



MITS

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE
(Deemed to be University under section 3 of UGC Act, 1956)



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

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE
MITS-Deemed to be University



Title : “MITS IEEE Student Branch Policy”

Policy Code : MITS/IEEE/POL/2025/01



Version No. / Effective Date : Version 1.0, 10th October 2025

Prepared By : **Dr. C. KUMAR**, IEEE Senior Member, MITS IEEE Student Branch Counselor, Chairman, IEEE Communication Society Hyderabad Chapter

Approved By : Registrar

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1. Policy Metadata

Field	Details / Signature
Policy Title	MITS IEEE Student Branch Policy
Policy Code	MITS/IEEE/POL/2025/01
Version / Date	Version 1.0, 10 th October 2025
Prepared by	Dr. C. KUMAR, IEEE Senior Member, MITS IEEE Student Branch Counselor, Chairman, IEEE Communication Society Hyderabad Chapter
Reviewed by	 Dr. K. Sathesh, IQAC Coordinator IQAC Co-ordinator Madanapalle Institute of Technology & Science MADANAPALLE - 517325.
Approved by	 Dr. D. Pradeep Kumar Registrar REGISTRAR Madanapalle Institute of Technology & Science (Deemed to be University) MADANAPALLE - 517 325, A. P.
Next Review Date	May 2027 (Annual Review / Upon revision of IEEE Policy)

2. Policy Preamble

MITS IEEE (Institute of Electronics & Communication Engineering) Student Branch established in the year 2006. The Institute of Electrical and Electronics Engineers (IEEE) is the world's largest technical professional organization, dedicated to advancing technology for the benefit of humanity. Founded in 1963 through the merger of the American Institute of Electrical Engineers (AIEE, est. 1884) and the Institute of Radio Engineers (IRE, est. 1912), IEEE today comprises over 460,000 members across 190 countries and publishes nearly a third of the world's technical literature in electrical engineering, electronics, and computing.

Madanapalle Institute of Technology & Science (MITS) Deemed to be University, established in 1998 at Madanapalle, Andhra Pradesh, has been host to the MITS IEEE Student Branch (Branch Code: STB64791) since the year 2006. The Student Branch operates under the IEEE Hyderabad Section and IEEE Ananthapuramu Sub-Section, functioning in accordance with the IEEE Constitution, IEEE Bylaws, IEEE Policies, and the MGA Operations Manual.

This Policy Document is prepared in accordance with the IQAC Standardized Format (MITS/DTBU/IQAC/25-26/01) and formalizes the governance, operational framework, roles, responsibilities, and compliance requirements for the MITS IEEE Student Branch. It ensures alignment with:

- UGC (Deemed-to-be University) Regulations, 2023
- IEEE MGA Operations Manual (as amended through 14 February 2026)
- NAAC / NBA / ISO 21001:2018 quality frameworks
- National Education Policy (NEP) 2020
- UN Sustainable Development Goals (SDGs)

3. Vision & Mission Linkage

3.1. Alignment of Vision:

The vision of MITS Deemed to be University is strongly aligned with the vision of IEEE. IEEE envisions being universally recognized for the contributions of technology and technical professionals in improving global conditions, while MITS envisions serving the region, nation, and world through academic excellence, research relevance, and community engagement. Both visions are united by a shared commitment to global impact, technological advancement, and the recognition of individual contributions to society. MITS, through its emphasis on research relevance and community engagement, directly supports and advances the global aspirations articulated in the IEEE Vision.

3.2. Alignment Vision:

The mission of MITS Deemed to be University is closely aligned with the mission of IEEE. IEEE's core purpose is to foster technological innovation and excellence for the benefit of humanity, while MITS is committed to providing a dynamic and inclusive learning environment that nurtures intellectual curiosity, promotes critical thinking, and cultivates ethical leadership to empower students for a rapidly changing global society. Both missions converge on the principle of **human benefit through excellence** — IEEE pursues this through technological innovation, and MITS pursues this by developing competent, ethical, and

globally aware technical professionals. MITS thus functions as an institutional enabler of IEEE's mission by preparing the next generation of innovators and technical leaders.

3.3 Connection with NEP 2020

1. Holistic and Multidisciplinary Education:

IEEE Student Branch activities promote multidisciplinary thinking across electrical, electronics, computing, and communication domains, aligning with NEP 2020's emphasis on holistic learning and interdisciplinary education.

2. Skill Development and Employability:

Workshops, certification drives, hackathons, and industry talks conducted by the IEEE Student Branch directly address NEP 2020's objective of improving employability, practical learning, and industry readiness.

3. Research and Innovation:

Encouragement of paper presentations, project competitions, and IEEE conference participation aligns with NEP 2020's research-driven education goals.

4. Ethical and Value-Based Education:

The IEEE Code of Ethics, emphasised in all Branch activities, reinforces NEP 2020's focus on ethical conduct, integrity, and responsible citizenship.

5. Community Engagement and National Development:

IEEE SIGHT (Special Interest Group on Humanitarian Technology) and outreach activities of the Branch address NEP's goal of using education as a tool for national transformation.

Contribution to UN Sustainable Development Goals (SDGs)

SDG	Description	IEEE SB Linkage
SDG 4	Quality Education	Technical workshops, certification programs, IEEE-DL access for students
SDG 8	Decent Work & Economic Growth	Industry interactions, placement readiness, entrepreneurship awareness
SDG 9	Industry, Innovation & Infrastructure	Research projects, innovation challenges, IEEE conference participation
SDG 10	Reduced Inequalities	Inclusive student participation, SIGHT outreach to underserved communities
SDG 17	Partnerships for Goals	Collaboration with IEEE Sections, industries, and academic institutions

4. Objectives

The MITS IEEE Student Branch aims to:

1. Foster the advancement of electrical, electronics, communication, computer engineering, and related sciences among students of MITS DTBU.
2. Provide a platform for students to connect with the global IEEE community, access technical resources, and engage in professional development.
3. Organize and conduct technical seminars, workshops, hackathons, paper presentations, guest lectures, and project exhibitions.
4. Encourage and support student participation in IEEE conferences, competitions (IEEEXtreme, SIGHT, etc.), and technical events at regional, national, and international levels.
5. Promote research culture, innovation, and industry-academia collaboration.
6. Facilitate access to IEEE Digital Library, IEEE Spectrum, and other IEEE publications for knowledge enrichment.
7. Develop leadership, communication, teamwork, and professional ethics among student members.
8. Coordinate IEEE Society-specific activities under the Student Branch (Computer Society, Education Society, WIE, RAS, ITS Society, SMC Society, etc.).
9. Uphold the IEEE **Code of Ethics and professional responsibility** among members.
10. Strengthen the institution's linkage with the IEEE Hyderabad Section and IEEE Ananthapuramu Sub-Section.

5. Scope

The MITS IEEE Student Branch Policy is applicable university-wide and extends to:

- All IEEE Student Members and Graduate Student Members enrolled at MITS Deemed to be University.
- All faculty members serving as Branch Counselors, Faculty Advisors, or Society Chapter Advisors, IEEE Professional Members.
- All IEEE Society Chapters affiliated with the MITS IEEE Student Branch, including:

IEEE Communication Society

IEEE Signal Processing Society

IEEE Circuit and Systems Society

IEEE Electron Devices Society

IEEE Computer Society Chapter

IEEE Education Society Chapter

IEEE ITS Society Chapter

IEEE Robotics and Automation Society (RAS) Chapter

IEEE SMC Society Chapter

IEEE Reliability Society Chapter

IEEE Information Theory Society Chapter

IEEE Women in Engineering (WIE) Affinity Group

IEEE Sensor Council

IEEE Computational Intelligence Society

IEEE Geoscience and Remote Sensing Society

IEEE Nanotechnology Council

IEEE Power & Energy Society

- All Schools, Departments, Centers, and Units of MITS DTBU that collaborate with the IEEE Student Branch for technical and professional activities.
- Administrative and support staff involved in the management and documentation of IEEE Student Branch activities.

6. Definitions

Term	Definition
IEEE Student Branch	A basic operating organizational unit of an IEEE Section/Region, constituted by a minimum of 12 IEEE Student or Graduate Student Members at an educational institution (MITS DTBU – STB64791).
Policy Owner	The authority responsible for creating, approving, implementing, and updating this Policy – the IEEE Student Branch Counselor / Coordinator.
Custodian	The person/office responsible for maintaining and safeguarding policy documents and related records – IQAC, MITS DTBU.
Branch Counselor	An IEEE Member (of Member grade or above) teaching in IEEE-designated fields, appointed by the Registrar of MITS DTBU and approved by the Section Chair on recommendation IEEE Sb Excom members of MITS DTBU.
Faculty Advisor	Senior faculty member(s) guiding the Student Branch and coordinating with the IEEE Hyderabad Section / Ananthapuramu Sub-Section through MITS IEEE Student Branch counselor
Stakeholder	Any individual, group, or entity affected by or interested in the policy – including students, faculty, IQAC, management, and IEEE regional bodies.
ExCom	Executive Committee of the IEEE Student Branch comprising elected student officers and faculty representatives.
Review Cycle	The scheduled period (annual or biennial) after which the policy is formally evaluated and revised.
ToR	Terms of Reference – the guiding framework defining purpose, scope, objectives, responsibilities, and expected outcomes.
ATR	Action Taken Report – a document tracking the progress of decisions made in meetings.
MGA	Member and Geographic Activities Board of IEEE, responsible for oversight of geographic units including Student Branches.

7. Policy Statement

MITS Deemed to be University, through the IEEE Student Branch (STB64791), is committed to:

- Providing a structured, student-driven, and professionally oriented environment for learning and growth in IEEE-designated engineering and technology fields.
- Ensuring that all activities of the Student Branch align with the IEEE Constitution, IEEE Bylaws, IEEE Policies, and the MGA Operations Manual.
- Promoting equity, inclusion, and diversity in all Branch activities in consonance with the IEEE Code of Ethics.
- Fostering a culture of research, innovation, technical excellence, and ethical professional practice.

- Maintaining minimum branch membership of 12 IEEE Student/Graduate Student Members and conducting a minimum of four (4) group-interest activities per year as mandated by IEEE MGA.
- Ensuring transparency, accountability, and sound financial management of all Branch funds, which are the property of IEEE and must be used solely for Branch operations.
- Submitting timely Annual Plans and Officer Reporting Forms to IEEE Student Services through the IEEE Hyderabad Section.
- Supporting the University's mission of academic excellence, research relevance, and community engagement through IEEE-affiliated initiatives.

8. Governance & Composition

➤ Organizational Structure

The MITS IEEE Student Branch operates as an organizational unit (OU) under the IEEE Hyderabad Section and IEEE Ananthapuramu Sub-Section, in accordance with the IEEE MGA Operations Manual (Section 9). The Branch has a dual reporting line: to the IEEE hierarchy externally, and to the IQAC / Management of MITS DTBU internally

➤ Composition of the Student Branch Executive Committee (ExCom)

S.No.	Position	Eligibility
1	Patron / Chairperson	Vice Chancellor / Registrar
2	Branch Counselor	IEEE Member (Member Grade or above) teaching in IEEE-designated fields, appointed by Chairperson
3	Faculty Advisor(s)	1–2 senior faculty with active IEEE membership from all the IEEE Society association.
4	Branch Chair (Student)	IEEE Student Member in good standing (usually Third Year)
5	Vice Chair (Student)	IEEE Student Member in good standing
6	Secretary (Student)	IEEE Student Member responsible for administration and correspondence
7	Joint Secretary (Student)	IEEE Student Member assisting Secretary
8	Treasurer (Student)	IEEE Student Member managing finances and reporting
9	Technical Committee Members	3–5 IEEE Student Members coordinating workshops, events, competitions
10	Publicity & Event Coordinators / SPOC	2–3 IEEE Student Members for social media, newsletters, outreach
11	WIE Chapter Coordinator	Female IEEE Student Member or Faculty (Women in Engineering)
12	Society Chapter Representatives	One representative per affiliated IEEE Society Chapter (as applicable)

➤ Current Committee

The composition of the Branch ExCom is reconstituted annually at the beginning of each academic year. The current committee shall be notified separately through an official committee order and shall be valid for one academic year only.

Tenure

- Student officers are elected/appointed annually at the beginning of each academic year.
- The Branch Counselor appointment is normally for two years, renewable.
- Faculty Advisors serve for the duration of the academic year and may be renewed.
- Society Chapter Chairs serve as ex officio members of the Branch ExCom per IEEE MGA norms.

Affiliated IEEE Society Chapters under MITS IEEE SB

S.No.	IEEE Society	Associated Department(s)
1	IEEE - Computer Society	Computer Science & Technology
2	IEEE - Education Society	Computer Science & Technology
3	IEEE - Intelligent Transportation Systems Society	Computer Science Engineering
4	IEEE - Robotics and Automation Society	Computer Science Engineering (Artificial Intelligence)
5	IEEE - Systems, Man, and Cybernetics Society	Computer Science Engineering (Cyber Security)
6	IEEE - Reliability Society	Computer Science Engineering (Data Science)
7	IEEE - Information Theory Society	Computer Science Engineering-(Artificial Intelligence Machine Learning)
8	IEEE - Women in Engineering	Computer Science Engineering-(Artificial Intelligence Machine Learning)
9	IEEE - Power & Energy Society	Electrical & Electronics Engineering
10	IEEE Electron Devices Society	Electrical & Electronics Engineering
11	IEEE - Circuits and Systems Society	Electronics & Communication Engineering
12	IEEE - Communications Society	Electronics & Communication Engineering
13	IEEE - Sensors Council	Electronics & Communication Engineering
14	IEEE - Signal Processing Society and Systems Council	Electronics & Communication Engineering
15	IEEE - Computational Intelligence Society	Master of Computer Application
16	IEEE - Geoscience and Remote Sensing Society	Master of Computer Application
17	IEEE - Nanotechnology Council	Mechanical Engineering

9. Terms of Reference (ToR)

➤ Objectives

The MITS IEEE Student Branch aims to:

- Promote technical education and professional development in IEEE-designated engineering and technology fields.
- Provide a platform for student-member engagement at local, regional, and international IEEE levels.

- Encourage innovation, research, and collaborative projects among student members.
- Strengthen industry–institution linkages through IEEE-mediated interactions.
- Build a pipeline of future IEEE members and technical professionals from MITS DTBU.

➤ **Core Functions**

- Planning and organizing technical workshops, seminars, guest lectures, FDPs, and certification programs.
- Coordinating IEEE Society Chapter activities and ensuring minimum 4 group-interest activities per year.
- Submitting the Annual Plan and Officer Reporting Form to IEEE Student Services by the deadlines stipulated in IEEE MGA Section 3.4.
- Maintaining Branch membership of at least 12 IEEE Student/Graduate Student Members as required by IEEE MGA.
- Promoting IEEE membership among eligible students of MITS DTBU.
- Managing Branch funds in consonance with IEEE financial policies (MGA Section 9 – Financial Management).
- Collaborating with the IEEE Hyderabad Section and Ananthapuramu Sub-Section for regional activities.
- Maintaining records, minutes, financial statements, and activity reports for IQAC compliance.

➤ **Reporting Hierarchy**

Level	Reporting To
IEEE (External)	IEEE Hyderabad Section → IEEE Ananthapuramu Sub-Section → IEEE MGA Board
MITS Internal (Academic)	Academic Council of MITS DTBU
MITS Internal (Quality)	Internal Quality Assurance Cell (IQAC)
MITS Internal (Governance)	Registrar / Vice-Chancellor / Board of Governors

➤ **Meeting Frequency**

- Monthly ExCom meetings for activity planning and operational review.
- Quarterly performance review meetings.
- Annual General Meeting for comprehensive review, election of officers, and future planning.
- Special/Emergency meetings as and when required for urgent decisions or event coordination.

10. Roles & Responsibilities

Role	Responsibilities
Patron / Chairperson	The Chairperson provides overall guidance to the IEEE Student Branch and ensures strict adherence to IEEE guidelines and University regulations. The Chairperson holds the authority to approve major decisions, including financial matters. Event approvals shall be granted exclusively upon receipt of proposals submitted through the proper official procedure.
Branch Counselor	Serves as the institutional representative of IEEE at MITS DTBU, responsible for promoting the welfare and interests of the IEEE Student Branch. Oversees and guides all Branch operations in accordance with IEEE governing documents and policies. Appointed by the Registrar of MITS DTBU and approved by the Section Chair. Exercises overall responsibility for the planning and execution of IEEE events under the MITS IEEE Student Branch and submits recommendations to the Chairperson for the release of necessary support and resources for approved events.
Faculty Advisor	Responsible for coordinating with the Schools at MITS DTBU, providing guidance to the Student Executive Committee (ExCom), reviewing and approving branch events, and maintaining active liaison with the Internal Quality Assurance Cell (IQAC). All event proposals shall be forwarded to the Chairperson exclusively through the Branch Counselor.
Branch Chair (Student)	Leads the Student Branch; chairs ExCom meetings; represents Branch at IEEE events; signs official communications.
Vice Chair (Student)	Assists the Chair; assumes Chair's responsibilities in absence; oversees technical subcommittees.
Secretary (Student)	Maintains records and correspondence; prepares agendas and minutes; coordinates event logistics.
Joint Secretary (Student)	Assists Secretary; manages documentation of sub-events and society chapter activities.
Treasurer (Student)	Manages Branch funds per IEEE financial policies; maintains accounts; prepares financial reports; ensures dual-signatory for all transactions.
Technical Committee Members	Organize workshops, competitions, paper presentations, hackathons, and technical exhibitions.
Publicity & Event Coordinators	Manage social media, newsletters, event publicity material, and outreach to non-members.
IQAC (Institutional)	Documentation, review, compliance support, central repository management, and annual audit.

11. Functions of the IEEE Student Branch

➤ Statutory Functions (as per IEEE MGA Operations Manual)

- Maintain a minimum of 12 IEEE Student/Graduate Student Members in good standing.
- Hold at least 4 group-interest meetings/activities per academic year.
- Submit the Annual Plan and Officer Reporting Form to IEEE Student Services within stipulated deadlines.
- Manage Branch funds solely for Branch operations as defined in IEEE Bylaws.

- Ensure all Branch accounts have at least two volunteer signatories, with the IEEE Senior Director – Financial Services as a mandatory signatory.
- Report to the IEEE Hyderabad Section ExCom on Branch activities and financial status.
- Ensure all members of the parent geographical unit are informed of Branch meetings via IEEE-provided electronic communication tools.

➤ **University-Specific Initiatives & Monitoring Functions**

- **Conducting Technical Events:** Seminars, workshops, webinars, guest lectures, FDPs, and certification programs in emerging technologies.
- **Research & Innovation:** Supporting student participation in research projects, IEEE conferences, paper presentations, and innovation challenges (e.g., IEEEXtreme programming competition).
- **Skill Development:** Organizing coding bootcamps, technical competitions, and industry-certification preparatory sessions.
- **Industry–Institute Interaction:** Arranging industrial visits, expert talks, MoUs, internship programs, and IEEE-mediated career guidance sessions.
- **Publications & Knowledge Sharing:** Encouraging technical newsletter publication, technical blog writing, and IEEE Digital Library utilization.
- **Community Outreach (SIGHT):** Conducting outreach programs and humanitarian technology initiatives for societal development.
- **Women in Engineering (WIE):** Promoting gender equity and encouraging female students in engineering through WIE Affinity Group activities.
- **IEEE Society Chapter Activities:** Coordinating activities specific to each affiliated Society Chapter (CS, EdSoc, ITS, RAS, SMC, RS, ITS, WIE).

➤ **Deliverables**

- Annual Activity Report to IQAC and IEEE Hyderabad Section.
- Minutes of Meetings (MoM) for all ExCom and general meetings.
- Action Taken Reports (ATRs) on decisions from previous meetings.
- Financial Statements and Audit Reports submitted to the parent OU (IEEE Hyderabad Section).
- IEEE Student Branch Annual Plan submitted to IEEE Student Services.
- Officer Reporting Form submitted to IEEE as required.
- Documentation for NAAC/NBA accreditation submissions.

12. Standard Operating Procedures (SOPs)

➤ **Frequency of Meetings**

- ExCom meetings shall be held monthly or at least once every six weeks during the academic session.
- Quarterly review meetings shall be held to evaluate performance and progress.
- The Annual General Meeting shall be held before the end of the academic year for officer elections and annual review.

- Emergency/special meetings may be called at any time by the Branch Chair or Faculty Advisor.

➤ **Quorum Requirements**

- A minimum of one-third of ExCom members shall constitute a valid quorum.
- Presence of the Faculty Advisor (or delegated authority) is mandatory for formal decision-making.
- If quorum is not met, the meeting shall be rescheduled with at least 48 hours' notice.

➤ **Agenda Preparation**

- The Secretary shall prepare the agenda in consultation with the Branch Chair and Faculty Advisor/Counselor.
- Agenda shall be circulated to all ExCom members at least 3 days prior to the meeting via official email.
- Standard agenda items shall include: Confirmation of previous minutes, Activity review, Upcoming event planning, Financial update, Any other business.

➤ **Minutes Recording Format**

- Minutes of Meeting (MoM) shall be recorded by the Secretary.
- MoM shall include: Date, time, and venue; list of attendees; agenda items discussed; decisions taken; responsible persons and deadlines.
- MoM shall be circulated within 3 working days of the meeting and confirmed/approved in the subsequent meeting.
- Signed MoM shall be submitted to the Faculty Advisor and IQAC for records.

➤ **Action Taken Report (ATR) Mechanism**

- ATR shall track the status of all decisions from previous ExCom meetings.
- Each action point shall indicate: Task description, Assigned responsibility, Target date, Status (Completed / In Progress / Pending), Remarks.
- ATR shall be reviewed in every ExCom meeting to ensure accountability.
- Unresolved items shall be carried forward until completion.

➤ **Financial Management SOPs**

- All Branch funds are the property of IEEE and shall be maintained in a Branch account approved by the parent OU (IEEE Hyderabad Section).
- The account shall have at least two volunteer signatories (Treasurer + Faculty Advisor/Chair).
- All expenditures above a threshold (to be defined by the parent Section) shall require written approval from Student Branch Counselor through Faculty Advisor.

- A detailed financial statement shall be presented at each quarterly review meeting.
- Annual accounts shall be submitted to the IEEE Hyderabad Section and to the IQAC, MITS DTBU.
- Funds received through dues rebates shall be utilized only for Branch operations and not for scholarships/fellowships (per IEEE Financial Policy).

13. Policy Review, Implementation & Updating

➤ Review Cycle

This Policy shall be reviewed annually (or biennially, based on institutional requirements) by the IQAC in consultation with the IEEE Student Branch Counselor, Faculty Advisor and Branch Chair. The review ensures continued relevance, compliance with updated IEEE MGA Operations Manual provisions, and alignment with UGC/NAAC regulatory frameworks.

➤ Policy Updating Scope

Policies shall be updated to incorporate:

- Changes in IEEE MGA Operations Manual or IEEE Bylaws/Policies.
- Revised UGC (Deemed-to-be University) Regulations.
- New affiliated IEEE Society Chapters or Affinity Groups.
- Feedback from stakeholders (students, faculty, IQAC, and IEEE regional bodies).
- Alignment with updated NEP 2020 implementation guidelines.

➤ Dissemination

- Updated policy shall be published on the MITS University website (www.mits.ac.in/ieee).
- Communicated via official email to all ExCom members, Faculty Advisors, and IQAC.
- Included in the MITS Institutional Handbook and IQAC Central Digital Repository.

➤ RACI Framework

Role	R – Responsible	A – Accountable	C – Consulted	I – Informed
Policy Review	IQAC, Faculty Advisor	Registrar / VC	Branch Chair, IEEE Sec.	All Members
Event Planning	Branch ExCom	Faculty Advisor	IQAC, Management	Students, Faculty
Financial Mgmt.	Treasurer	Counselor	IEEE Hyderabad Sec.	IQAC, Management
Annual Reporting	Secretary	Branch Chair / Advisor / Counselor	IQAC	IEEE, Management

14. Training & Awareness

➤ Induction Programs for New Members

- A structured induction program shall be conducted for all newly joined IEEE Student Members at the beginning of each academic year.
- The induction program shall cover: IEEE's Vision, Mission, and structure; MITS IEEE Student Branch history and achievements; Roles and responsibilities of ExCom members; IEEE Code of Ethics and professional conduct; Available IEEE resources (Digital Library, Spectrum, etc.); Benefits of IEEE membership and Society affiliations.

➤ Annual Orientation / Awareness Workshops

- Annual orientation workshops shall be organized to refresh awareness of IEEE goals, emerging technology trends, and Branch activities.
- Workshops may include sessions on: IEEE technical conferences and publications, Research methodology and paper writing, Industry certification pathways, NEP 2020 and OBE alignment.

➤ Digital Dissemination

- All event announcements, policy updates, and activity reports shall be disseminated via: Official institutional email (ieechapter@mits.ac.in), MITS IEEE Student Branch website page (www.mits.ac.in/ieee), IEEE vTools (official IEEE event management platform), Social media handles of the IEEE Student Branch.
- All events organized under the IEEE Student Branch shall be mandatorily registered on the IEEE official events portal (<https://events.vtools.ieee.org>), and the submission of an event **report upon conclusion of the event is compulsory**.
- All office bearers shall be duly updated on the official IEEE website at <https://officers.vtools.ieee.org>, and the MITS Deemed to be University order of office bearers shall be reflected and maintained on the MITS IEEE Student Branch website.

15. Compliance & Legal Requirements

➤ IEEE Governing Documents

- IEEE Certificate of Incorporation and IEEE Constitution.
- IEEE Bylaws (approved by IEEE Board of Directors).
- IEEE Policies (approved by IEEE Board of Directors).
- IEEE MGA Operations Manual (as amended through 14 February 2026).
- IEEE Student Branch Constitution and Operations Guide.

➤ **UGC & Statutory Regulations**

- UGC (Deemed-to-be University) Regulations, 2023.
- POSH Act (Prevention of Sexual Harassment at Workplace) 2013 – applicable to all Branch events.
- SC/ST (Prevention of Atrocities) Act, 1989 – inclusive participation norms.
- Rights of Persons with Disabilities Act, 2016 – barrier-free event design.

➤ **Accreditation & Quality Frameworks**

- NAAC (National Assessment and Accreditation Council) – Student engagement and extra-curricular criteria.
- NBA (National Board of Accreditation) – Programme Outcome (PO) linkage with IEEE activities.
- ISO 21001:2018 – Educational Organizations Management System.

16. Review & Revision Mechanism

➤ **Review Cycle:**

- Annual review by IQAC in consultation with Student Branch Counselor, Faculty Advisor and Branch Chair.
- Biennial comprehensive review incorporating stakeholder feedback and regulatory updates.

➤ **Triggered Updates:**

- Changes in IEEE MGA Operations Manual or IEEE governing documents.
- Revised UGC/NAAC/NBA norms.
- Institutional restructuring or new Society Chapter affiliations.

➤ **Roles in Review:**

- IQAC: Initiates review, collects feedback, prepares review report.
- Faculty Advisor / Branch Chair: Provides IEEE-specific input and proposed revisions.
- Registrar / Vice-Chancellor: Reviews and approves final revised policy.

➤ **Documentation:**

- All revisions shall be formally documented with version number, date, change summary, and approving authority.
- Updated policies communicated to all stakeholders through official channels.

17. Documentation & Record-Keeping

- Each policy shall carry a unique code (e.g., MITS/IEEE/POL/2025/01) with version control.
- The IQAC shall maintain a Central Digital Repository of all approved policies, SOPs, meeting minutes, financial records, event reports, and compliance documents.
- All records shall be maintained in digital (primary) and physical (backup) formats.
- Outdated/superseded versions shall be archived, marked as 'Obsolete', and retained for audit trail and compliance purposes.
- Activity photographs, attendance records, and certificates of events shall be maintained as supporting documentation for NAAC/NBA submissions.

18. Reporting & Audit

➤ Annual Report Submission

- The MITS IEEE Student Branch shall submit an Annual Activity Report to IQAC at the end of each academic year.
- The report shall include: events conducted, membership count, financial summary, achievements, and plans for next year.
- Simultaneously, the IEEE Annual Plan and Officer Reporting Form shall be submitted to IEEE Student Services / IEEE Hyderabad Section within IEEE-stipulated deadlines.

➤ Internal Compliance Audit

- IQAC shall conduct an annual internal compliance audit to assess adherence to this Policy, IEEE MGA norms, and institutional quality standards.
- The audit shall evaluate event quality, financial propriety, membership compliance, and reporting timeliness.

➤ Statutory Audit

- Financial accounts of the IEEE Student Branch shall be subject to audit by the parent OU (IEEE Hyderabad Section) as per IEEE financial governance norms.
- NAAC/NBA-related documentation shall be audited during institutional accreditation cycles.

19. References

- 1) IEEE MGA Operations Manual (as amended through 14 February 2026), IEEE Member and Geographic Activities, 445 Hoes Lane, Piscataway, NJ 08854, USA.
- 2) IEEE Constitution and IEEE Bylaws, available at www.ieee.org.
- 3) IEEE Student Branch Operations Guide, IEEE Student Services.
- 4) UGC (Deemed-to-be University) Regulations, 2023, University Grants Commission, New Delhi.
- 5) National Education Policy 2020, Ministry of Education, Government of India.
- 6) NAAC Assessment and Accreditation Framework, National Assessment and Accreditation Council, Bengaluru.
- 7) NBA Accreditation Manual, National Board of Accreditation, New Delhi.
- 8) ISO 21001:2018 Educational Organizations Management System.
- 9) MITS DTBU Statutes and Ordinances, Madanapalle Institute of Technology & Science Deemed to be University.

10) Institutional Development Plan (IDP) / Strategic Plan, MITS DTBU.

11) MITS IEEE Student Branch webpage: <https://mits.ac.in/ieee>.

20. Annexures

- Annexure I: IEEE Student Branch Annual Activity Report Format (vtools.ieee.org)
- Annexure II: Sample Agenda Format for ExCom Meeting
- Annexure III: Minutes of Meeting (MoM) Format
- Annexure IV: Action Taken Report (ATR) Format
- Annexure V: IEEE Student Branch Event Proposal & Completion Report Format
- Annexure VI: Financial Statement Format (Annual)
- Annexure VII: Member Induction / Orientation Program Checklist
- Annexure VIII: Policy Review Report Format
- Annexure IX: IEEE Officer Reporting & Annual Plan Submission Checklist

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.