



Annexure 2 - IMS Roles and Responsibilities

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## Annexure 12.2 - IMS Roles and Responsibilities

### *Responsible person and role – Top management*

Dr. N Vijaya Bhaskar Choudary. – Founder & Chancellor  
Sri. N. Dwarakanath. – Pro Chancellor  
Dr. C. Yuvaraj. – Vice Chancellor  
Dr. D. Pradeep Kumar. – Registrar  
Mrs. M. Prathibha - Additional Registrar  
Dr. C. Kamal Basha Vice Principal (Administration)  
Mr. Shiva Shankar, Site Engineer

### *Scope*

Campus life

### *Responsibilities*

- Demonstrate leadership and commitment with respect to the Integrated management system (IMS).
- Establish, implement, monitor, and improve the IMS.
- Allocate the essential resources and support required for the IMS.
- Provide the necessary competence for the people involved in the IMS.
- Assign the roles and responsibilities for the essential personnel required for the IMS.
- Conduct management review and direct the departments to implement the improvement actions for the nonconformities.
- Set the strategic and tactical objectives and key actions for the IMS.
- Communicate the effectiveness of IMS to the internal and external stakeholders.

### *Responsible person and role*

Dr. A V Pavan Kumar – IMS Coordinator

### *Scope*

Campus life

### *Responsibilities*

- Communicate the performance of IMS to the internal and external stakeholders.
- Periodically review the status of IMS and suggest recommendations.
- Ensure the IMS receives the appropriate support from the top management.
- Identify, assess, schedule, and provide the necessary support and ensure the completion of all IMS-related tasks.
- Prepare the overall budget for the IMS and submit it to the top management.
- Ensure all the tasks relating to the IMS are identified and completed in a timely manner.
- Verify, approve, and recommend the resources required for the IMS.

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- Update the top management about the progress of IMS.
- Oversee the internal and external audits.

Dr. V Maruthi Prasad– Management representative (ISO 14001:2015 & ISO 50001: 2018)

### ***Scope***

Campus life

### ***Responsibilities***

- Establish the framework for the IMS, prepare and maintain the IMS manual.
- Conduct aspect impact study and risk assessment to find the significant impacts.
- Establish the emergency response procedure for all the emergency conditions as per the IMS scope.
- Communicate the performance of IMS as per the standards to the IMS Coordinator
- Conduct regular progress review meeting with the operational heads and cross functional team members to monitor and measure the performance of IMS as per the established objectives.
- Prepare the IMS performance report.
- Conduct awareness program among the stakeholders about the IMS.
- Organize and conduct internal/external audits, management reviews and submit the reports to the IMS Coordinator.
- Report the risks and opportunities to the IMS Coordinator at regular intervals. · Retain the essential documented information and records.
- Interact and organize the activities with the certifying body related to the certification process.
- Maintain the ISO 14001:2015 & ISO 50001: 2018 certification status.

### ***Responsible person and role***

Dr Balaji Damodhar T S – Assistant Management representative (ISO 14001:2015 & ISO 50001: 2018)

### ***Scope***

Campus life

### ***Responsibilities***

- Maintain the documented information about the standard operating procedure, operational control procedure and emergency preparedness plan.
- Attend the management review meeting, audit meeting and circulate its minutes.
- Oversee and verify the correctness of IMS manual and audit report.
- Aware and have access to all the essential information about the IMS.
- Update the risk and opportunities register.
- Update the environmental impact assessment register.
- Discuss with the IMS cross functional teams and obtain the necessary records.



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- Ensure the availability of important IMS related documents in the institute website for the stakeholders.
- Track the performance of IMS towards the attainment of objectives.
- Provide relevant recommendations for the cross functional team in case of any deviation in their performance towards IMS.

**Responsible Person and role – Internal Auditor**

- |                                 |                               |
|---------------------------------|-------------------------------|
| 1. Dr. Sudheerkumar Yantrapalli | 8. Dr. K. Imran               |
| 2. Mr. Rajesh K S               | 9. Dr. C. Venkateswara Raju   |
| 3. Dr. Balaji Damodhar T S      | 10. Dr Manavaalan Gunasekaran |
| 4. Mr. B. Veeresh.              | 11. Dr. Vijayakumar Natesan   |
| 5. Mr. N Sudhakar               | 12. Dr A V Pavan Kumar        |
| 6. Mr. Y. Pradeep Kumar         | 13. Dr K Sathesh Kumar        |
| 7. Mr. Y Vasudevareddy          | 14. Mr. Venkateshwarulu       |

***Scope***

Campus life

***Responsibilities – Internal auditor***

- Conduct the internal audits with integrity, fair presentation, and due professional care. Maintain confidentiality about the IMS information.
- Perform audit impartially with the objectivity of the audit conclusions.
- Ensure the evidence for the existence for the nonconformities.
- Identify the root cause of the nonconformities.
- Considers the risk and opportunities-based approach while auditing.
- Aware of the up-to-date compliance obligations of the activities and services.
- Report the lead internal auditor with the nonconformities report.

***Responsibilities – Lead internal auditor***

- Organise the internal audit.
- Conduct an opening meeting.
- Collect and verify the information.
- Conduct a closing meeting.
- Compile the auditor's note and communicate to the management representative.

***Responsible person and role***

Mr. R Sudhakar – Manager - IHM or Canteen or Mess incharge

***Scope***

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Food production and management in the mess and canteens

### ***Responsibilities***

- Determine and obtain of budget for the various work related to the IMS scope
- Establish and implement the operational planning process.
- Plan and assign the works to the appropriate personnel for the various works related to the scope.
- Allocate resources - manpower, machineries, and materials for the various works related to the scope.
- Perform all the works as per compliance obligations.
- Set the operational objectives, key actions, and implement the actions to attain the intended objectives.
- Monitor and control of the work progress by conducting regular meetings.
- Approve and recommend the requirements to the top management.
- Maintains the operational control procedure/standard operating procedure for the activities/process associated with the IMS scope.
- Control the operational process and communicate the progress to the management representative.
- Establish, implement, and maintain the process(s) needed to manage the identified potential emergency situations.
- Conduct general and emergency awareness program among the CFT members · Maintain documented information and retain records.
- Direct appropriate actions to rectify the cause of nonconformities and prevent its reoccurrences.
- Regularly monitor the status of corrective actions for the identified nonconformities in the progress review meeting.

### ***Responsible person and role***

Dr. Sudheerkumar Yantrapalli – Coordinator - Projects and Development

### ***Scope***

Legal compliance obligations

### ***Responsibilities***

- Obtain and maintain essential compliance obligations from the state pollution control board
- Retaining documented information

### ***Responsible person and role***

Mrs. M. Prathibha - Additional Registrar (Campus Life)

### ***Scope***

- a. **Engineering & Technology:** water treatment, high tension electricity supply, gensets, solar panels, fire safety, rainwater harvesting, storm water drainage, parking facilities, maintenance and service activities.



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- b. Integrated solid waste management
- c. Waste water treatment: sewage treatment plants, effluent treatment plants and water treatment units
- d. Food courts (contractors)
- e. Bio-diversity activities

***Responsibilities***

- Determine and obtain of budget for the various work related to the IMS scope.
- Establish and implement the operational planning process.
- Plan and assign the works to the appropriate personnel for the various works related to the scope.
- Allocate resources - manpower, machineries, and materials for the various works related to the scope.
- Perform all the works as per compliance obligations.
- Set the operational objectives, key actions, and implement the actions to attain the intended objectives.
- Monitor and control of the work progress by conducting regular meetings.
- Approve and recommend the requirements to the top management.
- Maintains the operational control procedure/standard operating procedure for the activities/process associated with the IMS scope.
- Control the operational process and communicate the progress to the management representative.
- Establish, implement, and maintain the process(s) needed to manage the identified potential emergency situations.
- Conduct general and emergency awareness program among the CFT members. · Maintain documented information and retain records.
- Direct appropriate actions to rectify the cause of nonconformities and prevent its reoccurrences.
- Regularly monitor the status of corrective actions for the identified nonconformities in the progress review meeting.
- Dispose the hazardous waste as per the Hazardous and Other Waste Management Rules, 2016.
- Energy management as per the Energy Conservation (Amendment) Act, 2022

***Responsible person and role***

Mr. Venkateswara Babu – Manager (Horticulture)

***Scope***

Horticulture activities in the campus life

***Responsibilities***

- Management and maintenance of the horticulture activities in the campus.
- Set the operational objectives.

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### ***Responsible person and role***

Mr. Y Pradeep Kumar – General Manager – Transportation

### ***Scope***

Transportation services and its related activities

### ***Responsibilities***

- Determine and obtain of budget for the various work related to the IMS scope.
- Establish and implement the operational planning process.
- Plan and assign the works to the appropriate personnel for the various works related to the scope.
- Allocate resources - manpower, machineries, and materials for the various works related to the scope.
- Perform all the works as per compliance obligations.
- Set the operational objectives, key actions, and implement the actions to attain the intended objectives.
- Monitor and control of the work progress by conducting regular meetings.
- Approve and recommend the requirements to the top management.
- Maintains the operational control procedure/standard operating procedure for the activities/process associated with the IMS scope.
- Control the operational process and communicate the progress to the management representative.
- Establish, implement, and maintain the process(s) needed to manage the identified potential emergency situations.
- Conduct general and emergency awareness program among the CFT members · Maintain documented information and retain records.
- Direct appropriate actions to rectify the cause of nonconformities and prevent its reoccurrences.
- Regularly monitor the status of corrective actions for the identified nonconformities in the progress review meeting.
- Dispose the hazardous waste as per the Hazardous and Other Waste Management Rules, 2016.
- Energy management as per the Energy Conservation (Amendment) Act, 2022

### ***Responsible person and role***

Mr. S Ismail – Purchase Officer Register Office

### ***Scope***

E&T: Purchase of computers

### ***Responsibilities***

***Controlled Copy***

***IMS-ISO 14001-EMS & ISO 50001-EnMS***



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- Maintain the agreement with authorized e-waste disposal vendor by CPCB
- Maintain the record of e-waste generated
- Maintain the manifest, annual return, and other documents in relevant forms as mentioned in e-waste management rules, 2016.

***Responsible person and role***

Mr. V D Siva Shankar – Purchase Manager – Construction

***Scope***

Purchase of materials related to the maintenance of academic buildings and hostels in the main campus, annexure campus, and medical campus

***Responsibilities***

- Compiling the approved budget of every department.
- Producing the resources as per the procurement policy.
- Identify requirements for suppliers and criteria for procurement.
- Storage and distribution of the resources.
- Maintain of the documented information.

***Responsible Persons and role***

Mr. Mani - Assistant Maintenance Engineer (IMS)  
Dr. A Althaf Ali - Assistant Maintenance Engineer (IMS)  
Mr. R Sudhakar - Assistant Maintenance Engineer (IMS)  
Mr. Vasudeva Reddy - Assistant Maintenance Engineer (IMS)

***Scope***

Campus Life

***Responsibilities***

- Prepare and maintain the IMS manual and discuss with Management Representative
- Conduct aspect impact study and risk assessment to find the significant impacts and updating impact assessment register.
- Communicate the performance of IMS as per the standards to Management Representative.
- Prepare the IMS performance report.
- Report the risks and opportunities to the Management Representative at regular intervals about the IMS facilities and update the risk and opportunities register
- Retain the essential documented information and records.
- Maintain the documented information about the standard operating procedure, operational control procedure and emergency preparedness plan.
- Attend the management review meeting, and circulate its minutes.



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- Discuss with the IMS cross functional teams and obtain the necessary records.
- Track the performance of IMS towards the attainment of objectives.
- Provide relevant recommendations for the cross functional team in case of any deviation in their performance towards IMS.

***Role***

All the Directors, Deans of the schools and Heads' of the Department

***Scope***

Respective schools and departments

***Responsibilities***

- Assure the resources (electricity, water, consumables, stationaries and others) are utilized optimally.
- Maintain the information about stationaries and consumables inventory.
- Maintain the record of equipment/machineries services.
- Maintain the information about waste generation based on the available resources and newly purchased resources.

***Responsible person and role***

All the stakeholders - Students, research scholars, faculties, staffs, contractors, visitors and others

***Scope***

Campus life

***Responsibilities***

- Conform to environmental & energy management system requirements.
- Avoid using plastics in the campus.
- Segregate and dispose the waste in the respective waste collection bins in the primary collections.
- Report needs or issues if any related to the IMS.

**Version control**

Effective Date (from)	Description	Version
01.04.2024	Roles and responsibilities	01