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MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Deemed to be University under section 3 of UGC Act, 1956)

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

POLICY DOCUMENT OF INSTITUTION OF ELECTRONICS AND TELECOMMUNICATION ENGINEERS (IETE) CELL

Title : Policy Document of Institution of Electronics and
Telecommunication Engineers (IETE) Cell

Policy Code : MITSU/IETE/POL/2025/01

Version No. / Effective Date : Version 1.0 / 08 December 2025

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Coordinator of IETE

Approved By : Registrar

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1. Policy Metadata

Field	Details / Signature
Policy Title	Policy Document of Institution of Electronics and Telecommunication Engineers (IETE) Cell
Policy Code	MITSU/IETE/POL/2025/01
Version / Date	Version 1.0 / 08 December 2025
Prepared by	 Dr R Saravanakumar Coordinator of IETE
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., India
Next Review Date	December 2026

2. Policy Preamble

Founded on 02 Nov 1953, the Institution of Electronics and Telecommunication Engineers (IETE) is a leading professional society devoted to the advancement of science and technology in Telecommunications, Information Technology, Computer Science and other related disciplines. IETE serves its 25493 Corporate members, 235 Organizational members, 12505 Student members and 462 Engineering Institutions having IETE Student's Forum with 60130 ISF students, through its 63 Centres spread all over India including one at Kathmandu (Nepal). The Government of India, Ministry of Science and Technology, Department of Scientific & Industrial Research has recognized IETE as a Scientific and Industrial Research Organization (SIRO) and the Institution has also been notified as an Educational Institution of National Eminence by the Government of India.

3. Vision & Mission Linkage

- IETE's vision focuses on reaching and empowering youth through technical education and skill development.
- MITS's vision emphasizes serving the region, nation, and world through academic excellence, research relevance, and community engagement.
- Both visions aim to contribute to society by developing knowledgeable, skilled, and responsible individuals who can support technological and national growth.
- IETE's mission promotes the advancement of Electronics, Telecommunication, Information Technology, and related disciplines for national human resource and infrastructure development.
- MITS's mission aims to provide an inclusive learning environment that nurtures critical thinking, ethical leadership, and professional competence

Connection with NEP 2020

1. Holistic and Multidisciplinary Education

- NEP 2020 emphasizes holistic learning, critical thinking, creativity, and multidisciplinary education.
- MITS's mission promotes intellectual curiosity, critical thinking, and ethical leadership.
- IETE encourages advancement in technical and interdisciplinary fields such as Electronics, IT, and Communication.
- Thus, both institutions support the NEP goal of developing well-rounded and skilled learners.

2. Skill Development and Employability

- A major reform in NEP 2020 is skill-based and industry-oriented education.
- IETE's vision focuses on empowering youth through technical education and skill development.
- MITS aims to equip students with knowledge, skills, and values necessary for a rapidly changing global society.
- Both align with NEP's objective of improving employability, innovation, and practical learning.

3. Research and Innovation

- NEP 2020 promotes research culture and innovation through higher education institutions.
- MITS emphasizes research relevance and academic excellence.
- IETE promotes technological advancement and professional development in emerging fields.
- This reflects NEP's focus on creating research-driven and innovation-oriented institutions.

4. Ethical and Value-Based Education

- NEP 2020 stresses ethics, human values, and responsible citizenship.
- MITS highlights ethical leadership and inclusiveness.
- IETE contributes toward national development and professional responsibility.
- Both support the NEP vision of nurturing socially responsible citizens and professionals.

5. Community Engagement and National Development

- NEP encourages institutions to contribute to society and national progress.
- MITS's vision includes community engagement and service to society.
- IETE's mission focuses on human resource and infrastructure development for the nation.
- Hence, both institutions align with NEP 2020's aim of using education as a tool for national transformation and sustainable development.

Contribution to IETE to UN SDGs

SDG 4 – Quality Education

Sustainable Development Goal 4

IETE promotes technical education, professional training, workshops, seminars, and skill development programs in Electronics, Telecommunication, and IT. This supports inclusive and quality education and lifelong learning opportunities for students and professionals.

SDG 8 – Decent Work and Economic Growth

Sustainable Development Goal 8

By empowering youth with technical knowledge and industry-relevant skills, IETE enhances employability, entrepreneurship, and workforce readiness, contributing to economic growth and productive employment.

SDG 9 – Industry, Innovation and Infrastructure

Sustainable Development Goal 9

IETE encourages research, innovation, and technological advancement in emerging engineering fields. Its activities support industrial development, digital infrastructure, and innovation ecosystems aligned with sustainable technological progress.

SDG 10 – Reduced Inequalities

Sustainable Development Goal 10

Through outreach programs, student chapters, and technical education initiatives, IETE helps extend learning opportunities to diverse and underserved communities, reducing educational and skill-based inequalities.

SDG 17 – Partnerships for the Goals

Sustainable Development Goal 17

IETE collaborates with academic institutions, industries, researchers, and government organizations to strengthen technical education, research, and innovation, supporting global and national development partnerships.

4. Objectives

- Promotes and conducts basic engineering and continuing technical education programs for human resource development.
- Provides forum for discussion on national policies and to provide suitable inputs to policy makers.
- Organize conferences, symposia and workshops involving all concerned professionals, students and industry association for advancement of the related disciplines.
- Stimulates research and development in the related disciplines.
- Brings out quality publications for all levels of readership.
- Honours outstanding professionals.
- Facilitates inter-disciplinary interaction with other organizations and individuals within and outside the country for promotion of the related disciplines.
- Undertakes socially relevant programmes with Electronics, Telecommunication and IT as tools.
- Facilitates training and placement of IETE students in various industries.
- Undertake socially relevant programmes for upgradation of skills including those of physically challenged/visually challenged persons.

5. Scope

IETE Graduates in ET, IT and CS streams of AMIETE examinations should first seek admission/get enrolled for M. Tech studies in any of the institutions/colleges as listed under eligibility above in a discipline of interest to IETE as defined in 13.2.3. After securing the admission, the candidate should submit the application to the Secretary General, IETE HQ, New Delhi so as to reach him on or before 31 Oct. The application must be duly recommended by the Head of the Department/Faculty and counter signed by the Head of the Institute/College where the applicant is enrolled/ has taken admission.

6. Definitions

1. Policy Owner

The **Policy Owner** is the authority or department responsible for creating, approving, implementing, and updating a policy within The Institution of Electronics and Telecommunication Engineers (IETE).

They ensure that the policy aligns with organizational goals and regulatory requirements.

2. Custodian

A **Custodian** is the person or office responsible for maintaining, safeguarding, monitoring, and administering the policy documents and related records. The custodian ensures proper communication and compliance of the policy across the organization.

3. Stakeholder

A **Stakeholder** refers to any individual, group, or organization affected by or interested in the policy.

In IETE, stakeholders may include:

- Students
- Faculty members
- Researchers
- Industry partners
- Administrative staff
- Professional members

4. Review Cycle

The **Review Cycle** is the scheduled time period after which a policy is formally evaluated and revised if necessary.

This helps ensure that policies remain current, effective, and aligned with technological, educational, and regulatory changes.

5. ToR (Terms of Reference)

Terms of Reference (ToR) define the purpose, scope, objectives, responsibilities, authority, and expected outcomes of a committee, project, or policy activity within IETE.

It acts as a guiding framework for decision-making and operations.

6. Compliance

Compliance means adhering to the rules, standards, regulations, and policies established by IETE and relevant authorities.

7. Governance

Governance refers to the system of rules, practices, and processes through which IETE is directed and managed to achieve its objectives effectively and ethically.

8. Amendment

An **Amendment** is an official modification or revision made to an existing policy or regulation to improve clarity, relevance, or effectiveness.

9. Code of Conduct

A **Code of Conduct** is a set of ethical principles and professional standards that guide the behaviour and responsibilities of members and stakeholders.

10. Accountability

Accountability refers to the responsibility of individuals or departments to perform assigned duties and be answerable for their actions and decisions.

11. Transparency

Transparency means maintaining openness and clarity in policies, decisions, and administrative processes to build trust and fairness.

12. Confidentiality

Confidentiality involves protecting sensitive information and ensuring that authorized data is not disclosed improperly.

7. Policy Statement

IETE policies are designed to:

- Ensure quality and professionalism in academic and technical activities.
- Promote ethical conduct, accountability, and transparency.
- Encourage research, innovation, and industry collaboration.
- Support equal opportunities, inclusiveness, and lifelong learning.
- Align institutional practices with national education reforms, technological advancements, and global sustainable development goals.
- Foster community engagement and contribute to human resource and infrastructure development.

8. Governance & Composition

IETE Student/Institutional Chapter Committee Composition

Position	Recommended Members / Role
Chairperson / Patron	Head of the Department (HOD) or senior faculty in ECE/Telecom/Electronics

Faculty Advisor / Coordinator	1-2 senior faculty members (preferably with IETE membership)
President	Senior student (usually final year)
Vice President	Student from penultimate year
Secretary	Student responsible for administration and correspondence
Joint Secretary	Student assisting Secretary
Treasurer	Student in charge of finances and membership fees
Technical Committee Members	3-5 students coordinating technical activities, workshops, seminars
Publicity & Event Coordinators	2-3 students handling social media, newsletters, and event publicity
Faculty Members (Optional)	Additional faculty members to guide technical events and projects

Institution of Electronics and Telecommunication Engineers (IETE) Cell

The Institution of Electronics and Telecommunication Engineers (IETE) is India's leading recognized professional society devoted to the advancement of Science and Technology in Electronics, Telecommunications & IT. The objective of the committee is to plan and organize technical programs, facilitate industrial visits and develop team spirit and leadership skills among the student community.

Sl. No	Name	Designation	Department	Position
1.	Dr A V Pavan Kumar	Professor	HoD/EEE	Chairperson
2.	Dr R Saravanakumar	Assistant Professor	EEE	Faculty Coordinator
3.	G Thanooj	Student Member	IV ECE	Chairman
4.	By reddy Vishnu Vardhan Reddy	Student Member	IV EEE	President
5.	Tarak Ajay Kumar Mandalapu	Student Member	IV CST	Honorary Secretary
6.	B Chandana	Student Member	IV EEE	Treasurer
7.	M Mukesh	Student Member	IV ECE	Technical Committee Member
8.	Reddy Deekshitha Pattam	Student Member	IV CST	Publicity & Event Coordinator
9.	Mr Prasanth V S	Assistant Professor	ECE	Executive Member

*This committee order is applicable for one year (2025-2026) only.
We wish all the very best.

9. Terms of Reference (ToR)

1. Objectives

The IETE Committee/Cell aims to:

- Promote technical education, research, and innovation in Electronics, Telecommunication, Information Technology, and allied fields.
- Encourage professional development, skill enhancement, and ethical practices among students and members.
- Organize technical activities such as workshops, seminars, conferences, and training programs.
- Strengthen industry–institution interaction and knowledge sharing.
- Support national development through quality education and technological advancement.

2. Functions

The core duties and activities of the Committee/Cell include:

- Planning and conducting technical events, guest lectures, FDPs, and certification programs.
- Encouraging student participation in research, innovation, and project development.
- Coordinating with academic departments and professional bodies for collaborative activities.
- Monitoring implementation of institutional and IETE-related policies.
- Maintaining records, reports, and documentation of all activities.
- Promoting awareness of emerging technologies and professional ethics.

3. Reporting Hierarchy

The IETE Committee/Cell shall report to:

- IQAC (Internal Quality Assurance Cell) for quality-related initiatives and compliance.
- Academic Council for academic and technical activity approvals.
- Governing Body/Management for strategic guidance and institutional policy matters.

4. Meeting Frequency

The Committee/Cell meetings shall be conducted:

- Monthly for activity planning and operational review.
- Quarterly for performance evaluation and progress assessment.
- Annually for comprehensive review, reporting, and future planning, as per institutional guidelines.

10. Roles & Responsibilities

- **Chairperson / Patron** – Provides overall guidance and ensures adherence to IETE regulations.
- **Faculty Advisor** – Coordinates with IETE HQ, guides students, approves events.
- **President / VP** – Leads the student committee, organizes meetings, represents chapter at events.
- **Secretary / Joint Secretary** – Maintains records, prepares reports, coordinates events.
- **Treasurer** – Manages funds, fees, and financial reporting.
- **Technical Committee** – Organizes workshops, seminars, competitions, and publications.
- **Publicity Coordinators** – Manages social media, publicity material, and outreach.

11. Functions of the Committee/Cell

The core functions of the IETE Committee/Cell include:

1. Promoting Technical Education

Encourage learning and advancement in Electronics, Telecommunication, Information Technology, and allied engineering disciplines.

2. Organizing Technical Activities

Conduct seminars, workshops, conferences, guest lectures, webinars, FDPs, and technical competitions for students and faculty.

3. Encouraging Research and Innovation

Motivate students and faculty to participate in research projects, paper presentations, innovation challenges, and emerging technology initiatives.

4. Skill Development

Arrange training programs, certification courses, and industry-oriented activities to enhance technical and professional skills.

5. Industry-Institute Interaction

Establish collaboration with industries, professional bodies, and research organizations for internships, expert talks, and knowledge exchange.

6. Student Professional Development

Support leadership qualities, teamwork, communication skills, ethical values, and professional networking among students.

7. Publication and Knowledge Sharing

Encourage publication of technical papers, newsletters, journals, and dissemination of scientific knowledge.

8. **Community and Social Outreach**

Promote awareness programs, technical support activities, and community engagement initiatives for societal development.

9. **Policy Implementation and Compliance**

Ensure proper implementation of institutional and IETE guidelines, policies, and quality standards.

10. **Documentation and Reporting**

Maintain records of meetings, events, participation, achievements, financial activities, and annual reports for institutional review and accreditation purposes.

12. **Standard Operating Procedures (SOPs)**

1. **Frequency of Meetings**

- Meetings shall be conducted **monthly or quarterly** based on the academic calendar and activity load.
- Emergency or special meetings may be called whenever required for urgent decisions or event coordination.
- An **annual review meeting** shall be held to evaluate overall performance and plan future activities.

2. **Quorum Requirements**

- A minimum of **one-third of the total committee members** is required to constitute a valid quorum.
- Presence of the **Chairperson (or delegated authority)** is mandatory for decision-making.
- If quorum is not met, the meeting shall be rescheduled with proper notice.

3. **Agenda Preparation**

- The **Agenda** shall be prepared by the Convener/Coordinator in consultation with the Chairperson.
- Agenda items should be:
 - Clear, concise, and numbered
 - Circulated **at least 2–3 days before the meeting**
- Common agenda points include:
 - Review of previous meeting
 - Planning of events/activities
 - Budget or resource approvals
 - Any special proposals or discussions

4. Minutes Recording Format

- Minutes of Meeting (MoM) shall be recorded by the designated **Member Secretary/Recorder**.
- The format should include:
 - Date, time, and venue of meeting
 - List of attendees
 - Agenda items discussed
 - Key decisions taken
 - Responsible persons for tasks
 - Deadlines for completion
- MoM must be **circulated within 2–3 working days** after the meeting and approved in the next meeting.

5. Action Taken Report (ATR) Mechanism

- ATR tracks the progress of decisions made in previous meetings.
- Each action point should include:
 - Task description
 - Assigned responsibility
 - Status (Completed / In Progress / Pending)
 - Remarks or justification for delay (if any)
- ATR is reviewed in every meeting to ensure accountability and timely execution.
- Unresolved items are carried forward until completion.

13. Policy Review, Implementation & Updating

1. Policy Review Cycle

- Existing policies and SOPs shall be reviewed **annually or biennially** based on institutional requirements.
- The review ensures continued relevance, effectiveness, and compliance with academic and regulatory standards.
- Inputs for review are collected from stakeholders such as faculty, students, industry experts, and quality assurance bodies.

2. Policy Updating Scope

Policies shall be updated to include the following key aspects:

- **University-wide Scope**
 - Applicability extended across all Schools, Departments, Centres, and Units of the institution.
- **Composition & Responsibilities**
 - Defined as per statutory, academic, and institutional governance requirements.
 - Clear roles for Chairperson, Members, Conveners, and Coordinators.
- **Terms of Reference (ToR)**
 - Clearly defined:
 - Objectives
 - Functions

- Reporting hierarchy (IQAC, Academic Council, Governing Body)
- Meeting frequency (monthly/quarterly/annual as applicable)
- **Alignment with NEP 2020**
 - Integration of outcomes-based education
 - Multidisciplinary learning approach
 - Skill development and employability enhancement
 - Research, innovation, and experiential learning focus
- **Alignment with UN SDGs**
 - Promotion of Quality Education, Innovation, Industry Collaboration, and Reduced Inequalities in line with sustainable development goals.

3. Dissemination of Policies

Updated policies shall be effectively communicated through:

- Institutional **online portal / website**
- Official **circulars and notifications**
- **Handbooks and manuals**
- Faculty and student **orientation and training programs**
- Workshops and awareness sessions for compliance and understanding

4. RACI Framework (Responsibility Matrix)

R-Responsible A-Accountable C-Consultant I-Informed

Task / Activity	Project Manager	Team Lead	Team Members	Client / Stakeholder
Project Planning	A	R	C	I
Requirement Gathering	C	R	C	A
System Design	I	A	R	C
Development / Implementation	I	A	R	I
Testing & Quality Assurance	C	A	R	I
Documentation	I	A	R	C
User Acceptance Testing (UAT)	I	C	R	A
Deployment	A	R	R	I
Training & Knowledge Transfer	C	R	R	A

5. Monitoring Frequency

- Continuous monitoring through periodic reviews (monthly/quarterly)
- Mid-term evaluation for ongoing activities
- Annual performance audit for overall policy effectiveness
- Feedback-based improvements integrated into next review cycle

14. Training & Awareness

1. Induction Programs for New Members

- Structured induction programs shall be conducted for all newly enrolled members, students, and faculty associated with IETE activities.
- The induction introduces:
 - Vision, mission, and objectives of IETE
 - Roles and responsibilities of members
 - Available technical, professional, and skill development opportunities
 - Code of conduct, ethics, and institutional policies
- It ensures smooth integration of new members into academic and professional activities.

2. Annual Orientation / Awareness Workshops

- Annual orientation programs shall be conducted to refresh awareness of IETE goals, policies, and activities.
- Workshops may include:
 - Emerging technologies and industry trends
 - Research and innovation opportunities
 - Skill development and certification programs
 - NEP 2020 alignment and outcome-based education practices
- These sessions promote continuous learning and active participation in technical growth.

3. Digital Dissemination

- Information, policies, and updates shall be shared through digital platforms for wider accessibility and transparency.
- Channels include:
 - Official email communications
 - Institutional website / portal updates
 - Digital handbooks and e-guides
- This ensures timely dissemination of information and improves engagement among students, faculty, and stakeholders.

15. Compliance & Legal Requirements

Area	Compliance / Legal Requirement	Responsible Authority
IETE Affiliation	Maintain a valid affiliation/registration with the Institution of Electronics and Telecommunication Engineers (IETE) and renew membership as per IETE guidelines.	Faculty Coordinator / Institution
Constitution & Bylaws	Operate in accordance with the constitution, bylaws, and regulations prescribed by IETE and the institution.	IETE Faculty Coordinator
Institutional Approval	Obtain approval from the Head of Institution/Principal for establishing and operating the IETE Cell.	Principal / Management
Financial Compliance	Maintain transparent records of membership fees, sponsorships, donations, and expenditure; comply with institutional financial regulations.	Treasurer / Faculty Coordinator
Event Permissions	Obtain prior approval for seminars, workshops, industrial visits, competitions, and guest lectures.	Principal / Department Head
Safety & Risk Management	Ensure participant safety during laboratory activities, industrial visits, and technical events by following institutional safety policies.	Event Coordinator
Intellectual Property Rights (IPR)	Respect copyrights, patents, trademarks, and software licensing during technical activities and publications.	Faculty Coordinator / Participants
Data Privacy	Protect personal information of members and participants in accordance with applicable data protection policies.	IETE Cell Coordinator
Anti-Ragging Compliance	Adhere to institutional and regulatory anti-ragging guidelines in all IETE activities.	Institution & IETE Cell
Equal Opportunity & Inclusion	Ensure non-discrimination based on gender, religion, caste, disability, or nationality in all IETE activities.	Institution & IETE Cell

Area	Compliance / Legal Requirement	Responsible Authority
Code of Conduct	Members shall follow ethical behavior, professional conduct, and institutional disciplinary rules during all activities.	All Members
Annual Reporting	Submit annual activity reports and membership details to IETE Headquarters/Local Centre and institutional authorities as required.	Faculty Coordinator / Student Secretary
Audit & Documentation	Maintain records of meetings, attendance, financial statements, event reports, and photographs for review and audit.	Secretary / Treasurer
Regulatory Compliance	Comply with institutional policies and applicable regulations issued by educational authorities such as All India Council for Technical Education (AICTE) and University Grants Commission (UGC), where applicable.	Institution

4. Compliance Mechanism

- Regular internal and external audits shall be conducted to ensure adherence.
- Dedicated compliance cells/committees monitor implementation of all statutory requirements.
- Periodic reporting is submitted to academic and governing bodies for review and corrective action.

16. Review & Revision Mechanism

1. Review Cycle

- Policies and SOPs shall be reviewed on an **annual or biennial basis**.
- The review ensures continued relevance, effectiveness, and alignment with academic, technological, and regulatory developments.
- Feedback from stakeholders (faculty, students, industry experts, and administrative units) is considered during the review process.

2. Triggered Updates

- In addition to scheduled reviews, **immediate revisions may be initiated** due to:
 - Changes in statutory or regulatory requirements
 - Updates in UGC/NAAC/NBA/ISO frameworks
 - Institutional restructuring or policy realignment
 - Technological advancements or academic reforms
- Such updates ensure compliance and maintain institutional best practices.

3. Roles in Review Process

- **IQAC (Internal Quality Assurance Cell):**
 - Initiates the review process
 - Collects feedback and prepares review reports
 - Proposes necessary revisions for quality enhancement
- **Registrar / Vice-Chancellor (VC):**
 - Reviews proposed amendments
 - Provides final approval for policy/SOP revisions
 - Ensures alignment with institutional governance and statutory norms

4. Documentation & Implementation

- All revisions shall be formally documented and version-controlled.
- Updated policies must be communicated to all stakeholders through official channels.
- Implementation is monitored to ensure effective adoption across all departments and units.

17. Documentation & Record-Keeping

1. Unique Policy Code & Versioning

- Each policy and SOP shall be assigned a **unique identification code** for easy tracking and reference.
- A **version control system** shall be maintained to record all updates and revisions.
- Every revised document must clearly indicate:
 - Version number
 - Date of approval
 - Summary of changes
 - Approving authority

2. Central Digital Repository (IQAC)

- A **Central Digital Repository** shall be maintained by the **IQAC (Internal Quality Assurance Cell)**.
- This repository will store:
 - Approved policies and SOPs
 - Guidelines, manuals, and circulars
 - Review reports and compliance documents
- Access shall be controlled to ensure data security, integrity, and transparency.
- It will serve as a single source of truth for institutional documentation.

3. Archival of Outdated Versions

- Superseded or outdated policy versions shall be systematically archived.
- Archived documents will be:
 - Clearly marked as "obsolete" or "replaced"
 - Retained for **audit trail, legal, and compliance purposes**
- This ensures traceability of policy evolution over time.

4. Record Maintenance and Accessibility

- All records shall be maintained in both **digital (primary)** and **backup formats**.
- Proper indexing and cataloging shall ensure quick retrieval during audits or reviews.
- Periodic data backup and security checks shall be conducted to prevent data loss.

18. Reporting & Audit

1. Submission of Annual Reports & ATRs

- All committees/cells under IETE shall submit **Annual Reports** summarizing activities, achievements, and outcomes.
- **Action Taken Reports (ATRs)** must be submitted periodically to track progress on decisions made in meetings.
- These reports are submitted to the **IQAC (Internal Quality Assurance Cell)** for review, analysis, and quality monitoring.

2. Internal Compliance Audit

- The IQAC shall conduct an **annual internal compliance audit** to ensure adherence to:
 - Institutional policies and SOPs
 - Academic and administrative procedures
 - Quality standards and regulatory frameworks
- The audit evaluates performance, identifies gaps, and recommends corrective actions for continuous improvement.

3. Monitoring and Follow-up

- Audit observations and recommendations must be addressed within a defined timeline.
- Follow-up reviews ensure implementation of corrective and preventive actions.
- Continuous monitoring strengthens transparency, accountability, and institutional quality.

19. References

1. <https://www.iete.org/files/Centres-SOP.pdf>
2. <https://www.iete.org/files/Centres-Rules.pdf>
3. <https://www.iete.org/iete-student-forum/>

20. Annexures

- Annexure I: Standard Forms (Complaint, Application, Nomination)
- Annexure II: Sample Agenda Format
- Annexure III: Minutes Format
- Annexure IV: Action Taken Report Format
- Annexure V: Implementation Checklist (Excel)
- Annexure VI: Policy Review Report Format