



MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

SOP FOR NBA, NAAC & NIRF

Issue No : 01

Revision No: 00

Doc. No: EOMS-MITS/SOP/12

Issue Date: 01/06/2023

Revision Date: 00/00/0000

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Objective: To elaborate the procedure for preparing the Guidelines of NBA, NAAC related work.


Responsibility:

- Principal
- HoD
- All Teaching Staff
- All Non-Teaching Staff

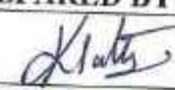
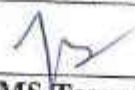

Procedure: NBA


Sl.	Activities	Responsibility	Target dates/days
1.	Preparation of details required for Prequalifier application	Faculty Incharge	15 days before the application Submission
2.	Internal Verification of Prequalifier application	Principal, Dean & HODs	10 Days before the application submission
3.	Preparation of final Copy application and Uploading in the e-nba portal	Faculty In charge	10th Day
4.	Criterion Incharge meeting with Principal regarding the preparation of SAR (Self Assessment Report) and files	Faculty In charge of concerned department, HOD	11th to 15th day
5.	Preparation of SAR and related files	Faculty Incharge & HOD	16th to 30th day
6.	Verification by Department HODs	Faculty Incharge & HoD	31st to 35th day
7.	Improvisation of SAR and Files from the feedback and comments of Dean	Faculty Incharge, HoD & Dean	36th to 40th Day
8.	Verification by Principal and Other Department HODs	Principal, Registrar & Other Department HODs	41st to 45th day

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

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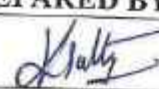
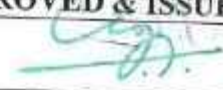
9.	Improvisation of SAR and Files from the feedback and comments of Principal	Faculty In charge & HOD	46th to 50th day
10.	Finalization of SAR	Faculty Incharge & HOD	51st to 55th day
11.	Submission of SAR	Faculty In charge & HOD	56th to 60th day
12.	File updation	Faculty Incharge	61st to 80th day
13.	Mock Accreditation	Faculty Incharge, HOD & Dean	81st 85th day
14.	Improvisation of SAR and Files from the feedback and comments of Expert Members	Faculty Incharge & HoD	86th to 90th day
15.	Fine Tuning of Files and Documents	Faculty Incharge & HoD	Till Committee Visit

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Procedure: NAAC

Sl.	Activities	Responsibility	Target dates/days
1.	Criterion Incharge meeting with Principal regarding the preparation of SSR (Self Study Report) and files	Chief Coordinator IQAC	1st to 5th day
2.	Preparation of SSR and related supporting documents	Chief Coordinator IQAC, Coordinator IQAC	6th to 40th day
3.	Verification of Criteria	Criteria In charge	41st to 45th day
4.	Improvisation of SSR and Files from the feedback and comments of Principal / Registrar	Coordinator IQAC & Criterion In charge	46th to 60th Day
5.	Verification by Principal and Chief Coordinator - PAARC Cell	Chief Coordinator IQAC, Coordinator IQAC & Criterion In charge	61st to 65th day
6.	Improvisation of SAR and Files from the feedback and comments of Principal	Coordinator IQAC & Criterion In charge	66th to 70th day
7.	Final SSR verification by Principal, Chief Coordinator - PAARC Cell & Expert	Chief Coordinator IQAC, Coordinator IQAC & Criterion In charge	71st to 75th day
8.	Submission of SSR	Chief Coordinator IQAC & Coordinator IQAC	76th to 80th day
9.	File updation	Coordinator IQAC & Criterion In charge	81st to 100th day
10.	Conducting Mock NAAC visit	Principal & Registrar	101st 105th day
11.	Improvisation of SSR and Files from the feedback and comments of Expert Members	Coordinator IQAC & Criterion In charge	106th to 120th day
12.	Fine Tuning of Files and Documents	Coordinator IQAC & Criterion In charge	Till Committee Visit

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Procedure: NIRF

Sl.	Activities	Responsibility	Target dates/days
1.	Preparation of Application	Nodal Officer	1st to 10th day
2.	Verification of parameters	Incharge of concerned parameter	11th day to 15th day
3.	Constructive suggestion from Principal	Principal	16 th day to 20 th day
4.	Final application preparation after making correction	Nodal Officer	20th to 25th day
5.	Online Uploading of Application	Nodal Officer	Before last date

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