



THE STAFF HANDBOOK



MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE

(Approved by AICTE, New Delhi, Recognized by Government of Karnataka
and Affiliated to Visveswaraya Technological University, Belagavi)
Belawadi, Srirangapatna Tq, Mandya Dist.

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Preface


Maharaja Institute of Technology Mysore was established in 2007 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 it functions as a single well-knit system. Societal acceptance and recognition of the larger public have been garnered due to continuous improvement in all facets of the system that is in place at the institute.

The enthusiasm for accomplishing the vision of being recognized as the prominent institute calls for strategies that pinpoint areas that pragmatically and potentially propel the institute 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 a fitting system of transparency and accountability functioning, be it general or specific.

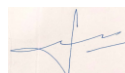
The growth and prosperity of the institute is a reflection of how every single member of the system contributes. With this view, "The Staff Handbook" is meant to expand the various definitions and terms of how various personnel in the functional hierarchy are to perform as well as contribute to the overall growth of the institute. All generic formats, procedures and objectives have been explained for ease of effectual understanding.



Dr. Naresh Kumar B G.
Principal



Dr. Vasudev T.
Secretary, MET®



Dr. Murali S.
President, MET®

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Chapter 1

THE INSTITUTE

Maharaja Institute of Technology Mysore was established in the year 2007, it is the first of the educational projects of 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.

1.1 Vision

To be recognized as a premier technical and management institution promoting extensive education fostering research, innovation, and entrepreneurial attitude

1.2 Mission

1. To empower students with indispensable knowledge through dedicated teaching and collaborative learning.
2. To advance extensive research in science, engineering, and management disciplines.
3. To facilitate entrepreneurial skills through effective institute-industry collaboration and interaction with alumni.
4. To instill the need to uphold ethics in every aspect.
5. To mould holistic individuals capable of contributing to the advancement of society.

1.3 The Core Values

1. Encourage learning and leadership
2. Discipline, Diligence, and Perseverance
3. Integrity with Accountability and ethics
4. Social Responsibility for the furtherance of society

5. Cultural Affinity.

1.4 The Faculty

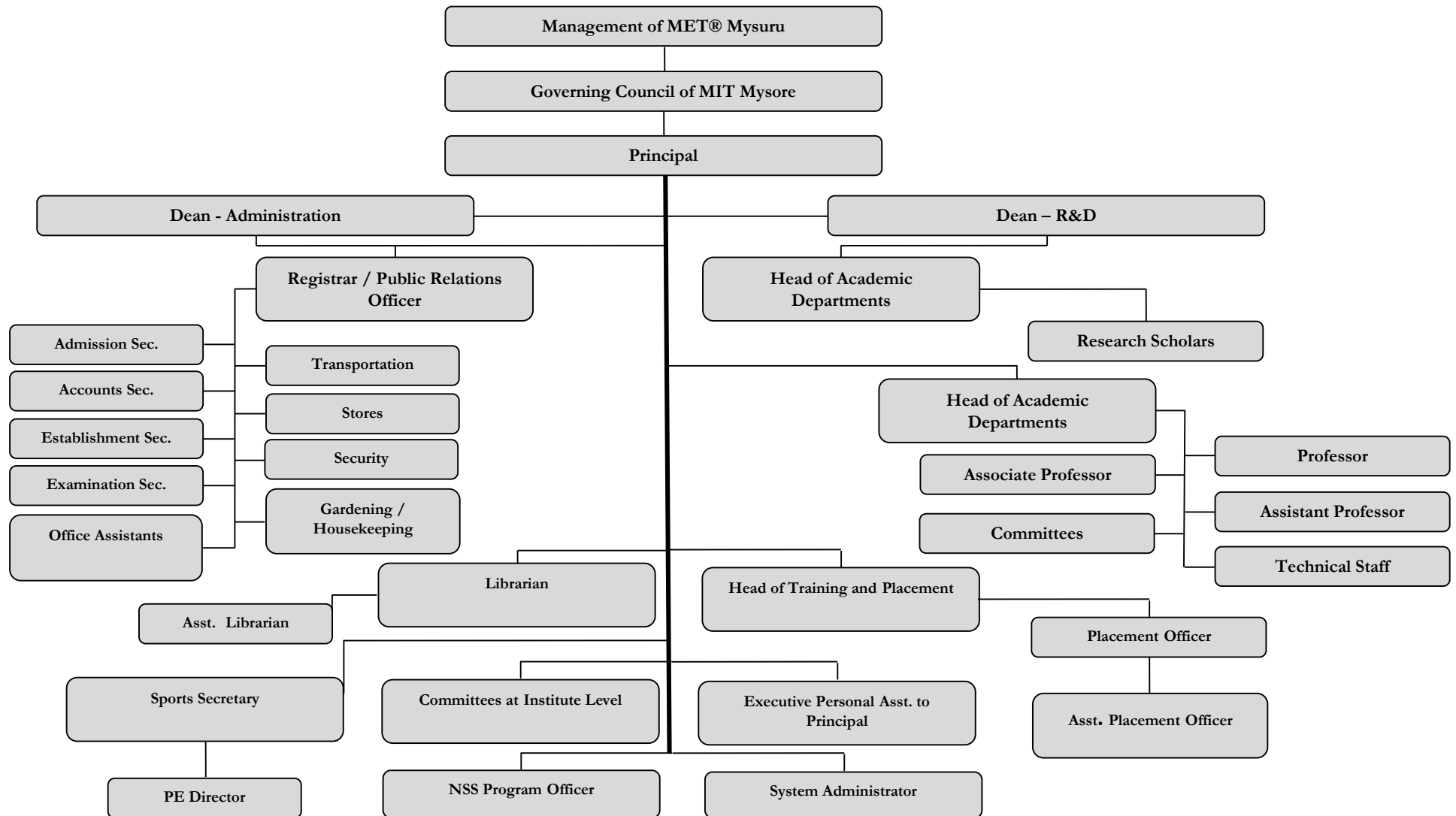
Under the guidance of Dr. Naresh Kumar B G, BE, M.Tech, Ph.D., the Principal of the institute, the faculty and staff are committed to nurturing a new generation of students who would be the forerunners in the process of Technical advancement, by adhering to all quality assurance requirements as deemed necessary by the accrediting agencies.

1.5 The Staff Handbook

This constitutes the written collection and summary of policies, procedures, and rules and regulations, as well as behavioral norms that are to be upheld by the staff of the institute, in the context of the institute, that encompasses the code of conduct.

Essentially, the purpose of the Staff Handbook is to define and elaborate professional and ethical values along with the principles relevant to the progress of the institute.

1.6 Organization Chart



Chapter 2

DUTIES, ROLES, AND RESPONSIBILITIES

Objective: To ensure an ambiance of professional culture, that is respectful of human dignity, and while facilitating its proliferation to the student community.

Preamble: Faculty Members of the institute are to follow the rules and regulations as presented in this "Staff Handbook". Any deviation from the stated rules and regulations shall invite disciplinary actions as per the MITM employee service rules.

2.1 General Duties and Responsibilities

1. All teaching and non-teaching faculty shall adhere to the hierarchy established at the institute. All official correspondences shall strictly follow this hierarchy. Not upholding the established hierarchy is deemed as gross insubordination.
 - a) The official assignments/ jobs /subjects/laboratory etc. shall follow the top-down approach in the hierarchy.
2. A six-day working schedule from Monday to Saturday is followed except the first and third Saturdays. Classes are scheduled from 8.30 am to 4.00 p.m.
3. Institute working hours are usually are from 8.30 a.m. to 4.00 p.m. However, those who have an academic, administrative, examination, or any other such work shall follow any other timing as directed by the HOD/Principal.
4. All members of the staff shall be at their workplace (offices, classrooms, labs, staff room, etc.) at least 10 minutes before the commencement of classes and should leave the college not earlier than 10 minutes after the end of the last hour.

5. All members of staff are expected to present themselves in decent attire.
6. 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 entry of his/her absence details in the OUT and IN timing Register kept at the gate).
7. Staff members shall compulsorily wear College ID while on the College premises.
8. Faculty and staff shall communicate with each other and with students preferably in the medium of communication of the Programme i.e. English.
9. Faculty shall ensure that discipline is maintained in the classroom, labs, and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/ Principal.
10. Staff members shall neither use mobile phones in the corridors of the premises nor during their instructional hours. However, they may use them in their cabins/rooms.
11. Staff members shall submit their investment details to the Account Section before 7th January each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.

2.2 The Job Description

2.2.1 In General

1. The workload of all the staff is as per the AICTE norms. The workload of the faculty should not be less than 36 hours a week, of which teaching-contact hours should be at least as per AICTE norms:

Table 2.1 Minimum Academic Workload Requirement

S/L	Designation	Min. Hours/ week	Min. Units/ Week
1	Principal	4	8
2	Dean / Professor	8	16
3	Associate Professor	12	24
4	Assistant Professor / Lecturer	16	32

For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour. An hour/week = 2 units/week. The work plan of teachers shall ensure, in the most productive manner, the utilization of the stipulated working hours per week, concerning the roles, jobs, and targets assigned to them by the heads of the departments.

2. The Faculty Member must strive to prepare himself/herself academically to meet all the challenges and requirements using the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he/she is interested in or assigned to him/her from time to time.
3. Faculty Members 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. Faculty are expected to participate in such events at least once a semester.

4. Faculty Members should attempt to publish textbooks, research papers in reputed International / Indian Journals / Conferences and the relevant financial incentives may be claimed as per prevalent schemes abiding by the regulations instituted in the institute, as detailed in section 2.8, 2.9, 2.10, and 2.11 of this handbook.
5. Faculty members are encouraged to engage in constructive discussion amongst peers and shall withhold from propagating negative agendas that potentiate the decline of the image of the institute.

2.2.2 In the Department

1. The Faculty Member 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.
2. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization
3. In addition to teaching, the Faculty Member should take additional responsibilities as assigned by the HOD/Principal in academic, co-curricular, or extracurricular activities.
4. Every Faculty Member should maintain students' attendance records and the absentees' roll number should be noted every day in the ERP software of the Institute as soon as the classes/laboratory hours are over.
5. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance, and with proper alternate arrangements made for

class/lab/invigilation then apply for the leave through the online leave portal of the institute's website. In the case of an emergency, the HOD must be informed with appropriate alternate arrangements suggested.

6. The Faculty Member shall present himself/herself to the office in decent attire.
7. The faculty member shall function impartially in dealing with students alike.
8. The faculty member shall provide academic counseling to the students as needed.
9. The faculty member shall communicate any mishaps in the class/ labs/ tutorials/ Office space/ Institute's premises to the HoD/ Principal. Faculty themselves shall neither act nor take decisions individually.
10. The faculty member shall carry out the administrative works of the department given by the HOD concerned.

2.2.3 In Class Room

1. The faculty member should get the lesson plan and course file - approved by the HOD and the Principal one week before the commencement of the semester.
 - a) The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject. The course file consists of a preface, previous year university question papers, notes, handouts, PPT, pedagogical methods to be used, test/exam question papers, three model answer scripts for each test/exam (top, middle, and bottom), assignment plan, topics and copy of the assignment, feedback analysis report, etc. The

teaching faculty has to get their course file verified by their HOD at least once a month. The teaching faculty must submit the course file to the concerned HOD before the end of the semester.

2. The faculty member should engage the complete duration of the class and should not leave the class early. The early exit of the faculty member from the allotted session invites disciplinary proceedings.
3. The faculty member 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.
4. The faculty member should interact with the mentor and inform him/her about habitual absenteeism, academically weak students, objectionable behavior, etc.
5. The faculty member may make use of suitable teaching aids wherever necessary, as well as deploy various pedagogical methods to enhance the efficacy of learning. The Faculty Member should encourage students to ask doubts/questions.
6. The faculty member should take care of academically weak students and pay special attention to their needs by holding special classes.
7. 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.
8. The faculty member shall give all possible question paper pattern of each unit to the students.

9. The faculty shall exercise the utmost discernment in cases of students misbehaving during class hours. Sending any student out of the class is prohibited.
10. Faculty are expected to be considerate in allowing the late coming students (who travel by bus) to the class but only during the first hour of the day and are expected to discipline them otherwise, within the bounds of the institute.
11. The faculty members are expected to keep themselves abreast of the latest advancements in science and technology.
 - a) The faculty Member should motivate the students and bring out the element of creativity/originality in the students.

2.2.4 In the Laboratory

1. The faculty shall be present in the respective laboratory for the entire duration of the session as per the schedule.
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.
3. The demonstration of all the experiments must mandatorily be given by the faculty and the role of the laboratory instructor must strictly be limited to the extent of overseeing the hassle-free conduction of the lab session.
4. Whenever possible, additional experiments to clarify or enlighten the students must be given by the faculty.
5. The laboratory observations/records must be corrected there and then or at least by the time the next class is handled by the faculty.

6. Faculty shall ensure that the students submit the required written records before proceeding to the next experiment/laboratory work.
7. Faculty shall provide clear instructions to the students for ensuring the diligent functioning of the laboratory.
8. Faculty must attest to the readings/findings of the experiment/program, to let the students know the percentage of error he/she commits during every experiment/program.
9. Faculty must Sign in the manual /observation book at the end of each practical class.
10. To prevent untoward events, faculty members are advised to take the following action.
 - a) Before starting the practicals/projects, students shall be asked to check the PCs/equipment, etc, and report immediately in case of any missing items/irregularity to the laboratory In-Charge.
 - 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 permitted to keep the bags in the specified storage areas in the laboratories.
 - d) In the case of any missing/damaged item, the matter shall be reported immediately to the Head of the department through the respective Teaching Faculty Laboratory In-Charge.

2.3 Aspects of Student-Faculty Rapport

1. The Faculty Member should act with tact, and deal with insubordination by students in a mature manner.
2. The Faculty Member should be strict but not harsh, and seldom use harsh words that could dampen the morale of

students.

Objective: To help students in their pursuit of knowledge and to maintain a close watch and build rapport with students and parents.

2.4 Duties and Responsibilities of Mentors

1. Mentors must ensure that every student is well supported to fulfill his/her learning potential.
2. Mentors must monitor the progress and quality of students, appraise them, and consult their parents.
3. Mentors must encourage the students to learn beyond the contents of the syllabus contents.
4. Mentors must give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave, etc.
5. Mentors must keep track of students' attendance and ascertain whether any correlation exists between their attendance and performance and if so, mention to what degree.
6. Mentors must address students' queries.
7. Mentors must establish and maintain good rapport with parents of their mentees, and keep them informed of the academic performance of their ward.
8. Mentors must lead an effective induction program and value-added courses for students in consultation with HOD.
9. Mentors must manage the production and dissemination of reports of students to parents, College Management, the University, Accreditation agencies, AICTE, and other governing bodies from time to time
10. Mentors must accurately maintain records of student activities in various events.

11. Mentors must ensure that respective mentees are attending classes regularly and coming to the college on time dressed in proper uniform and with their ID cards.
12. Mentors must encourage the students to participate in curricular/co-curricular/extra-curricular competitions/events conducted outside the college.
13. Mentors must collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions for them in consultation with the HOD.
14. Mentors must update data regarding students' achievements in academics, sports, extracurricular activities, etc. Emphasis must always be given to oversee the progress and prosperity of the students. Weakness, if any, shall not be highlighted but attempts must be made to facilitate overcoming the same.
15. Carry out any other duty the HOD/Principal may assign.

Laboratory and workshop Objective: To help students Analyze Evaluate & Create themselves through experiments/programs/through hands-on, what they learn in the classroom.

2.5 Duties and Responsibilities of The Laboratory Personnel

The Duties and Responsibilities of the Laboratory personnel comprising of the Teaching Faculty Laboratory In-charge, Foreman, Instructors/Asst. Instructors/Mechanics, and Laboratory Assistants are as mentioned below.

2.5.1 Teaching Faculty Laboratory In-Charge

1. He/she is responsible for the allotted laboratory in all aspects.
2. He/she must oversee the maintenance of the stock register,

consumable registers, and logbook.

3. He/she must oversee and ensure that the infrastructure and resource availability in the laboratory are adequate along with their upkeep so that each batch is provided with ample opportunities to complete the practicals satisfactorily.
4. He/she shall forecast the future requirements of laboratory materials before the commencement of the academic year and submit the same to the Foreman or the HoD as the case may be.
5. He/she shall facilitate the disseminating of all relevant information in the display area of the laboratory and ensure its correctness.
6. He/she shall oversee the readiness of the laboratory for oral and practical examinations.
7. He/she shall hold those responsible for any breakage/loss, etc, and facilitate recovering the loss in consultation with the HoD.
8. He/she shall, also, carry out any other duty the HOD/Principal/Authority may assign.

2.5.2 Duties and Responsibilities of Foreman

1. He/she is responsible for overseeing the effective functioning of all the laboratories of the department.
2. He/she shall be the custodian for the department stock register and ensure that it is up to date.
3. He/she shall be the custodian of the copies of the purchase order of all purchases for all labs (segregated lab wise) and forecast the future requirements and then submit the same to the HoD and upon receipt of the items, shall enter the details in department stock register and distribute them as per the

directions of the HoD.

4. He/she shall arrange for the periodical verification of stock of the department by coordinating with the concerned.
5. He/she shall ensure the preparedness of all the laboratories for the conduct of regular sessions as well for the semester-end examination.
6. He/she shall, also, carry out any other duty that the HOD/Principal may assign.

2.5.3 Duties and Responsibilities of Instructors / Assistant Instructors/Mechanics

1. He/she shall report to the foreman and in turn to the HoD.
2. He/she shall report to the faculty in charge of the allotted laboratory and seek his/her directions.
 - a) He/she shall maintain the stock register, consumable registers, and logbook and submit the same to the faculty in charge as and when needed.
 - b) He/she shall maintain documents of periodical maintenance and calibration of machines/ equipment and submit the same to the faculty in charge as and when demanded.
 - c) He/she shall maintain a schedule of preventative maintenance for all equipment and keep adequate manuals and maintenance logs for equipment and parts.
 - d) He/she shall assist in the development of the laboratory and oversee operational conditions and maintenance of laboratory equipment.
 - e) He/she shall receive, install, and maintain laboratory equipment and supplies.
 - f) He/she shall maintain consumable materials store and

- ensures adequate inventory levels for supplies.
- g) He/she shall maintain systems and procedures to track borrowed equipment and tools.
 - h) He/she shall observe and reinforce safety and housekeeping procedures and the required/ mandatory protocol within the laboratory.
3. He/she shall assist the teaching faculty assigned to various batches as per the schedule in the conduct of practical sessions.
- a) He/she shall support students and faculty in using machines, tools, and equipment within the laboratory
 - b) He/she shall support faculty and students in the resourcing and implementation phases of student projects, as required
 - c) He/she shall provide teaching assistance to the engineering technology faculty during the workshop and laboratory sessions.
 - d) He/she shall perform teaching duties as required.
 - e) He/she shall demonstrate the use of machines, tools, and equipment within the laboratory.
 - f) He/she shall assist staff and students in the purchasing procedures concerning equipment and parts for student projects.
4. He/she shall, also, carry out any other duty the HOD/Principal may assign.

2.5.4 Duties and Responsibilities of Lab Assistants

1. He/she shall assist the Instructors/Assistant Instructors/Mechanics and in turn, the faculty in charge and the faculty of the allotted session as the case may be for the

smooth functioning of the laboratories.

2. He/she shall be available for the maintenance and care of resources/services of the institute.
3. He/she in coordination with the respective faculty in charge and the faculty of the allotted session shall report matters like maintenance/ repair/ breakdown, any untoward events, damage, etc. within the respective laboratory to the HoD through the established functional hierarchy.
4. He/she shall assist the personnel in maintaining the cleanliness of the laboratory, dissemination of relevant information, etc as required.
5. He/she shall, also, carry out any other duty that the HOD/PRO/Principal may assign.

2.5.5 Actions to prevent Cases of Untoward Events

The laboratory In-charge (Technical and Teaching) shall take the following:

1. laboratory In-charge and Lab Assistants are to report the matter in writing immediately to the HOD through the faculty in charge as soon as they come to know about the missing/damaged item in their laboratory. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action to compensate for the loss as well as prevent recurrence of the same.
 - a) If the students are responsible for the loss/missing item, then an amount equal to twice the cost of the item shall be levied as a fine from the concerned students. Students shall not be allowed to purchase and bring the item as compensation for the loss/missing item on their own.

2. laboratory personnel in turn shall note down the missing items in the respective laboratory Register.

2.6 Guidelines/Instructions to the Invigilators

1. Appointment of invigilators for theory examinations shall be made 7 working days before the commencement of the examination.
2. The faculty members must accept the appointment as Invigilator.
3. The examination coordinator shall make arrangements to hand over the required material to the invigilators, at least 30 minutes before the start of the examination.
4. Invigilators shall be appointed centrally among the faculty of all departments. Depending on the need and availability, the Coordinator of Examination may change the number of staff for the conducting of the examination.
5. The invigilators shall enter the examination hall at least 15 minutes before the start of the examination. The invigilator shall abide by the instructions of the university.

He / She shall additionally:-

- a) Ask the students to keep their books, notebooks, and their written materials at the front of the hall / outside the hall. Enter correct seat numbers; use only black ink for writing.
- b) Check whether the students have occupied their seats as per the seating arrangement.
- c) Distribute answer books to the students present in the hall, at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books such as session, subject name and code, USN and name and signature of the candidate, check its

correctness and endorse the answer booklet.

- d) Distribute the question papers to the students at the beginning of the examination.
- e) Check the identity cards of the students and sign on their answer books, if all details are correct,
- f) Take the signature of students on the attendance proforma, mark "AB" for the absent students, and maintain the attendance record of his/her examination hall.
- g) Distribute the supplements, graph papers to the students as and when demanded by the students, and maintain the record of supplements issued in the given proforma.
- h) Maintain general discipline in the classroom by moving around in the examination hall and prevent any malpractices or any attempt at copying by the students.
- i) Report cases of misbehavior, indiscipline, malpractices, and of copying cases by students to the Chief Superintendent for further necessary action,
- j) Give warning to the students to tie their supplements 10 minutes before the end of the examination.
- k) Collect the answer books from the students at the end of the examination and arrange them sequentially as per the USN of students separately for each course.
- l) Hand over the answer books to the Exam cell.

2.6.1 Procedure for Reporting of Malpractice

1. When a case of malpractice is detected at an examination hall by any Invigilator/ Teacher/Squad member, he/she shall immediately seize all such documents and materials concerned which are suspected to be the evidence of the malpractice and detain the candidate and send intimation to

the exam in charge(s) along with a written report by the invigilator of that particular examination hall along with a written statement from the candidate.

2. If the candidate refuses to hand over the incriminating material or destroys or runs away with the material, the facts shall be brought to the notice of the Principal, and the matter may be recorded and duly witnessed by a member of the supervisory staff.
3. If the candidate refuses to give a written statement, the candidate shall be asked to record in writing the reason for his refusal to give a written statement. If he refuses to do even that, the facts shall be recorded and signed by anyone Squad member /exam in Charge witnessed by the invigilator.

Objective: Assessment is expected to be a process of thorough checking and correcting of the deficiencies or mistakes; to also ensure improvements in academic performance and hence not be considered a tool to be used for judging/penalizing.

2.7 Guidelines/Instructions for Evaluation of Internal Assessment

1. It shall be mandatory for every faculty, to assess the answer books of his/her course or answer books of other courses as instructed by the Principal/HOD, within the stipulated time.
2. All the assessments of a course shall be done by the concerned faculty.
3. Collect a bundle of answer books from the IA coordinator; take a count of all the answer books in the bundle. If any difference in the number of answer books is found, the faculty shall get it clarified immediately from the IA coordinator.
4. Respective course facilitators shall prepare schemes and

solutions, and get them verified by the evaluation committee before the conduction of the respective IA. The same shall be displayed in the department notice board immediately upon completion of IA.

5. Award step-wise marks for each answer as per Course outcomes by highlighting the corrections in the answer booklet wherever required.
6. Write the total marks in double digits (e.g. 01, 02, 12, etc) in the space provided on the front page of the answer book.
7. The assessed answer books shall be moderated by the evaluation committee. "Moderation" shall include checking for un-assessed answers, totaling of marks, and transfer of marks to the main page, blank pages scratched, etc. In case of any corrections, it shall be brought to the notice of the concerned faculty. The faculty shall do the required correction and then enter the marks.
8. The Concerned Course faculty /Coordinator shall prepare and display the marks of internal examination of the respective course, as per the academic calendar. He/ She shall allow the students to see the evaluated answer books of IAs. She/he shall enter the final marks in the ERP of the college within five days of the completion of that particular internal test.
9. All assessed answer books shall be preserved until communicated otherwise.
10. The concerned Faculty shall display the marks of the Internal Assessment of the Lab Course to the students at the end of each semester. He/ She shall enter the final marks in the ERP of the college within five days of the conduct of the internal

lab exam.

2.8 Biometric Attendance Policy

The purpose of this policy is to establish guidelines to improve efficiency in monitoring attendance, leave records, and the overall working environment by the use of the Biometric Based Attendance Monitoring System (BBAMS).

The rules that will be followed for the operation of the system are as follows:

1. The Biometric Based Attendance Monitoring System (BBAMS) will be maintained by the Principal, whereas the matter of attendance and related policy will be dealt with in the office.
2. The term staff used in these rules would include all the teaching non-teaching and other staff of Maharaja Institute of Technology Mysore.
3. Adequate numbers of machines have been installed to avoid long queues and inconvenience during office opening times.
4. All staff will be required to mark their arrival and departure time in the Biometric Based Attendance Monitoring System machine without any exception.
5. Arrival in the office after 8.30 AM or departure from office before 04:10 PM will be reckoned as half-day leave subject to other rules mentioned herein. In exceptional cases like a consultation with doctors hospitals/attending social obligation, etc., late coming in the morning/early departure in the afternoon up to two hours (maximum,) will be allowed twice in a month subject to the condition that prior intimation/approval of the immediate superior officer has been obtained.
6. Any staff availing half-day Casual Leave in the forenoon will

arrive in the BBAMS not later than 1.00 PM and the staff availing half-day Casual Leave in the afternoon will make departure entry in the BBAMS after 12:45 PM.

7. In case, any staff is to visit local offices for official purposes and the situation is such that such staff would not be able to mark attendance in the system either in the morning or evening, prior intimation regarding it must be sent to the principal via the proper channel through an e-mail.
8. All installed machines and corridors leading to these machines shall be under 24- hours' surveillance through CCTV cameras. Disciplinary/legal action shall be taken against any staff found to be tampering with the attendance monitoring system/surveillance system.

2.9 Peer Review of Teaching

The purpose of this 'Peer Review of Teaching' is to encourage teaching faculty to engage the students in an adaptive mode to promote a student-centered and activity-based teaching-learning process. A peer observation system among the teaching fraternity is practiced at the institute to enable peer support and course correction in classroom teaching and this applies to all the teaching staff of MITM.

2.9.1 Guidelines

1. All the teaching faculty shall identify and report to the HoD for approval or HoD shall allot faculty observers for peer observation with names of two colleagues per subject, who will observe and comment on his/her classroom teaching in terms of content, delivery, and effectiveness. Further, the aforesaid peer review committee shall comprise of a senior teaching faculty of the department and a member faculty

with relevant specialization as that of the subject lecture being delivered. Upon the approval of the respective HoD, the faculty shall use Annexure 1 to invite the observers.

2. Observers shall handover the observation report of their findings and suggestions to the respective faculty through Annexure-II and submit a copy of the same to the respective HoD. If any drawbacks are found, the same shall be communicated by the respective HoD to the concerned faculty for corrective measures.
3. By the end of the first month of every semester, the first round of observations must have been completed for every subject and the report be submitted to the principal by the HoD.
4. The same process should be repeated in the last month of the semester to assess the impact of the same. If considerable improvements are not observable then the further course of actions shall be initiated by the Authority.

Chapter 3

ETIQUETTE AND CODE OF ETHICS

3.1 Etiquette

These are the corroboration of formal requirements and governing behavior in the institute.

3.1.1 Office Etiquette

1. Be friendly but don't give away too much personal information: When you enter the office each morning, it's normal to greet your co-workers.
2. Be considerate: When working in an open-office environment, act respectfully. It's best to address problems and concerns diplomatically before they escalate.
3. Think before you speak: When you're at the office, you need to filter your speech. There may be times when you're confronted with conflict, so be prepared and keep a level head so the issue doesn't escalate.
4. If you are ill, stay home, Don't come to work during sickness: When you have a contagious virus, it's rude to take it to the office. Not only will you get less work done, but you are also spreading your germs, and that can make other people miserable.
5. Shun noise and distractions: Noisy conversations either between workers or on the telephone or habits such as tapping on the desk, fidgeting, or getting up and down often can create an annoying distraction to those trying to concentrate.
6. Respect others' need to work: Just because they are sitting

- nearby doesn't mean that they are available for conversation at all times. Converse if and when necessary after politely enquiring if they can spare time to converse.
7. **Respect another's space:** Just because another's workspace is within reach of your desk doesn't make it a common domain. Treat each person's space as if it was a private office.
 8. **Be tidy:** Your messy desk can be a distraction to others and will detract from the professional image your organization is trying to establish. Keep your belongings confined to your own space and tidy up your immediate area each day before leaving your workplace.
 9. **Be tolerant:** Everyone is not going to agree with you one hundred percent of the time. Keep an open mind, listen with the intent to learn, and focus on the positive aspects of your job.
 10. **Be friendly to new employees:** Remember what it felt like to be the newest person at the office. Smile at the new person, strike up a very brief conversation. Offer to answer any questions and comment about how you remember what it's like to be new.
 11. **Don't take credit for other people's accomplishments or ideas:** One of the things that can ruin your reputation in an office environment is to claim someone else's ideas as your own. If a supervisor mistakenly thinks it is your idea, set the record straight, no matter how tempting it may be.
 12. **Think like a team:** To maintain a cohesive team, do not spread gossip or cause another to feel left out. Never grumble about petty things. Hold regular meetings to set goals, share ideas, and talk about concerns.

3.1.2 Meeting etiquette

Meeting Etiquette refers to codes of behavior an individual ought to follow while attending meetings and discussions at the workplace.

1. **Be on time:** Make sure you come on time and prepare for the meeting ahead of time and you don't want to waste anyone else's time by not being punctual.
2. **Facilitate introduction:** If everyone doesn't know one another in the meeting room, facilitate an introduction.
3. **Have a strong agenda:** This is part of being prepared, but you should have a good, strong agenda so that you can stay on track.
4. **Sit appropriately:** Adjust your chair so that your posture is well mannered, don't make unnecessary movements while seated on the chair.
5. **Be Prepared:** Each participant should come to the meeting with all of the materials, the required data, and an understanding of the meeting agenda.
6. **Listen:** Listen attentively to the meeting and take notes.
7. **Speak up:** When people speak in meetings they need to speak clearly so that everyone hears what they're saying.
8. **Do not have your phone out:** Put mobile in your pocket, keep it on vibrate.
9. **Nervous Habits:** Avoid nervous habits such as tapping a pen or such on the table, making audible noises with your mouth, rustling papers, or even tapping your feet on the floor.
10. **Ask questions at the appropriate time:** Do not be the person who starts "asking questions and adding stuff that doesn't

need to be added at an inappropriate time.

11. Guests: Do not bring unannounced guests to a meeting. If you have someone you would like to bring to a meeting, then contact the chairperson for permission to bring your guest. If permission is not granted, then do not bring him.

3.2 The Code of Ethics

Principles that are deemed helpful to professionals for functioning with honesty and integrity are termed as 'the Code of Ethics'. This outlines how professionals are to approach problems and these are drawn from ethical principles based on core values of the institute and the professional standards that are to be adhered to, the mission of the institute. The reputation of the institute depends on the standards and ethics that it propagates as it serves society by rendering teaching-learning activities that are carried out at the institute.

3.2.1 The 4D Ethical Principles (4DEP's)

From a wider perspective, the ethical dimensions are the very foundation incorporating the 4DEP's, comprising firstly of being attentive to the student community, focusing on the curriculum and its related activities, of teaching and learning, followed by assessment and mentoring. Last but not least incorporating the proper culture and environment at the institute.

Broadly the 4DEP's defined by the institute are;

- Student Centricity
- Curriculum and Teaching-Learning
- Mentoring and Assessment
- Institutional Culture

The aforesaid dimensions are essentially the backbone of the

institute and its underlying principles are meant to further assist the staff in comprehending the right and the wrong and to have the ensuing decisions and actions based on them as well as to regulate and streamline the academic profession.

- a) **Be Considerate:** all members are defined as stakeholders and all are essential to the institute. Therefore barring all differences, every individual must be given due consideration.
- b) **Be Respectful:** find a courteous way to deal with disagreement that could ensue under various circumstances which must otherwise not lead to demeaning ends.
- c) **Professional Integrity:** It is the practice of maintaining ethical behavior at an expected level and the showcasing of adherence to moral and ethical principles as well as to the values of honesty, honor, dependability, and trustworthiness.
- d) **Choose your words carefully:** Kind words do not cost much yet they accomplish much. Words that potentiate suppression must be abhorred in all circumstances.
- e) **Transform Differences into strengths:** Every individual from a differing and dis-similar path can offer something unique and with diligent effort, it can potentially lead to a culmination in all-encompassing solutions.
- f) **Avoid Conflict of Interest:** Conflict of interests, however prevalent must be harnessed through open discussion that can contribute definitely to the integrity of the institute.
- g) **Do not Harass Anyone:** Explicit expressions or comments on an individual or community based on legally protected characteristics and traits are forbidden by the institute. Physical and sexual harassment characterized by making unwelcome and inappropriate sexual remarks or physical

advances is not tolerated at the institute.

- h) Substance Abuse: The Institute prohibits possession, sale, manufacture, distribution, or purchase of controlled substances as well as being or working under the influence of illegal drugs, alcohol, or even substance abuse, such life-threatening, illegal ways are strictly prohibited.
- i) Tobacco Products: The use of Tobacco Products within and outside the campus areas is explicitly prohibited.

3.3 The Code of Ethics and Conduct for Research Scholars

The institute's repute depends on the ethical standards followed by its researchers in the realm of their research endeavors. The code hence intends to outline the mannerisms of the research scholars registered for their doctoral programs specifically in dealing with the academic community, their contemporaries, and the public at large in terms of both discipline and behavior; and all the while being sincere and diligent in upholding the mission of the institute and thereby instilling greater trust amongst all stakeholders.

Some of the most important aspects of the Code of Ethics and Conduct for Research Scholars are explained below.

3.3.1 Academic Freedom, Integrity, Accountability, and Responsibility

The most all-encompassing spectra for the progress of the institute are Academic Freedom, Integrity, Accountability, and Responsibility. The institute provides academic freedom to all its researchers to pursue knowledge as well as to conduct advanced research without unreasonable interference or restriction.

Researchers are given the necessary freedom to inquire in-depth into their subjects of study, to present their research

findings, and to publish data and conclusions in a professionally appropriate manner.

- a) **Honesty:** An academic community should advance the quest for truth, knowledge, and understanding by exhibiting intellectual and personal honesty in research endeavors.
- b) **Trust:** An academic community should foster a climate of mutual trust to encourage a free exchange of ideas and to enable all to reach their highest potential.
- c) **Fairness:** An academic community should seek to ensure fairness in following established standards, practices, and procedures as well as fairness in interactions between members of the said community.
- d) **Respect:** It is the fundamental essence of the institute that all its stakeholders conduct themselves in a mutually respectful manner in all aspects of functionality and even more so on the research front without any discrimination to gender, caste, race, and religion.
- e) **Legality:** An academic community should observe valid legal norms related to the conduct and publication of research, particularly concerning copyright, the intellectual property rights of third parties, the terms and conditions regulating access to research resources, and the laws of the state and country.

3.3.2 Institutional Responsibilities

The College Governing Council, Principal, Dean(R&D), Heads of Departments, Research Supervisors, Librarian, together with the faculty members, are responsible for promoting and endorsing a transparent academic environment conducive to the application of the high professional and ethical practice for academic

research.

The Dean (R&D), Heads of Departments, Research Supervisor, and Professors are expected to create and sustain a climate of mutual co-operation that facilitates the open exchange of ideas and the development of academics and research skills.

3.3.3 Publication Practice and Authorship, Notification, Archiving and Depositing Copies of Research Publications with the Institutional Repository (IR)

The researchers are expected to publicize and disseminate the findings of their high-quality research suitably and with an awareness of the consequences/profits in the wider media. Such dissemination of knowledge must be published in a form, appropriate to the accepted academic discipline. The Institute requires that the authors accept the responsibility for the contents of their publication as well as their contributions to the same.

3.3.4 Misconduct in Academic Research

Misconduct in academic research implies (and is not limited to) fabrication, falsification, plagiarism, or deception in proposing, carrying out, or reporting the results of such research and deliberate, dangerous, or negligent deviations from accepted practice in carrying out the research. Misconduct also includes any plan or attempt to do any of the aforesaid things. It does not include honest error or honest differences in interpretation or judgment in evaluating research methods or results, or misconduct unrelated to research processes.

Misconduct includes (and is not limited to) the following activities:

- a) Plagiarism: The purposeful copying of ideas, text, data, or other work (or any combination thereof) without due

- permission and acknowledgment of the owner.
- b) Piracy: The deliberate exploitation of ideas from others without the proper acknowledgment of the same.
 - c) Abuse of Intellectual Property Rights: Failure to observe legal norms regarding copyright and the moral rights of authors.
 - d) Abuse of Research Resources: Failure to observe the terms and conditions of the utilization of research resources available to the research scholars at the institution be it the physical entities and the intellectual.
 - e) Misinterpretation: The deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement.
 - f) Fabrication and Fraud: The falsification or invention of qualifications, data, information, or citations in any formal academic exercise.
 - g) Professorial misconduct: Professorial acts that are arbitrary, biased, or exploitative. Denying access to information or material: To deny others access arbitrarily to scholarly resources or to deliberately and groundlessly impede their progress.

3.3.5 The Mechanism for Detecting Plagiarism

Plagiarism detection or content similarity detection is the process of locating instances of plagiarism and/or copyright infringement within a research work or document. The following "plagiarism detection tool " is available to detect plagiarism in the research documents in the respective departments as well as at the Library and Information Center of the Institute.

- a) <https://www.turnitin.com/>

Chapter 4

STATUTORY AND BENEFICIAL SCHEMES

4.1 Leave Facility

The staff of the institute is entitled to avail leave scheme as per MITM Service Rules 2.0.

4.2 Transportation Policy and Rules

1. Staff who wish to avail the college bus facility should register themselves with the establishment office.
2. No person shall be allowed to travel on the bus without explicit permission in writing of the concerned college authorities. The transport manager is authorized to disallow travel by any person who has not been granted permission for commuting from the concerned authority.
3. Any Staff availing of hostel accommodation is strictly not permitted to travel on college buses without prior permission from the concerned authority.
4. The staff shall take care of the students on the buses they commute.
5. College bus charges will be revised periodically based on the various operating expenses.
6. Normally College buses would be available to the already existing routes on all official working days. However, a trip could be adjusted under varying circumstances.
7. During the regular university examinations transportation facility will be available irrespective of the strength of passengers.
8. Passengers will be picked up and let off at designated stops only.

9. The schedule and the stages of the trip can't be altered in any situation unless prior permission is secured.
10. The bus will not wait for any passenger. Passengers are expected to be at the designated stops/stages before time.
11. Opting for bus facilities doesn't ensure the passengers any reserved seats.
12. As the college bus is an extension of the institution, all the codes of conduct and rules of the college are equally applicable on the bus too.
13. The College doesn't encourage any form of celebrations on the bus or during the travel(birthday, sendoff, etc.)
14. Throwing articles within the bus or out of the windows at any time will not be condoned.
15. Excessive noise (loud talking, screaming, whistling, etc.) is not allowed.
16. Harmful or dangerous articles (explosives, fireworks, matches, cigarettes, lighters, knives, etc.) are prohibited.
17. The use of profane, vulgar, or other unacceptable language or gestures will not be tolerated.

Any other misconduct which may distract the driver from the safe operation of the bus will not be tolerated.

4.3 Employee Provident Fund

1. Newly Appointed staff are eligible for the benefit of the Employee Provident fund upon confirmation of the appointed post or completion of the probationary period as per the following clauses.
 - a) Such staff members that already have EPF account from the preceding organization shall be required to submit UAN member details along with an updated passbook.

- b) Such staff members that do not possess existing UAN shall apply for the said beneficial scheme in writing duly endorsed by the respective reporting officer.

4.4 Employees' State Insurance (ESI)

1. Newly Appointed staff that are fixed 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.
 - a) Such staff members that already have an ESI facility from the preceding organization shall be required to the necessary document for availing of ESI.
 - b) 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.

4.5 Health Insurance

1. The institute provides Corporate Health insurance for the staff of the institute.
2. Availing of the corporate Health insurance provided by the institute is mandatory (minimum coverage must be of Rs. 100000/-) for all members of the staff except for those that are availing ESI facility.
 - a) Such of those members availing ESI facility may opt additionally for corporate Health insurance.
3. The Health insurance premium amount is paid in advance by the Institute for the calendar year (Jan-Dec) and comprises of the contribution of the Maharaja Education Trust as well as the contribution of the employee.
4. The contribution of the employee shall be deducted in the form of an equal monthly installment from the salary.

4.6 Corporate SIM

1. Newly Appointed staff are eligible for the benefit of the Corporate Mobile Phone SIM connection as per the following clauses.
2. Staff members shall apply for the same in writing duly endorsed by the respective reporting officer.
3. The bill amount is paid by the Institute for every month and comprises of the contribution of the institute as well as the contribution of the employee.
4. The contribution of the employee shall be deducted from the salary.

4.7 Credit Co-operative Society

1. The credit co-operative society is established on its affiliation to the institute. Therefore the credit co-operative society is governed by the board of directors and the president.
2. Credit Co-operative society is meant as an auxiliary financial institute that facilitates mutual financial assistance.
3. The staff members that are confirmed in the appointed post are eligible to become members of credit co-operative society.
4. The contribution of Rs. 250/- shall be transferred from the monthly salary of members towards credit co-operative society share.
5. The members of the credit co-operative society are entitled to avail of personal loan amounting to a maximum of Rs. 50000/- repayable in equal monthly installment for 24 months with a 10% flat rate of interest.

6. The members of the credit co-operative society are entitled to claim only the contributed total amount in the case when the member chooses to opt-out of continuing the services at the institute or is terminated from services.
7. The members of the credit co-operative society are entitled to claim the accrued amount inclusive of dividends in the case when the member has attained superannuation.

4.8 MET Employees Housing Society

1. The MET Employees Housing Society is established on its affiliation to the institute. The MET Employees Housing Society is governed by the board of directors and the president.
2. The MET Employees Housing Society is established with the sole purpose of assisting its members with a house-building program on a mutually beneficial basis.
 - a) The house-building program includes but is not limited to layout commissioning and distribution of sites, the building of houses, and their distribution.
3. The staff members that are confirmed in the appointed post are eligible to become members of The MET Employees Housing Society.
4. 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.
5. The members of the MET Employees Housing Society are entitled to claim only the contributed total amount in the case when the member chooses to opt-out of continuing the services at the institute or is terminated from services.

6. The members of the MET Employees Housing Society are entitled to claim the accrued amount inclusive of dividends in the case when the member has attained superannuation.

4.9 Library Learning Resources

1. All staff members that are on payroll are eligible to make use of library learning resources.
2. The staff Identity card shall therefore be used by default as the library card.
3. The staff shall apply for the ID card via prescribed format (available at the LIC) duly attested by the respective reporting officer.
4. The ID card is then issued to the respective staff by LIC upon approval of the Principal.
5. The ID card, therefore, entitles the staff to use the services offered by LIC.
6. The list of library learning resources comprise of the following;
 - a) Print resources, issued on producing of ID- textbooks, reference books, general books, print journals, magazines, etc
 - b) Digital Library
 - i. Online Resources, accessible throughout LAN connected systems with internet connectivity in the premise of the institute- subscribed scholarly databases, e-journals, e-books, learning platforms, research tools, etc.
 - ii. Remote access to electronic resources shall be facilitated upon request to the librarian.
7. Institutional Repository, accessible throughout LAN

connected systems in the premise of the institute- e-books, project reports, faculty publications, and question papers.

8. The staff member that chooses to opt-out of continuing the services at the institute or is terminated from services, must surrender the Staff ID card for getting the no-due certificate.

4.10 Hostel

1. The Staff who wish to avail themselves of the college Hostel facility should register themselves with the establishment office.
2. The hostel accommodation is to be paid as per the existing fixation at the institute and boarding fees and both shall be deducted from the salary.
3. The staff shall not entertain hosting the guests without prior permission of the Administrative Officer/Principal.
4. The staff shall bear all expenses of any damages caused to the physical facility of the hostel as deemed fit by the Administrative Officer/Principal.
5. The staff member shall report in writing to the Administrative Officer/Principal in the case when he/she chooses to stop availing accommodation at the hostel, necessary clearances taken from the respective warden must be submitted with the aforesaid requisition.

4.11 MET-Shodhna Research Scheme

1. MET-Shodhana Research Scheme is extended to the institute on its affiliation to the Maharaja Education Trust. The MET-Shodhana Research Scheme is governed by Maharaja Education Trust®, Mysuru.
2. The research scholars that are pursuing a doctoral degree from Maharaja Research Foundation are eligible for

applying for Shodhna Research Scheme.

- a) The eligible scholars shall apply for the financial assistance through the aforesaid scheme in writing along with a report (comprising synopsis, research facility required, the scope of the research, etc) duly attested by the research supervisor, respective HoD, the Dean (R&D) and the Principal to the President, Maharaja Education Trust®, Mysuru.
3. The research scholar sanctioned with financial assistance through the aforesaid scheme shall be entitled to utilize for the stated purpose and utilization report of the same shall be submitted to the President, Maharaja Education Trust®, Mysuru duly attested by the research supervisor, respective HoD, the Dean (R&D) and the Principal.

Chapter 5

ENRICHMENT SCHEMES

5.1 Consultancy, R&D, and Teaching Assignments

1. The College encourages its teachers to take up consultancy and in-house R&D assignments. The teacher shall undertake such assignments whenever the College is approached for such help and the College assigns such an engagement to a particular teacher or when the teacher is approached by an outside agency for such help. In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/HoD in writing.
2. A teacher, who has been approached for giving guest lecturers in other educational institutions, shall request the Principal through the HoD, who will go through the nature of the assignment and approve the same.
3. Unless approved by the Principal, a teaching staff member shall not take up/accept any teaching or non-teaching assignment in another institution, whether for remuneration or on an honorary basis.
4. The teacher shall avail of the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy relevant professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
 - a) Where it is a project or R&D type assignment, testing, involving the infrastructure facilities and work time, it shall

be 50:50.

- b) In all other cases like consultancy assignments, it shall be 70:30 (30% to the College).

5.2 The Incentives for Publishing Papers

The Incentive scheme for publication of papers in conferences and journals is as per the following guidelines. The award of incentives mentioned is at the discretion of the Principal/Authority.

5.2.1 Conference

1. In the case of a paper presented at a National Level Conference of repute*, an incentive of Rs.2000/- is applicable which is inclusive of registration fees and traveling allowance.
2. In the case of a paper presented at an International Conference of repute* hosted within Karnataka, registration fees not exceeding 3000/- is applicable including traveling allowance.
3. In the case of a paper presented at an International Conference of repute* hosted outside of Karnataka, registration fees not exceeding 5000/- is applicable including traveling allowance.

*The said participation is encouraged to be in Institutes of national interest/importance and proceedings of such conferences must be published by reputed publishers.

**Incentives for poster presentation in national and international conferences would be Rs500/- and Rs1000/- respectively in addition to the aforesaid incentive.

**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 4).

5.3 Journal Publication

5.3.1 In a Peer-Reviewed Journal enlisted in UGC-Care List or indexed in Scopus or Web of Science, etc.

For publication of review or research articles, support from the Publication Fund is limited to Rs. 10000 per publication, irrespective of the number of authors, subject to the following clauses.

1. In the case of the First author, an employee/research scholar/student of the institute, he/she shall be entitled to claim 100% of the stated incentive.
2. In the case of a co-author who is an employee/ research scholar/student of the institute, he/she shall be entitled to claim 75% of the stated incentive.
3. Publication incentives are entitled to be claimed only once per publication.
4. Paid journal publications shall not be considered for the stated incentive.
5. 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 3).**

5.3.2 In a Peer-Reviewed Journal indexed in databases other than UGC-Care List or Scopus or Web of Science, etc.

For publication of articles, support from the Publication Fund is limited to Rs. 2000/- per publication irrespective of the number of authors, and is subject to the following clauses.

1. In the case of the first author being an employee/research scholar/student of the institute, he/she shall be entitled to claim

- 100% of the stated incentive.
2. In the case of a co-author who is an employee/ research scholar/student of the institute, he/she shall be entitled to claim 75% of the stated incentive.
 3. Publication incentives are entitled to be claimed only once per publication.
 4. Conference proceedings in journal publication shall not be considered for the stated incentive.
 5. Book chapters published through the conference shall not be considered for the stated incentive.
 6. Publication of articles in predatory journals shall not bear the association of the Institute and hence will be deemed to be not-eligible 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 (Annexure 3).**

5.4 Incentives for Authoring of Textbooks

The incentive scheme for authoring textbooks is as per the following guidelines.

1. The authors of technical books shall be entitled to claim an incentive of Rs. 5000/-per book. A hard copy of the book must be submitted along with the claimant's letter.
2. The published book(s) if endorsed by 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.5000/-. The official copy of the syllabus must be submitted along with the claimant's letter (Annexure 5).

LIST OF ANNEXURES

Annexure 1 – Peer Observation Invitation

Annexure 2 – Peer Observation Report

Annexure 3 – Journal Publication Incentive Claim Form































Annexure 4 – Conference Publication Incentive Claim Form

Annexure 5 – Textbook Authoring Incentive Claim Form

Annexure 1: Peer Observation Invitation

"Statutory Headers"	
Date: __/__/____	
To, Prof. Dept. of _____	
Dear _____,	
Sub: Invitation for Peer Observation of class conduct.	
Details of Teaching / Learning Session to be observed:	
Date / Time:	Location:
Topic / Title of Session:	
The Objectives of the session for me are	
<ul style="list-style-type: none">To improve the following; (you may add to the list below)	
Organization of the Content / time management / usage of writing board / teaching aids / pedagogy / communication / interaction / pace of delivery / use of examples / use of new techniques	
/ _____	
I would like to bring to your kind notice the following factors. (e.g. problems relating to the group or individual students, you are trying out something new, etc.)	
1.	
2.	
3.	
Ending Note	
Greetings	
From,	
Prof. _____	
Dept. of _____	
MIT Mysore	
Copy to: 1. Reporting officer of observers and faculty being observed.	

Annexure 2: Peer Observation Report

"Statutory Headers"																							
<p>To, Prof. Dept. of _____</p> <p>Dear _____,</p> <p style="text-align: center;"><u>Peer Observation Report</u></p> <p>Reference to your invite to your session to _____ class on ____/____/____, following are the inferences.</p> <p>The following are the inferences.</p> <p style="background-color: #f0f0f0; padding: 2px;">Rating Descriptions are 3=Very Effective; 2= Effective;1=Not Effective</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 70%;">Description</th> <th>Rating</th> </tr> </thead> <tbody> <tr><td>Organization of the content</td><td></td></tr> <tr><td>Time management</td><td></td></tr> <tr><td>Usage of the writing board</td><td></td></tr> <tr><td>Teaching aids</td><td></td></tr> <tr><td>Pedagogy</td><td></td></tr> <tr><td>Communication</td><td></td></tr> <tr><td>Interaction</td><td></td></tr> <tr><td>Pace of delivery</td><td></td></tr> <tr><td>Use of examples</td><td></td></tr> <tr><td>Use of new techniques</td><td></td></tr> </tbody> </table> <p>Any other comments:</p> <p>We wish you well in bettering your performance and hope to schedule another of these sessions towards the end of the semester.</p> <p>Ending Note</p> <p>Greetings</p> <p>From, Prof. _____ Dept. of _____ MIT Mysore</p> <p>Copy to: 1. Reporting officer of observers and faculty being observed.</p>	Description	Rating	Organization of the content		Time management		Usage of the writing board		Teaching aids		Pedagogy		Communication		Interaction		Pace of delivery		Use of examples		Use of new techniques		<p>Date: ____/____/____</p>
Description	Rating																						
Organization of the content																							
Time management																							
Usage of the writing board																							
Teaching aids																							
Pedagogy																							
Communication																							
Interaction																							
Pace of delivery																							
Use of examples																							
Use of new techniques																							

Annexure 3: Journal Publication Incentive Claim Form



MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE
Belawadi, Naguvanhalli Post, Srirangapatna Taluk, Mandya

JOURNAL PUBLICATION INCENTIVE 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>		
✓ Full 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)		

DECLARATION

by the Applicant		by the Head of the Department	
I hereby declare that all the information for 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	

*****For Office Use*****

VERIFICATION AND APPROVAL

Verification		Approval	
Remarks:		Amount:	
		Dean (R&D)	Principal
Signature with Seal : Date:			

Annexure 4: Conference Publication Incentive Claim Form



MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE

Belawadi, Naguvanhalli Post, Srirangapatna Taluk, Mandya

CONFERENCE PUBLICATION INCENTIVE 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	<table border="1"> <tr> <td>Mail ID</td> <td></td> </tr> <tr> <td>Phone No</td> <td></td> </tr> </table>	Mail ID		Phone No	
Mail ID					
Phone No					

CHECKLIST OF DOCUMENTARY REQUIREMENTS: *(All documents must be in printed copies.)*

✓ Full Published Paper (taken from the conference proceedings duly attested by the HoD)	✓ Participation/ presentation certificate	✓ Poster presentation certificate (if applicable)
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DECLARATION

BY THE APPLICANT		BY THE HEAD OF THE DEPARTMENT	
I hereby declare that all the information for 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	

*****FOR OFFICE USE*****

VERIFICATION AND APPROVAL

VERIFICATION	APPROVAL	
Remarks:	Amount:	
	Dean (R&D)	Principal
Signature with Seal : Date:		

Annexure 5: Textbook Authoring Incentive Claim Form



MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE
Belawadi, Naguvanhalli Post, Srirangapatna Taluk, Mandya

TEXTBOOK AUTHORIZING INCENTIVE 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	<table border="1"> <tr> <td>Mail ID</td> <td></td> </tr> <tr> <td>Phone No</td> <td></td> </tr> </table>	Mail ID		Phone No	
Mail ID					
Phone No					

CHECKLIST OF DOCUMENTARY REQUIREMENTS: *(All documents must be in printed copies.)*

<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 (if applicable)
---	---

DECLARATION

BY THE APPLICANT		BY THE HEAD OF THE DEPARTMENT	
I hereby declare that all the information for 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	

*****FOR OFFICE USE*****

VERIFICATION AND APPROVAL

VERIFICATION		APPROVAL	
Remarks:		Amount:	
		Dean (R&D)	Principal
Signature with Seal : Date:			

Maharaja Education Trust (R), Mysuru

Belawadi, Srirangapatna Tq, Mandya-571477, Karnataka, India

MET Group of Institutions

Maharaja Institute 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 and Master of Computer Applications.

Ph.D. in all disciplines (VTU and University of Mysore)

Maharaja Institute of Technology Thandavapura

BE in CE, CSE, ISE, ECE, and ME

Agriculture and Food Management Institute (AFMI)

Post Graduate Diploma in Management (Agriculture Business)

Gopalaswamy Shishuvihara Independent PU College, Mysuru

Science- PCMB, PCMC, and PCME

Commerce- EBAC's, EBABm, EBAS

MIT First Grade College

Bachelor of Business Management (BBM)

Bachelor of Computer Application (BCA)

Bachelor of Commerce (B.Com)

Master of Commerce (M.Com)

Gopalaswamy English Medium High School, Mysuru

Gopalaswamy Primary School, Mysuru

Gopalaswamy Shishuvihara, Mysuru

Maharaja Research Foundation (Affiliated to University of Mysore)

Master of Science (MS) in All Disciplines

Maharaja Education Academy (Sankalpa)