

**Maharaja Education Trust®**

## **Statutory Declaration under Section 4 (1) (b) of the RTI Act 2005**



# **MIT First Grade College**

(Affiliated to University of Mysore)

Manandavadi Road, Industrial Suburb, Mysore 570008.

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## Preface

MIT First Grade College previously Gopalaswamy College of Professional Studies was established in 2009 by Maharaja Education Trust. The institute is offering under graduate and post graduate courses with the affiliation of University of Mysore.

This document provides the required statutory disclosures under Section 4 (1) (b) of the RTI Act 2005 for citizens for securing access to information under the control of public authorities, in order to promote transparency and accountability.

  
**PRINCIPAL**  
**M.I.T. FIRST GRADE COLLEGE**  
**# F-29/1, 3rd Stage, Industrial Suburb**  
**Fort Mohalla, Mysuru-570 008**

  
Dr. T Vasudev  
Secretary

  
Dr. S Murali  
President

Date: 07/01/2025

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## 1. Particulars of the Organization

Sl. No.	Title	Details
1.	Name of the college	MIT First Grade College
2.	Address for communication	Manandavadi Road, Industrial Suburb, Mysore 570008.
3.	Phone No.	0821-2331722
4.	Email	<a href="mailto:mitfgcmysore@gmail.com">mitfgcmysore@gmail.com</a> <a href="mailto:principal@mitfgc.in">principal@mitfgc.in</a>
5.	Website	<a href="http://www.mitfgc.in">www.mitfgc.in</a>
6.	Head of the Institution (Principal)	Dr. Chandrajit Mohan
7.	Mobile No.	9620228110
8.	Type of Institution	Private Un-Aided
9.	Name of the Trust running the Institution	Maharaja Education Trust(R), Mysuru.
10.	Address of the Trust	No. 12, Kamakshi Hospital Road, Mysuru- 560001.
11.	Registered with	Sub Registrar Office, Mysuru- South, Mysuru District
12.	Registration Date	7th December 2005
13.	Name of the Affiliating University	University of Mysore
14.	Address	Crawford Hall, Saraswathipuram, Mysore, Karnataka- 570005
15.	Website	<a href="http://www.uni-mysore.ac.in">www.uni-mysore.ac.in</a>
16.	Latest Affiliation Period	2024-25
17.	AISHE Code	C-17497

## 2. About the Institution

MIT First Grade College (Previously, Gopalaswamy College of Professional Studies) was established in the year 2009 by Maharaja Education Trust(R), Mysuru.

The Institute 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.

### **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.”.

### **4. Mission**

To impact 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 opportunities in a global scenario.

### **5. Core Values**

- Encourage learning and leadership
- Discipline, Diligence, and Perseverance
- Integrity with Accountability and ethics
- Social Responsibility for the furtherance of society
- Cultural Affinity.

### **6. Functions and Duties**

#### **6.1 General Duties and Responsibilities**

6.1.1 Staff must be fully committed to the academics and uplift the institution.

6.1.2 Staff must discharge their professional responsibilities as per the rules and must adhere to procedures and methods

6.1.3 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.

6.1.4 Staff must refrain from taking part in any activities, which tend to promote feelings of hate or enmity among different communities, religions or linguistic groups but actively work for national integration and be a responsible citizen.

6.1.5 All staff must mark their arrival and departure time in the Biometric Based Attendance Monitoring System.

6.1.6 Check-in and check-out of the staff is as per the timings mentioned in Table- Chapter 9. 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.

- 6.1.7 Those who have academic, administrative, examination or any other institution related work shall follow any other timings as directed by the HOD/Principal.
- 6.1.8 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.
- 6.1.9 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.
- 6.1.10 Staff shall compulsorily wear College ID while in the college premises.
- 6.1.11 Faculty and staff shall communicate with each other and with students preferably in the medium of communication of the programme that is, English.
- 6.1.12 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.
- 6.1.13 Staff shall not use mobile phones in the corridors during their instructional hours. However, they may use them in their cabins/rooms.
- 6.1.14 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.
- 6.1.15 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.
- 6.1.16 The faculties have to take tutorial classes / remedial classes / advanced classes / make up tests.
- 6.1.17 The mentoring of the students will be an essential component of the role and responsibilities of faculty members.
- 6.1.18 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.
- 6.1.19 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.
- 6.1.20 The workload of teaching staff is as per the UGC norms shown in table 6.2.

Table 6.2 Teaching Staff Workload

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

6.1.21 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.

6.1.22 Both teaching and non-teaching employees shall be present in the institution during the working hours unless engaged in official work outside.

6.1.23 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.

6.1.24 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.

6.1.25 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.

6.1.26 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.

6.1.27 Staff must maintain confidentiality unless a situation warrants involvement from parents, school administration or law enforcement.

6.1.28 Staff must maintain professionalism among colleagues in the college.

6.1.29 Staff shall present him to the office in decent attire.

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

## 6.2 Specific Responsibilities of Different Cadres

### 6.2.1 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.

### **6.2.2 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.

### **6.2.3 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.

#### **6.2.4 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.

#### **6.2.5 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.

#### **6.2.6 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.

#### **6.2.7 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.

#### **6.2.8 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.

#### **6.2.9 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.

#### **6.2.10 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.

#### **6.2.11 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.

#### **6.2.12 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, equipment, 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.

### **6.2.13 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.

#### **6.2.14 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.

#### **6.2.15 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.

#### **6.2.16 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. Organization Structure

## 7. Organization Structure

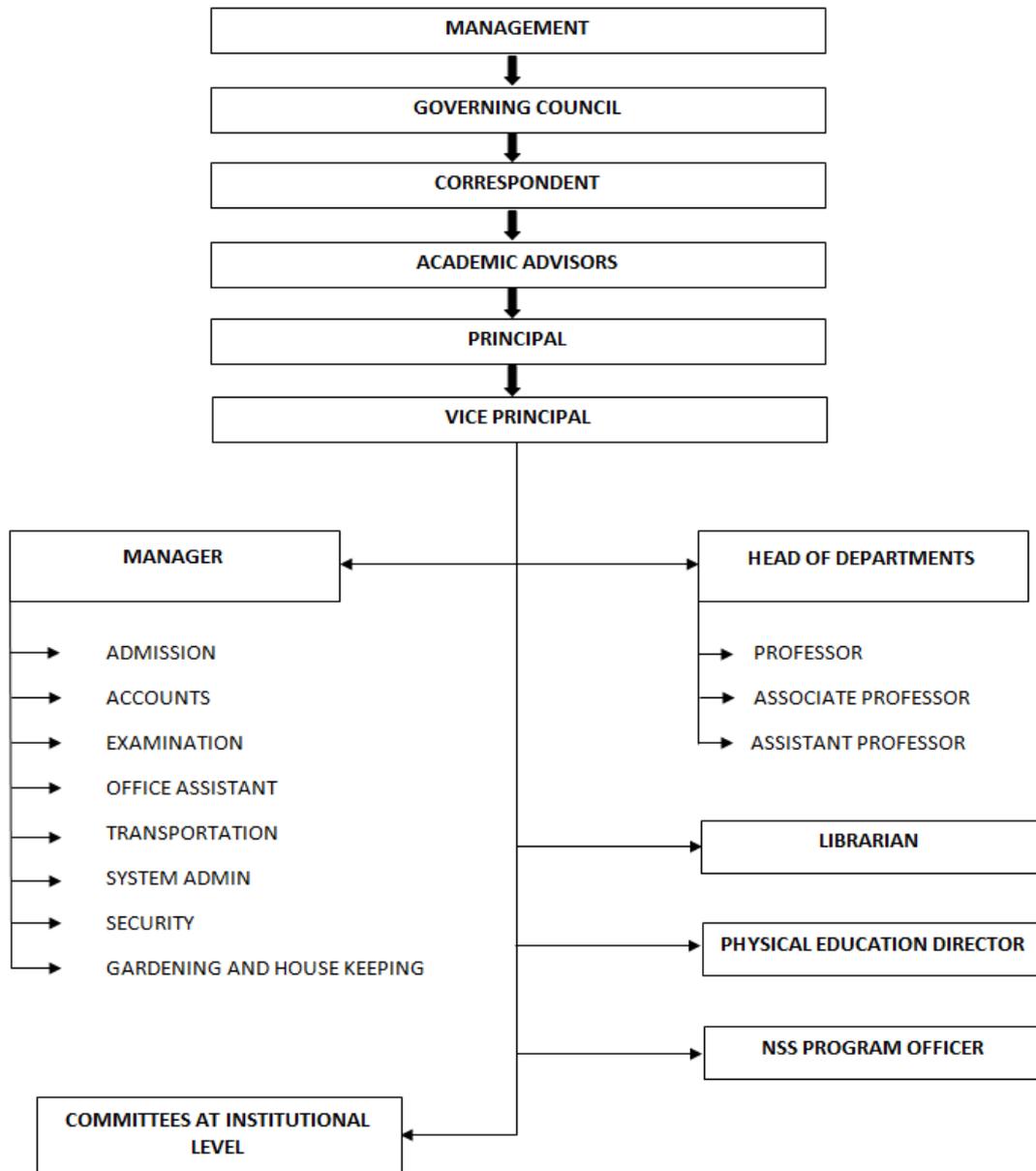
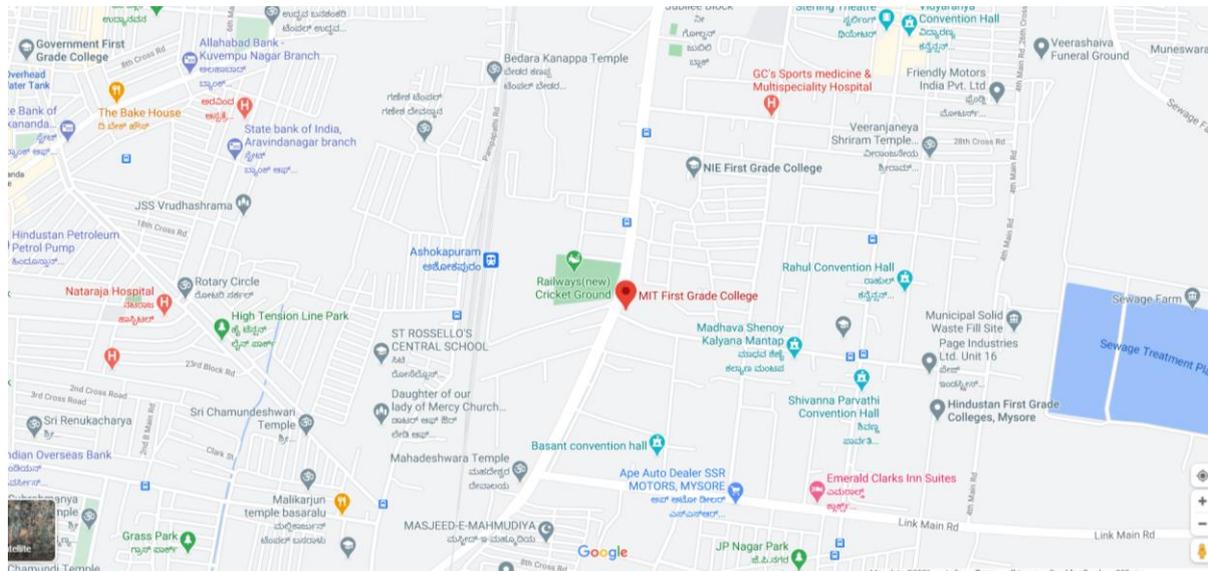


Figure 1: Organization Chart

## 8. Location of the College



Click to [VIEW IN GOOGLE MAPS](#)

## 9. 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.

## 10. Governing Board Members

Sl. No	Name	Designation
1.	<b>Dr. Naresh Kumar B G</b> President, Maharaja Education Trust, Mysuru	Chairman
2.	<b>Dr. G Hemantha Kumar</b> Vice President Maharaja Education Trust, Mysuru	Member
3.	<b>Dr. Y T Krishne Gowda</b> Secretary, Maharaja Education Trust, Mysuru	Member
4.	<b>Dr. H K Chethan</b> Joint-Secretary, Maharaja Education Trust, Mysuru	Member
5.	<b>Dr. T Vasudev</b> Trustee Maharaja Education Trust, Mysuru	Member
6.	<b>Prof. S. Krishnaveni</b> Professor, DoS in Physics, University of Mysore, Manasagangotri, Mysuru	Member University Nominee
7.	<b>Mr. N R Manjunath</b> Correspondent, MIT First Grade College, Mysuru	Member
8.	<b>Dr. H S Nagendra Swamy</b> Sr. Professor, DoS in Computer Science, University of Mysore, Manasagangotri, Mysuru	Special Invitee
9.	<b>Mr. Arvind G</b> HoD, Department of Computer Application MIT First Grade College, Mysuru	Member
10.	<b>Ms. Harshitha R</b> HoD, Department of Computer Application MIT First Grade College, Mysuru	Member
11.	<b>Mr. Shivakumar</b> Manager MIT First Grade College, Mysuru	Member
12.	<b>Dr. Chandrajit M</b> Principal, MIT First Grade College, Mysuru	Ex-Officio Member Secretary

## 11. Academic Advisory Body

SN	Name	Designation	Department	Position
1	Sri. N R Manjunath	Correspondent	Management	Chairperson
2	Dr. PandurangaVittal	Academic Advisor	GS Institutions	Co-Chairperson
3	Dr. Chandrajith M	Principal	Computer Science	Coordinator
4	Mr. Arvind G	Head of the Department	Computer Science	Member
5	Ms. Harshitha R	Head of the Department.	Commerce& Management	Member
6	Ms. Reena Sateesh	Head of the Department.	English	Member
7	Dr. Sunitha S P	P G Coordinator	PG Commerce	Member
8	Dr. Nanda T N	Head of the Department.	Kannada	Member
9	Dr. Guru Prasad	Head of the Department.	Sanskrit	Member
10	Dr. Gopal S	Head of the Department.	Hindi	Member
11	Prathap S A	PED	Sports & Physical Education	Member
12	Mahadevswamy G S	Librarian	LIS	Member

## 12. Directory of Officers

Sl. No.	Title	Details
1.	Principal	Dr. Chandrajit Mohan Mob:9620228110 E-mail: <a href="mailto:principal@mitfgc.in">principal@mitfgc.in</a>
2.	IQAC-Coordinator	Dr. Sunitha S P Mob: 9481820871 E-mail: <a href="mailto:sunithaparijatham@gmail.com">sunithaparijatham@gmail.com</a>
3.	Librarian	Mr. Mahadevswamy Mob: 9945272454 E-mail: <a href="mailto:mitmfgc.library@gmail.com">mitmfgc.library@gmail.com</a>
4.	Placement Co-ordinator ( Commerce and Management)	Ms. Supreetha Mob: 8546974773 E-mail: <a href="mailto:sup.supreetha@gmail.com">sup.supreetha@gmail.com</a>
5.	Placement Co-ordinator ( Computer Science)	Ms. Vasanthi Mob: 9844015454 E-mail: <a href="mailto:vasanthinagraj@gmail.com">vasanthinagraj@gmail.com</a>
6.	Physical Education Director	Mr. Prathap S A Mob: 9448283455 E-mail: <a href="mailto:prathapsa2@gmail.com">prathapsa2@gmail.com</a>
7.	Chairman-Grievance Redressal Committee	Ms. Latheswari Mob: 9449406726 E-mail: <a href="mailto:latheshwari123@gmail.com">latheshwari123@gmail.com</a>
8.	Chairman Anti-Sexual Harassment Committee	Ms. Usha Rani Mob: 9739110533 E-mail: <a href="mailto:shylachinmaya@gmail.com">shylachinmaya@gmail.com</a>

9.	Chairman Anti-Ragging Committee	Mr. Arun Kumar Mob: 9738426843 E-mail: <a href="mailto:arungowdak93@gmail.com">arungowdak93@gmail.com</a>
10	Chairman Committee for Equal Opportunity Cell	Mr. Rakshith Kesari Mob: 8792733117 E-mail: <a href="mailto:rakshk@gmail.com">rakshk@gmail.com</a>
11	NSS Programme Officer	Mr. Suhas Mob: 8050950963 E-mail: <a href="mailto:gvrmmhs@gmail.com">gvrmmhs@gmail.com</a>
12	Manager	Mr. Shiva Kumar Mob: 9110232591 E-mail: <a href="mailto:shivashillu@gmail.com">shivashillu@gmail.com</a>

### 13. Detail of the Program offered

Sl No	Program	Duration (years)	Section	Approved Intake	Temporary Affiliation	Affiliation Type	Approval From AICTE	Year of Start
1	BBA	3	1	60	-	Permanent	Obtained	2009-10
2	B.Com	3	3	180	-	Permanent	NA	2013-14
3	BCA	3	1	60	120	Permanent	Obtained For 180 Intake	2009-10
4	MCOM	2	1	60	-	Temporary	NA	2018-19

### 14. Infrastructure details

Infrastructure Name	Dimension	Area in Sq.Ft
Total Institutional Land		<b>70,971 Sqft</b> <b>1.62 Acres</b> Registration No. 3587, 7287, 3587 MUDA
Built-Up Area		40,278.44 Sqft
Accounts Section	9.8x14.10	138.18
Principal's Office	14.8x18.9	279.72
Office	27x10.9	294.3
Library	27.11x 66.10	1791.971
Canteen	48.7x15.10	735.37
Function Hall	40.2x29.6	1189.92
Computer Lab 1	26.3x29.10	765.33
Computer Lab 2	18.6x17.8	331.08
Stationary Store	10.7x9.2	98.44
Lecture Hall 1	27.5x25.11	690.525
Lecture Hall 2	32.1x25.10	805.71
Lecture Hall 3	24.5x26.4	646.8
Lecture Hall 4	27.7x20.10	556.77
Lecture Hall 5	29.11x19.1	556.001
Lecture Hall 6	29.10x20.10	584.91

Lecture Hall 7	30.4x21.5	653.6
Lecture Hall 8	17.1x26.5	453.15
Lecture Hall 9	35x18.4	644
Lecture Hall 10	29.11x19.10	556.001
Lecture Hall 11	29.9x19.11	571.389
Lecture Hall 12	30.3x23	696.9
Lecture Hall 13	18.9x25.6	483.84
Lecture Hall 14	33.1x 18.3	605.73
Lecture Hall 15	29.10x23.1	672.21
Lecture Hall 16	26.8x18.7	501.16
Boys Toilet	12.7x9.2	116.84
Security Room	7.3x9.2	67.16
Commerce Staff Room 1	22.11x14.3	316.173
Commerce Staff Room (PG) 2	28.3x10.10	285.83
PG Co-Coordinator Room	24.10x11.10	267.51
CS Staff Room 1	20.10x11.10	223.11
CS HOD Chamber	14.6x7.6	110.96
Language Dept. Staff Room	28.3x10.10	285.83
PED	14.11x10.11	142.6521
Store Room	26.4x3	79.2
Girls Rest Room FF	17.10x5.10	87.21
Girls Toilet FF	29.11x5.10	148.461
Girls Rest Room TF	17.10x5.10	87.21
Girls Toilet TF	29.11x5.10	148.461
Boys Toilet SF	29.11x5.10	148.461
Boys Rest Room SF	17.10x5.10	87.21

**Library Details:**

<b>No. of Books</b>	3966
<b>No. of Journals</b>	02
<b>No. Titles</b>	1104
<b>Periodicals</b>	11

**15. Income and Expenditure Statements and Balance Sheet**

[MITFGC AuditReport 2023-24](#)

**16. Managing Trust Details**

Sl. No.	Member Name	Designation
1.	Dr. B. G. NARESH KUMAR	PRESIDENT
2.	Dr. G. HEMANTHA KUMAR	VICE-PRESIDENT
3.	Dr. Y. T. KRISHNE GOWDA	SECRETARY
4.	Dr. H. K. CHETHAN	JOINT-SECRETARY
5.	Dr. D. S. GURU	TREASURER
6.	Dr. MURALI S	FOUNDER PRESIDENT TRUSTEE
7.	Dr. T. VASUDEV	TRUSTEE
8.	Dr. ANANT. R KOPPAR	TRUSTEE
9.	Mrs. J. ANUPAMA	TRUSTEE
10.	Mrs. S. VEENA	TRUSTEE
11.	Mrs. H. SUDHAMANI	TRUSTEE
12.	Mrs. N. B. SUNEETHA	TRUSTEE
13.	Mrs. KALPANA KOPPAR	TRUSTEE
14.	Mrs. VANITHA NARESH	TRUSTEE
15.	Dr. K. N. RANJIT	TRUSTEE

**17. Information Officer for RTI:**

Name:

Dr. Chandrajit Mohan

Designation:

Principal

Phone with STD code:

0821-2331722

Email:

[principal@mitfgc.in](mailto:principal@mitfgc.in) / [mitfgcmysore@gmail.com](mailto:mitfgcmysore@gmail.com)