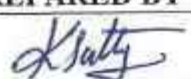

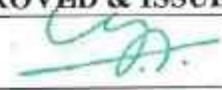

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Sl.	Names of academic and administrative bodies	Functions and responsibilities
3	Finance Committee	<p>i. The annual accounts and financial estimates of Institute shall be placed before the Finance Committee for scrutiny and thereafter submitted to the Governing Body together with the comments of the Finance Committee for approval.</p> <p>ii. The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.</p> <p>iii. No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.</p> <p>iv. To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of Institute Development Committee.</p> <p>v. Estimates the income from fees and other sources.</p> <p>vi. Estimates the fund received from UGC/AICTE/any other funding agency Prepares plan of expenditure for running of the institution on day to day basis.</p> <p>vii. Scrutinizes the budget submitted by the different depts. and monitor the utilization of department's budget.</p> <p>viii. Proposes the budget for the financial year for the departments and the institute.</p> <p>ix. To consider audited accounts of the Institute and submits the audited accounts to GC.</p> <p>x. To make recommendations to the Governing Council for the following to: Advise the Governing Body on all financial matters.</p> <p>xi. To scrutinize the budget submitted by the different departments and monitor the utilization of department budget.</p> <p>xii. Propose the budget for the financial year for the departments and institute Consider and submit the audited accounts.</p>


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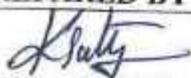
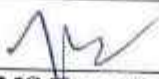
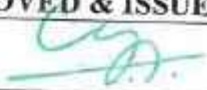
4	<b>Boards of Studies</b>	<ol style="list-style-type: none"> <li>1. To approve the Course Outcomes (COs), Program Outcomes (POs), Program Specific Outcomes (PSOs) and Program Educational Objectives (PEOs) of the programs offered by the department.</li> <li>2. Design the syllabus as per Mission, Vision, Program Outcomes, Program Specific Outcomes, and Course Outcomes of all programs offered by the Department</li> </ol>
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Sl.	Names of academic and administrative bodies	Functions and responsibilities
	<b>Boards of Studies</b>	<ol style="list-style-type: none"> <li>i. Prepares the contemporary syllabi for different programs basing on the changing needs of the profession and the requirements of the industry for all courses with respect to the objectives of the college, stakeholders, societal/local/ national/regional/global developmental needs.</li> <li>ii. Approve the curriculum and its structure for all the programs of the department.</li> <li>iii. Advises innovative pedagogical methods teaching and evaluation methods.</li> <li>iv. Suggest panel of names to the academic council for appointment of examiners</li> <li>v. Co-ordinates research, teaching, consultancy and any other academic matters for the growth of the department/institute.</li> <li>vi. To make recommendations to the Academic Council for the following: Starting of new courses Initiate measures for improvements of standards of teaching, Training and research.</li> </ol>
5	<b>Institute Academic Committee</b>	<ol style="list-style-type: none"> <li>1. Plan, monitor and control of the academic systems of all the Departments.</li> <li>2. Introduce innovations in Teaching, Learning and Evaluation practices.</li> <li>3. Introduce the additional infrastructural facilities required to strengthen the Departments for the changing needs, curriculum revision or introduction of new disciplines.</li> <li><input type="checkbox"/> 4. Evolve processes for inducting Academic Audit both at the Institute level and at the Department level.</li> </ol>
6	<b>Research Advisory Board</b>	<ol style="list-style-type: none"> <li><input type="checkbox"/> 1. Identifying the funding agencies.</li> <li><input type="checkbox"/> 2. Finalize thrust areas for institutional R&amp;D projects.</li> <li><input type="checkbox"/> 3. Identifying the Research projects.</li> <li><input type="checkbox"/> 4. Review the progress of the research projects.</li> <li><input type="checkbox"/> 5. Review of new/ existing Center for Excellence in the Institute Efforts looking for additional resources for research infrastructure.</li> <li><input type="checkbox"/> 6. Contributing towards the development of curriculum.</li> <li>7. Recognizing recent trends in science and technology.</li> <li>8. Identifying the thrust / emerging research areas and advises on the research processes and current technological practices.</li> </ol>

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7	Internal Quality Assurance Cell (IQAC)	<ol style="list-style-type: none"><li>1. Dissemination of information on various quality parameters of higher education.</li><li>2. Facilitating the creation of a learner-centric environment.</li><li>3. Development and application of quality benchmarks /parameters for all the academic and administrative activities of the institution.</li><li>4. Acting as a nodal agency of the Institution for coordinating quality-related activities.</li><li>5. Development of quality concerned culture in the institute.</li></ol>
8	Purchase Committee	<ol style="list-style-type: none"><li>1. Maintains the approval letters Collects the quotations from various vendors Compares the prices from these quotations.</li><li>2. Finalizes the competitive prices Places the Purchase Order.</li><li>3. Settles the bills and submits the same for auditing purpose</li></ol>
9	Examination Committee	<ol style="list-style-type: none"><li>1. Prepares relevant time tables of the Institute based on the Examination Time Table.</li><li>2. Prepares and display an overall Supervision Duty List.</li><li>3. The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities and A report of same shall be submitted to the Principal.</li><li>4. Committee collects list of examiners for assessment and moderation of each subject from respective HODs.</li><li>5. Ensures that the evaluation and moderation process is completed on time.</li><li>6. Prepares smooth conduct of Examinations, time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.</li><li>7. Ensures that the entire exam related documents reach the university in time.</li><li>8. Conducts Internal Assessment examination as per academic calendar.</li><li>9. Distributes marks lists to the students after the results of various examinations received from the University.</li><li>10. Processes all Circulars, Guidelines, Office Orders, Notifications received by the University.</li></ol>

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10	Department Advisory Board (DAB)	<ol style="list-style-type: none"><li>I. The Department Advisory Board (DAB) is responsible for setting goals and objectives for the department's program.</li><li>II. Plan, monitor and control of the academic system of the department.</li><li>III. DAB also will consider the recommendations of Program Assessment Committee that relate to any of the development that must include programs of study, change in syllabus, Laboratory up gradation and maintenance, introduction of new courses and make further recommendations to the Board of studies.</li><li>IV. Planning, monitoring and control of the academic system of the department concerned.</li><li>V. Procure the additional infrastructural facilities required for strengthening the department as per the suggestions of the PAC (Program Assessment Committee).</li><li>VI. Implementing the innovative practices in the Teaching and Learning methods.</li><li>VII. Department advisory Board (DAB) is responsible for the academic audit of the department.</li><li>VIII. Recommending for the establishment of the New/Additional infrastructural facilities for the department.</li><li>IX. Defines the educational objectives of the Department at all levels. Keeps the quality of teaching and learning at all levels in the Department under review at all times.</li><li>X. Discussion on Industry visits Reviews Result Analysis Review on research proposals from different funding agencies Review on research publications Preparations related to NBA, NAAC and UGC etc. B.Tech and M.Tech Projects Decides Certificate Courses.</li></ol>

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11	Program Assessment Committee (PAC)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> i. Collect feedback from all the stake holders viz. the students, staff, parents, Industry experts, academic peers etc regarding the course requirements, emerging trends and the corrections needed in the existing academic system and verifies whether it relates to the conduct of the course work or organizing the laboratories. <input type="checkbox"/> ii. Analyze the feedback and make reviews. <input type="checkbox"/> iii. Review on FDP/Workshops/conferences/Any Other Funding proposal to various funding agencies. <input type="checkbox"/> iv. Review on Budget utilization. <input type="checkbox"/> v. Review on Infrastructure. <input type="checkbox"/> vi. Reconstitution of Committees. <input type="checkbox"/> vii. Result Analysis. <input checked="" type="checkbox"/> viii. Recommend the following: Changes to the syllabus Introduction of the new courses c. Upgrading the Laboratories Introduction of the New laboratories. <input type="checkbox"/> ix. Recommending for the requirements of new infrastructural facilities to the department concerned.
12	Class Review Committee	<input type="checkbox"/> i. Monitor the lesson Plan Syllabus coverage/ Student attendance and Academic performance Assignments/ Tutorials/any other Industrial Visits. <input type="checkbox"/> ii. Analyze the student Feedback Counsel the Course Coordinator in case of Poor Performance, the poor performance is reported to the principal, if the performance cannot be improved even after repeated counseling by the Committee. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13	Research Incentives Review Committee	<input type="checkbox"/> i. Reviews the faculty publications. <input type="checkbox"/> ii. Recommends the incentives for all those papers published in the peer reviewed journals. <input type="checkbox"/> iii. Suggests the faculty for further patent work. <input type="checkbox"/> <input type="checkbox"/>


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14	<b>Library &amp; Information Resource Centre Committee</b>	<ol style="list-style-type: none"> <li>I. Collecting the requirements of the text books, reference books, journals and ensuring adequate number of copies are made available in the library as per norms.</li> <li>II. Planning and implementing the library automation, procedures, digital library development and usage.</li> <li>III. Finalizing the list of books, journals, magazines and equipment to the institute as well as department libraries and propose budgetary estimates to the administration.</li> <li>IV. Conducting annual stock verification</li> </ol>
15	<b>Grievance Redressal Committee</b>	<ol style="list-style-type: none"> <li>I. All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.</li> <li>II. Committee tries to settle the issues amicably in a time bound manner.</li> <li>III. Introduces a reasonable and reliable solution for grievances of various issues received from students/parents.</li> <li>IV. Ensures that the grievances are resolved on time impartially and confidentially.</li> </ol>
16	<b>Anti-Ragging Committee</b>	<ol style="list-style-type: none"> <li>I. Ensures that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities.</li> <li>II. Takes precautions to avoid ragging activities at other locations like bus stops and gives instructions to the student volunteers and secret informers at various boarding points.</li> <li>III. Canvases about anti-ragging in the forms of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.</li> <li>IV. Arranges counseling and guidance programs arranged for the fresher's and parents regarding ragging.</li> <li>V. Takes affidavits from the students and parents regarding Ragging during the Admission.</li> <li>VI. Provides helpline details inside and outside college premises.</li> <li>VII. Resolves the complaint received from the victim Verifies the facts through enquiry.</li> <li>VIII. Awards disciplinary action against culprit.</li> </ol>


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17	<b>Disciplinary Committee</b>	<ul style="list-style-type: none"> <li>I. Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the students in the institute premises Counsels the indiscipline students.</li> <li>II. Counsels the students about ill-effects of ragging.</li> <li><input type="checkbox"/> III. Enlightens the students on the consequential administrative and legal implications.</li> <li><input type="checkbox"/> IV. Monitors the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.</li> <li>V. Ensures that all the students attend classes without bunking &amp; prevent the students from leaving the college early.</li> <li>VI. Maintains proper discipline in the college canteen, student waiting room, corridors and canteen during the college working hours.</li> <li>VII. Assists the college anti-ragging committee in preventing ragging in the College and to spread anti- ragging campaign throughout the student's community.</li> </ul>
18	<b>Editorial Board, MITS, The Annual Magazine</b>	<ul style="list-style-type: none"> <li>I. Gathers and sorts information under various headings.</li> <li>II. Checks and edits the information Does proof reading.</li> <li>III. Gives a final shape to the magazine Invites quotations from the printers, identifying printer.</li> <li><input type="checkbox"/> IV. Receives printed copies from printer and arranges for distribution.</li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>
19	<b>Extra Curricular &amp; Co-Curricular Committee</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> I. The committee shall plan for for creating the infrastructural facilities.</li> <li><input type="checkbox"/> II. Submission of quarterly report regarding the adequacy and quality of the maintenance of the facilities.</li> <li>III. The committee is responsible for: Event planning</li> <li>IV. Scheduling the events Budget planning Ensuring maximum possible participation coordinating the student activities</li> </ul>

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20	<b>Sports Committee</b>	<ol style="list-style-type: none"> <li>1. To plan, conduct all sports in the college including competitions.</li> <li>2. Train students for inter college and inter university, state and national level competitions.</li> <li><input type="checkbox"/> 3. Monitor and maintain the discipline in student players.</li> <li><input type="checkbox"/> 4. For up keep of all play grounds, sports equipment, For scheduling all the related activities without effecting the class/Lab work, examination schedules.</li> <li><input type="checkbox"/> 5. To give System of development of sports and extra curricular activities.</li> <li>6. To plan for all the infrastructural facilities required as per norms through Professor In charge resources.</li> <li>7. To plan and monitor the maintenance of all the infrastructural facilities related to sports and games.</li> <li>8. To Organize competitions of Intramural, Republic Day Cup, Fresher's Day Cup, Independence Day cup etc., To Organize Inter collegiate tournaments.</li> <li>9. To Coach players to participate in All India Inter University and various Inter collegiate meets.</li> <li><input type="checkbox"/> 10. To Organize Annual Sports Fest.</li> </ol>
21	<b>Training &amp; Placement Committee</b>	<ol style="list-style-type: none"> <li>I. Collects and maintains the students database for the purpose of T&amp;P activities.</li> <li>II. Does the training need analysis for all third year students.</li> <li>III. Basing on the same, plans for imparting the necessary skills such as soft skills, hard skills and technical skills.</li> <li>IV. Responsible for identifying placement opportunities across reputed organizations.</li> <li>V. Arrange for interaction with industry and bridge the gap between Institute and industry.</li> <li>VI. Arranges for better conduct of industry – specific Training programmes.</li> <li>VII. Assists companies in the recruitment process by conducting interviews, group discussions, written tests etc. in the Campus.</li> <li>VIII. Arranges the special sessions for providing the contemporary trends and development in the technologies and tools to the students.</li> <li>IX. The Training and placement Cell conducts lectures on personality development communication skills and conduct mock sessions for improving presentation skills.</li> </ol>

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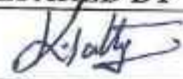

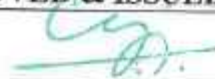
Sl.	Names of academic and administrative bodies	Functions and responsibilities
		<input type="checkbox"/> x. Plans, designs, and imparts Soft skills to the students. <input type="checkbox"/> xi. Plans, designs and imparts personality development to the students. <input type="checkbox"/> xii. Plans, designs and finishing schools to the students. Coordinates with Training Officer for identifying the training requirements related to Soft and communication skills
22	<b>Hostel Committee</b>	<ul style="list-style-type: none"> <li>• To plan and monitor the maintenance of all the infrastructure facilities concerned with the Hostel</li> <li>• To supervise all facilities/amenities and their up keep, receive complaints from students, redress of grievances etc.</li> <li>• To control, counsel the behavior of students in the hostel norms, monitor study schedules and patterns, etc.</li> <li>• To plan for all the infrastructure facilities required as per Responsible for proper maintenance of the lodging and boarding facilities of the hostel and for smooth running of the hostel.</li> <li>• Responsible for the receipts and the payments of the hostel</li> </ul>
23	<b>Alumni Coordination Committee</b>	<ul style="list-style-type: none"> <li>• Responsible for the registration of all the outgoing students as alumni members and maintenance of the database.</li> <li>• Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers.</li> <li>• Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the Institute.</li> <li>• Establishes the network of the alumni and present students through seminars, guest lectures, workshops etc.</li> <li>• Responsible for establishing alumni chapters and conducting their annual meets frequently.</li> <li>• Identifies and forwards the information to main Chapter at MITS regarding the Alumni occupying good positions in Industry / R&amp;D / Academics / Business etc.</li> <li>• Host the alumni details on the Institute Website interacting with individual HOD's through Institute Automation and update the same regularly.</li> <li>• Circulates the details of alumni to the present students for their benefit.</li> <li>• Invites the Alumni in good professional position for guest lecturers under discussions with HOD.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Host a Web Site for online registration of Alumni as well for funning information Forwards information through E-News Letter and update the Yearly Calendar of Events.</li> <li>• Receives suggestions from the Alumni through e-mail regarding the need for curriculum updating, Lab up gradation, Imparting any Special Skills, Career Opportunities, Admission into Foreign Universities etc. and forward the same to the concerned HOD's / Principal / Management, if any action needs to be taken from their side.</li> <li>• Identifies Funding for Instituting Scholarships for deserving meritorious students from Alumni. Collects Funds to develop Library / Equipment / computer centers, Buildings etc.</li> </ul>
24	<b>Industry Institute Interaction Committee</b>	<ul style="list-style-type: none"> <li>• Arranges industrial visits, internships and industrial tours Involves industrial experts to be on college Governing council, Academic council, BOS, Department Development committees, Training and Placement committee, etc.</li> <li>• Fructifying the tie-ups into MOUs with industry for the purpose of training, placements, internships, for utilizing the services for entrepreneurship development programs</li> <li>• Organizes student and Faculty Training at the Industry Assists in bringing in sourcing live projects to be done by Final Year B.Tech and M.Tech Students Tie-up with the Industry to implement</li> <li>• Virtual development center Plans and implements the Entrepreneur development programs within campus.</li> <li>• Assists in bringing then R&amp;D Projects from Research Organizations</li> <li>• Guides in getting financial support from industry the R&amp;D Projects from Governmental organizations which include DST, CSIR, UGC, AICTE etc.</li> <li>• Assists in bringing the R&amp;D Projects from Research Organizations Facilitates in marketing the consultancy services offered by departments</li> </ul>
25	<b>Canteen Committee</b>	<ul style="list-style-type: none"> <li>• To supervise, take steps for the maintenance of canteen facilities with hygiene To maintain and control the quality of food supplied in the canteen</li> <li>• To modernize the canteen equipment and cooking procedures.</li> <li>• To control and make suggestions to the canteen management.</li> <li>• To plan for all the infrastructure facilities required as per norms through Professor In charge resources.</li> <li>• To plan and monitor the maintenance of all the Infrastructure facilities related to Canteen</li> <li>• To maintain the canteen premises clean and Hygiene.</li> </ul>

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26	<b>RTI Committee</b>	<ul style="list-style-type: none"><li>Facilitates the citizens to know about the organization or the matters related to the organization like budget, expenditure, employee's selection etc.</li><li>Resolves the issues received from affiliating University</li></ul>
27	<b>Sexual Harassment Committee</b>	<ul style="list-style-type: none"><li>To prevent sexual harassment and to promote the general well-being of female students/employees of the Institute.</li><li>To provide the healthy and safe environment in the Institute for the female students/employees.</li><li>To provide guidelines for the redressal of grievances related to sexual harassment of female students/employees of the institution.</li><li>To resolve issues pertaining to girls or women sexual harassment.</li></ul>
28	<b>SC &amp; ST Cell</b>	<ul style="list-style-type: none"><li>Resolves the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.</li><li>Looks after the work related to SC/ST students matters and no other work is assigned to the Cell.</li><li>Ensures the effective implementation of the guidelines /policies and programmes of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged.</li><li>Collects data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the institute and informs the same to the deserve people.</li><li>Gives wide publicity through circulars to all the faculties and informs the students about the various scholarships</li></ul>
29	<b>Minority Cell</b>	<ul style="list-style-type: none"><li>Plans to implement, coordinate and control all schemes related disadvantaged groups.</li><li>Conducts coaching classes for competitive exams and prepares students for professional examinations.</li><li>Ensures the safe and secure environment for minorities.</li><li>Provides counseling for any emotional emergencies arising on account of any events in the institute</li></ul>

<b>PREPARED BY</b>	<b>REVIEWED BY</b>	<b>APPROVED &amp; ISSUED BY</b>
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# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

## SOP FOR ACADEMIC & ADMINISTRATIVE BODIES

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30	<b>Internal Compliance Committee</b>	<ul style="list-style-type: none"><li>• Creates awareness about the internal compliance committee cell among the Institute academic and administrative units.</li><li>• Promotes effective communication and collaboration among those responsible for compliance.</li><li>• Ensures that the complainant and witnesses are not victimized or discriminated because of their complaint.</li><li>• Encourages an open-dialogue with the complainant from the committee members.</li><li>• Monitors emerging compliance trends and circulate the information as needed.</li><li>• Serves as a resource in developing or improving compliance related processes.</li><li>• Works with the University Policy Review Committee to ensure proper reporting of the complaints and their follow-up procedures.</li><li>• Makes recommendations to senior management as to any resources or actions required for Institute compliance.</li></ul>
31	<b>OBC Cell</b>	<ul style="list-style-type: none"><li>• Collects reports and information from the Government of India and the UGC orders on various aspects of education, training and employment of OBC.</li><li>• Circulates Government of India orders and UGC's decisions and to collect information in respect of appointing, training these communities in teaching and non-teaching posts in the University.</li><li>• Collects statistics on OBC students and employees.</li><li>• Functions as a Grievances Redressal cell for the Grievances of OBC students including minority students and employees</li></ul>
32	<b>Anti Drugs Committee</b>	<ul style="list-style-type: none"><li>• Educates the students about the ill effects of taking drugs through series of lectures, seminars etc.</li><li>• Plans of preventive measures such as arranging counseling sessions for drug abused students.</li><li>• Keeps the channels of communication open for all the students/faculty.</li><li>• Organizes anti-drug student campaigns with a frequency of twice in a year.</li></ul>
33	<b>Women Cell Internal complaints committee</b>	<ul style="list-style-type: none"><li>• Eve teasing incidents in the campus and the college buses. Inappropriate behavior towards women staff. Improper treatment of girl students</li><li>• Passing of unaesthetic and provocative comments and messages.</li><li>• Equips the female students, faculty and staff members with the knowledge of their legal rights.</li><li>• Safeguards the rights of female students, faculty and staff members.</li><li>• Provides a platform for listening to complaints and redressal of grievances.</li></ul>

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