & Responsibilities in line with UGC / Statutory / Regulatory requirements**
- Tenure of members

9. Terms of Reference (ToR)

- **Objectives** – What the Committee/Cell intends to achieve
- **Functions** – Core Duties and Activities
- **Reporting Hierarchy** – To whom the Committee/Cell Reports (IQAC, Academic Council, Governing Body)
- **Meeting Frequency** – Monthly/Quarterly/Annual as mandated

10. Roles & Responsibilities

- Chairperson
- Coordinator/Convener
- Members
- IQAC (Documentation, Review, Compliance support)

11. Functions of the Committee/Cell

- Statutory functions as per UGC/AICTE/Govt. guidelines
- University-specific initiatives and monitoring functions
- Deliverables (Reports, Action plans, Compliance documents)

12. Standard Operating Procedures (SOPs)

- Frequency of Meetings
- Quorum requirements
- Agenda Preparation
- Minutes Recording format
- Action Taken Report (ATR) mechanism

13. Policy Review, Implementation & Updating

- Review existing Policy and SOP annually or biennially
- Update to incorporate:
    - University-wide scope covering all Schools, Departments, and Units
    - Composition & responsibilities as per statutory requirements
    - ToR including objectives, functions, reporting hierarchy, and meeting frequency
    - Alignment with NEP 2020 reforms and relevant UN SDGs
- Dissemination: Portal, Circulars, Handbook, Training
- RACI chart (Responsible, Accountable, Consulted, Informed)
- Monitoring frequency

14. Training & Awareness

- Induction Programs for New members
- Annual Orientation/Awareness workshops
- Digital dissemination (Email, Website, Handbook)

15. Compliance & Legal Requirements

- UGC Deemed-to-be University Regulations, 2023
- Statutory Acts (POSH, SC/ST Act, PwD Act, etc., where it is applicable)
- NAAC/NBA/ISO 21001 frameworks

16. Review & Revision Mechanism

- Annual or Biennial review cycle
- Triggered updates for regulatory changes
- IQAC initiates Review, Registrar/VC approves revisions

17. Documentation & Record-Keeping

- Unique Policy code & versioning
- Central Digital Repository maintained by IQAC
- Archival of outdated versions for Audit trail

18. Reporting & Audit

- Submission of Annual Reports and ATRs to IQAC
- Internal Compliance Audit by IQAC annually
- Statutory Audit (where applicable)

19. References

- UGC Regulations
- Government Acts & Notifications
- University Statutes & Ordinances
- Institutional Development Plan (IDP) / Strategic Plan

20. Annexures

- Annexure I: Standard Forms (Complaint, Application, Nomination)
- Annexure II: Sample Agenda Format
- Annexure III: Minutes Format
- Annexure IV: Action Taken Report Format
- Annexure V: Implementation Checklist (Excel)
- Annexure VI: Policy Review Report Format

Note on Usage

- This policy document template is a **standardized framework** for all committees and cells of the University.
- Each committee or cell should complete only those sections relevant to its **specific mandate, statutory obligations, or operational needs**.
- Sections that are not relevant **may be skipped**, but a **brief justification must be provided** explaining why the section does not apply.
- This ensures **flexibility** for individual committees while maintaining **uniformity and standardization** across the University.