



**MAHARAJA INSTITUTE OF TECHNOLOGY  
THANDAVAPURA**

# **SERVICE RULES**

**Version 1.0**





## FORWARDING NOTE

Welcome to Maharaja Institute of Technology Thandavapura Family,

I extend my sincere appreciation for your Loyalty to devote service to Maharaja Education Trust ®, Mysore

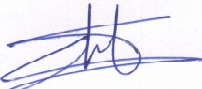
Becoming a member of the group requires understanding and cooperating with other members of the peer group. Harmony to be created amongst members and your service to the organization should be foot print a reference in the group.

Everyone in the organization is expected to grow and by virtue growth of individual member, organization will also grow. I am confident that, you will contribute much to our continual growth. A small misunderstanding or misleading may cause a big damage in the organization. Institution requires the cooperation of everyone associated with it. Your position is important to our total effort and your personal success will be determined by how well you understand and accept this paradigm.

This Service Rule Book has been prepared to assist you in carrying out your duties and to inform you the privileges and responsibilities that are yours to be a member of the institution.

A variety of information has been stacked here for your assistance. Hoping to see out Maharaja Institute of Technology Thandavapura is growing through you.

The Service Rules Book (Version-1.0) of Maharaja Institute of Technology Thandavapura has been duly approved by the members of Maharaja Education Trust ®, Mysore in the meeting held on 14.04.2019. The members unanimously resolved that, this Service Rule will be in effect from 22.04.2019.



**Dr. H K CHETHAN**  
**JOINT SECRETARY**  
**MAHARAJA EDUCATION TRUST®, MYSORE**

## PREFACE

The Success of any educational institution solely depends on the committed and dedicated faculties and staff working hands in hands. The Service Rules Book (Version-1.0) formulated by Maharaja Institute of Technology Thandavapura provides a well-defined and structured framework for employees of the Institution to discharge their responsibilities in a focused way. I wish the succeeding versions of this book, through fine tuning will result in a much more complete Service Rule book which can adoptable for other organizations.



**Dr. H K CHETHAN**  
**JOINT SECRETARY**  
**MAHARAJA EDUCATION TRUST®, MYSORE**

Date: 22.04.2019

## PREFACE TO SERVICE RULES

The sustainability and growth of any organization relies majorly on whether systematic and procedural approaches exist for planning and execution of work. This becomes more important when human resource is involved.

Service Rules and regulations formulate the reference for human resource which would lay the pathway for all the behaviours and conducts within the professional environment. The service rules will converge the diverse thinking of human resource towards organizational goals and objectives.

With the above preamble, I am happy to release the Service Rules Book (Version- 1.0) to all the employees of Maharaja Institute of Technology Thandavapura. I believe all the respected employees of Maharaja Institute of Technology Thandavapura will abide by the Service Rules laid down for the smooth functionality and betterment, fulfilling the noble objectives of the organization.



Dr. Y T KRISHNE GOWDA M.E. (IISc.), Ph.D (IITM)

PRINCIPAL

MAHARAJA INSTITUTE OF TECHNOLOGY THANDAVAPURA

## TABLE OF CONTENTS

<i>Index</i>	<i>Description</i>	<i>Page</i>
	<i>Forwarding Note</i>	<i>I</i>
	<i>Preface</i>	<i>II-III</i>
<i>Chapter I</i>	<b><i>Preliminaries</i></b>	<i>1-11</i>
	1.1 <i>Preamble</i>	<i>1-2</i>
	1.2 <i>Applicability</i>	<i>1</i>
	1.3 <i>Definitions</i>	<i>2-5</i>
	1.4 <i>Acronyms</i>	<i>5-6</i>
	1.5 <i>Changes of this Document</i>	<i>6</i>
	1.6 <i>Designation of Employees at Institution</i>	<i>6</i>
	1.7 <i>Staff Classification</i>	<i>6-11</i>
	1.7.1 <i>Teaching Staff</i>	<i>7</i>
	1.7.2 <i>Non Vocational Teaching Staff</i>	<i>8</i>
	1.7.3 <i>Technical Staff</i>	<i>8</i>
	1.7.4 <i>Non Teaching Staff</i>	<i>9-10</i>
	1.7.5 <i>Other Position as may be decided by the Governing Body</i>	<i>11</i>
<i>Chapter II</i>	<b><i>Duties and Responsibilities</i></b>	<i>12-52</i>
	2.1 <i>General Duties and Functions of Staff members</i>	<i>12-14</i>
	2.2 <i>Specific Responsibilities of Various Cadres</i>	<i>14-52</i>
	2.2.1 <i>The Principal</i>	<i>14-15</i>

2.2.2	<i>The Head of the Department</i>	15-19
2.2.3	<i>The Professor and Associate Professors</i>	19-21
2.2.4	<i>The Assistant professors</i>	21-24
2.2.5	<i>Research and development, Consultancy, Sponsored Research</i>	24
2.2.6	<i>The Placement and Training Officer</i>	24-26
2.2.7	<i>The Librarian</i>	27-28
2.2.8	<i>The Physical Education Director</i>	28-30
2.2.9	<i>The NSS Program Officer</i>	30-32
2.2.10	<i>The System Administrator</i>	33-34
2.2.11	<i>The Foreman / Mechanic / Programmer /Technical Assistant /Lab Instructor</i>	34-35
2.2.12	<i>The Registrar</i>	35-37
2.2.13	<i>PA to Principal</i>	37-39
2.2.14	<i>The Public Relations Officer</i>	39-41
2.2.15	<i>Admission Section</i>	41-43
2.2.16	<i>Accounts Section</i>	43-44
2.2.17	<i>Examination Section</i>	45-46
2.2.18	<i>Stores Section</i>	46-48
2.2.19	<i>Establishment Section</i>	49-50

2.2.20	<i>The First Divisional Assistant (FDA)/ The Office Assistants</i>	50-51
2.2.21	<i>The Project -Manager / Maintenance Supervisor / Transport manager /Electrician / Helper, Plumber, Machine Operator, Driver, Painter, Etc</i>	51-52
<b>Chapter III</b>	<b><i>Employment Rules</i></b>	<b>53-73</b>
3.1	<i>Procedure for Recruitment of Staff Members</i>	53-57
3.2	<i>Procedure for Performance Review of Staff Members</i>	58-59
3.3	<i>Procedure for Promotion of Teaching Staff</i>	59-61
3.4	<i>Promotion of Non Vocational Teaching Staff /Technical Staff /Non Teaching Employee</i>	62-63
3.5	<i>Resignation from Service by an Employee</i>	64-67
3.6	<i>Termination /Separation of an Employee</i>	67-69
3.7	<i>Procedure for Handling Redressal Grievance of Staff Members</i>	69-72
3.8	<i>Superannuation</i>	72-73



<i>Chapter IV</i>	<b><i>Pay Rules</i></b>	74-67
	4.1 <i>Pay and Allowances</i>	74-75
	4.2 <i>Annual Increment in Pay Scale</i>	75-76
	4.3 <i>Pay in Consolidated Form</i>	76
	4.4 <i>Sub Staff (Outsourced Staff)</i>	76-77
<i>Chapter V</i>	<b><i>General Rules</i></b>	78-93
	5.1 <i>Leave Rules</i>	78-79
	5.2 <i>Casual Leave</i>	79-81
	5.3 <i>Special Casual Leave</i>	81-82
	5.4 <i>On Official Duty (OOD)</i>	82
	5.5 <i>Medical Leave</i>	83
	5.6 <i>Maternity Leave</i>	83-85
	5.7 <i>Leave Without Pay</i>	85-86
	5.8 <i>Leave Account and Leave Sanctioning Authority</i>	86
	5.9 <i>Procedure to treat unauthorized Leave of Absence</i>	86-87
	5.10 <i>Other Employee Benefits</i>	87-88
	5.11 <i>Transfer/ Deputation / Lien</i>	89-90
	5.12 <i>Maintenance of Attendance Registers</i>	91
	5.13 <i>Personal File and Service Book</i>	91-92
	5.14 <i>Confidential Report ( CR)</i>	93
	5.15 <i>Condition to the Service of any Employee</i>	93

5.16	<i>Constitution of the Committee</i>	93
<i>Chapter VI</i>	<b><i>Employee Conduct and Disciplinary Rules</i></b>	94-105
6.1	<i>Disciplinary Rules</i>	94-104
6.2	<i>Accountability and Discipline</i>	104-105
6.3	<i>Power to Amend the Service Rules</i>	105
	<i>Communication Hierarchy</i>	106
<i>Chapter VII</i>	<b><i>MITT Organization Chart</i></b>	107
<i>Annexure I</i>	<i>Teaching Faculty Confidential Report</i>	108-109
<i>Annexure II</i>	<i>Self Appraisal of Teaching Faculty</i>	110-114
<i>Annexure III</i>	<i>Technical /Non Teaching Staff Appraisal/CR Report</i>	115-116
<i>Annexure IV</i>	<i>Leave Application Form</i>	117
<i>Annexure V</i>	<i>Permission Slip</i>	1118

# *Chapter 1*

## *Preliminaries*

# CHAPTER 1

## PRELIMINARIES

### 1.1. PREAMBLE

*The following Service Rules shall be called the “MAHARAJA INSTITUTE OF TECHNOLOGY THANDAVAPURA EMPLOYEES SERVICE RULE”, and shall be applicable to all the Employees of the Institute and which shall come into force with effect from the 22<sup>nd</sup> day of 4<sup>th</sup> month of the year 2017, as notified by GOVERNING COUNCIL and Approved by the MAHARAJA EDUCATION TRUST®, MYSORE.*

*This is the First version of the Service Rules. The service rules will be changed in future based on the various enabling acts, government rules and regulations, stakeholders input and other parameters which will evolve over the time frame.*

### 1.2. APPLICABILITY

*These Service Rules will be applicable only to regular employees on scale and will not be applicable to other employees and staff members employed as advisor, consultants, part time staff, adjunct staff, casual staff under contractual employment and employees serving under non regularized pay scale unless specifically mentioned in the service rules.*

### **1.3. DEFINITIONS**

*For the purpose of the Service Rules the following terms are used in the sense as explained below:*

*“APPRAISAL COMMITTEE” means the committee created by the Authority for performance appraisal of an employee.*

*“AUTHORITY” means the Board of Trustees.*

*“INSTITUTION” means “MAHARAJA INSTITUTE OF TECHNOLOGY THANDAVAPURA”, the Institution established in Mandya, Karnataka, “Institution” means the same in this document.*

*“TRUST OFFICE” means the office which has been declared by authority as Maharaja Education Trust (MET). At*

*present it is in the premises No 48, Kamakshi Hospital Road, Sarawasthipuram, Kuvempunagar, Mysore -570023. It can be changed by the Authority / MET by a notice to the Institution.*

*“EMPLOYEE” means any person appointed by the Authority/MET as a member of its staff.*

*In these Rules “HE” includes “SHE” and “HIS/HIM” includes “HER”.*

*Such employees shall be classified as*

*i) REGULAR, ii) PROBATIONER, iii) TEMPORARY and iv) CONTRACTUAL EMPLOYEE.*

*A “REGULAR EMPLOYEE” is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed by writing, on the basis of satisfactory service rendered by him as a “Probationer” on expiry of probation period or extended provision period by the Authority.*

*A “PROBATIONER” is an employee who is provisionally employed to fill up a Regular vacancy in a post and*

*has not been confirmed in service as regular by the Authority. The period of probation shall be defined in his appointment letter, in a case to case basis based on his profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended by written communication. No probationer shall be deemed or classified as regular unless the Authority have confirmed him explicitly by a letter. In absence of the written communication from the Authority it is deemed that his probation period had been extended.*

*A “TEMPORARY EMPLOYEE” is an employee whose appointment is of casual nature and who has been engaged for a specific period or for a specific job of temporary nature and appointed by the Principal with the approval of the Authority for specified period.*

*A “CONTRACTUAL EMPLOYEE” is one who is engaged either by an agreement or by an contractual appointment for a fixed period or otherwise whose appointment is of casual nature and whose service will come to an automatic end with the expiry of the specific period for which he was appointed, without*

*any notice or compensation, Such an employee may be paid his remuneration or honorarium or wages either in a consolidated monthly rate or on a per hour basis. No other allowances will be admissible.*

*“FACULTY” means the Employee engaged in direct academic work such as Teaching, Research and Publication and so on. “FACULTY” and “TEACHING STAFF” are used interchangeably and mean the same thing.*

*“TRUST” means “MAHARAJA EDUCATION TRUST @, MYSORE”, a Trust registered in Karnataka under the Trust Act, 1961 and which is the highest authority for the governance of the institution.*

#### 1.4. ACRONYMS

*The following Acronyms will be used throughout this document.*

<b>Acronyms</b>	<b>Meaning</b>
<b>GCM/GC</b>	Governing Council Members / Governing Council
<b>HOD</b>	Head of the Department
<b>EPA</b>	Executive Personal Assistant



<b>SOP</b>	Standard Operating Procedure
<b>MET</b>	Maharaja Education Trust ®, Mysore
<b>MITT</b>	Maharaja Institute of Technology Thandavapura
<b>MIS</b>	Management Information System
<b>NSS</b>	National Service Scheme
<b>TPO</b>	Training and Placement officer
<b>PED</b>	Physical Education Director
<b>FDA</b>	First Divisional Assistant
<b>CR</b>	Confidential Report
<b>KPA</b>	Key Performance Area
<b>CL</b>	Casual Leave
<b>LWP</b>	Leave Without Pay
<b>SCL</b>	Special Casual Leave
<b>OOD</b>	On Official Duty
<b>QIP</b>	Quality Improvement Program
<b>AC/DC</b>	Abstract Contingent / Detailed Contingent

Table: 1.1: Acronyms

## 1.5. CHANGES OF THIS DOCUMENT

*This Service rule is based on various enabling acts, government rules and regulations, stakeholders' input and other*

*parameters. This is subject to modification in any new form and content, if felt necessary by the GOVERNING COUNCIL / AUTHORITY.*

*Each version of the service rule will be approved by the Governing Council/Authority before implementation.*

## **1.6. DESIGNATION OF EMPLOYEES AT INSTITUTE**

*The following posts/ designations have been sanctioned at the time of initial creation of the service rules. The further creation of new posts / designation and / or abolition of existing posts/ designations are done by the GOVERNING COUNCIL/AUTHORITY based on the needs and requirement of the Institution.*

## **1.7. STAFF CLASSIFICATION**

### **1.7.1. TEACHING STAFF**

*1.7.1.1. The Principal*

*1.7.1.2. The Head of the Department*

*1.7.1.3. The Professors*

*1.7.1.4. The Associate Professors*

*1.7.1.5. The Assistant Professors*

**1.7.2. NON VOCATIONAL TEACHING STAFF**

*1.7.2.1. The Placement and Training Officer*

*1.7.2.2. The Librarian*

*1.7.2.3. The Physical Education Director*

*1.7.2.4. The NSS Program Officer*

**1.7.3. TECHNICAL STAFF**

*1.7.3.1. The System Administrator*

*1.7.3.2. The Technical Assistants and Foremen*

*1.7.3.3. The Lab Instructors and the Lab Assistant*

*1.7.3.4. The Mechanic*

*1.7.3.5. Other position as may be decided by the Authority.*

### 1.7.4. NON-TEACHING STAFF

*Employees who are NOT directly involved with the academic Function of the Institutions are called “NON-TEACHINGS STAFF” which includes.*

*1.7.4.1. The Registrar / Administrative Officer*

*1.7.4.2. The PA to Principal*

*1.7.4.3. Accounts Section Personnel*

*1.7.4.4. Admissions Section Personnel*

*1.7.4.5. Examinations Section Personnel*

*1.7.4.6. Establishment Section Personnel*

*1.7.4.7. Store Section Personnel*

*1.7.4.8. The Public Relations Officer*

*1.7.4.9. The First Divisional Officer (FDA)/ The Office Assistants*

*1.7.4.10. The Project Manager / Maintenance Supervisor / Transport manager of the Institution*

*1.7.4.11. Electrician, Plumber, Machine Operator, Drivers, Painter and helpers of the Institution*

1.7.4.12. *Gardener, Housekeeper, security guard  
of the institution.*

### 1.7.5. OTHER POSITION AS MAY BE DECIDED BY THE GOVERNING BODY

*Although posts are created, it is to be decided by the Authority to fill up the posts as per the need and requirement of the institution. It is not mandatory to fill up all the posts at all times. No act or proceeding of the institution or any authority of the institution or any committee constituted shall be questioned on the ground merely of the existence of any vacancy in or defect in the constitution of the authority or committee of the institute.*

*There will be a post called In-Charge which means a temporary responsibility assigned to one employee to perform a role and responsibility of a sanctioned post or designation. In the absence of the PRINCIPAL, the PRINCIPAL-IN-CHARGE duly nominated by the PRINCIPAL / AUTHORITY shall be in charge of the institute and shall look after the normal academic and other administrative affairs of the institution.*

## *Chapter 2*

# *Duties and Responsibilities*

## CHAPTER 2

### DUTIES AND RESPONSIBILITIES

#### 2.1 GENERAL DUTIES AND FUNCTIONS OF STAFF MEMBERS

2.1.1 *The Institution must observe actual teaching days in a calendar year as prescribed by the university and the remaining working days shall be devoted to the development of academic standard, research & training, examination, faculty development program, seminar, workshops, publication and other activities of the Institution as per guidelines of the Authority.*

2.1.2 *The functions of teaching and non teaching staff are different in the institutions. The work of the academic teaching staff revolves on teaching, research, publication, application of knowledge such as consultancy, conducting seminar, student and community development, lab development, product development, projects and so on.*



- 2.1.3 *The faculty members have to take tutorial classes / remedial classes / advanced classes / makes up tests.*
- 2.1.4 *The counseling of the students will be an essential component of role & responsibilities of faculty members.*
- 2.1.5 *It will be incumbent upon the Head of the Department to ensure that the regular norm is satisfied with respect to each of the teaching faculty in the department. The details of assigned classes (as per routing) and weekly progress to be uploaded into MIS portal by concerned faculty members and this will be a vital criterion at the time of periodic appraisal of the faculty members.*
- 2.1.6 *The work plan of faculty members shall ensure, in the most productive manner, the utilization of stipulated working hours per week, with regards to the roles, jobs and targets assigned to them by the department / institution.*
- 2.1.7 *The work distribution of non teaching employees will be solely decided by the institute*

*authority / HOD / the reporting officer on whom the authority has been delegated. Both teaching and non teaching employees shall be present in the institution during the working hours unless engaged in official work outside.*

*2.1.8 Any Other duties and responsibilities as defined by the Authority.*

## **2.2 SPECIFIC RESPONSIBILITIES OF VARIOUS CADRES**

### **2.2.1 THE PRINCIPAL**

*Subject to the supervision, direction and general control of the Authority, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

- 1. The Principal shall be the chief academic and administrative head of the institute.*
- 2. Policy planning and leadership.*
- 3. Communicating the vision, mission, objectives and all policy of the authority to all employees of the institution.*
- 4. Implementation of the directions of the authority.*

5. *Fixing parameters and goal sheets for the teaching and non teaching employees.*
6. *Participating, Involving, monitoring and evaluation of teaching, research, publication, real knowledge application etc.*
7. *Close participation in the process of performance evaluation of employees.*
8. *To monitor & follow-up the proceeding & activities of all the college committee, to ensure that all issues are addressed timely and properly for the best interest of the institution.*
9. *Monitoring of the student's feedback systems duly authenticated by respective HODs.*
10. *To monitor and ensure that all relevant data are duly uploaded in university official portal and AICTE Portal.*
11. *Any other responsibility given by the Authority.*

### 2.2.2 THE HEAD OF THE DEPARTMENT

*Subject to the supervision, direction and general control of the Authority/ Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

1. *The Head of the Department has to be appointed on the basis of academic qualification and teaching performance by the Principal in consultation with the Authority.*
2. *The Head of every Department shall act under the general supervision and control of the Principal of the institution and his duties and function shall be to administer the academic and administrative affairs of the department concerned in accordance with the guidance of the Principal and as per the policy of the authority.*
3. *HODs will actively participate in teaching, research, publication and administrative work, as per work distribution of the Principal.*
4. *The HOD shall always maintain the academic standard in the department. In addition to the allotment of classes to the teachers, he shall assess the workload of the teachers, lab instructors and other technical persons in the department, requirements of staff members etc. He shall also maintain a liaison with the other departments. He shall keep vigil about the quality teaching in every theoretical & practical subject as per syllabi of the*

*university. The HOD shall ask the teachers to prepare lesson planning on each subject and he shall monitor whether the schedule is maintained. He shall prepare a list of the equipments, books etc. well before the beginning of the semester and forwarded straight to the Principal for early procurement. He shall take care of conducting all the examinations, evaluation methods, keeping all records of examinations as per regulations under the guidelines of the Principal. In any case of urgency or anything related to academic affairs which are not mentioned above the HOD shall take advice from the Principal and shall take necessary steps.*

- 5. As a part of academic affairs the HODs will impart knowledge to the students by taking classes, to take tutorial and remedial classes on regular basis, need based laboratory development and lab classes, conducting evaluation of the students and so on.*
- 6. As part of real world knowledge application, HOD shall encourage consultancy and project work amongst faculty members as per norms in consultation with the Principal. The said activities, progress and achievement are recorded in the meeting of the departmental committee.*

*HOD will also ensure that Faculty members are engaged in development of quality study materials, course materials, lesson plan, model question, answer etc on regular basis and those are uploaded into MIS server of the institution.*

- 7. HOD will monitor that faculty members hold regular interaction with student representative to resolve ongoing issues and healthy student-teacher relationship is maintained with all dignity.*
- 8. HOD will provide effective leadership towards industry institution partnership. Organization of special lectures, seminar, workshops by the industry professionals for total development of the future professionals. Interaction with industry and institute for academic development of the students.*
- 9. As far as management of the academic affairs of the department concerned he shall act in consultation with departmental committee, The departmental committee shall meet at least once in a month, which shall be convened by the Head of the Department concerned with the agenda and the time of the meeting being decided*

*upon in the preceding meeting so that no notice is circulated.*

10. *Faculty/teaching skill development program to be planned by the HOD based on need analysis of all the concerned faculty and technical staff members.*
11. *HOD has to ensure that required data are duly uploaded in MIS server / university official portal by all the faculty members.*
12. *Any other responsibility given by the Principal.*
13. *HOD shall encourage faculty members to do Ph.D / Research.*

### **2.2.3 THE PROFESSOR AND ASSOCIATE PROFESSORS**

*Subject to the supervision, direction and general control of the Authority/ Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

1. *Professors and Associate Professors will actively participate in teaching, research, publication, real world knowledge application and administrative work as per work distribution mode envisaged by the HOD/Principal*

2. *Professors and Associate Professors will assist HOD in academics and administration of the department and also contribute in policy planning, monitoring & evaluation and promotional activities both at departmental and institutional level.*
3. *As far as management of the academic affairs of the department concerned the Professors and Associate Professors will take active participation in the departmental committee as advised by the HOD.*
4. *As a part of academic affairs the Professors and Associate Professors will impart knowledge to the students by taking regular classes, tutorial classes and remedial classes on regular basis, they will also guide the faculty members regarding the need of laboratory development and to improve the quality of the lab classes and so on.*
5. *As a part of academic affairs the Professors and Associate Professors will implement faculty development program, conduct departmental workshop and seminar and also monitor and evaluate academic activities.*
6. *Professors and Associate Professors will provide research guidance including PhD program; ensure publication*



*work and also design and development of new programs as suitable for the students.*

- 7. Professors and Associate Professors are most suitable for real world knowledge application, they will provide leadership in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development; modernization, expansion, promotion of entrepreneurship and job creation , to implement sustainable Quality Improvement Program and brand building of the department providing technical support etc.*
- 8. Has to give valuable guidance as a senior member of institution committees duly nominated by the Principal.*
- 9. To contribute to the finishing school program and industry readiness program.*
- 10. Any other responsibility given by the HOD / Principal.*
- 11. The Professors and Associate Professors must undertake the responsibility to bring sponsored research project and industrial consultancy work,*

#### **2.2.4 THE ASSISTANT PROFESSORS**

*Subject to the supervision, direction and general control of the Authority/ Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

- 1. Assistant Professors will actively participate in teaching, research, publication, real world knowledge application and administrative work, as per work distribution mode envisaged by the HOD/ Principal. They will also be closely involved in his examination process as per guidance of HOD.*
- 2. Assistant Professors shall take active role in the departmental committee as directed by the HOD.*
- 3. Assistant Professors shall take regular classes, tutorial classes and remedial classes on regular basis, laboratory development and lab classes, preparation of lesson plan, teaching materials, publications and full implementation of online teaching learning systems.*
- 4. As a part of academic affairs the Assistant Professors will participate in faculty development program, departmental workshop, seminar for continuous quality improvement teaching learning process.*
- 5. Assistant professors shall be actively involved in research and project, publication work, and*

*design/development of new program as suitable for the students.*

6. *Assistant Professors shall participate in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research,. (including funding proposal), seminar, laboratory development, modernization, expansion, promotion of entrepreneurship and job creation, to implement sustainable QIP and brand building of the department providing technical support etc.*
7. *Assistant Professors shall actively take part in extracurricular, cultural and social service activities of the college as member of respective institution committees and cells.*
8. *They shall devote significant time and energy for the total counseling of the students round the year.*
9. *Any other responsibility given by the HOD / Principal.*
10. *Assistant Professors shall involve themselves in research and development. They must try to publish research papers and engage themselves accordingly for doctoral work (if applicable).*

11. *Assistant Professors shall have to take active role to bring sponsored industrial consultancy work as well as sponsored research projects.*

#### 2.2.5 RESEARCH AND DEVELOPMENT, CONSULTANCY, SPONSORED RESEARCH

*The departments must facilitate the following activities.*

- *Industrial Consultancy*
- *Individual*
- *Technical Services*
- *Service Consultancy*
- *Sponsored Research*
- *Talent searching at all levels (i.e. Faculty, Students and lab Assistants).*
- *For AICTE/Other funded projects progressive reward system to be followed.*

#### 2.2.6 THE PLACEMENT AND TRAINING OFFICER

*Subject to the supervision, direction and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

- 1. The Placement and Training Officer shall be responsible for all activities related to training of the students to enhance their interview winning skill in consultation with the Principal/H.O.D.*
- 2. The Placement and Training Officer shall be responsible to keep close co-ordination with the Principal/H.O.D.*
- 3. The Placement and Training Officer shall maintain all databases of the students necessary for placement of the students.*
- 4. The Placement and Training Officer will take the initiative to make visit to different companies in order to build up a good industry institute relationship.*
- 5. The Placement and Training Officer before taking any final decision shall always consult the Principal.*
- 6. The Placement and Training Officer should keep the students informed about all activities of the Placement and Training cell, which are related to students training & placement.*

7. *PTO should maintain all records needed by the corporate for placement of the students.*
8. *PTO shall submit regular statement reports to the Principal regarding the expenditure in his cell.*
9. *PTO shall be ready to accept and execute any responsibility given by the Principal in matters related to Training & Placement.*
10. *The Placement and Training Officer will report to the Principal.*
11. *PTO should be ready with the data required to upload for approval process of VTU/AICTE/NBA/NAAC and any such organization.*
12. *Any other responsibilities as assigned by the Authority/Principal.*

### 2.2.7 THE LIBRARIAN

*Subject to the supervision, direction and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive: Librarian will be responsible for smooth & effective operation of the college library.*

1. *Librarian will manage the planning, administrative and budgetary functions of library and information services including.*
  - 1.1. *Establish and implement library and information policies and procedure.*
  - 1.2. *The person will be responsible for procurement planning in consultation with 'Library Committee' and Principal.*
  - 1.3. *Develop and manage convenient, accessible library and information services.*
  - 1.4. *Prepare and manage the budget for library and information services, technology and media.*
  - 1.5. *Develop and manage cost-effective library and information services, technology and media.*

- 1.6. *Order materials and maintain records for payment of invoices.*
- 1.7. *Analyze and evaluate library and information services requirements.*
- 1.8. *Prepare reports related to library and information services, resources and activities.*
- 1.9. *Smooth & effective operation of the library.*
- 1.10. *Procurement planning in consultation with 'Library Committee'/Principal.*
- 1.11. *Software implementation/up gradation.*
2. *Librarian will provide effective access to library collections and resources, maintain the organization of library materials, provide library services in response to the information needs of library users and perform other related duties.*
3. *Any other responsibility as assigned by the Authority/Principal.*

#### 2.2.8 THE PHYSICAL EDUCATION DIRECTOR

*Subject to the supervision, direction and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*



1. *He shall organize various physical fitness exercises to the students from time to time. He shall coach the students either before or after the class hours in the morning and evening.*
2. *He shall be responsible for conduct of tournaments and athletic meets at the institution; impart coaching and /or training to the students to participate in inter – collegiate and /or inter - university competitions, and also national and international competitions.*
3. *The PED shall arrange for sports meet and other coaching camps for the students.*
4. *The PED shall be responsible for selection of a team of talented students to represent the institute for various sports events and motivate them to win trophy, shield, medals and other prizes.*
5. *He shall discharge any other functions and accomplish any other duties and assignments allocated to him from time to time by the Authority/Principal.*
6. *He is the Member – Convener of the sports committee and makes arrangement for periodical meeting of the sports committee and prepares the minutes of the meetings.*

7. *He is responsible for maintenance of the day book, stock book and the accounts of the sports expenditure.*
8. *The PED shall arrange for conducting annual periodical stock verification of sports materials and other equipments and submit annual stock verification reports to the principal with his specific findings; if any difference is noticed between book balance and physical balance the same may be entered in annual stock verification report in shortage column through the sports committee.*
9. *Any other responsibility as assigned by the Authority/Principal.*

### 2.2.9 THE NSS PROGRAM OFFICER

*The Program Officer is one of the important person in NSS Organization, he plays pivotal role and responsible for the organization of NSS Unit, implementation of NSS Program under the supervision and direction of Principal of the institute. He will be responsible to carry out the instructions issued by the University. The Program Officer plays the role of an organizer, an educator, as a motivator, a Coordinator, supervision, an administrator, and public relation officer to improve the quality and magnitude of NSS Programs in the institution. The duties of*

*the post are prescribed as under which are illustrated and considered but not exhaustive:*

*Interpret the scheme to the students / volunteers of the institute community and create awareness about the NSS Programs.*

- 1. Provide information about NSS motto aims and objectives, philosophy and activities.*
- 2. Enlist cooperation and coordination of community, agencies, government departments and non-governmental agencies.*
- 3. Select or adopt the village/slum for service projects on the basis of utility and feasibility.*
- 4. Prepare and conduct the orientation Program for NSS Volunteers, explain them about the concept of social service.*
- 5. Prepare and teach them the methods and skills required for achieving the objectives of the NSS scheme.*
- 6. Promote community education through meetings, talks, new bulletins, discussions etc.*
- 7. Co-ordinate the NSS activities in accordance with the volunteers ability and community demands.*
- 8. Coordinate various external resources available in the forms of government services, welfare agencies and voluntary organizations for the success of the NSS Programs.*

9. *Coordinate internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in implementation of the NSS scheme.*
10. *Supervise the NSS Program undertaken by Volunteers.*
11. *Assist in evaluation and follow-up work,*
12. *Run day-to-day administration of the programs.*
13. *Attend correspondence regularly between institute and university.*
14. *Prepare progress report periodically for submission to institute and university.*
15. *Maintain record of volunteers' participation and programs undertaken.*
16. *Keep accounts and stock in the prescribed format.*
17. *Inform the community about the NSS programs through press reports, radio and television programs.*
18. *Create awareness, through pamphlets, seminars and meetings.*
19. *Initiate to create awareness for image building of NSS in order to inspire and motivate the NSS Volunteers.*
20. *Any other responsibility as assigned by the Authority/Principal.*

### 2.2.10 THE SYSTEM ADMINISTRATOR

*Subject to the supervision, direction and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

1. *Manages all the activities relating to the computer systems and networking.*
2. *Looks after the repair and maintenance of computer system and its networking.*
3. *Prepares a schedule for providing computer service to all concerned.*
4. *Arrange for availability of internet connection wherever and whenever required.*
5. *Arranges computer training /refresher courses for the staff to update their knowledge.*
6. *Develops e-learning and user friendly e-institution concept with guardian and faculty member.*
7. *Maintains and updates the institute website.*
8. *He is the member convener of the media cell and makes arrangements for periodical meeting of the cell and prepares the minutes of the meeting and follow up the decisions towards implementation.*

9. *Any other work /responsibility assigned by the Authority/Principal.*

**2.2.11 THE FOREMAN / MECHANIC /  
PROGRAMMER / TECHNICAL  
ASSISTANT / LAB INSTRUCTOR**

*Subject to the supervision, direction and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

- 1. As a part of academic affairs the foreman, technical Assistants & lab instructors will actively participate in laboratory development, preparation of laboratory manual, charts and conducting lab classes with full theoretical knowledge duly guided by concerned faculty members.*
- 2. Foreman, technical assistants & lab instructors is always guided by the respective faculty in charge of the laboratory. Foreman, technical assistants & lab instructors shall also be responsible to take every care & ensure the proper maintenance of the equipment, electric connections, etc. kept in the laboratory, in case any other assignments given by the respective teachers, he/she shall always participate in any*

*activity related to institute affairs. He shall also carry out the decisions of the HOD as well as the Principal.*

3. *They will also be actively involved in multiple college activities as member of various cells duly nominated by HODs.*
4. *In the event of modification in the syllabus the concerned technical staff members need to be updated and trained by the senior faculty members to implement the modifications appropriately.*
5. *Maintenance of stock register.*
6. *Any other responsibility given by the Principal or by the HOD.*
7. *Technical Staff members must augment their qualification with the approval of the HOD / Principal.*

#### **2.2.12 THE REGISTRAR**

*Subject to the supervision, direction and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

1. *The Registrar is the administrative head of the institution and he is the authority to keep all sorts of records in his custody.*

2. *The Registrar shall keep and maintain the records of attendance of staff members regularly as per regulation.*
3. *The Registrar shall maintain the leave register of all the employees. The Staff members, for any leave, shall apply to the Principal through the HOD.*
4. *The Registrar shall maintain all the records of the semester-wise examinations through the examination Section.*
5. *The Registrar shall always provide information to the Principal as well as to the Authority as and when needed. Other than the Principal and Authority, nobody can ask for any information about the Institute, unless and until, prior permission is taken from the Principal or Authority.*
6. *In case of execution and implementation of any decision, The Registrar shall consult to the Principal. All the administrative affairs, namely, General Administration within institute and Hostel, Estate, Construction, Admission, Accounts, Examination, Building Maintenance, Security, Transportation, Games activities etc. will be under the direct control of the Registrar.*
7. *All admission shall be done, as per regulation, through the Registrar under the direct supervision of the Principal and Authority.*



8. *All other administrative (Ministerial) personnel will work under supervision of The Registrar.*
9. *The Registrar, for any decision, shall always consult the Principal.*
10. *Will maintain all the records as per the university norms & will be custodian of all records and statues.*
11. *Will ensure full compliance of fire protections and safety measures in the buildings and overall campus. The person will look after student's affairs of the institute and hostel as well.*
12. *Will ensure compliance of timely payments towards taxes and insurance premiums as per statutory requirements.*
13. *The Registrar will look after the day- to - day administration of the institute.*
14. *The Registrar will report to the Principal.*

#### **2.2.13 PA TO PRINCIPAL**

*The role of Personal Assistant to Principal is to provide invaluable clerical and administrative support in order to assist/facilitate the effective and efficient discharge of responsibilities attached to the role of Principal.*

*Subject to the supervision, direction and general control of the Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

- 1. Provide administrative and clerical support, including the preparation of correspondence, reports, memoranda, circulars, notices etc.*
- 2. To ensure that all papers pertaining to GC meetings are kept in order and update agenda, meeting notice, proceedings and action on resolutions of the GC meetings.*
- 3. In the Principal's absence refer matters to the In-charge for action*
- 4. In charge of the day-to-day running of the PA's Office, requiring a thorough knowledge of all office procedures, including dealing with pupils, dealing with staff, welcoming visitors, filing, mail, e-mail, typewriting, word processing, photocopying etc.*
- 5. Maintain all related files and folders within the Principal's office.*
- 6. Undertake any other appropriate additional duties, as required by the Registrar, to assist with the efficient running of the institute services*

7. *Provide a confidential secretarial, clerical and administrative service to the Principal*
8. *Screen and deal with all the Principal's telephone calls*
9. *Receive and welcome visitors to the Principal in a professional manner, providing refreshments as required*
10. *Deal with incoming and outgoing correspondence for the Principal/Institute – drafting replies when necessary.*
11. *Communicate with parents, staff, students, general public, university and government agencies, local authority and VIP visitors to the institution.*
12. *Keep the Principal's diary and make appointments in line with agreed procedure*
13. *Take minutes/action points at meetings as required.*
14. *Any other work assigned by the principal.*

#### 2.2.14 THE PUBLIC RELATIONS OFFICER

*Subject to the supervision, direction and general control of the Authority/Principal, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

1. *Maintain transport in accordance with the necessity of the institute in providing transport service in coordination with the transport manager/Principal.*

2. *Facilitate housekeeping requirements in accordance with the requirement of the institute and supervision of the housekeeping personnel.*
3. *Facilitate gardening/beautification services in the estate of the institute.*
4. *Educational public assistance: The officer distributes news letters containing information about campus events, built and maintains ties with the alumni, faculty, staff and students.*
5. *Expanding the number of applicants in an institution: To advertise the institution in order to increase the number of applicants. To use social media sites, blogs, and podcast among others. He/she can also advertise on radios and television and help in making the institution better known hence expanding its population as it will attract more applicants.*
6. *Advertising institution: Highlight the positive about the institution, including the background of the institute, courses offered, achievements of the students and the faculty.*
7. *Maintaining community relations: Create good relationship between the institution and the community around. The*

*officer has to up hold the image of the institution or maintain it and promote understanding and favorable relation with the public at large.*

8. *Improving internal relations: Internal public relations are the activities done within the institution to maintain good rapport and smooth out communication.*
9. *Crisis management: Through crisis management maintain good image of the institution.*
10. *Helping the institution to become better known: To advertise positively and make the institution known worldwide.*
11. *Organizing large scale events and holding public meetings: Hold large scale meetings with public to communicate different positive objectives. During the meetings, achievements of the institutions are made clear to the public.*
12. *Creating and maintaining positive image: hold press conferences regarding any new developments in the institution, press release concerning the activities, branding of the institutes, maintaining contacts with the people who benefits the institution in any way.*

### **2.2.15 ADMISSION SECTION**

*Subject to the supervision, direction and general control of the Principal/ Registrar, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

- 1. All matters pertaining to admission of students to the institute at all levels in line with the norms of the university, state and central government.*
- 2. All works connected with VTU, DTE, and AICTE & state government in relation to the admission of students.*
- 3. Students matters in relation to scholarships/Fee concession, etc.*
- 4. Preparing reports and supply of information in relation to all statutory bodies.*
- 5. To attend any other work that will be assigned by the higher authorities.*

*Note: Depending on the workload, number of FDA's and office assistants will be deputed to the section in discharging the duties. The Superintendent and/or In-Charge FDA of the section are responsible for admitting students at the beginning of the 1<sup>st</sup> year and preparation of the eligible candidate list and forwarding it to the concerned departments. Attending to various inspection*

*committees like LIC, AICTE and furnishing the all details required by them.*

### 2.2.16 ACCOUNTS SECTION

*Subject to the supervision, direction and general control of the Principal/ Registrar, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

1. *To keep all financial matters pertaining to the institute in appropriate order and up to date.*
2. *To attend financial matters with specific reference to CET, DTE, VTU and AICTE.*
3. *To prepare budget statements and attend to follow up matters pertaining to budget provision.*
4. *To attend matters pertaining to grants with specific reference to state govt., central government, and other agencies.*
5. *To attend matters pertaining to audit.*
6. *To attend AC/DC bills of examinations.*
7. *To prepare annual report of accounts.*
8. *To verify (day-to-day) the relevant financial registers, cash book, general ledger etc.*
9. *To verify and admit bills, vouchers etc.*

10. *To attend financial matters pertaining to the building section.*
11. *To attend any other work entrusted by Registrar and Principal.*
12. *To attend regular check on, receipt & expenditure.*
13. *To attend any other work that will be assigned by the higher authorities.*

*Note: Depending on the workload, number of FDA's and office assistants will be deputed to the section in discharging the duties. The Superintendent and/or In-Charge FDA of the section are responsible in scrutinizing the bills of building, equipment, consumables etc. and attending matters pertaining to the maintenance of the bills, like water & power bills. The Superintendent and/or In-Charge FDA are also responsible for obtaining the various scholarships from different authorities and distributing them to the students, maintain fee ledgers, refund registers, bank accounts, cash book, etc, prepare monthly and quarterly income and expenditure statements and assist for the annual budget preparations, attend to the provident fund, income tax, professional tax and other statutory deductions. Direct central assistance grant received from the Karnataka Govt. and other organization is to be properly accounted.*



### 2.2.17 EXAMINATION SECTION

*Subject to the supervision, direction and general control of the Principal/ Registrar, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

- 1. To attend all matters pertaining to the conduct of university examinations both theory and practical.*
- 2. To attend all matters pertaining to students taking university examinations like receiving applications forms, sending them to university, copy of IA marks dispatch to university etc.*
- 3. To prepare AC and DC Bills in respect of both theory and practical exams.*
- 4. To attend all matters pertaining to the results of university examinations.*
- 5. To attend matters pertaining to all examinations.*
- 6. To attend to results analysis.*
- 7. To attend to the entry of enrolled students and the same to be sent to the university.*
- 8. To attend to supervision work of office assistants.*
- 9. To review the weekly pending cases and brings them to the notice of the next superior.*

10. *To give opinion for all the files duly quoting the rules.*
11. *To attend any other work that will be assigned by the higher authorities.*

*Note: Depending on the workload, number of FDA's and office assistants will be deputed to the section in discharging the duties. The Superintendent and/or In-Charge FDA of the section are responsible for receiving the Examination application form, scrutinizing and forwarding to the university with relevant details. Receive the application from for revaluation, rejection of results, repeaters and process them accordingly. Preparation of question paper requirements, seating arrangements for the examinations, forwarding the answer script bundles to the university, preparation of the remuneration bills both for practical and theory examination. Issue of course completion certificates, marks cards and preparation of statistical data required by the university.*

#### **2.2.18 STORES SECTION**

*Subject to the supervision, direction and general control of the Principal/ Registrar, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

1. *To take all steps necessary for receiving / procuring and storing of all types of equipments and consumables as required by the respective departments of the institute including administration.*
2. *To take all steps necessary for annual stock verification of all stocks in store.*
3. *To take all steps necessary for the repair / servicing and / or disposal of all the unserviceable and / or redundant plant, equipments and other articles or fixtures including office equipments, that are returned to the stores from the departments*
4. *To take steps for the writing off items as and when such occasion arise and prepare breakage reports list of unserviceable articles and disposal of the same.*
5. *To take steps for renewal of all licenses of items in stores as applicable.*
6. *To maintain all registers of the section in satisfactory / prescribed manner and make them up to date, by recording the respective receipts and issues, meticulously.*
7. *To maintain day book and other stock regarding goods received.*

8. *To attend processing of several schemes pursued by the institute.*
9. *To attend all AC and DC bills. To process all the bills of the items purchased and taken on stock in stores.*
10. *To take all steps concerning the furniture of the institute like (a) ordering and passing the bills (b) numbering and noting the location (c) entry in the registers etc. (d) stock taking etc.*
11. *To take all steps regarding stationery requirements of the institute like (a) ordering and passing the bills (b) entry in the registers both input and output (c) Receiving and issuing the item against the relevant purchase orders and indents as applicable.*
12. *To attend any other work that will be assigned by the higher authorities.*

*Note: Depending on the workload, number of FDA's and office assistants will be deputed to the section in discharging the duties. The Superintendent and/or In-Charge FDA of the section are responsible for obtaining quotations, placing orders, passing all types of bills including AC/DC. Maintain furniture/stationery issue register, stock ledger and unserviceable items register.*

### 2.2.19 ESTABLISHMENT SECTION

*Subject to the supervision, direction and general control of the Principal/ Registrar, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

- 1. To ensure that all papers pertaining to the staff of the institute (Teaching and Non – Teaching ) are kept in order and update, in relation to schedule, recruitments, leave matters, pay scales, promotion, seniority list, and in – charge arrangement.*
- 2. To take steps for the issue of necessary office orders and subsequent follow up matters.*
- 3. To attend to schedule of establishment charges, classification registers, vacancy, issue of advertisements, filling of vacancies, posting, GC and sub-committee meetings (including staff selection committee), appointment orders, matters pertaining to study leave, deputation of staff for higher studies, matters pertaining to pay scales, issue of office orders, verification of personal files & service registers, pay rolls, matters pertaining to in – charge arrangement, matters pertaining to cadre and recruitment rules & matters pertaining to promotion & seniority list.*

4. *To review the weekly pending cases and brings them to the notice of the next superior.*
5. *Should give his opinion for all the files duly quoting the rules.*
6. *To attend any other work that will be assigned by the higher authorities.*

*Note: Depending on the workload, number of FDA's and office assistants will be deputed to the section in discharging the duties. The Superintendent and/or In-Charge FDA of the section are responsible for various service related matters of the employees. They prepare the salary bills of the employees including various deductions.*

#### 2.2.20 THE FIRST DIVISIONAL ASSISTANT(FDA) /THE OFFICE ASSISTANTS

*Subject to the Supervision, direction and general control of the Authority the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

1. *He is responsible to keep all the records related to the Institute under the directives of the Principal and the*

*Registrar. He shall always keep strict secrecy & confidentiality in maintaining the records. He shall execute any assignments time to time given by the authority. He, under no circumstances, shall handover the records to anybody, unless and until he gets the permission from the Registrar Under the instruction of the Registrar, he will maintain the records.*

2. *Any other responsibility given by the Principal or Registrar.*

2.2.21 THE PROJECT-MANAGER /  
 MAINTENANCE SUPERVISOR /  
 TRANSPORT MANAGER /  
 ELECTRICIAN / HELPER /  
 PLUMBER / MACHINE OPERATOR  
 / DRIVER / PAINTER, ETC.,

*Subject to the Supervision, direction and general control of the Authority/Principal/Registrar, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:*

*Above said personnel's are always guided by the respective authority. They shall also carry out the decisions of the, Principal and Registrar.*



## *Chapter 3*

# *Employment Rules*

## CHAPTER 3

### EMPLOYMENT RULES

#### 3.1 PROCEDURE FOR RECRUITMENT OF STAFF MEMBERS

- 3.1.1 *All appointments: Permanent, contractual and temporary to fill up any category of post in the institute shall be made by the Principal/Authority on the recommendation of the Selection Committee to be constituted.*
- 3.1.2 *All new appointments required to be endorsed to the Governing Council of the institute.*
- 3.1.3 *Part-time and / or guest faculty: The Principal of the institution may from time to time appoint, under exceptional circumstances, part-time and / or guest faculty, fulfilling minimum requirement, for handling theoretical sessions/ lab/ workshop assignments on honorarium basis as may be decided by the authorities.*
- 3.1.4 *Direct recruitment - As per regulatory norms and strictly on merit approved by the Authority*

- 3.1.5 *For selection of faculty member and staff members, advertisements are to be notified in website of Maharaja Institute of Technology Mysore or in news paper. For appointment to any category of staff, a Selection Committee is to be constituted for each position to select eligible candidates purely on merit, academic record and other eligibility criterion for each position.*
- 3.1.6 *A Selection committee will be formed including the subject matter expert. The selection committee will choose the candidates based on applicants and will recommend the best suitable candidate for the post based on the past record and face to face performance. The subject matter expert may include internal subject matter expert which means expert from the institute and MET or external subject matter expert means expert from other University /institutions of repute/industry.*
- 3.1.7 *Recommendation of selection committee will be sent for the approval of the Authority. In case,*

*any kind of misinformation declared by the candidate is noticed even after the appointment or joining or confirmation of job, the appointment may be cancelled summarily depending upon gravity and nature of misinformation / hiding of facts.*

*3.1.8 Principal / Authority alone can issue the appointment letter. The new appointments may be in scale or in consolidated salary for any posts case to case basis, irrespective of others already in that post / similar post are in scale or consolidated pay.*

*3.1.9 Probation: An employee appointed either as a faculty or as a non-teaching member of staff shall remain on probation as may be defined in his appointment letter. Typically the probation period will be for a period of two years. In case the performance of the candidate is unsatisfactory and/or inefficiency in handling the allotted assignment, his probation may be extended or his service can be terminated during*

*the probation period by giving one month's notice in writing or a month's salary, in lieu of.*

- 3.1.10 Extension of probation will not be allowed for more than once.*
- 3.1.11 Extension of probation period is not a right to the candidate but may be considered by Principal /Authority.*
- 3.1.12 Period of probation may also be relaxed in exceptional circumstances at the discretion of the appointing Principal / Authority. In exceptionally deserving cases, the Authority may waive the probation period of an employee at the time of appointment.*
- 3.1.13 The employee appointed under contract will be excluded from terms of probation. Terms of contract will guide contractual appointment only.*
- 3.1.14 The contract will be valid up to the specified tenure only. The contract will be automatically terminated on the expiry of the contract period unless renewed further.*

- 3.1.15 *Confirmation: On completion of stipulated period of probation the performance will- be evaluated by the HOD/ Principal /Authority, as per appraisal procedures. Depending upon performance report he/ she will be eligible for confirmation of service.*
- 3.1.16 *On Confirmation he/she will be either placed on suitable scale or consolidated salary depending on performance appraisal / CR and the discretion of the Principal /Authority.*
- 3.1.17 *In case, a member of staff does not receive a letter of confirmation from the institution in time, his service in the institute would not be deemed to have been confirmed and it shall be presumed that his period of probation has been extended for one year.*
- 3.1.18 *Performance appraisal / CR for all faculty and non-teaching, staff members are mandatory prior to confirmation of service. No person will be confirmed without Performance Appraisal / CR. It will solely depend on total performance evaluation by HOD /Principal/ Authority.*

### 3.2 PROCEDURE FOR PERFORMANCE REVIEW OF STAFF MEMBERS

- 3.2.1 *Performance review will be carried out for regular employees and probationers. The performance review should be objective and based on facts and measurement as far as possible.*
- 3.2.2 *Regular performance appraisal of faculty member and other staff members is an essential parameter for career and professional development; hence the performance review will be conducted by the HOD / Principal / Authority as and when required.*
- 3.2.3 *The performance review report / CR will be the key document for all promotion, salary adjustment and handling performance related issues. Hence it is very essential to prepare the performance review report / CR each year preferably in the month of June and the results*

*may be declared preferably within one month after the performance appraisal / CR is taken.*

3.2.4 *Principal /HOD / Authority will be the competent authority to make the performance review, of an employee.*

3.2.5 *The Principal will prepare confidential report of the employees' annual performance at the end of each year.*

### **3.3 PROCEDURE FOR PROMOTION OF TEACHING STAFF**

3.3.1 *Promotion will be carried out only for regular employees. Probationers, temporary employees and contractual employees will not be eligible for promotion.*

3.3.2 *Acquiring eligible qualification, annual performance review / CR and experience will be considered during the promotion review, however they does not establish right to be promoted to higher cadre. Depending upon available vacancy and other criterion, the candidate will be considered along with other*



*eligible candidates who have applied for the position.*

- 3.3.3 *If disciplinary proceedings have been initiated against an employee or if an employee is suspended because of any reason, he will not be eligible for promotion till such proceeding are over or suspension withdrawn.*
- 3.3.4 *In case of a record of violation of code of conduct in last 2 years, an employee will not be eligible for promotion.*
- 3.3.5 *Promotion of faculty positions will be decided as per the following procedures:*
- 3.3.5.1 *Availability of required vacant posts is to be decided by the Authority/Principal.*
- 3.3.5.2 *Authority/Principal shall constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.*
- 3.3.5.3 *Selection committee will conduct personal interview/test of the eligible candidates and their opinion including*

*annual performance review report / CR of previous two years, will be placed before the authority for appropriate decision regarding promotion Including the date from which the order will be effective. The Authority/Principal shall be informed about the decision taken on the annual performance review report of a candidate. (if needed).*

*3.3.5.4 Based on the recommendation of the selection committee the competent authority may issue the promotion order to the deserving candidates.*

*3.3.6 It is not mandatory or essential for the competent authority to fulfill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions through external candidates.*

*3.3.7 In exceptional cases, the competent authority may directly promote a candidate without constituting the selection committee.*

### 3.4 PROMOTION OF NON VOCATIONAL TEACHING STAFF / TECHNICAL STAFF / NON TEACHING EMPLOYEES.

- 3.4.1 *Availability of required vacant posts is to be decided by the Authority/Principal.*
- 3.4.2 *Authority/Principal will constitute a selection committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.*
- 3.4.3 *Promotion of a non teaching staff from to higher scale shall be as far as possible on seniority-cum-merit basis. The committee will consider the seniority and annual performance review / CR of previous two years along with other points decided by the selection committee.*
- 3.4.4 *Based on the recommendation of the selection committee the authority may issue the promotion order to the deserving candidates.*
- 3.4.5 *It is not mandatory or essential for the authority to fulfill the vacant posts from the internal applicants. The authority has full*

*liberty to fill up all the vacant positions through external candidates.*

- 3.4.6 *In exceptional cases, the authority may directly promote a candidate without constituting the selection committee.*

### 3.5 RESIGNATION FROM SERVICE BY AN EMPLOYEE

- 3.5.1 *An employee, who wishes to leave the service of the institution, must give the institution the advance notice. The authority may at its discretion accept the resignation with immediate effect or from any time before expiry of the notice period.*
- 3.5.2 *If an employee leaves the services of the organization without giving requisite notice without prejudice to any other action under his contract of service, if any, the management may deduct from unpaid salary, a sum equivalent to the period of notice.*
- 3.5.3 *All the resignations must be in writing and will be addressed to the Principal/Authority of the institute (appointing authority) through Proper channel.*
- 3.5.4 *No teaching faculty is permitted to leave the institution in the middle of an ongoing semester.*

- 3.5.5 *The notice period of a confirmed employee or the staff (both teaching and non teaching) is Three month failing which; the employee is liable to pay equivalent amount i.e, three month salary.*
- 3.5.6 *In case of employee under probation / extended probation the notice period will be of 3 (three) month failing which, the employee is liable to pay equivalent amount i.e, three month salary.*
- 3.5.7 *In case of temporary employee the notice period will be of one month.*
- 3.5.8 *In case of contractual employee, resignation will be governed by the terms of the contract.*
- 3.5.9 *It must be understood that the notice period is essential to arrange a suitable alternative of the employee to ensure the smooth functioning of the institution particularly imparting education to the students.*
- 3.5.10 *Notice period can be relaxed by the Principal/ Authority.*
- 3.5.11 *In the notice period an employee will remain the employee of the institution and will enjoy the benefits of the institution during notice period.*

- 3.5.12 *At the end of the notice period, the resignation of the employee is accepted and the employee will be released from the service subject to the following conditions:*
- 3.5.13 *At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and concerned departments before accepting any resignation.*
- 3.5.14 *An employee needs to deposit the identity card, corporate mobile connection, token and permit issued to him / her and same will remain with the institution as institutional property and every employee shall surrender the same to the issuing authority on termination of his service/retirement/resignation.*
- 3.5.15 *If there is any departmental enquiry and/or disciplinary actions have been initiated and/or any criminal/civil suits have been initiated the acceptance of the resignation may be withheld till the proceedings are cleared as it is possible that the employee may be dismissed from the*

*service of the organization at the end of such actions.*

*3.5.16 If the employee is released during the pendency of disciplinary proceedings and/or any criminal/civil suits, the organization may inform his prospective employer, about the pendency of such proceedings.*

*3.5.17 At the time of release after the notice period, a release letter will be given to the employee.*

*3.5.18 All employees shall be entitled to a service certificate specifying the nature of work, designation and period of employment at the time of release of his service as a result of resignation, retirement or discharge from service.*

### **3.6 TERMINATION / SEPARATION OF AN EMPLOYEE BY INSTITUTION**

*3.6.1 The Authority may terminate the services of a member of the staff (confirmed or probation) by serving notice period of one month or salary in lieu of the notice period without assigning any reason, in case the concerned employee is found*



*to have committed misconduct, when no such notice or payment of salary, in lieu thereof, shall be necessary and the employee can be terminated immediately.*

- 3.6.2 *In case of temporary employee the notice period will be of 15 (fifteen) days*
- 3.6.3 *In case of contractual employee, resignation will be governed by the terms of the contract.*
- 3.6.4 *All the termination / separation will be in writing and will be signed by the Principal / Authority (appointing authority).*
- 3.6.5 *At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before issuing any release letter to the employee.*
- 3.6.6 *An employee needs to deposit the identity card, corporate SIM connection and permit issued to him. The said things will have to be returned to the institution and will remain with the institution as institutional property and every employee shall surrender the same to the issuing authority.*

- 3.6.7 *The staffs that leave the organization without the notice of the Authority/Principal shall be treated with suitable actions as deemed fit by the Authority.*
- 3.6.8 *All employees shall be entitled to a service certificate specifying the nature of work, designation and period of employment at the time of release of his service as a result of resignation, retirement or discharge from service.*

### **3.7 PROCEDURE FOR HANDLING REDRESSAL GRIEVANCE OF STAFF MEMBERS**

- 3.7.1 *“Grievance” for the purpose of this manual would only mean individual grievances pertaining to his official role & responsibilities and associated working atmosphere, etc.*
- 3.7.2 *Matters related to salary and wages, allowances, promotion and any other policy driven issues will be outside of the purview of the grievance procedure.*

3.7.3 *Only individual grievance will be dealt with under this procedure:*

3.7.3.1 *Any non employee grievances such as public grievances, student grievances etc are outside of the purview of this Grievance Redressal procedure*

3.7.4 *Steps of grievance handling:*

3.7.4.1 *Any employee having a grievance (s) has to submit the same to HOD /Principal / Authority in writing, clearly stating the incident / reason and attaching sufficient documentary / substantial evidence.*

3.7.4.2 *The Principal will nominate a senior faculty/member /employee for going into the details of the grievances of the aggrieved employee. The aggrieved employee will get an opportunity to meet the senior faculty member/employee nominated by the Principal who will hear the grievances*

*patiently and give complainant a verbal answer.*

- 3.7.5 *In case the employee is not satisfied with the answer given by the nominated employee for the resolution of the grievances, the complainant may meet the Principal, who will patiently hear the grievance, get feed-back from the concerned persons and give his decision on the grievance, or send a reply to the complainant.*
- 3.7.6 *In case the aggrieved employee remains dissatisfied with the decision of the Principal, he may approach to the Authority in writing for necessary hearing. The Authority will nominate a senior member who will hear the grievances, analyze the same and give an opinion so that the aggrieved employee's complain is properly redressed.*
- 3.7.7 *No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service without first exhausting the normal official channels of Redressal.*

3.7.8 *Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:*

3.7.8.1 *Annual performance appraisals /confidential reports;*

3.7.8.2 *Promotions;*

3.7.8.3 *Where the grievance does not relate to an individual employee or officer; and*

3.7.8.4 *In the case of any grievance arising out of discharge or dismissal of an employee.*

3.7.9 *Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the conduct, discipline and appeal rules and certified standing orders of the organization and in such cases the Grievance Redressal procedure will not apply.*

### **3.8 SUPERANNUATION**

3.8.1 *Members of the staff would superannuate on completion of 62 (sixty two) years of age.*

3.8.2 *Depending upon requirement and fitness, fresh contractual appointment may be offered selectively up to the age of 65 years with consolidated pay; the selection has to be based on requirement, fitness, merit, experience, specialization. Authority/Principal will conduct the review for the selection of such candidates.*

## *Chapter 4*

# *Pay Rules*

## CHAPTER 4

### PAY RULES

#### 4.1 PAY AND ALLOWANCES

4.1.1 *Pay and allowances can be either in scale or in consolidated terms. Consideration of revision of pay will be guided by the terms of appointment. The employees under contractual appointment will be bound by the terms of contract only and contract will be valid up to specified tenure only. The said employee doesn't have any right to put any pressure directly & indirectly for extension of contract or conversion to regular appointment.*

4.1.2 *Pay Scale: The members of the employees appointed to a post in the institution under specified scale of pay shall draw pay and other admissible allowances as per prevailing rules of the institution.*



4.1.3 *The admissible allowances including the DA will be decided by the Authority from time to time.*

#### **4.2 ANNUAL INCREMENT IN PAY SCALE**

4.2.1 *All regular employees in pay scale will be normally eligible for annual increment as per norm, unless his performance is determined to be “Poor” by Authority.*

4.2.2 *Some of the reasons for withheld / withdrawal of annual increment are*

4.2.2.1 *If the performance recorded in the annual performance review / CR of an employee is “unsatisfactory” and/or*

4.2.2.2 *Any disciplinary action has been initiated against an employee and/or*

4.2.2.3 *An employee is under suspension and/or*

4.2.2.4 *Any gross violation of code of conduct is noted in the annual performance report / CR of an employee and/or*

4.2.2.5 *If an employee is found to be "irregular" in terms of minimum stipulated attendance 80 % of the total working days per academic year.*

4.2.3 *Leave on medical grounds duly supported by medical certificate shall count for increment as duly decided by the Authority/Principal.*

4.2.4 *However, employees who are in probation for two years may be entitled for an increase in pay, provided he satisfied with his performance appraisal /CR and recommends for such an increase.*

#### **4.3 PAY IN CONSOLIDATED FORM**

4.3.1 *The staff member appointed and not placed in any specified scale will receive pay in consolidated amount for every month as specified in the appointment order. No other allowances will be payable in such cases. A regular employee may also be on consolidated pay.*

#### **4.4 SUB-STAFF (OUT SOURCED STAFF)**

- 4.4.1 *Sub-staff will be engaged from agencies and they will not be regular employee of the institute. The terms of engagement will be guided by the agreement between the institute and the concerned agency.*
- 4.4.2 *The Sub-staff members already appointed to a post in the institute under specified scale of pay shall draw pay and other admissible allowances as per the scale approved by the Authority.*

## *Chapter 5*

# *General Rules*

## CHAPTER 5

### GENERAL RULES

#### 5.1 LEAVE RULES

- 5.1.1 *The employees, for any kind of leave shall apply to the Principal through HOD / Supervising Authority.*
- 5.1.2 *The HOD/Principal/ authorities reserve the right to refuse or revoke leave of any description other than Medical Leave and Maternity Leave.*
- 5.1.3 *A member of the staff shall not normally or on any pretence absent himself from his duties without prior permission of his superior officer authorized to give permission.*
- 5.1.4 *Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.*

- 5.1.5 *Leave permission should be sought in all cases and alternative during leave period should be furnished without failure.*
- 5.1.6 *Casual Leave can be taken for half day also.*
- 5.1.7 *Telephonic application of leaves will not be entertained.*
- 5.1.8 *Any discrepancy in making suitable alternate arrangements will invite disapproval of applied leave and such of the leave if taken without approval will be termed as LWP.*
- 5.1.9 *In case of absence on Medical grounds, intimation should be sent to the HOD/Principal/ authorities in the form of Medical Certificate at the time of joining after leave.*
- 5.1.10 *Leave of any kind will not be sanctioned when the services of the staff are needed for the institute work, or when there is an unfinished job involving the employee.*

## **5.2 CASUAL LEAVE (CL)**

- 5.2.1 *The permanent employees are eligible for 12 days casual leave with full pay in each calendar year.*
- 5.2.2 *In case of emergency, telephonic application of leaves shall be approved by the HOD / Principal. Even in such cases, making alternate arrangements is mandatory.*
- 5.2.3 *If an employee is absent without any sanctioned leave his salary will be deducted pro-rata basis considering months duration.*
- 5.2.4 *An employee joining during the middle of a year may avail leave proportionately.*
- 5.2.5 *Casual leave could be availed for half a day either in the morning session or in the afternoon session on any working day. Casual Leave may be either prefixed or suffixed but the intervening Sundays and other holidays shall not be treated as on Casual leave.*
- 5.2.6 *A member of staff working as contractual employee, leave shall be one leave credited per month basis.*
- 5.2.7 *An employee during his probation period can avail casual leave at the rate of one day per each*

*completed month of service. Maternity leave is also applicable for such female employees as per condition stated in the maternity leave section. No other kinds of leave will be applicable.*

### **5.3 SPECIAL CASUAL LEAVE (SCL)**

- 5.3.1 *All employees may also be called for duty during vacation or holidays for special reasons. This is the leave which is granted to an employee as compensation for his working on any holidays as duly approved by the Authority/Principal/HOD. The compensatory leave cannot be carried over to next year.*
- 5.3.2 *During the event of their marriage, a regular staff member is entitled to avail 10 days of SCL (including working and non working days).*
- 5.3.3 *SCL to the staff members on request is to be sanctioned by the Authority/ Principal for applicable exceptional cases and all University assignments.*
- 5.3.4 *In addition to the above a faculty member is eligible for 12 days SCL in a calendar year to*



*participate in conferences, seminars, workshops, etc., including paper presentation.*

5.3.5 *The Principal/Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the Institute.*

#### **5.4 ON OFFICIAL DUTY (OOD)**

5.4.1 *OOD will be granted when staff members are required to go out on official duties of the institute as approved by the Authority/Principal.*

## 5.5 MEDICAL LEAVE

- 5.5.1 *All regular employees may be granted medical leaves on medical grounds as approved by the Authority/Principal.*
- 5.5.2 *If any member of the regular staff meets with an accident, while on duty, which makes him unfit to attend his normal duty and requires treatment followed by rest, he may be granted “Medical Leave” on merit of each case as may be decided by the Authority /Principal.*
- 5.5.3 *Such leave may be sanctioned with pay under exceptional circumstances, on merit of the case as may be decided by the Authority /Principal.*

## 5.6 MATERNITY LEAVE

- 5.6.1 *Maternity leave may be granted (without pay) to a confirmed woman employee with less than two surviving children, for a period of 180 days from the date of its commencement which can be availed twice in the entire service life including tenure under previous employer (s),*



- 5.6.2 *Maternity leave for a period not exceeding 30 days in the service can also be granted without pay in cases of miscarriage including abortion, (irrespective of the number of surviving children) subject to the condition that the total leave granted in respect of this to a female staff in her service is not more than 30 days and the application for leave is supported by a medical certificate.*
- 5.6.3 *Any female employee under probation will be eligible for 90 days maternity leave (without pay) only after completion of 11 months of continuous service.*
- 5.6.4 *Any temporary or contractual employees will be eligible for maternity leave for a period of 90 days without pay.*
- 5.6.5 *Maternity leave may be combined with leave of any other kind except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.*

## **5.7 LEAVE WITHOUT PAY (LWP)**

5.7.1 *In exceptional cases, to avoid the discontinuity of the service and when no other leave is available to an employee, the Principal may grant a special leave to an employee called “leave without pay” after receiving an application from the employee duly recommended by the Principal.*

## **5.8 LEAVE ACCOUNT AND LEAVE SANCTIONING AUTHORITY**

5.8.1 *For every eligible member of the staff a leave account in a prescribed form shall be maintained by the Institution. The Principal/HOD/Officer In-Charge or any official having delegated authority from the Principal will be the competent authorities to sanction leave as may be admissible under these leave rules.*

## **5.9 PROCEDURES TO TREAT UNAUTHORIZED LEAVE OF ABSENCE**

- 5.9.1 *If any employee remains absent without approved leave he will lose lien on his service until and unless he reports to the office within 7 days and/or he communicates the reasons for his absence with supporting documents to the full satisfaction of the competent authority.*
- 5.9.2 *To this effect a letter to be issued by the Principal communicating the “LOSS OF LIEN ON HIS SERVICE” and seeking explanation within 7 days.*
- 5.9.3 *If no explanation is received within stipulated period it will be deemed that such employee is ceased to exist as an employee of the institute. The same will be communicated to the concerned employee vide a letter duly signed by the Principal of the institute.*

## **5.10 OTHER EMPLOYEE BENEFITS**

- 5.10.1 *Provident Fund: All the eligible Regular employees of the Institute will be covered under EPF Scheme as per applicable rules*

5.10.2 *ESI: The eligible employees will be covered by ESI as per ESI Act.*

5.10.3 *Group Medical Insurance: Medical insurance for employees of the institute is on requirement basis facilitated by the institute in suitable manner.*

5.10.4 *Housing Cooperative Society*

5.10.5 *Credit Cooperative Society*

## 5.11 TRANSFER/ DEPUTATION / LIEN

- 5.11.1 *All the Employees (both the teaching faculties and non teaching employees) can be transferred or deputed to other institutions belonging to “Maharaja Education Trust”, on temporary basis for a determined period for the purpose of collaborative program/tie-up/faculty exchange.*
- 5.11.2 *The member of the teaching and other staff can be transferred or deputed to other Institutions under the same Authority depending upon requirement.*
- 5.11.3 *The deputation or transfer within the group will not be considered as break of service or loose of seniority.*
- 5.11.4 *When an employee is transferred or deputed, specific benefits will be communicated to him by the Principal or an authorized representative of the authority.*
- 5.11.5 *The Principal is authorized to take decision for such transfer / deputation in consultation with the authority of the respective Institutes.*





## 5.12 MAINTENANCE OF ATTENDANCE REGISTER

- 5.12.1 *All teaching and non teaching staff members shall register attendance in the computer (biometric) before the reporting time (8.30 a.m.) and at the end of the college (4.00 p.m.) on all working days. They also sign the attendance register both in forenoon and afternoon sessions at office of the Registrar / HOD (as applicable).*
- 5.12.2 *The Registrar / HOD will close the attendance register at 9.00 a.m. in the morning and the same must be submitted to the principal's office.*
- 5.12.3 *Non-marking of attendance shall be treated as absence unless permitted by the HOD / Principal.*
- 5.12.4 *The number of permissions for short absence should not exceed 3 in a month. The 4<sup>th</sup> Permission will be considered as half a day CL and so on.*

## 5.13 PERSONAL FILE AND SERVICE BOOK

- 5.13.1 *A personal file shall be maintained in respect of each employee, both teaching and non-teaching wherein all the details of the employee concerned viz. name, age, address, names of spouse, dependent, children contact telephone number, qualification, record of service, etc will be recorded. All such official records in the personal file shall be attested by the Principal.*
- 5.13.2 *Appreciation of work may also be recorded in the personal file in the following cases:*
- 5.13.2.1 *Issued by the Head of Department or the Principal / Authority in respect of any work,*
  - 5.13.2.2 *Issued by any reputed individual, if it is confined to expressing appreciation for services duly rendered after the normal duty schedule.*
  - 5.13.2.3 *Individual Service Book, (manual or e-Book) to be maintained in duplicate for each faculty and regular staff member in the Institute by the office of the establishment.*

### **5.14 CONFIDENTIAL REPORT (CR)**

*Confidential report may be recorded by each HOD/Supervisor for the staff under him in a form. The form will contain all points of appreciation of the performance of the staff during the last academic year and this is to be prepared by the HODs. Confidential report will be a confidential document to be maintained by the registrar/administrative officer of the institute. Only adverse entries by the HODS/supervisors are to be communicated to the concerned staff for rectification within a specific period of time.*

### **5.15 CONDITION TO THE SERVICE OF ANY EMPLOYEE**

*All the permanent employee of the organization have to follow this service rule and it is an integral part of the condition of their service (whether explicitly stated or not).*

### **5.16 CONSTITUTION OF THE COMMITTEES**

*Authority/Principal are authorized and empowered to constitute a committee consisting of such members as such it may deem fit and having such power as it may deem fit.*

## *Chapter 6*

# *Conduct and Disciplinary Rules*

## CHAPTER 6

# CONDUCT AND DISCIPLINARY RULES

### 6.1 DISCIPLINARY RULES

- 6.1.1 *Every employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his official dealings.*
- 6.1.2 *All employees shall avoid habitual indebtedness and where an employee applies to be or is found insolvent; he shall report the fact to the Principal of the institution. When an employee is found liable to arrest for debt, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall report full facts to the authorities.*
- 6.1.3 *An employee should at all times be courteous in his dealings with other member of the staff, students, parents and members of the public.*

- 6.1.4 *No Employee shall, without prior written permission of the authorities, engage himself in any job, remunerative or non-remunerative, outside the Institution. Whole time duty of a member of staff shall be at the disposal of the Institution and his services may be required even beyond the schedule office hours including weekly off days and holidays in case of exigency. Compensation by way of Special casual leave (SCL) may be considered in case of such duties rendered by any member of the staff on holidays as decided by the Authority/Principal/HOD.*
- 6.1.5 *The institute shall not be responsible for any personal belongings of employees stocked at their work place. Further, if the employees do not turn up to their duties without intimation or if they go on long leaves or in case of any mishappening such as death or similar instances, the institute reserves the right in the interest of academic proceedings related to its students' education to access their workplace and take*

*full custody of possessions at the employee's workplace.*

- 6.1.6 *No Employee shall take any paper, books & booklets, drawing, photographs, instrument, apparatus, document or any other property of the Institution out of the work premises except with permission of the authority or issued through library, nor he shall be in any way pass or cause to be passed or disclosed or cause to be disclosed any information or matter concerning the teaching process, research information, trade secrets and confidential documents of the Institution to any unauthorized person, company, organization or corporation without the written permission of the Authority.*
- 6.1.7 *Faculty member/teaching Staff has to obtain prior approval of the authority in order to apply to any outside authority to add to his present qualification and to qualify him for higher degree/qualification.*
- 6.1.8 *All employees must sign in and sign out manually or through automated attendance*



*recorder at the time of arrival as well as at the time of departure, noting the time in both the cases. In case of technical failure of the automated attendance recorder the concerned staff has to record the attendance as per procedure directed by the HOD / Principal.*

- 6.1.9 *All employees should work on a 5 days week basis with alternate working Saturdays with one weekly off- day on Sunday or any other day in lieu thereof as may be notified by the Authority.*
- 6.1.10 *Every employee of the organization shall, notwithstanding his personal views on any matter relating to the organization and program, carry out program faithfully and perform the duties and responsibilities assigned to him as an employee of the organization.*
- 6.1.11 *Every employee shall practice, promote and encourage collective functioning in the interest of administrative efficiency and apply his personal initiative to the efficient discharge of his duties.*

- 6.1.12 *It is the duty of an employee to be loyal, faithful, careful, obedient and reasonably competent to discharge the duties assigned to him. Devotion to duty implies faithful service and no failure to discharge duties properly habitual failures i.e. act of omission & commission constitutes negligence of duty. Negligence on several occasions is called "habitual negligence" • Failure to discharge duties implies the incompetence of the concerned employee to comply with the duty given to him.*
- 6.1.13 *Every employee must exercise care and caution about the properties of the Institute and shall be responsible for the articles and / or equipments under his charge. All employees shall observe all safety rules or orders that may be notified from time to time by the institution and use safety equipment provided by the organization.*
- 6.1.14 *Faculty members and lab/technical assistants must not give private tuitions to any students of the institute. Any violation will be*

*considered as a major disciplinary violation and may invite strict disciplinary action.*

- 6.1.15 *Any member of the faculty/staff shall have to take prior permission of the Head of the Institution i.e. Principal for undertaking any such Assignments as a (i) Expert member, (ii) Consultant, (iii)members of committee, etc. during/beyond duty hours.*
- 6.1.16 *Faculty members will not be allowed to take honorarium/commission from any of the organization by rendering service on duty except where such honorarium/commission, which is allowed by the policy or order of the organization.*
- 6.1.17 *Employee must refrain from inciting students against other students, colleagues or administration. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.*
- 6.1.18 *Employee must refrain from any kind of criticism of the institute's authority or criticism of any decision of his/her superior officers, or of*

*any current or recent policy or action of the institution. Any failure to abide by this norm will be treated as an act of insubordination and a major disciplinary violation and will be acted upon with seriousness that it deserves.*

- 6.1.19 *Employee must refrain from spreading any kind of rumor/gossip on and off the campus. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.*
- 6.1.20 *Employee should not have the habit of wasting or allowing wastage of electrical energy, water resources and other resources.*
- 6.1.21 *Employee must refrain from lodging unsubstantiated allegations against colleagues to higher authorities. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action. Any such act, if caught, may attract severest punishment.*
- 6.1.22 *Employees must refrain from habitual absenteeism habitual late coming; habitual early*

*leaving and habitual skipping the assigned classes and all acts of same nature will be treated as gross violation of service rule.*

- 6.1.23 *Any form of sexual harassment or offence would be considered as a most serious offence and will be considered as a major disciplinary violation and may invite strict disciplinary action and such other legal measures as may be thought/deemed necessary by the Authority.*
- 6.1.24 *Employee must not promote any ideas, make statement or act which harms the harmony and cordial inter personal relationship amongst the members of diverse religions. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action*
- 6.1.25 *Faculty and staff members must ensure that any, kind of malpractices have not taken place in any form in the examination process/academic system.*
- 6.1.26 *Faculty and staff members should not behave in a vindictive manner towards any student for any reason. The same is applicable for*

*subordinate employees also. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.*

- 6.1.27 *Any kind of grievances to be resolved at the Institute level amicably as per rules of the Institute. Any unitary action such as suspension of classes, suspension of normal activities, slowdown etc. individually or collectively will make the concerned employee (or employees) liable to face appropriate disciplinary action. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action including termination.*
- 6.1.28 *No employee shall take active part in politics in the campus of the Institute or exploit his/her official position for political ends or permit the use of Institute facilities for political purposes.*
- 6.1.29 *Without written permission from the Institute authority, no employee shall appear in any radio/T.V. broadcast/telecast or publish any document anonymously or in his name or in the*

*name of any other person or make any communication to the press or make any public utterance.*

- 6.1.30 *Generally the Institution will not interfere in the domestic affairs of an employee. However, in case of complain of torture from the members of the family, the Head of the Institution i.e. Principal in consultation with the Authority will be competent to hold departmental enquiry and award punishments including dismissal in case he is found guilty.*
- 6.1.31 *An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.*
- 6.1.32 *Violation of any of these discipline rules as explained as above by Employee/ Employees will be treated as misconduct and the misconduct will be dealt in accordance with the Penal Rules.*

6.1.33 *At all instances the staff must honor the hierarchy as mentioned in Organizational Chart 6.1, instituted in the institution. Any discrepancy in upholding the hierarchy will be strictly viewed as gross in-subordination. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action including termination.*

## **6.2 ACCOUNTABILITY AND DISCIPLINE**

*In consideration of nature of offences as mentioned above, the Institute authority may take the following disciplinary actions against the offender:*

- 6.2.1 *Censure*
- 6.2.2 *Withholding of increments not affecting promotion*
- 6.2.3 *Recovery of the whole or part of any financial loss caused to the Institute by negligence or breach of orders.*
- 6.2.4 *Suspension pending enquiry for offence committed, where may be ordered by the appointing authority and such order of suspension shall be communicated in writing to the offender intimating the reasons for such*



*suspension. A suspended employee shall be given the opportunity to defend himself/herself before the Principal / Authority for enquiring the charges.*

### **6.3 POWER TO AMEND THE SERVICE RULE**

*The Authority has absolute power to insert/Cut service rules, change the existing service rule and delete any provision of the service rule either from the current date or from retrospective effect. However till such changes are made the existing rules will prevail.*

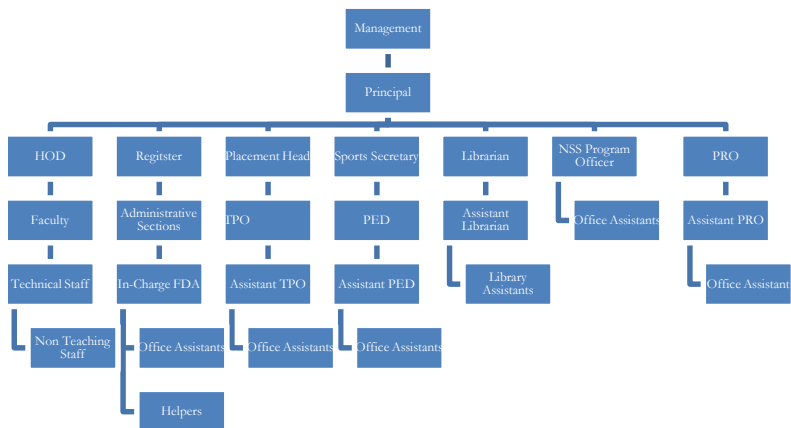


CHART 6.1 : COMMUNICATIONAL HIERARCHY

# *Chapter 7*

## *Organization Chart*

CHAPTER 7: ORGANIZATION CHART

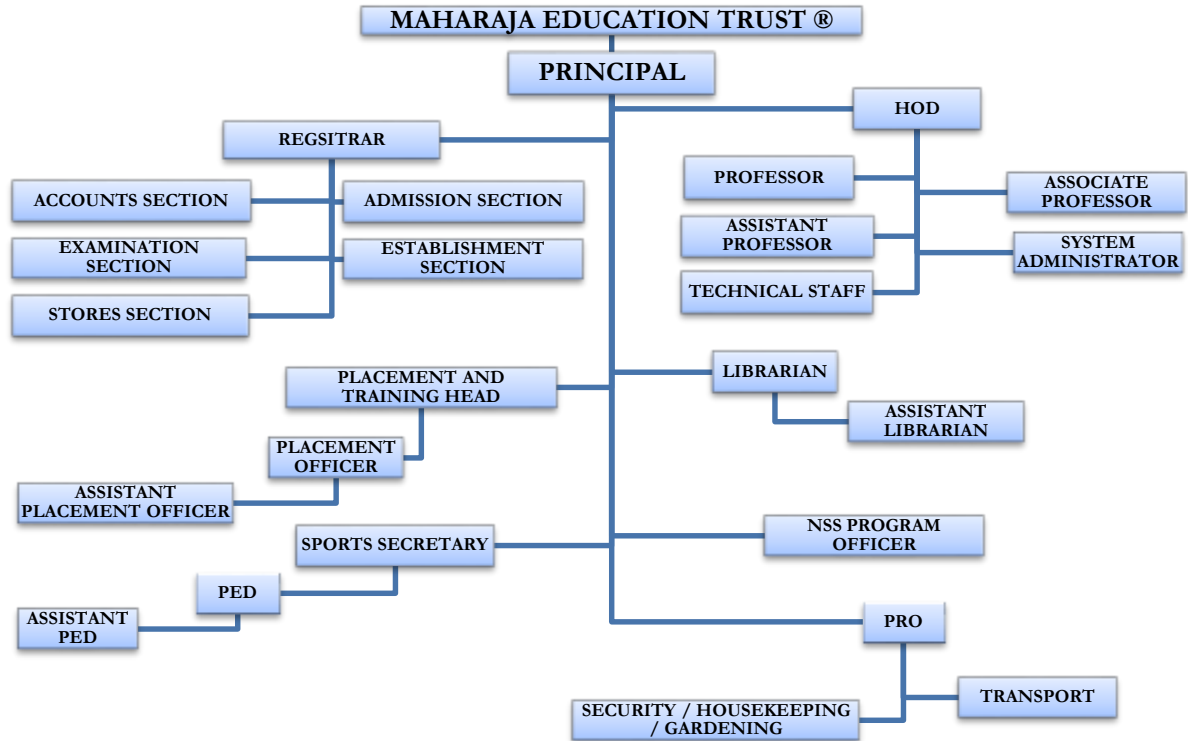


FIGURE 1: MITT ORGANIZATION CHART

# *Annexures*

## ANNEXURE I: TEACHING FACULTY CONFIDENTIAL REPORT



MAHARAJA INSTITUTE OF TECHNOLOGY THANDAVAPURA  
NH-766, MYSORE-OOTY ROAD, THANDAVAPURA VILLAGE, NANJANGUD TALUK,  
MYSURU DISTRICT, KARNATAKA-571302

### TEACHING FACULTY CONFIDENTIAL REPORT

Assessment Term: \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_

Staff Name	
Staff ID Number	
Designation	
Department	

### RATING

#### Grade and their descriptions

- 1 – Very Bad**, No scope for improvement; always fails in assigned work, excuses galore.
- 2 – Bad, but** can be improved; rarely does the work, may not be on time.
- 3 – Needs improvement**, Mostly does the assigned work, but needs reminding, follow ups, etc.
- 4 – Good**, Rarely misses time lines or needs reminding.
- 5 – Excellent**, never misses, does not need any reminding, can assign and forget; others can emulate.

S/L	Description	Grade By HOD
1	Time Management	
	Attends college on time	
	Regular attendance without unauthorized absence and ensures appropriate arrangements	
	Effectively manages time to attend to students and other stakeholders	
	Effectively manages time to attend to institutes official engagements	

2	Performance on jobs and responsibilities	Contribution to Teaching and Learning	
		Contribution to Student Development	
		Contribution to Department/Institution Development	
3	Behavior and Conduct	With Superiors, Colleagues, Subordinates	
		Students, Parents and general public	
		Upholding protocol, hierarchy, etc	
		Upholds institutes culture and appropriate decorum pertaining to professionalism	
<b>Average of Grades</b>			
<b>Remarks by HOD</b>			
<b>Signature with Seal</b>			

<b>Remarks by Principal</b>	
<b>Signature with Seal</b>	

## ANNEXURE II: SELF-APPRAISAL OF TEACHING FACULTY

Date: \_\_/\_\_/\_\_

### SELF APPRAISAL OF TEACHING FACULTY

#### Section A: Personal Details

1	Name	
2	MITT ID Number	
3	Age	
4	Department	
5	Designation	
6	Address	
7	Area of Specialization	
8	Qualification including diploma	

Degree/Diploma	University	State	Year	Remarks

#### 9. Details about additional training undertaken

Nature of program	University/Organization	Specialization	Year	Remarks

#### 10. Teaching experience

Position held	Institution	Duration	Year	Remarks



**Section B: Teaching and learning evaluation related assessment**

SL No	Nature of Activity	Score		
		API Score	Self Appraisal Score	Verified Score
1	Lecture undertaken as percentage of lectures allocated ( 100 % attendance means 30 points)	30		
2	Students feedback	50		
3	Results ( % of VTU results )	30		
4	Imparting knowledge/Instructions vis a vis with the prescribed material ( text book/manual etc) and methodology teaching using text book standards	20		
5	Syllabus covered ( 100 % means full marks )	40		
6	College/university examination duties as per allocation	20		
7	Lesson planning and notes preparation of classes. ( Entire syllabus ) Collection of previous year question paper and Solving previous year question papers	40		
8	Evaluation of test books, conducting test systematically, announcing scheme of test papers in notice boards	20		

**Section C: Desirable activities for development of students' academics**

SL No.	Nature of Activity	Score		
		API score	Self appraisal Score	Verified Score
1	Use of Innovative teaching - learning methodologies; use of ICT; Updated subject content and course improvement.	10		
2	Remedial / Bridge Courses and Counseling modules developed and imparted	10		
3	Soft skills / communication skills / personality development courses / modules developed and imparted	10		
4	Popularization programmes / MITT/other Institute of MET.	10		
5	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity.	10		
6	Community Service, Social Orientation and other Student Mentoring Activities	25		
7	Number of Professional Ethics and campus Development Activities like Institutional infrastructure projects, Co-curricular student educational program like Environmental Education etc and value based programs, and programs in the TV/Radio Channels	10		
8	Get involved in warning students for not following discipline in the campus	10		
9	Documentation preparation for accreditation/VTU inspection / committee inspections	10		
10	Peer feedback/ opinion by departmental staff members	10		
11	Involved in students projects as team member	10		

**Section D: Profession related contribution**

SL No.	Nature of Activity	Score		
		API score	Self appraisal Score	Verified Score
1	Institutional governance responsibility assigned by Principal/HOD	10		
2	Membership in profession related to committees at the state and national level	10		
3	Participation in subject associations conferences, seminars without paper presentation	10		
4	Participation in short term training courses less than one week in respective fields of specialization	10		
5	Membership of professional associations committees, BOS, editorial committees of journals, Institutional publications	10		
6	Journal publications in the respective field	10		
7	Conferences paper presentation	5		
8	Text book authoring	5		
9	Consultancy projects carried out/ongoing	10		
10	Completed /ongoing sponsored projects	20		
11	Project outcomes utilized as product for end users	5		
12	Articles published in colleges magazine, encouraged students to write articles	10		
13	Initiatives to acquire higher degree	10		

- Faculty must substantiate their self-assessment rating with necessary supporting documents.

**SIGNATURE OF THE FACULTY**

.....For Department Official Use.....

**AVERAGE OF VERIFIED SCORES**

SL No.	Category	Questions	Points	Target	Verified Score	Remedies /Remarks
1	Teaching and learning	B (1 to 8); C (1-2)	270	210		
2	Self improvement	C(3, 10,11); D(2-4,13)	70	40		
3	College centric	C(4,5,7-9); D(1)	60	40		
4	Research centric	D(5-7,9-11)	65	30		
5	Community centric	C6, D12	35	20		
			<b>500</b>	<b>340</b>		
<b>Remarks by HOD</b>						
<b>Signature</b>						

**ANNEXURE III: TECHNICAL /NON TEACHING STAFF APPRAISAL/CR REPORT**



**MAHARAJA INSTITUTE OF TECHNOLOGY THANDAVAPURA**  
 NH-766, MYSORE-OOTY ROAD, THANDAVAPURA VILLAGE, NANJANGUD TALUK,  
 MYSURU DISTRICT, KARNATAKA-571302

**'TECHNICAL /NON TEACHING STAFF APPRAISAL/CR REPORT'**

**Assessment Term:** \_\_/\_\_/\_\_\_\_ to \_\_/\_\_/\_\_\_\_

Staff Name	
Staff ID Number	
Designation	
Department	

List of Assigned Labs / Jobs	
Total Experience	
Highest Qualification	
Skill Up-gradation Program/ Additional Certified Programs	

SIGNATURE

.....For Department Official Use.....

**RATING**

**Grade and their descriptions**

- 1 – **Very Bad**, No scope for improvement; always fails in assigned work, excuses galore.
- 2 – **Bad, but** can be improved; rarely does the work, may not be on time.
- 3 – **Needs improvement**, Mostly does the assigned work, but needs reminding, follow ups, etc.
- 4 – **Good**, Rarely misses time lines or needs reminding.
- 5 – **Excellent**, never misses, does not need any reminding, can assign and forget; others can emulate.

SL No.	Description	Grade By HOD
1	Time Management: Attends college on time and maintains regular attendance without unauthorized absence, ensures leave alternatives properly. availability to attend the stakeholders on time	
2	Performance on assigned jobs and responsibilities: Timely execution, reaching expectation.	
3	Behavior and Conduct: with colleagues, students and parents, Communication, protocols as per hierarchy , Handling electronic gadgets, etc.	
4	Contribution towards department Development : Initiatives , Creativity, improved methods of doing jobs etc.	
<b>Average of Grades</b>		
<b>Remarks by HOD</b>		
<b>Signature</b>		

**ANNEXURE IV: LEAVE APPLICATION FORM**



**MAHARAJA INSTITUTE OF TECHNOLOGY  
THANDAVAPURA**  
NH-766, MYSORE-OOTY ROAD, THANDAVAPURA VILLAGE, NANJANGUD TALUK,  
MYSURU DISTRICT, KARNATAKA-571302  
**LEAVE APPLICATION FORM**

Date: \_\_\_\_\_

To  
**The Principal**  
MIT Thandavapura

Dear Sir,

Sub: Requisition for the CL / SCL / OOD /RH

Staff Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Leave From: \_\_\_\_\_ to \_\_\_\_\_ No. of Days: \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

Alternative arrangement:

Date	Semester & Section	Time	Name of the Alternative Staff	Signature of the Alternative Staff

Signature of HoD & Remarks

Signature of Applicant

Signature of Principal & Remarks

No. of Leaves in Credit: \_\_\_\_\_

**ANNEXURE V: PERMISSION SLIP**

**MAHARAJA INSTITUTE OF TECHNOLOGY THANDAVAPURA**  
 NH-766, MYSORE-OOTY ROAD, THANDAVAPURA VILLAGE, NANJANGUD TALUK,  
 MYSURU DISTRICT, KARNATAKA-571302

**PERMISSION NOTE FOR LATE PUNCHING / EARLY LEAVING**

To

**The Principal,**

Name of the Staff			
Designation			
Department			
Permission Date	__/__/__	Time	__:__ to __:__
Reason			

Alternative Staff

Name:	Signature:
-------	------------

Remarks and Signature of			
<b>HOD</b>		<b>PRINCIPAL</b>	







## **Institutions under Maharaja Education Trust (R), Mysore**

- 1. Maharaja Institute of Technology Mysore, Estd. 2007**
- 2. Maharaja Institute of Technology Thandavapura, Estd. 2016**
- 3. MIT First Grade College, Estd. 2009**
- 4. Maharaja Research Foundation, Estd. 2015**
- 5. Agricultural and Food Management Institute, Estd. 2008**
- 6. GSI Independent PU College, Estd. 2008**
- 7. Gopaldaswamy Shishuvihara High School, Estd. 2009**
- 8. Gopaldaswamy Shishuvihara Middle and Primary School, Estd. 2009**

## **Contact Us**

**NH-766, MYSORE-00TY ROAD, THANDAVAPURA VILLAGE  
NANJANGUD TALUK, MYSURU DISTRICT, KARNATAKA-571302**



**[www.mitt.edu.in](http://www.mitt.edu.in)**



**[principal@mitt.edu.in](mailto:principal@mitt.edu.in)**