	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR STATUTORY COMPLIANCE		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/18
	Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 1 of 2

Purpose:

The purpose of the Statutory Compliance Cell is to assist the Principal's Office and help the Administrative Authorities in planning future course of action, coordination of Institute activities, corresponding with UGC, University, Higher Education and Management and in making necessary arrangements to organize Management Meetings in our Institute.

Scope:

Scope of the Statutory Compliance Cell is so wide because it is not limited to a particular extent. The following important functions constitute the major scope of the Cell:

- Preparation of Agenda and Notes, Minutes and Action Taken Report on Advisory Committee, Board of Governance Meetings
- Compliance-cum-Progress Report along with Mandatory Disclosure to Government for annual approval of existing courses
- Correspondence with UGC, Higher Education
- Annual Report to GOVERNMENT, Report for MITS Annual General Body Meeting and preparation of Monthly and Annual Reports of Institute
- Preparation of AQAR related data
- Preparation of NBA Application to AICTE
- Preparation of Institute Brochure
- Preparation of Application for New Courses
- Preparation of Application for temporary/permanent Affiliation to GOVERNMENT
- Preparation of NIRF related data

Responsibility:

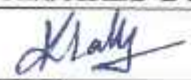
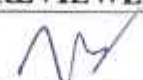
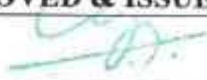
Principal/ Registrar/Administrative Officer


Structure:

It is headed by a faculty in-charge whose responsibility is to supervise the above mentioned works. He will be assisted by an Administrative Officer & Administrative Assistant.

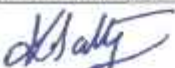

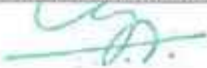
Files to be maintained:

- UGC File
- NBA File
- NAAC File
- Governing Body File
- Advisory Committee File
- Minutes File

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

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- Head Office File

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