



Service Rules

MIT First Grade College
(Affiliated to the University of Mysore)

Manandavadi Road, Mysuru-570008.
Phone: 0821-2331722 Website: <http://mitfgc.in> E-mail: mitfgcmysore@gmail.com



Maharaja Education Trust®



Preface

MIT First Grade College was established in 2009 with a humble yet ambitious beginning. Since then, with a firm intention of bettering the quality of education, the resolute emphasis has been on the manner in which it functions as a single well-knit system. Societal acceptance and recognition of the larger public have been garnered as a result of continuous improvement in all aspects of the system that is in place at the institution.

The enthusiasm for accomplishing the vision of being recognized as a prominent institution calls for strategies that pinpoint areas that pragmatically and potentially propel the institution to the level of being recognized as a benchmark in the field of education. Narrowing it down to the most feasible and then furthering it would require transparency and accountability functioning, be it general or specific.

The growth and prosperity of the institution is a reflection of how every single member of the system contributes. In this view, the “Service Rules Book” is meant to explain the various definitions and terms of how various personnel in the functional hierarchy are to perform as well as contribute to the overall growth of the institution. All generic formats, procedures and objectives have been explained for easy understanding.

Prof. K Nage Gowda

PRINCIPAL

Principal

M.I.T. FIRST GRADE COLLEGE
F-29/1, 3rd Stage, Industrial Suburb
Fort Mohalla, Mysuru-570 003

Dr. T Vasudev

Secretary

N R Manjunath

Correspondent

Dr. S Murali

President



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Chapter 1

Preliminaries

Chapter 1

Preliminaries

1.1. Preamble

The following Service Rules shall be called the “MIT FIRST GRADE COLLEGE EMPLOYEE’S SERVICE RULES”, and shall be applicable to all the employees of the Institution and shall come into force with effect from 1st of January 2021, as notified by Governing Council and approved by the Maharaja Education Trust®.

The service rules will be changed in future based on the various enabling acts, government rules and regulations, stakeholder’s input and other parameters which will evolve over a time frame.

1.2. The Institution

MIT First Grade College established in the year 2009 by Maharaja Education Trust(R), Mysuru, aims at imparting good education with an emphasis on developing the overall personality of its students in addition to instilling moral values. We, in this institution, strive hard to shape the students in such a way that they would transform into an asset to the community and the nation at large.

1.3. Vision

Empower the individuals and society at large through educational excellence; sensitize them for a life dedicated to the service of fellow human beings and mother land.

1.4. Mission

To impart holistic education that enables the students to become socially responsive and useful, with roots firm on traditional and cultural values; and to hone their skills to accept challenges and respond to the opportunities in a global scenario.

1.5. Core Values

1. Encourage learning and leadership.
2. Discipline, Diligence and Perseverance.
3. Integrity with accountability and ethics.
4. Social responsibility for the progress of society.
5. Cultural affinity.

1.6. Applicability

The 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, emeritus professors, 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. However, code of conduct, ethics and duties and responsibilities are applicable to all the staff irrespective of the nature of their appointment.

1.7. 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 “MIT First Grade College”, the Institution established in Mysuru, Karnataka.

“Trust Office” means the office which has been declared by authority as Maharaja Education Trust (MET). At present, it is at No 48, Kamakshi Hospital Road, Saraswathi Puram, Kuvempu Nagar, 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 is a member of the faculty or a non-teaching member of the staff and who has been declared confirmed in writing, on the basis of satisfactory service rendered by him as a “Probationer” on expiry of any 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.

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 a specified period.

A “Contractual Employee” is one who is engaged either by an agreement or by a 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”, a Trust registered in Karnataka under the Trust Act, 1961 and which is the highest authority for the governance of the institution.

1.8. Acronyms

The following acronyms are used throughout this document.

Table: 1.1: Acronyms

Acronyms	Meaning
GCM/GC/GB	Governing Council Members / Governing Council/ Governing Body
HOD	Head of the Department
PA	Personal Assistant
SOP	Standard Operating Procedure
MET	Maharaja Education Trust
MIT FGC	MIT First Grade College
ERP	Enterprise
NSS	National Service Scheme
PED	Physical Education Director
CR	Confidential Report

KPA	Key Performance Area
CL	Casual Leave
LWP	Leave Without Pay
SCL	Special Casual Leave
OOD	On Official Duty
QIP	Quality Improvement Program
AC/DC	Abstract Contingent / Detailed Contingent
CR	Confidential Report
UGC	University Grants Commission
NAAC	National Assessment and Accreditation Committee
NIRF	National Institutional Ranking Framework

1.9. Changes in this Document

This Service Rules are 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 book will be approved by the Governing Council/Authority before implementation, and will bear a successive version number.

1.10. Designation of Employees

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.

1.11. Staff Classification

1.11.1. Teaching Staff

- 1.11.1.1. Principal
- 1.11.1.2. Vice Principal
- 1.11.1.3. Head of the Department
- 1.11.1.4. Professor
- 1.11.1.5. Associate Professor
- 1.11.1.6. Assistant Professor
- 1.11.1.7. Librarian
- 1.11.1.8. Physical Education Director

1.11.2. Non-Teaching Staff

Employees who are not directly involved in the academic function of the Institution are called “Non-Teaching Staff”. They include:

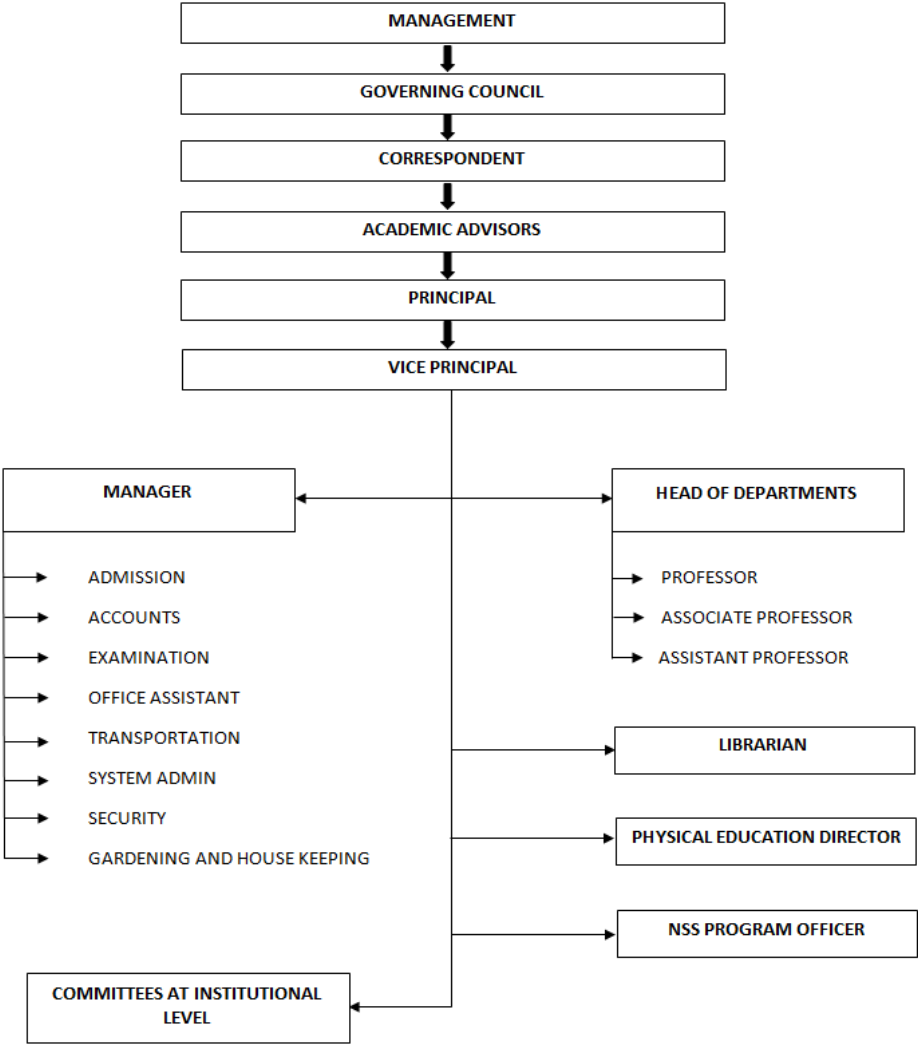
- 1.11.2.1. PA to Principal
- 1.11.2.2. Superintendent of Accounts
- 1.11.2.3. Superintendent of Admissions
- 1.11.2.4. Superintendent of Examinations
- 1.11.2.5. Superintendent of Establishment
- 1.11.2.6. Manager / Supervisor of the Institution
- 1.11.2.7. System Administrator
- 1.11.2.8. Office Assistants
- 1.11.2.9. House Keeping Staff
- 1.11.2.10. Other position as may be decided by the Authority/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 Institution.

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.

1.12. Organization Chart



Chapter 2

Duties and Responsibilities

Chapter 2

Duties and Responsibilities

2.1 General Duties and Responsibilities

- 2.1.1 Staff must be fully committed to the academics and uplift the institution.
- 2.1.2 Staff must discharge their professional responsibilities as per the rules and must adhere to procedures and methods
- 2.1.3 All teaching and non-teaching faculty shall adhere to the hierarchy established at the Institution. All official correspondences shall strictly follow this hierarchy. Not upholding the established hierarchy is deemed as gross insubordination.
- 2.1.4 Staff must refrain from taking part in any activities, which tend to promote feelings of hatredness or enmity among different communities, religions or linguistic groups but actively work for national integration and be a responsible citizen.
- 2.1.5 The working hours of the institution is as specified in table 2.1.

Table 2.1 Working Hours

Category	Day	Time
Teaching	Monday to Friday	9.15 a.m. to 4.00 p.m.
	Saturday	9.15 a.m. to 1.00 p.m.
Non-Teaching	Monday to Friday	9.00 a.m. to 5.00 p.m.
	Saturday	9.00 a.m. to 4.00 p.m.
Students	Monday to Friday	9.30 a.m. to 4.00 p.m.
	Saturday	9.30 a.m. to 12.30 p.m.

- 2.1.6 All staff must mark their arrival and departure time in the Biometric Based Attendance Monitoring System.
- 2.1.7 Check-in and check-out of the staff is as per the timings mentioned in Table 2.1. In exceptional cases like consultation with doctors/hospitals/attending social

obligation, etc., late coming in the morning/early check-out in the afternoon up to two hours will be allowed twice a month subject to the condition that prior intimation/approval of the immediate superior officer has been obtained. Also, staff assigned any official work are also considered for late check-in and early check-out. In any other case Principal shall take necessary action on the staff for not adhering to the timings.

- 2.1.8** Those who have academic, administrative, examination or any other institution related work shall follow any other timings as directed by the HOD/Principal.
- 2.1.9** 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 standards, research & training, examination, faculty development program, seminars, workshops, publication and other activities of the Institution as per the guidelines of the Authority.
- 2.1.10** Anyone needing to go out of the college premises during working hours (except lunch break) shall seek the necessary permission from the HOD/Principal and mark the details in the OUT and IN timing Register.
- 2.1.11** Staff shall compulsorily wear College ID while in the college premises.
- 2.1.12** Faculty and staff shall communicate with each other and with students preferably in the medium of communication of the programme that is, English.
- 2.1.13** Faculty shall ensure that discipline is maintained in the classrooms, labs, and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal.
- 2.1.14** Staff shall not use mobile phones in the corridors during their instructional hours. However, they may use them in their cabins/rooms.
- 2.1.15** Staff shall submit their investment details to the Accounts Section before 15th April every year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.

- 2.1.16** The functions of teaching and non-teaching staff are different in the institution. The work of the academic teaching staff revolves around teaching, research, publication, application of knowledge such as consultancy, conducting seminars, student and community development, lab development, product development, projects and so on.
- 2.1.17** The faculties have to take tutorial classes / remedial classes / advanced classes / make up tests.
- 2.1.18** The mentoring of the students will be an essential component of the role and responsibilities of faculty members.
- 2.1.19** It will be incumbent upon the HOD to ensure that the regular rules are followed by the teaching faculty in the department. The details of assigned classes (as per routing) and weekly progress are to be uploaded into ERP by concerned faculty members and this will be a vital criterion at the time of periodic appraisal of the faculty members.
- 2.1.20** The work plan of faculty shall ensure, in the most productive manner, the utilization of stipulated working hours per week, with respect to the roles, jobs and targets assigned to them by the department / institution.
- 2.1.21** The workload of teaching staff is as per the UGC norms shown in table 2.2.

Table 2.2 Teaching Staff Workload

Designation	Min. Hours/Week
Principal	4
Professor	8
Associate Professor	12
Assistant Professor	16

- 2.1.22** The work distribution of non-teaching employees will be solely decided by the Institution authority / HOD / the reporting officer to whom the authority has been delegated.
- 2.1.23** Both teaching and non-teaching employees shall be present in the institution during the working hours unless engaged in official work outside.
- 2.1.24** The faculty must strive to prepare him academically to meet all the challenges and requirements using the methodology of teaching so that the input may be useful to the student community at large. Every faculty is expected to extend his beneficial influence in building up the personality of students and he should associate himself actively with such extra-curricular activities in which he is interested in or assigned to him from time to time.
- 2.1.25** Faculty are expected to update their knowledge by attending seminars/workshops/conferences after obtaining necessary permission from the concerned authority and upon completion of such attendance/ participation shall submit a report of the same to the concerned authority for claiming financial incentives. Faculties are expected to participate in such events at least once a semester.
- 2.1.26** Faculty should attempt to publish textbooks, research papers in UGC Care list of International / Indian Journals / Conferences and the relevant financial incentives may be claimed as per prevalent schemes abiding by the regulations established in the Institution, as detailed in Chapter 7 of this book.
- 2.1.27** Faculties are encouraged to engage in constructive discussion amongst peers and shall withhold from propagating negative agendas that lead the decline of the image of the Institution.
- 2.1.28** Staff must maintain confidentiality unless a situation warrants involvement from parents, school administration or law enforcement.
- 2.1.29** Staff must maintain professionalism among colleagues in the college.
- 2.1.30** Staff shall present him to the office in decent attire.

2.1.31 Any other duties and responsibilities as assigned by the Authority.

2.2 Specific Responsibilities of Different Cadres

2.2.1 Principal

The duties of the Principal are documented below. He must carry out the duties subject to the supervision.

1. Principal shall be the chief academic and administrative head of the Institution.
2. Policy planning and leadership.
3. Communicating the vision, mission, objectives and all policies of the authority to all employees of the institution.
4. Implementation of the directions of the authority.
5. Fixing parameters and goals 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. Monitor and follow-up the proceedings and activities of all the college committees, and ensure that all issues are addressed timely and properly in the best interest of the institution.
9. Monitoring of the students' feedback systems duly authenticated by the respective HODs.
10. Monitor and ensure that all relevant data are duly uploaded in the University official portal and other statutory bodies' portal.
11. Implement quality culture in the institution and initiate the process of accreditation by national agencies such as NAAC, NIRF, etc.
12. Any other responsibility assigned by the Authority.

2.2.2 Vice Principal

The duties of the Vice Principal are documented below. He must carry out the duties subject to the supervision.

1. Shoulders the responsibilities of the Principal in his absence.
2. Works directly under the Principal and helps coordinate, direct and plan the academic or auxiliary activities of the institution.
3. Any other responsibility assigned by the Authority/Principal.

2.2.3 Head of the Department

The duties of the HOD are documented below. He must carry out the duties subject to the supervision.

1. The Head of every Department shall act under the general supervision and control of the Principal of the institution and his duties and functions 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.
2. HODs will actively participate in teaching, research, publication and administrative works as distributed by the Principal.
3. 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 teaching and other staff in the department, requirements of staff members etc. HOD shall also maintain a liaison with the other departments. HOD shall keep vigil over the quality of teaching in every theoretical and practical subjects as per the syllabi of the university. The HOD shall ask the teachers to prepare lesson plans for each subject and he shall monitor. The HOD shall prepare a list of the equipment, books etc. well before the beginning of the semester and forward straight to the Principal for early procurement. The HOD shall take care of conducting all the examinations, evaluations, keeping all records of examinations as per the guidance of the Principal. In case of any urgency related to academic affairs which are not mentioned above the HOD shall take advice from the Principal and shall take necessary steps.
4. As a part of academic affairs the HODs shall impart knowledge to the students by taking classes, tutorials and remedial classes on regular basis, need based laboratory development and lab classes, conducting evaluation of the students and so on.

5. 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 achievements are recorded in the meeting of the departmental committee. HOD will also ensure that Faculty members are engaged in the development of quality study materials, course materials, lesson plans, model questions, answers etc., on regular basis and those are uploaded on MIS of the institution.
6. HOD will monitor that faculty members hold regular interactions with students representatives to resolve ongoing issues and a healthy student-teacher relationship is maintained with all dignity.
7. HOD will provide effective leadership towards industry institution partnership by organizing special lectures, seminars, workshops guided by the industry professionals for the total development of the future professionals.
8. As far as the management of the academic affairs of the department is concerned HOD shall act in consultation with departmental committees. The departmental committees shall meet at least once a month, which shall be convened by the HOD concerned with an agenda. The time of the meeting is to be decided in the previous meeting so that no notice is needed.
9. Faculty/teaching skill development program to be planned by the HOD based on need analysis of the concerned faculty and technical staff members.
10. HOD has to ensure that required data are duly uploaded in ERP / University official portal by the faculty members.
11. HOD shall encourage faculty members to update their academic and research knowledge.
12. Any other responsibility assigned by the Principal.

2.2.4 Professor and Associate Professors

The duties of the Professors and Associate Professors are documented below. He must carry out the duties subject to the supervision.

1. Professors and Associate Professors will actively participate in teaching, research, publication and administrative works under the guidance of the HOD/Principal
2. Professors and Associate Professors shall assist HOD in academics and administration of the department and shall also contribute towards policy planning, monitoring and evaluation and promotional activities both at departmental and institutional levels.
3. As far as the academic affair of the department is concerned the Professors and Associate Professors shall take active participation in the departmental committees as assigned by the HOD.
4. As part of academic affairs, Professors and Associate Professors shall impart knowledge to the students by engaging regular classes, tutorials and remedial sessions on regular basis. They shall also guide the faculty on the need of laboratory development and improve the quality of the lab classes and so on.
5. As 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 shall provide research guidance including PhD programs; ensure publications and also design and development of new programs suitable for the students.
7. Professors and Associate Professors are most suitable for real world knowledge application. They shall provide leadership in external revenue generation programs such as consultancy, sponsored project, sponsored researches, contract researches, (including funding proposal), seminars, laboratory development; modernization, expansion, promotion of entrepreneurship and job creations, and implement

sustainable Quality Improvement Program and brand building of the department providing technical support etc.

8. Have to give valuable guidance as senior members of the institution committees duly formed by the Principal.
9. To contribute to the finishing school program and industry readiness program.
10. Professors and Associate Professors shall take up the responsibility to bring sponsored research projects and industrial consultancy work.
11. Any other responsibility given by the HOD / Principal.

2.2.5 Assistant Professors

The duties of the Assistant Professors are documented below. He must carry out the duties subject to the supervision.

1. Assistant Professors will actively participate in teaching, research, publication, and administrative work as per work distribution mode envisaged by the HOD/ Principal. They shall be closely involved in the examination process as per the guidance of HOD.
2. Assistant Professors shall take active part in the departmental committees as directed by the HOD.
3. Assistant Professors shall take regular classes, tutorials and remedial sessions on regular basis, laboratory development and lab tutorial, preparation of lesson plans, teaching materials, publications and full implementation of online teaching learning systems.
4. As part of academic affairs Assistant Professors will participate in faculty development programs, departmental workshops, seminars for continuous quality improvement of teaching learning process.
5. Assistant professors shall be actively involved in research and project, publication works, and design/development of new programs 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.

7. Assistant Professors shall actively take part in extracurricular, cultural and social service activities of the college as members 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. 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).
10. Assistant Professors shall have to take active role to bring sponsored industrial consultancy work as well as sponsored research projects.

2.2.6 Librarian

The duties of the Assistant Professors are documented below. He must carry out the duties subject to the supervision. Librarian will be responsible for the smooth and 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. He shall 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. Software implementation/up gradation.
- 1.10. Librarian should be ready with the data required to upload for approval process of University/NAAC and any such organization.
2. Librarian shall provide effective access to library collections and resources, maintain the organization of library materials, provide library services in response to library users and perform other related duties.
3. Any other responsibility assigned by the Authority/Principal.

2.2.7 Physical Education Director

The duties of the Physical Education Director are documented below. He must carry out the duties subject to the supervision.

1. He shall organize various physical fitness exercises for 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 training to the students and also prepare to participate them in the inter – collegiate and /or inter - university tournaments, and also national and international levels.
3. The PED shall arrange for sports meet and other coaching camps for the students.
4. The PED shall be responsible for the selection of a team of talented students to represent the Institution for various sports events and motivate them to win trophies, shields, medals and other prizes.
5. He shall discharge other function and accomplish other duty 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 arrangements for periodical meetings 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 equipment's and submit annual stock verification reports to the

Manager/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 and shall be intimated to the sports committee.

9. The PED should be ready with the data required to upload for approval process of University/NAAC/NIRF and any such organization.
10. Any other responsibility assigned by the Authority/Principal.

2.2.8 NSS Program Officer

The duties of the Physical Education Director are documented below. He must carry out the duties subject to the supervision.

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 and explain to them 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, news bulletins, discussions etc.
7. Co-ordinate the NSS activities and annual special camps 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 the implementation of the NSS scheme.
10. Supervise the NSS Program undertaken by volunteers.
11. Run day-to-day administration of the programs.
12. Attend to the correspondence regularly between Institution and university.

13. Prepare progress report periodically for submission to Institution and university.
14. The NSS program officer should be ready with the data required to be uploaded for the approval process of University/NAAC/NIRF and any such organization.
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, meetings, etc.
19. Initiate 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.

2.2.9 System Administrator

The duties of the System Administrator are documented below. He must carry out the duties subject to the supervision.

1. Manages all the activities related to the computer systems and networking.
2. Takes all necessary measures in upholding the internet usage policy of the Institution.
3. Looks after the repair and maintenance of computer and its networking.
4. Prepares a schedule for providing computer services to all concerned.
5. Arranges internet connection wherever and whenever required.
6. Arranges computer training /refresher courses for the staff to update their knowledge.
7. Develops e-learning and user friendly e-institution concept with the help of faculty member.
8. Maintains and updates the Institution's website.
9. 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 follows up the decisions towards implementation.
10. Any other work /responsibility assigned by the Authority/Principal.

2.2.10 PA to Principal

The role of Personal Assistant to Principal is to provide invaluable clerical and administrative support in order to facilitate the effective and efficient discharge of the 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 below and considered but not exhaustive:

1. Provides administrative and clerical support, including the preparation of correspondence, reports, memoranda, circulars, notices etc.
2. Ensures that all papers pertaining to GC meetings are kept in order and update agenda, meeting notice, proceedings and actions on resolutions of the GC meetings.
3. In Principal's absence refers 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. Maintains all related files and folders within the Principal's office.
6. Undertakes any other appropriate additional duties, as required by the Registrar, to assist the efficient running of the Institutional services.
7. Provides a confidential secretarial, clerical and administrative services to the Principal.
8. Screens and deals the Principal's telephone calls.
9. Receives and welcomes visitors of the Principal in a professional manner, providing refreshments as required.
10. Deals with incoming and outgoing correspondence for the Principal/Institution – drafting replies when necessary.
11. Communicates with parents, staff, students, general public, university and government agencies, local authority and VIP visitors to the institution.
12. Keeps the Principal's diary and makes arrangement for appointment.

13. Takes minutes/action points at meetings as required.
14. Any other work assigned by the Principal.

2.2.11 Admission Section

Subject to the supervision, direction and general control of the Authority/Principal, the duties of the section are prescribed below:

1. All matters pertaining to the admission of students following to the Institution at all levels in line with the norms of the university.
2. Students requirements in relation to scholarships/Fee concession, etc.
3. Preparing reports and supply of information in relation to all statutory bodies.
4. To attend to any other work that is assigned by the Authority/Principal.

Note: Depending on the workload, number of office assistants shall assist the superintendent in discharging his responsibilities. The superintendent is responsible for admitting students in the beginning of the 1st year and forwarding the name list to the concerned departments. Attends to various inspection committees like Affiliation Committee, NAAC and furnishing all the details required by them.

2.2.12 Accounts Section

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. Keeps all financial matters pertaining to the Institution in appropriate and updated order.
2. Attends to financial matters related to university, scholarship, etc.
3. Prepares budget statements and attend to follow up matters pertaining to budget provision.
4. Attends to matters pertaining to grants related to state govt., central government, and other agencies.

5. Attends to matters pertaining to audit.
6. Attends to AC/DC bills of examinations.
7. Prepares annual report of accounts.
8. Verifies (day-to-day) financial registers, cash books, general ledgers etc.
9. Verifies and admits bills, vouchers etc.
10. Attends to financial matters pertaining to the building section.
11. Attends to any other work entrusted by Registrar, AO and Principal.
12. Prepares monthly salary statements as per the directions of the Authority/Principal.
13. Attends to regular check on receipts and expenditures.
14. Attends to any other work assigned by the Authority/Principal.

Note: Depending on the workload required number of office assistants shall assist the superintendent in discharging his responsibilities. The superintendent is responsible in scrutinizing the bills of building, equipments, consumables etc. and to the matters pertaining to the maintenance of the bills, like water and power bills. The Superintendent is also responsible for obtaining the scholarships from different authorities and distributing them to the students, maintain fee ledgers, refund registers, bank accounts, cash books, etc. He prepares monthly and quarterly income and expenditure statements and assists in the annual budget preparations, attends to the provident fund, income tax, professional tax and other statutory deductions. Direct central assistance grant received from the Karnataka Govt. and other organizations is to be properly accounted for.

2.2.13 Examination Section

Subject to the supervision, direction and general control of the Authority/Principal, the duties of the post are prescribed below.

1. Attends to all matters pertaining to the conduct of university examinations both theory and practical.

2. Attends to all matters pertaining to students taking university examinations like receiving applications forms, sending them to university, etc.
3. Prepares AC and DC bills with respect to both theory and practical exams.
4. Attends to all matters pertaining to the results of university examinations.
5. Attends to matters pertaining to all examinations.
6. Attends to results analysis.
7. Attends to the entry of enrolled students and the list to be sent to the university.
8. Attends to the supervision work of office assistants.
9. Reviews the weekly pending cases and brings them to the notice of the immediate superior.
10. Gives opinion on all the files quoting the rules.
11. Attends to any other work assigned by the Authority/Principal.

Note: Depending on the workload required number of office assistants shall assist the superintendent in discharging his responsibilities. The superintendent is responsible for receiving the Examination application form, scrutinizing and forwarding it to the university with relevant details. Receive the application for revaluation, rejection of results, repeaters and form 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 examinations. Issue of course completion certificates, marks cards and preparation of statistical data required by the university.

2.2.14 Establishment Section

Subject to the supervision, direction and general control of the Authority/Principal, the duties of the section are prescribed below:

1. Ensures that all papers pertaining to the staff of the Institution (teaching and non – teaching) are kept in order and update them in relation to schedule, recruitments, leave matters, pay scales, promotion, seniority list, and in – charge arrangements.
2. Takes steps for the issue of necessary office orders and subsequent follow up matters.

3. Attends to the schedule of establishment charges, classification registers, vacancies, 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 and service registers, pay rolls, matters pertaining to in – charge arrangements, matters pertaining to cadre and recruitment rules and matters pertaining to promotion and seniority list.
4. Reviews the weekly pending cases and brings them to the notice of the immediate superior.
5. Should give his opinion on all the files quoting the rules.
6. Attends to any other work that is assigned by the Authority/Principal.

Note: Depending on the workload required number of office assistants shall assist the superintendent in discharging his responsibilities. The superintendent is responsible for various service related matters of the employees. They prepare the salary bills of the employees.

2.2.15 Office Assistant

Subject to the Supervision, direction and general control of the Authority the duties of the post are given below.

1. Office assistant is responsible for keeping all the records related to the Institution under the directives of the Principal / the Registrar/ Admin Officer. The office assistant shall always keep strict secrecy and confidentiality in maintaining the records. The office assistant shall execute any assignments from time to time given by the authority. The office assistant, under no circumstances, shall handover the records to anybody, unless and until he gets the permission from the Registrar/ Admin Officer. Under the instruction of the Registrar/Admin Officer, the office assistant shall maintain the records.
2. Any other responsibility given by the Principal/Registrar/Administrative Officer.

2.2.16 Manager

Subject to the Supervision, direction and general control of the Authority/Principal, the duties of the post are given below:

1. He shall always be guided by the respective authority. He shall also carry out the decisions of the, Principal/Registrar/Administrator.
2. Allots duties to the non-teaching staff and supervise the same.
3. Responsible for the overall maintenance of the institutional property.
4. Facilitates procuring goods and services to the Institution with prior permission from the higher authorities.
5. Maintains the documents of the institution.
6. Maintains transport as per the needs of the institution and provides services in consultation with the Principal.
7. Facilitates housekeeping requirements in accordance with the requirements of the Institution and supervises the housekeeping personnel.
8. Facilitates gardening/beautification services in the estate of the Institution.
9. Crisis management: Through crisis management maintains the good image of the institution.
10. Any other work assigned by the Principal/Authority.

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 Institution shall be made by the Principal/Authority on the recommendation of the selection committee.
- 3.1.2 All new appointments need to be endorsed by the Governing Council of the Institution.
- 3.1.3 Part-time / guest faculty: Principal of the institution may from time to time appoint, under exceptional circumstances, part-time or guest faculty, fulfilling minimum requirements, for handling theoretical sessions/ labs/ workshop assignments on honorarium basis that 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 staff members, advertisements are to be notified on the website of MIT First Grade College or in newspapers. To appoint any category of staff, a Selection Committee comprising Principal, Authority, Subject experts, HOD, Academic advisors, etc., is to be constituted to select eligible candidates purely on merit, academic records and other eligibility criteria for each position. The subject expert in the selection committee may include internal subject matter expert which means expert from the Institution and MET or external subject matter expert means expert from other university /institutions of repute/industry.
- 3.1.6 The selection committee shall choose the candidates based on applicants experience and interview performance.
- 3.1.7 Recommendation of selection committee shall 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.

- 3.1.8 Principal / Authority alone can issue the appointment letter. The new appointments may be in scale or in consolidated salary for any post.
- 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 shall be for a period of one year. In case the performance of the candidate is unsatisfactory or if found inefficient in handling the allotted assignment, his probation may be extended or his services may 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 shall 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 shall be excluded from the terms of probation. Terms of contract shall guide contractual appointment only.
- 3.1.14 The contract shall be valid up to the specified tenure only. The contract shall be automatically terminated on the expiry of the contract period unless renewed further.
- 3.1.15 Confirmation: On completion of the stipulated period of probation the performance shall be evaluated by the HOD/ Principal /Authority, as per appraisal procedures. Depending upon the performance report he shall be eligible for confirmation of service.

- 3.1.16 On Confirmation he shall be placed either on suitable scale or consolidated salary depending on the 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 / extension from the institution in time, his service in the Institution shall be deemed to have been confirmed.
- 3.1.18 Performance appraisal / CR for all faculty and non-teaching staff members are mandatory prior to confirmation of service. No person shall be confirmed without Performance Appraisal / CR. It shall 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 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 shall be conducted by the HOD / Principal / Authority as and when required.
- 3.2.3 The performance review report / CR shall be the key document for all promotion, salary appreciation 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 shall be declared preferably within one month.
- 3.2.4 Principal /HOD / Authority shall 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 Qualification as per the norms of UGC, annual performance review / CR and experience will be considered during the promotion review, However they do not establish any right to be promoted to higher cadre. Depending upon the available vacancy and other criteria, 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 for of any reason, he will not be eligible for promotion till such proceedings 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 from their opinion taking also into account the annual performance review report / CR of previous two years, will be placed before the authority for appropriate decision regarding promotion and 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 fill 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 to higher scale shall be as far as possible on seniority / merit / qualification in accordance with the norms of UGC. The committee shall 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 deserving candidates.

3.4.5 It is not mandatory or essential for the authority to fill the vacant posts from internal applicants. The authority has full liberty to fill 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 resign from the institution, must submit resignation letter in writing at least three months in advance. The authority may at its discretion accept the resignation with immediate effect or from any time before expiry of the notice period. Employee is eligible for the salary for the notice period not withstanding any dues.
- 3.5.2 If an employee leaves the services of the organization without giving the requisite notice the management may deduct from unpaid salary, a sum equivalent to the salary of the period.
- 3.5.3 All the resignations must be in writing and shall be addressed to the Principal/Authority of the Institution (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 months failing which the employee is liable to pay equivalent amount i.e, three months salary.
- 3.5.6 In case of an employee under probation / extended probation the notice period shall be of 3 (three) month failing which, the employee is liable to pay equivalent amount i.e, three months' salary.
- 3.5.7 In case of a temporary employee the notice period will be of one month.
- 3.5.8 In case of contractual employee, resignation shall be governed by the terms of contract.
- 3.5.9 It must be understood that the notice period is essential to arrange a suitable alternative for the employee to ensure the smooth functioning of the institution.
- 3.5.10 Notice period may be relaxed by the Principal/ Authority.
- 3.5.11 During the notice period an employee shall remain as the employee of the institution and shall enjoy the benefits of the institution.

- 3.5.12 At the end of the notice period, the resignation of the employee is accepted and the employee shall be free from the service subject to the following conditions:
- 3.5.13 The employee needs to obtain the necessary clearances from library, accounts, stores and concerned departments before leaving the Institution.
- 3.5.14 The employee needs to deposit the identity card, corporate mobile connection, token and permit issued to him and same shall 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 or any disciplinary action has been initiated or any criminal/civil suit has 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 procedures.
- 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 Issuance of any release letter / relieving order shall proceed only upon submission of clearance certificate / letter as in 3.5.13.

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. If employee is found to have committed misconduct, then the authority has the right to terminate immediately without payment of salary or notice period.
- 3.6.2 In case of temporary employee the notice period shall be of 15 (fifteen) days
- 3.6.3 In case of contractual employee, resignation shall 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 The employee should obtain the necessary clearances from the library, accounts, stores and allied departments before issuing any release letter to the employee.
- 3.6.6 The 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 A staff member who leaves the organization without the notice of the Authority/Principal shall face 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 consequent to this..

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 and responsibilities and associated working atmosphere.
 - 3.7.1.1 The various statutory committees Institution for keeping up the decorum of the institution are:
 - 3.7.1.1.1 Grievance Redressal Cell
 - 3.7.1.1.2 Anti-Sexual Harassment Cell
- 3.7.2 Relevant issues shall therefore, be addressed to the respective cells / committees.
- 3.7.3 Matters related to salary and wages, allowances, promotion and any other policy driven issues shall be outside the purview of the grievance procedures.
- 3.7.4 Only individual grievances shall be dealt with under this procedure:

- 3.7.4.1 Any non-employee grievances such as public grievances, student grievances etc., are outside the purview of this grievance redressal procedure.
- 3.7.5 Steps of grievance handling:
- 3.7.5.1 An employee having any grievance (s) has to submit the same to HOD /Principal / Authority in writing, clearly stating the incident / reason and attaching sufficient documentary / substantial evidence.
- 3.7.5.2 The Principal shall nominate a senior faculty/member /employee for going into the details of the grievances of the aggrieved employee. The aggrieved employee shall get an opportunity to meet the senior faculty member/employee nominated by the Principal who shall hear the grievances patiently and give complainant a verbal answer.
- 3.7.6 In case the employee is not satisfied with the answer given by the nominated employee for the redressal of the grievances, the complainant may meet the Principal, who shall patiently hear the grievance, collect all details from the concerned persons and give his report on the grievance, and send a reply to the complainant.
- 3.7.7 In case the aggrieved employee remains dissatisfied with the decision of the Principal, he may approach the Authority in writing for necessary hearing. The Authority shall nominate a senior member who shall hear the grievances, analyze the same and give a report so that the aggrieved employee's complaint is properly redressed.
- 3.7.8 No employee shall attempt to seek in a court of law/media, a decision on grievances arising out of his conditions of service without first exhausting the normal official channels of Redressal.
- 3.7.9 Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:
- 3.7.9.1 Annual performance appraisals /confidential reports.

- 3.7.9.2 Promotions.
 - 3.7.9.3 Where the grievance does not relate to an individual employee or officer;
and
 - 3.7.9.4 In case of any grievance arising out of discharge or dismissal of an
employee.
- 3.7.10 Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channelled 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 shall 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 on 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 shall 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 shall be guided by the terms of appointment. The employees under contractual appointment shall be bound by the terms of contract only and contract will be valid up to specified tenure only. An employee doesn't have any right to put any pressure directly and indirectly for extension of contract or conversion to regular appointment.
- 4.1.2 Pay Scale: An employee 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 DA shall 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 shall be normally eligible for annual increment as per norms, unless his performance is not up to the expectations of the Authority.
- 4.2.2 Some of the reasons for withholding 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 the 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 that is 80% of the total working days during the 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. Leave on basis of maternity/ higher education shall be considered for increment only in the subsequent cycle upon reporting back to service. However, the service is deemed continuous with all entitlements as 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 is satisfactory.

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 shall 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 shall be engaged from agencies and they shall not be regular employees of the Institution. The terms of engagement shall be guided by the agreement between the Institution and the concerned agency.
- 4.4.2 The sub-staff members already appointed to a post in the Institution 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 under any pretense 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 arrangements during leave period should be furnished without failure.
- 5.1.6 Telephonic application of leave shall not be entertained generally. However, in case of emergency, telephonic application of leave may be approved by the HOD / Principal. Even in such cases, making alternate arrangements is mandatory.
- 5.1.7 Any discrepancy in making suitable alternate arrangements will invite disapproval of applied leave and such leave if taken without approval shall be termed as LWP.
- 5.1.8 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.
- 5.1.9 Leave of any kind shall not be sanctioned when services of the staff are needed for the Institution or when there is an unfinished job involving the employee.
- 5.1.10 All employees may also be called for duty during vacation or holidays for special reasons.

5.2 Casual Leave (CL)

- 5.2.1 Permanent employees are eligible for 12 days casual leave with full pay in each calendar year.
- 5.2.2 If an employee is absent without any sanctioned leave his salary shall be deducted pro-rata basis considering months duration.
- 5.2.3 An employee joining during the middle of a year may avail leave proportionately.
- 5.2.4 Casual Leave may be either prefixed or suffixed but the intervening Sundays and other holidays shall not be treated as Casual leave.
- 5.2.5 A contractual employee/ guest faculty/ probationary employee can avail one casual leave per month. The leave cannot be carried over.

5.3 Special Casual Leave (SCL)

- 5.3.1 A regular staff member is entitled to avail 10 days of SCL in the event of marriage of the said staff (including working and non-working days).
- 5.3.2 SCL to the staff members on request is to be sanctioned by the Authority/Principal for applicable exceptional cases.
- 5.3.3 A regular staff member is eligible for 30 days SCL in a calendar year to participate in conferences, seminars, workshops, valuation, BOS/BOE meetings, etc., including paper presentation.
- 5.3.4 The Principal/Authority shall have the right to cancel the leave sanctioned earlier for any emergency work in the Institution.

5.4 On Official Duty (OOD)

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

5.5 Medical Leave

- 5.5.1 All regular employees may be granted medical leave 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 to 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, for a period of 180 days from the date of its commencement which can be availed twice in the entire service 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 to a female staff in her service is not more than 30 days and the application for leave is supported by medical certificate.
- 5.6.3 Any employee under probation shall be eligible for 90 days maternity leave (without pay).
- 5.6.4 Any temporary or contractual employee shall 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 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 respective reporting officer. It is not the right of an employee nor is it a common practice to grant leave without pay.

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 or HOD/Officer In-Charge or any official having delegated authority from the Principal shall be the competent authority 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 shall lose lieu of service until and unless he reports to the office within 7 days and/or communicates the reasons for the absence with supporting documents to the full satisfaction of the competent authority.

5.9.2 To this effect, a letter is to be issued by the Principal seeking explanation within 7 days.

5.9.3 If no explanation is received within the stipulated period, it shall be deemed that such employee is no longer considered as an employee of the Institution. The same shall be communicated to the concerned employee vide a letter duly signed by the Principal of the Institution.

5.10 Other Employee Benefits

5.10.1 Provident Fund: All the eligible regular employees of the Institution shall be covered under EPF Scheme as per applicable rules.

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

5.10.3 Group Medical Insurance: Medical insurance for employees of the Institution is on requirement basis facilitated by the Institution.

5.10.4 Housing Cooperative Society

5.11 Transfer/ Deputation / Lien

5.11.1 All the Employees (both teaching and non teaching employees) can be transferred or deputed to other institutions belonging to "Maharaja Education

Trust” on temporary basis for a stipulated period for the purpose of collaborative program/tie-up/faculty exchange.

5.11.2 A member of the teaching and other staff can be transferred or deputed to other Institutions under the same Authority depending on requirements.

5.11.3 A Member of staff of the Institution being deputed by the Authority/Principal to take charge in other organizations / Institution other than those governed by the trust can return on successful completion of deputation without break of service at the Institution.

5.11.4 The deputation or transfer within the group shall not be considered as break of service or loss of seniority.

5.11.5 When an employee is transferred or deputed, specific benefits shall be communicated to him by the Principal or an authorized representative of the authority.

5.11.6 The Principal is authorized to take decision for such transfer / deputation in consultation with the authority of the respective Institutions/organizations.

5.12 Maintenance of Attendance Register

5.12.1 All teaching and non-teaching staff members shall register attendance on the biometric attendance capture device and also sign the attendance register as per the timings mentioned in section 2.1.7 at the office of the Principal/Registrar / HOD (as applicable).

5.12.2 Non-marking of attendance shall be treated as absence unless permitted by the HOD / Principal.

5.12.3 The number of permissions for short absence should not exceed 3 in a month. The 4th permission shall be considered as one day CL.

5.13 Personal File And Service Book

5.13.1 A personal file shall be maintained for each employee, both teaching and non-teaching wherein all the details of the employee concerned viz. name, age, address, names of spouse, dependents, children contact telephone number,

qualification, record of service, etc shall 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 Institution by the office of the establishment.

5.14 Confidential Report (CR)

Confidential report, on a yearly basis, shall be recorded by each HOD/Supervisor in consultation with the Principal for the staff under him in the prescribed form. The form shall contain all points of appreciation of the performance of the staff during the previous academic year and this is to be prepared by the HODs. Confidential report shall be a confidential document to be maintained by the registrar/administrative officer of the Institution. 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 employees of the organization have to follow 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 is authorized and empowered to constitute a committee consisting of such members are deemed 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 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. 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 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. Members of staff shall be committed to 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 No Employee shall take any paper, books and booklets, drawing, photographs, instruments, apparatus, documents or any other property of the Institution out of the work premises except with permission of the authority or issued through library. He shall not disclose 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.

- 6.1.6 All employees shall observe the safety rules or orders that may be notified from time to time by the institution and use safety equipment's provided by the organization.
- 6.1.7 Faculty members have to obtain prior approval of the authority in order to apply to any outside authority to add to his present 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 directed by the HOD / Principal.
- 6.1.9 All employees should work on a 6 day per week as per the timings specified.
- 6.1.10 Every employee of the organization shall, notwithstanding his personal views on any matter relating to the organization and programs, 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 honest discharge of duties. Negligence of the duty on several occasions is called "habitual negligence". Failure to discharge duties implies the incompetence of the concerned employee to comply with the duty assigned to him.
- 6.1.13 Every employee must exercise care and caution about the properties of the Institution and shall be responsible for the articles and / or equipment's under his charge.

- 6.1.14 Faculty members and lab/technical assistants must not give private tuitions to any student of the Institution. Any violation shall be considered 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 any (i) expert member,(ii) consultant, (iii) member of any committee, etc. during/beyond duty hours.
- 6.1.16 Faculty members shall not be allowed to take honorarium/commission from any of the organization by rendering service on duty except where such honorarium/commission is allowed by the policy or order of the organization.
- 6.1.17 An employee who wishes to pursue employment in any other organization must obtain 'No Objection Certificate' from the Authority/ Principal. Any violation in this regard is considered a major disciplinary violation and such an employee shall forfeit all established benefits as well and may invite strict disciplinary action.
- 6.1.18 An employee must refrain from inciting students against other students, colleagues or administration. Any violation shall be considered as a major disciplinary violation and may invite strict disciplinary action.
- 6.1.19 An employee must refrain from any kind of criticism of the authority or criticism of any decision of his superior officers, or of any current or recent policy or action of the institution. Any failure to abide by this norm shall be treated as an act of insubordination and a major disciplinary violation and shall be acted upon with seriousness that it deserves.
- 6.1.20 An employee must refrain from spreading any kind of rumor/gossip on and off the campus. Any violation shall be considered as a major disciplinary violation and may invite strict disciplinary action.
- 6.1.21 An employee should not have the habit of wasting or allowing wastage of electrical energy, water or any other resources.

- 6.1.22 An employee must refrain from lodging unsubstantial allegations against colleagues to higher authorities. Any violation shall be considered as a major disciplinary violation and may invite strict disciplinary action. Any such act, if caught, may attract punishment.
- 6.1.23 An employee must refrain from habitual absenteeism, habitual late coming; habitual early leaving and habitual skipping of the assigned classes and all acts of such nature will be treated as gross violation of service rules.
- 6.1.24 Any form of sexual harassment or offence is considered as a most serious offence and shall be considered as the most major disciplinary violation and shall invite strict disciplinary action and such other legal measures as mentioned in Anti Sexual Harassment Committee policy.
- 6.1.25 An employee must not promote any idea, make statement or act which harms the harmony and cordial inter personal relationship amongst the members of diverse religions. Any violation shall be considered as a major disciplinary violation and may invite strict disciplinary action.
- 6.1.26 Faculty members must ensure that any kind of malpractice has not taken place in any form during the examination.
- 6.1.27 Faculty members should not behave in a vindictive manner towards any student for any reason. The same is applicable for subordinate employees also. Any violation shall be considered a major disciplinary violation and may invite strict disciplinary action.
- 6.1.28 Any kind of grievance should be resolved at the Institutional level amicably as per the rules of the Institution. Any action such as suspension of classes, suspension of normal activities, etc. individually or collectively shall make the concerned employee (or employees) liable to face disciplinary action. Any violation shall be considered a major disciplinary violation and may invite strict disciplinary action including termination.

- 6.1.29 No employee shall take active part in politics in the campus of the Institution or exploit his official position for political ends or permit the use of Institutional facilities for political purposes.
- 6.1.30 Without written permission from the authority, no employee shall appear on any radio/T.V. broadcast/telecast/post on social media or publish any document anonymously or in his name in the name of any other person or make any communication to the press or make any public utterance.
- 6.1.31 Generally, the Institution shall not interfere in the domestic affairs of an employee. However, in case of legal proceedings initiated by a member of his family, such legal proceedings shall not fall in to the jurisdiction of the Institution unless deemed necessary by Authorized Govt. legal agency / organization.
- 6.1.32 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.
- 6.1.33 Violation of any of these disciplinary rules as explained above by employee shall be treated as misconduct and it shall be dealt in accordance with the Penal Rules.
- 6.1.34 At all instances the staff must honor the hierarchy. Any discrepancy in upholding the hierarchy shall be strictly viewed as gross insubordination. Any violation shall be considered as a major disciplinary violation and may invite strict disciplinary action including termination.

6.2 Accountability and Discipline

In consideration of the nature of offences as mentioned above, the 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 Institution by negligence or breach of orders.
- 6.2.4 Suspension pending enquiry for offence committed 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.
- 6.2.5 Dismissal

6.3 Power to Amend the Service Rule

The Authority has absolute power to insert/delete service rules, change the existing service rules and delete any provision in the service rule book either from the current date or with retrospective effect and each version shall bear unique version number. However, till such changes are made the existing rules will prevail.

6.4 Code of Conduct in the Department

- 6.4.1 The faculty should always first bring to the notice of the HOD and keep the HOD in confidence about the member's own professional and personal well-being.
- 6.4.2 The teaching load shall be allotted by the HOD after taking into account the faculty's interests and areas of specialization.
- 6.4.3 In addition to teaching, a faculty member should take additional responsibilities as assigned by the HOD/Principal in academic, co-curricular or extracurricular activities.
- 6.4.4 Every faculty should maintain students' attendance records and the absentees' roll number should be noted every day in the ERP software of the Institution as soon as the classes/laboratory hours are over.
- 6.4.5 Faculty should prepare lesson plan prior to the commencement of each semester and get it duly signed by the HOD and Principal. Further, faculty should

maintain the work done diary student attendance register, course file, personal file, mentors diary, as well as other necessary documents.

- 6.4.6 Whenever a faculty intends to take leave, the faculty should get the leave sanctioned in advance by informing the HOD and Principal and with proper alternate arrangements made for class/lab/invigilation. In case of any emergency, the HOD must be informed of the appropriate alternate arrangements.
- 6.4.7 The faculty shall function impartially in dealing with students.
- 6.4.8 The faculty shall provide academic counseling to the students as required.
- 6.4.9 The faculty shall communicate any mishaps in the class/ labs/ tutorials/ office space/ Institution's premises to the HoD/ Principal. Faculty themselves shall neither act nor take decisions.
- 6.4.10 The faculty shall carry out the administrative works of the department given by the HOD.

6.5 Code of Conduct in the Class Room and with Students

- 6.5.1 The faculty should engage the entire session allotted to him should not leave the class early. The early exit of the faculty member from the allotted session invites disciplinary proceedings.
- 6.5.2 The faculty shall check the attendance for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial, and for every hour, attendance is to be marked cumulatively in the attendance register and ERP software.
- 6.5.3 The faculty should interact with the mentor and inform him about the irregular attendance, poor performance, objectionable behavior, etc.
- 6.5.4 The faculty may make use of suitable teaching aids whenever necessary, as well as adopt various pedagogical methods to enhance the efficacy of learning. The faculty should encourage students to ask questions and clarify doubts.

- 6.5.5 The faculty should take care of academically weak students and pay special attention to their needs by engaging special classes.
- 6.5.6 In computational subjects, regular tutorials have to be conducted. The tutorial exercise problems have to be handed over to the students at least a week in advance of the actual class.
- 6.5.7 The faculty shall give question bank of the subject to the students.
- 6.5.8 The faculty shall exercise the utmost discernment in cases of students misbehaving during class hours. Sending any student out of the class is not advisable.
- 6.5.9 Faculty are expected to be considerate in allowing the late coming students (who travel by bus) to the class but only for the first hour of the day.
- 6.5.10 Faculty are expected to keep themselves abreast of the latest advancements in respective disciplines.
- 6.5.11 Faculty should motivate the students and bring out the element of creativity/originality in the students.
- 6.5.12 Faculty should be strict but not harsh, and should avoid harsh words that could dampen the morale of students.
- 6.5.13 Faculty should promote safety, security and acceptance.
- 6.5.14 Faculty must treat every student with kindness, equality and respect, without showing favoritism, prejudice or partiality.
- 6.5.15 Faculty should never misuse the relationships with students for personal gain.
- 6.5.16 Faculty must inculcate among students a scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.

6.6 Code of Conduct in the Laboratory

- 6.6.1 The faculty and co-faculty shall be present in the respective laboratory for the entire duration of the session as per the schedule.
- 6.6.2 The faculty member handling laboratory class must perform the experiments personally before the commencement of the semester, be satisfied with the

results, and if otherwise report the issues to the laboratory in charge/system admin.

- 6.6.3 Demonstration of all the experiments must mandatorily be given by the faculty.
- 6.6.4 Whenever possible, additional experiments to clarify the doubts of the students must be conducted by the faculty.
- 6.6.5 The laboratory observations/records must be timely corrected by the faculty.
- 6.6.6 Faculty shall ensure that the students submit the required written records before proceeding to the next experiment/laboratory work.
- 6.6.7 Faculty shall provide clear instructions to the students for ensuring the diligent functioning of the laboratory.
- 6.6.8 Faculty must attest the readings/findings of the experiment/program, to let the students know the percentage of error he commits during every experiment/program.
- 6.6.9 Faculty must sign in the manual /observation book at the end of each practical class.
- 6.6.10 To prevent untoward events, faculty members are advised to take the following actions:
 - a) Before starting the practical/project session, students shall be asked to check the PCs/equipments, etc., and report immediately in case of any missing items/irregularity to the faculty.
 - b) As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
 - c) Students shall be directed to keep the bags in the specified storage areas in the laboratories.
 - d) In case of any missing/damaged item, the matter shall be reported immediately to the head of the department.

Chapter 7

Employee Welfare Schemes

Chapter 7

7.1 Employee Provident Fund

Newly appointed staffs are eligible for the benefits of the Employee Provident Fund upon confirmation of the appointed post or completion of the probationary period as per the following clauses.

- Such staff already having EPF account from the preceding organization shall be required to submit UAN member details along with an updated passbook.
- Staff members who do not possess existing UAN shall apply for the said beneficial scheme in writing duly endorsed by the respective reporting officer.

7.2 Employee State Insurance

A newly appointed staff with a gross salary of less than Rupees 21000/- are eligible for the benefit of the ESI upon confirmation of the appointed post or completion of the probationary period as per the following clauses:

- Such staff members who already have an ESI facility from the preceding organization shall be required to produce the necessary documents for the availing of ESI.
- Such staff members that do not possess ESI facility shall apply for the said beneficial scheme in writing duly endorsed by the respective reporting officer.

7.3 Health Insurance

The Institution provides Corporate Health Insurance for the staff.

- Corporate Health Insurance provided by the Institution is mandatory (minimum coverage must be of Rs. 1,00,000/-) for all members of the staff except those that are availing ESI facility.

- Such of those members availing ESI facility may opt additionally for Corporate Health insurance.
- The health insurance premium amount is paid in advance by the Institution for the calendar year (Jan-Dec) and comprises the contribution of the Maharaja Education Trust as well as the contribution of the employee.
- The contribution of the employee shall be deducted in the form of equal monthly installment from the salary.

7.4 MET Employee Housing Society

- The MET Employees Housing Society is established on its affiliation to the Institution. It is governed by the board of directors and its president.
- The MET Employees Housing Society is established with the sole purpose of assisting its members with a house-building program on a mutual beneficial basis.
- The house-building program includes layout commissioning and distribution of sites, the building of houses, and their distribution.
- The staff members that are confirmed in the appointed post are eligible to become members of The MET Employees Housing Society.
- The contribution of Rs. 500/- from teaching staff and Rs. 250/- from non-teaching staff shall be transferred from the monthly salary of members towards the MET Employees Housing Society.
- The members of the MET Employees Housing Society are entitled to claim only the contributed total amount in case when a member chooses to discontinue his continuing the services at the Institution or is terminated from services.
- A member of the MET Employees Housing Society is entitled to claim the accrued amount inclusive of dividends in case when he has attained superannuation.

7.5 MET Shodhana Research Scheme

- MET-Shodhana Research Scheme is extended to the Institution on its affiliation to the Maharaja Education Trust. MET-Shodhana Research Scheme provides funding for the research projects taken up by the staff. It is governed by Maharaja Education Trust®, Mysuru.
- This scheme can be availed by the staff working in the institutions managed by Maharaja Education Trust®, Mysuru.
- The staff shall apply for the financial assistance through the aforesaid scheme in writing along with a report (comprising synopsis, research facility required, scope of the research, etc) duly attested by the respective HOD and the Principal to the President, Maharaja Education Trust®, Mysuru.
- A staff sanctioned with financial assistance through the aforesaid scheme shall be entitled to utilize the fund for the stated purpose and utilization report of the same shall be submitted to the President, Maharaja Education Trust®, Mysuru duly attested by the respective HOD and the Principal.

7.6 Incentives for Publication

The Incentive scheme for publication of papers in conferences and journals and textbooks is given by the institution to promote research culture among the faculties. The award of incentives mentioned is at the discretion of the Principal/Authority.

7.6.1 Conference Publication

- In case a paper presented at a National Level Conference of repute*, an amount of Rs.1000/- as an incentive is sanctioned towards registration fees and traveling allowance.
- In case a paper presented at an International Conference of repute* hosted within Karnataka, registration fees not exceeding Rs. 1500/- is admissible including traveling allowance.

- In case of paper presented at an International Conference of repute* hosted outside Karnataka, registration fees not exceeding Rs. 2500/- is admissible including traveling allowance.

*The said participation is encouraged to be in Institutions of national interest/importance and proceedings of such conferences must be published by UGC approved journal.

**To claim the above incentives, a hard copy of the paper published in the proceedings/journal must be submitted along with the application form (Annexure XI).

7.6.2 Journal Publication

- For publication of journal research articles*, support from the Publication Fund is limited to Rs. 5000 per publication irrespective of the number of authors, subject to the following clauses:
- In case of the First author, an employee/research scholar/student of the Institution, shall be entitled to claim 100% of the stated incentive.
- In the case of a co-author who is an employee/ research scholar/student of the Institution, shall be entitled to claim 75% of the stated incentive.
- Publication incentives are entitled to be claimed only once per publication.
- Paid journal publications shall not be considered for the stated incentive.
- Book chapters published through the conference shall not be considered for the stated incentive.

****To claim the above incentives, a hard copy of the paper published in the journal must be submitted along with the application form (Annexure X).**

7.6.3 Textbook Publication

- The authors of technical/subject relevant books published by reputed publishing companies shall be entitled to claim an incentive of Rs. 2500/-per book. A hard copy of the book must be submitted along with the claimant's letter.
- The published book(s) if endorsed by an affiliating or other universities and is acknowledged as a Textbook or reference book in the syllabus prescribed by the University, the author is entitled to claim an additional incentive of Rs.2500/-. The official copy of the syllabus must be submitted along with the claimant's letter (Annexure XI).

Annexures

Annexure I: Self Appraisal of Teaching Faculty



MIT First Grade College

Manadavadi Road, Industrial Suburb, Mysuru- 570008

Date: __/__/__

SELF APPRAISAL OF TEACHING FACULTY**Section A: Personal Details**

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

Degree	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

S/L	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 UOM results)	30		
4	Imparting knowledge/Instructions vis a vis with the prescribed material (text book/manual etc) and methodology of 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 papers and Solving previous year question papers	40		
8	Evaluation of test books, conducting test systematically, announcing scheme of test papers on notice boards	20		

Section C: Desirable activities for development of students' academics

S/L	Nature of Activity	Score
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		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 / MIT FGC/other Institutions of MET .	20		
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 on the TV/Radio Channels	10		
8	Get involved in warning students for not following discipline on the campus	10		
9	Documentation preparation for accreditation/LIC inspection / committee inspections	10		
10	Peer feedback/ opinion by departmental staff members	10		

Section D: Profession related contribution

S/L	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 college 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

S/L	Category	Questions	Points	Target	Verified Score	Remedies /Remarks
1	Teaching and learning	B (1 to 8); C (1-2)	270	210		
2	Self improvements	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		
			500	340		
Remarks by HOD						
Signature						

Annexure II: Teaching Faculty Confidential Report by HoD



MIT First Grade College

Manadavadi Road, Industrial Suburb, Mysuru- 570008

Teaching Faculty Confidential Report

Assessment Term: __/__/__ to __/__/__

Staff Name	
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 Institutions 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 Institution's culture and appropriate decorum pertaining to professionalism	
Average of Grades			
Remarks by HOD		Signature with Seal	
Remarks by Principal		Signature with Seal	

Annexure III: CR to Teaching Staff



MIT First Grade College
Manadavadi Road, Industrial Suburb, Mysuru- 570008

Ref: MITFGC/Principal/____/----

Date:

To,

Staff Name	
Designation and Department	

Dear

The 'Confidential Report' submitted by your respective 'Reporting Officer' based on your overall performance for the preceding year has been looked to in for your appraisal. But, there have been many areas mentioned as 'Need to Improve' by your reporting officer. In this regard, this letter is intended to bring to you notice that, you should look into performance aspects and introspect and make substantial amendments in your overall performance and abide by the decorum of the Institution in all aspects. If not, by the next Performance Appraisal, the confidential report will be viewed towards taking appropriate and necessary actions as deemed fit by the Authority of the Institution.

S/L	Description		Areas that Need Improvement
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 Institutions 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 Institutions culture and appropriate decorum pertaining to professionalism	

* - Good, But there is scope for improvement ** - Not adequate, need more deliberation, *** - Be Serious on these Points, it is final reminder

Principal

Copy to: 1. Reporting Officer 2. Establishment

Annexure IV: Technical /Non Teaching Staff Appraisal/CR Report

**MIT First Grade College**

Manadavadi Road, Industrial Suburb, Mysuru- 570008

Non Teaching Staff Appraisal/CR Report'

Assessment Term: __/__/__ to __/__/__

Staff Name	
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 dead line 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: Punctual to college and maintains regular attendance without unauthorized absence, ensures leave alternatives properly. availability to attend to 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.	
Average of Grades		
Remarks by HOD		
Signature		

Annexure V: Self Appraisal of 'Head of the Department'

**MIT First Grade College**

Manadavadi Road, Industrial Suburb, Mysuru- 570008.

Date: __/__/__

SELF APPRAISAL OF the 'Head of the Department'

Name of the Department Head :
 Name of the Department :
 Year of inception of the department :
 Appointed as HOD since : __/__/__
 Annual Intake of the Department :
 No. of Teaching Faculty in the Department :
 No. of Technical Staff :
 Total No. of Alumni of the Department :
 No. of Assistant Professors :
 No. of Associate Professors :
 No. of Emeritus Professors :
 No. of Contractual Faculty :

Section A: Personal Details of the Department Head

Name	
ID Number	
Age	
Designation	
Address	

Details of Professional Experience:

Position Held	Institution / Organization	From	To

Section B: Administrative and Managerial Attributes

S/L	Description	Score		
		API Score	Self appraisal Score	Verified Score
1	Your Time Management skills in attending and executing the duties	10		
2	Effectiveness of executing administrative tasks	10		
3	Counseling students / parents / faculty and other stakeholders	10		
4	Monitoring of mentorship by faculty in maintaining relationship with parents / students / subject handling staff	10		
5	Monitoring of guides in completion of academic duties and in particular the final year projects	10		
6	Maintaining and upholding hierarchical protocols and procedures at the Institution	10		
7	Contribution to department team and resource building	10		
8	Effectiveness in establishing mutual trust and respect amongst departmental members	10		
9	Overall development of the department under your leadership	10		

Section C: Research and Development

S/L	Description	Score		
		API Score	Self appraisal Score	Verified Score
1	Measures taken to empower staff and students in the interest of the Institution's growth	10		
2	Encouragement given to students in exhibiting their research and project ideas	10		
3	Measures taken to enhance R&D in the department	10		
4	Efforts in bringing patents and funded projects to the Institution	10		

5	Efforts in developing association with industries, signing MOUs and consultancy in the department	10		
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Section D: Academics

S/L	Description	Score		
		API Score	Self appraisal Score	Verified Score
1	Overall Contributions to Teaching and Learning	10		
2	Timely execution of academic tasks barring all discrepancies	10		
3	Measures taken to set Academic Standards and Growth of the department	10		

Yours Truly

()

Average of Verified Scores

S/L	Category	Points	Verified Score	Remarks
1	Section B	90		
2	Section C	50		
3	Section D	30		
Grand Total		170		
Remarks by Principal		Signature		

Annexure VI: Department Head Evaluation Form



MIT First Grade College
Manadavadi Road, Industrial Suburb, Mysuru- 570008

Date: __/__/__

<u>DEPARTMENT HEAD EVALUATION FORM</u>		
Administrative and Managerial Attributes		
1	Time management skills of your HoD in attending and executing the duties	
2	HoD's effectiveness in executing administrative tasks	
3	HoD's Efficacy of counseling of students / parents/ faculty and other stakeholders	
4	How do you rate the HoD in the aspect of monitoring the mentorship by faculty in maintaining relationship with parents / students / subject handling staff	
5	How do you rate the HoD in the aspect of monitoring guides in completion of academic duties and in particular the final year projects	
6	How do you rate the HoD in the aspect of maintaining and upholding hierarchical protocols and procedures at the Institution	
7	How do you rate the HoD's contribution to department team and resource building	
8	How do you rate the HoD's effectiveness in establishing mutual trust and respect amongst departmental members	
9	How do you rate the overall development of the department under the HoD's leadership	
Comments on Administrative and Managerial Attributes (optional):		
Research and Development		
1	How do you rate the HoD in the aspects of measures taken to empower staff and students in the interest of the Institution's growth	
2	How do you rate the HoD in the aspect of encouragement given to students in exhibiting their research and project ideas	

3	How do you rate the HoD in the aspect of measures taken to enhance R&D in the department	
4	How do you rate the efforts of HoD in the bringing patents and funded projects to the Institution	
5	How do you rate the efforts of the HoD in developing association with industries, signing MOU's and consultancy in the department	
Comments on Resource Allocation and Management(optional):		
Academics		
1	How do you rate the HoD in the aspect of overall contributions to teaching and learning	
2	How do you rate the HoD in the aspect of timely execution of academic tasks barring all discrepancies	
3	How do you rate the HoD in the aspect of measures taken to set academic standards and growth of the department	
Comments on personal Issues(optional):		
What are your department head's greatest strengths?		
In what ways could she/he be more effective?		
Please Return This Form to: Principal's Office		
Due Date:		

Annexure VII: Department Head CR



MIT First Grade College

Manadavadi Road, Industrial Suburb, Mysuru- 570008

Ref: MITFGC/Principal/____/____

Date: __/__/____

To,

Name of the HOD/ Section Head	
Designation and Department	

Dear Dr.,

I am happy to write to you, my inference based on your Annual Performance Appraisal as well my observation during the previous academic year. At the onset, you have been successful in leading the department but there have been certain issues that need to be brought to your kind attention. This letter is intended to inform you on the aspects with regards to the expectation of the Authority of the Institution that you should look into performance aspects and introspect and make substantial amendments in your overall performance and abide by the decorum of the Institution in all aspects.

S/L	Description	Rating	
1	Administration and Managerial Aspects	Effectiveness of Time Management in attending and executing the duties	
		Attends administrative tasks effectively	
		Availability to attend to students / parents/ faculty and other stakeholders	
		Monitoring of mentorship by faculty in maintaining relationship with parents /students / subject handling staff	
		Upholds hierarchical protocols and procedures instituted at the Institution	
		Contribution to department team building and mutual trust and respect amongst the department members	
		Overall efficacy of team management towards development of department and in turn the Institution	
2	Research and Development	Measures taken to empower staff and student in the interest of the Institution's growth	
		Measures taken to enhance research and Development at the department	
		Efforts in bringing patents, funded projects to the Institution	
		Efforts in developing association with industries, signing MOUs and consultancy in the department	
		Encouragement given to students in project exhibition	
3	Academics	Contributions to Teaching and Learning	
		Timely execution of academic tasks barring all discrepancies	
		Measures taken to set academic standard and growth of the department	

*- Good, but not enough, **- Not adequate, need more deliberation, ***- Be Serious on these Points, it is final reminder
With Warm Regards

Principal

Copy to: 1. Reporting Officer 2. Establishment

Annexure VIII: Leave Application Form

**MIT First Grade College**

Manadavadi Road, Industrial Suburb, Mysuru- 570008

LEAVE APPLICATION FORM

Date: __/__/__

To
The Principal,

Dear Sir,

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

Name of the Applicant			
Designation			
Department			
Leave From	__/__/__	to	__/__/__
Reason for Leave	No. of Days		

Alternative arrangement:

Date	Class		Time	Name of the Alternate Staff	Signature
	Semester	Section			

Signature of Applicant _____

Remarks and signature of

HOD		PRINCIPAL	
------------	--	------------------	--

No. of Leaves in credits _____

Annexure IX: Conference Publication Claim Form



MIT First Grade College
Manadavadi Road, Industrial Suburb, Mysuru- 570008
 Conference Publication Claim Form

1. TITLE OF THE CONFERENCE <i>(The applicant must be the first author or Co-author)</i>	
2. CONFERENCE DETAILS <i>(Host details and dates of the conference)</i>	
National Conference / International Conference <i>(Tick the Applicable)</i>	
3. PAPER AND PROCEEDINGS PARTICULARS	
Title of the Paper	
Volume / Issue/ Page No. <i>(if applicable)</i>	
Publication Date <i>(if applicable)</i>	
Name of Publisher <i>(if applicable)</i>	
ISSN / ISBN No. <i>(if applicable)</i>	
4. APPLICANT'S PARTICULARS	
Name of the Applicant	
Department	
Designation	
Research Center	
Author Position	First Author/ Co-author <i>(Tick the Applicable)</i>
Poster Presentation	Yes/No <i>(Tick the Applicable)</i>
Contact Details	Mail ID
	Phone No

Annexure X: Journal Publication Claim Form



MIT First Grade College
Manadavadi Road, Industrial Suburb, Mysuru- 570008
 Journal Publication Claim Form

1. TITLE OF THE ARTICLE <i>(The applicant must be the first author or Co-author)</i>	
2. JOURNAL PARTICULARS	
Name of Journal	
Volume / Issue/ Page No.	
Publication Date	
Name of Publisher	
ISSN / ISBN No.	
Indexed / Enlisted In	Scopus / Web of Science / UGC Care List <i>(Tick the Applicable)</i>
Indexed in Other Databases	<i>Specify the Details of the database such as Google scholar, Pro- Quest, etc</i>
3. APPLICANT'S PARTICULARS	
Name of the Applicant	
Department	
Designation	
Research Center	
Author Position	First Author/ Co-author <i>(Tick the Applicable)</i>
Contact Details	Mail ID
	Phone No
Checklist of Documentary Requirements: <i>(All documents must be in printed copies.)</i>	
<input checked="" type="checkbox"/> Fully Published Paper duly attested by the HoD (taken from the Journal: must contain information such as Name of the Journal, Issue Number, and Volume Number)	

Annexure XI: Textbook Publication Claim Form



MIT First Grade College

Manadavadi Road, Industrial Suburb, Mysuru- 570008

Textbook Publication Claim Form

1. TITLE OF THE BOOK <i>(The applicant must be the first author or Co-author)</i>	
Contribution: Book Chapter / Complete Book <i>(Tick the Applicable)</i>	
2. PUBLISHER PARTICULARS	
Name of the Publisher	
Publisher's Address	
Publication Date	
ISSN / ISBN No.	
Enlisted in the syllabus of University	Yes/ No <i>(Tick the Applicable)</i>
3. APPLICANT'S PARTICULARS	
Name of the Applicant	
Department	
Designation	
Authorship	First Author / Co-author <i>(Tick the Applicable)</i>
Contact Details	Mail ID
	Phone No
CHECKLIST OF DOCUMENTARY REQUIREMENTS: <i>(All documents must be in printed copies.)</i>	
<input checked="" type="checkbox"/> Complete Book: Book copy, and attach a photocopy of the title page and verso of the title page duly attested by HOD. <input checked="" type="checkbox"/> Book Chapter: Book copy, and attach a photocopy of the chapter of the book and the cover page of the book duly attested by the HOD.	<input checked="" type="checkbox"/> Syllabus copy <i>(if applicable)</i>
DECLARATION	
BY THE APPLICANT	BY THE HEAD OF THE DEPARTMENT
I hereby declare that all the information in this application is true.	I hereby declare that the applicant is serving the department and hereby forward this application for your consideration.
Name	Name and Sign with seal
Signature	Department
Date	Date
VERIFICATION AND APPROVAL	
VERIFICATION	APPROVAL
Remarks:	Amount:
	Dean (R&D) Principal
Signature with Seal : Date:	

Maharaja Education Trust (R), Mysuru



Group of Institutions

- ❖ **Maharaja Institution of Technology Mysore**
 - ✓ BE in CE, CSE, ISE, ECE, and ME
 - ✓ M. Tech in CSE, Signal Processing, and Thermal Power Engg.
 - ✓ Master of Business Administration
 - ✓ Master of Computer Applications
- ❖ **Maharaja Institution of Technology Thandavapura**
 - ✓ BE in CE, CSE, AI & ML, ECE, and ME
- ❖ **Agriculture and Food Management Institution (AFMI)**
 - ✓ Post Graduate Diploma in Management (Agriculture Business)
- ❖ **Gopaldaswamy Shishuvihara Independent PU College, Mysuru**
 - ✓ Science- PCMB, PCMC and PCME Commerce- EBACs, EBABm, EBAS
- ❖ **MIT First Grade College**
 - ✓ Bachelor of Business Administration (BBM), Bachelor of Computer Application (BCA)
Bachelor of Commerce (B.Com)
 - ✓ Master of Commerce (M.Com)
- ❖ **Gopaldaswamy English Medium High School, Mysuru**
- ❖ **Gopaldaswamy Primary School, Mysuru**
- ❖ **Gopaldaswamy Shishuvihara, Mysuru**
- ❖ **Maharaja Research Foundation**
 - ✓ Master of Science (MS) in All Disciplines
 - ✓ Ph.D. in all disciplines (VTU and University of Mysore)
- ❖ **Maharaja Education Academy (Sankalpa)**
- ❖ **Gyanadhwani FM 90.8.**