	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR PREPARATION OF QUARTERLY REPORT		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/11
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Objective: To elaborate the procedure for preparing Quarterly Report.


Responsibility:

- All the teaching/non-teaching staff members
- Department Quarterly Report Coordinator
- Institution Quarterly Report Coordinator
- Heads of the respective Departments
- Principal

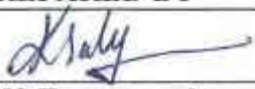


Procedure:

Sl.	Activities	Responsibility	Target days
1.	Sharing of the various activity option sheet to all faculty members.	Department Quarterly Report coordinator	1 st working day of Every Quarter
2.	Day to day update of the shared sheet along with photographs	All the teaching/non-teaching staff members	Every working day
3.	Consolidation and Preparation of department Quarterly Report.	Department Quarterly Report coordinator.	Final week of every Quarter
4.	Submission to HoD for necessary approval for Department Quarterly Report.	Department Quarterly Report coordinator.	Last working day of Every Quarter
5.	Consolidation and Preparation of Institution Quarterly Report.	Institution Quarterly Report coordinator	1 st week of Subsequent Quarter.
6.	Submission to Principal for necessary approval for Institution Quarterly Report.	Institution Quarterly Report coordinator	6 th working day of every Quarter
7	Presentation of MIR to Executive Director	Principal / Registrar / Dean / HoD	7 th working day of every Quarter

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
EOMS Team member	EOMS Team Leader	PRINCIPAL

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Sl.	Activities	Responsibility	Target days
8.	Releasing the Quarterly Report to all teaching/non-teaching staff members.	Principal of the institution	8 th working day of every Quarter

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