

# **“ADMINISTRATIVE STANDARD OPERATING PROCEDURE”**



**MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE**

**BELAWADI, NAGUVANAHALLI POST, SRIRANGAPATNA (Tq),**

**MANDYA (Dist)-571438, KARNATAKA**

## **DECLARATION**

I am happy to learn that the Administrative Personnel of Maharaja Institute of Technology Mysore has spelt out the functional procedure in the form of “Administrative Standard Operating Procedure”. I congratulate the Administrative Personnel in this regard.

I, Dr. B G Naresh Kumar, hereby state and declare that Administrative Standard Operating Procedure is right in all aspects and deem fit for actual practice in the functioning of Administrative Sections.

**Dr. B G Naresh Kumar**

**Principal**

## **PREFACE**

Administration is core to an organization in manner of facilitating end to end clarity, transparency and meticulously chalking out the growth of the organization. The Administration Section and Personnel of Maharaja Institute of Technology Mysore have been upholding the tasks and handling all in its spectrum in a professional manner. This 'Administrative Standard Operating Procedure' manual comprises the tasks, roles, methods and all details of various tasks carried out by the said sections and hence this book is comprehensive guide for one to know and understand the ways and means of these various sections.

Through this manual, the Administration staff could professionally carry out the functions that are relevant within its scope by continuously contributing towards upholding its mission and in doing so draws the interests of its users.

The manual touches upon all important functional modules of the administration as and delineates clear policy as to how the activities of its various sections, technical processing, arrangement of resources, transactions, etc are to be executed.

To be able to give direction in organizing and in managing the activities of the administrative sections, this manual will serve as a guide to the Administrative Staff and its users.

To make this manual relevant, it is recommended that this work be reviewed and be revised periodically as the need arises.

**Dr. B G Naresh Kumar**  
**Principal**

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**CHAPTER 1**

**EPA TO PRINCIPAL**

**1. REGULAR TASKS OF THE EXECUTIVE PERSONAL ASSISTANT**

- 1.1. Check Principal's official mail on day to day basis on approval of the Principal.
- 1.2. Correspondent letters/mails from VTU and other agencies will be sent to the concerned department and sections.
- 1.3. Administrative Letters/Circulars from VTU/AICTE/KUPECA/AISHE/State Govt. and any other corresponding agencies will bring to the Principal's notice.
- 1.4. Receiving requisitions from the stakeholders, staff members, vendors and public.
- 1.5. Issue of certificates to the students and staff members such as study, course completion certificates, fee invoice, etc.
- 1.6. Maintaining the 'From' register by receiving the post and couriers, forwarding the same to the concerned.
- 1.7. Sending circular, notice, memo and other notifications to the concerned from Principal's chair.
- 1.8. Arrange the Principal's meeting by sending the notice, reminders and facilitating the venue, refreshment, and making the note as per the Principal's direction.
- 1.9. Maintaining the proper file and registers to the above said corresponding works.
- 1.10. Follow up and supporting to Principal's regarding security personnel and student uniforms.
- 1.11. Follow up of canteen/refreshments related issues (as applicable) as per the minutes of Canteen Committee.

**CHAPTER 2****ACCOUNTS SECTION****1. INWARD TRANSACTION**

- 1.1. Fees Collection (All kind of fees from stakeholders)
- 1.2. Fine Collection
- 1.3. Other remittance
- 1.4. Inward transactions must be maintained under respective categories such as CET, COMED-K, Management and within these categories heads such as “student fee (tuition fees, college fees (development fees, bus fees, uniform fees, etc))”, “library fee and fine”, “examination fees and fine”, “reevaluation fee and fine”, “penalty (other fee and fine)”, etc
- 1.5. Raise computerized receipts/ manual receipts to stakeholders for the cash remittance of fees and fine and consolidated report of the same to be reported to the Registrar/AO/Principal.
- 1.6. Raise computerized receipts/ manual receipts to stakeholders for the remittance of DD and Cheques report the consolidated information of the same to the Registrar/AO/Principal on daily basis.
- 1.7. Online transaction details will be handed over to the “Account-Superintendent” on daily basis by the “Account Viewing Authority”.
  - 1.7.1. Computerized/manual receipts for the confirmed transaction will then be generated by the accounts section and handed over to the respective stakeholder.
- 1.8. Clause no 1.5 must be consolidated in “Cash Book” and submitted to the Registrar/AO/Principal on daily basis and take the authentication of the Registrar/AO/Principal.
- 1.9. Clause no 1.6 must be consolidated in “cheque book (Similar to Cash Book)” and submitted to the Registrar/AO/Principal on daily basis and take authentication. The Received cheques / DD on a day must be deposited in to a single account as instructed by the Principal the next day.
- 1.10. Prepare bank reconciliation for any transaction in the form of cheques/DD/online by Accounts section. Any discrepancy in these transactions will be reported to the Registrar / AO / Principal.

1.11. Other income such as remuneration received from external agencies (exams conducted, rent received, interest from various sources, etc) is maintained and updated to the Registrar/AO/Principal as and when they occur.

## 2. OUTWARD TRANSACTION

### 2.1. Cash Mode of Payment:-

- a) Receive Payment request from the concerned head of the section that is approved by the Principal.
  1. Prepare cash voucher against the received payment request and submit the same for approval of the paying authority i.e Principal (MITM) or Secretary (MET) or President (MET) or any Trustee of MET.
  2. Upon approval of the Cash Voucher, make arrangements to pay the concerned party and take his/her acknowledgement in the cash voucher.

### 2.2. Cheque/DD payment

- a) Receive Payment request from the concerned head of the section that is approved by the Principal/Management.
  1. Prepare payment advice as against the payment request and submit the same for approval from the authority inclusive of the Principal (MITM), Secretary (MET) and President (MET).
  2. Upon Approval of the authority, prepare Cheque/DD in the name of the concerned party and submit the same for attestation of the authority inclusive of the Principal (MITM) and Secretary (MET)
  3. Make arrangements to handover the cheque/DD to the concerned party and take acknowledgement in the payment voucher.

### 2.3. Online payment

- a) Receive Payment request from the concerned head of the section that is approved by the Principal/Management.
  1. Prepare payment advice as against the payment request and submit the same for approval from the authority inclusive of the Principal (MITM), Secretary (MET) and President (MET).
  2. Upon Approval of the authority, Principal (MITM) will initiate the online payment and payment acknowledgment will be maintained.

### 2.4. Salary payment

- a) Receive the hard & soft salary statement from establishment section (duly signed by Principal/Authority)
- b) Prepare payment advice as against the salary payment request and submit the same for approval from the authority inclusive of the Principal (MITM), Secretary (MET) and President (MET).
- c) On approval payment cheque will send to the bank along with the staff salary distribution hard copy for salary disbursement.
- d) Entry of salary payroll statement to Tally ERP9 software.
- e) Uploading of monthly data to statutory Govt. bodies & making payment after getting management approvals ( within due dates)
- f) Handover the payment advice, payment confirmation copy & other monthly challans to establishment dept for record maintenance.
- g) Issue of salary slip (on request by staff).

### 3. OTHER PROCESS

- 3.1. Keeping Accounts ready for CA to Audit on periodical basis
- 3.2. Maintenance of accounting ledgers by verifying posting accounting transactions.
- 3.3. Preparation of monthly TDS statement & issue of form16 to employees & other parties.



**CHAPTER 3****ADMISSION SECTION****1. CET ADMISSION (Through KEA- Govt. of Karnataka)**

- 1.1. KEA seats will be allotted to consoled college
- 1.2. Students will download the Admission Order
- 1.3. Students must submit the allotment letter with relevant documents to the accounts section.
- 1.4. Account personnel must check the allotment letter of the students and issue the MIT Mysore admission application form by receiving Application fees.
- 1.5. The duly filled MIT Mysore Admission application form will be received by the admission section personnel.
- 1.6. The admission section personnel must then verify the application form verify the original documents such as SSLC Marks Card, PUC Marks card, Transfer certificate and Caste and Income certificate.
- 1.7. Verified application form will be submitted to the Registrar/AO/Principal for approval.
- 1.8. Approved application documents will be received by accounts section and fees must be collected.
- 1.9. Fee paid receipt will be submitted to the admission section along with all relevant original documents.
- 1.10. Acknowledgement of receipt of documents must be issued to the respective student/candidate.
- 1.11. Enter the admitted student details in the admission record.
  - 1.11.1. The student must affix their recent photograph, check the correctness of their details in the ledger and authenticate their details by attesting their signature.
- 1.12. Identity / library card form will be issued to the Student.

**2. CET ADMISSION APPROVAL PROCESS**

- 2.1. The initiation of approval process is in the form of circular issued by Karnataka Examination Authority.
- 2.2. Registrar/AO/Principal will forward the circular to the admission section.
- 2.3. Admission section personnel shall prepare for the reconciliation process as per the guidelines issued by the KEA. Such as,

2.3.1. Preparation of the required documents as per the formats issued along with the circular.

2.4. Admission Superintendent will check for the correctness of the prepared documents and authenticate the correctness and forward the same to the Registrar/AO/ Principal.

2.5. Upon approval of the Principal the consolidated documents will be submitted to the KEA for their approval.

2.6. The KEA will issue copies of approval documents to MIT Mysore.

### **3. COMEDK SEAT ADMISSION**

3.1. COMEDK seat will be allotted to consoled college

3.2. Students will download the Admission Order

3.3. Students must submit the allotment letter with relevant documents to the accounts section.

3.4. Account personnel must check the allotment letter of the students and issue the MIT Mysore admission application form by receiving Application fees.

3.5. The duly filled MIT Mysore Admission application form will be received by the admission section personnel.

3.6. The admission section personnel must then verify the application form verify the original documents such as SSLC Marks Card, PUC Marks card, Transfer Certificate, Caste Certificate and Income Certificate.

3.7. Verified application form will be submitted to the Registrar/AO/Principal for approval.

3.8. Approved application documents will be received by accounts section and fees must be collected.

3.9. Fee paid receipt will be submitted to the admission section along with all relevant original documents.

3.10. Acknowledgement of receipt of documents must be issued to the respective student/candidate.

3.11. Enter the admitted student details in the admission record.

3.11.1. The student must paste their recent photograph, check the correctness of their details in the ledger and authenticate their details by attesting their signature.

3.12. Identity/library card form will be issued to the Student.

### **4. MANAGEMENT SEAT ADMISSION**

4.1. The aspiring candidates will meet the Principal seeking admission to MIT Mysore.

- 4.2. After the discussion/counseling of the candidate and his/her parents/guardians by the Principal, the candidate will be permitted to take the MIT Mysore application form from the accounts section.
- 4.3. On approval of the Principal, the account section must issue the MIT Mysore admission application form by receiving Application fees.
- 4.4. The admission section personnel must then verify the application form, the original documents such as SSLC Marks Card, PUC Marks card, Transfer Certificate, Caste Certificate and Income certificate.
- 4.5. Verified application form will be submitted to the Principal for approval.
- 4.6. Approved application documents will be received by accounts section and fees must be collected.
- 4.7. Fee paid receipt will be submitted to the admission section along with all relevant original documents.
- 4.8. Acknowledgement of receipt of documents must be issued to the respective student/candidate.
- 4.9. Enter the admitted student details in the admission record.
  - 4.9.1. The student must affix their recent photograph, check the correctness of their details in the ledger and authenticate their details by attesting their signature.
- 4.10. Identity/library card form will be issued to the Student.

## **5. DTE APPROVAL PROCESS (Management & Comed-K)**

- 5.1. The admission superintendant initiates the approval process upon instruction from DTE in the form of circular /notice/etc.
- 5.2. The information in clause 5.1 must be brought to the notice of the Registrar/AO/Principal.
- 5.3. Upon instruction/direction of the Registrar/AO/Principal, Admission Superintendant shall prepare for the reconciliation process as per the guidelines issued by the KEA.
- 5.4. Admission superintendant will check for the correctness of the prepared documents and authenticate the correctness and forward the same to the Registrar/AO/Principal.
- 5.5. Upon approval of the Principal the consolidated documents will be submitted to the KEA for approval.
- 5.6. The KEA will issue copies of approval documents to MIT Mysore.

## **6. VTU APPROVAL PROCESS**

- 6.1. The admission superintendant initiates the approval process upon instruction from VTU in the form of circular/notice/etc.
- 6.2. The information in clause 6.1 must be brought to the notice of the Registrar/AO/Principal.
- 6.3. Upon instruction of Registrar/AO/Principal, Admission Superintendant shall prepare for the approval lists as per the guidelines issued by the VTU. Admission section in charge will check for the correctness of the prepared documents and authenticate the correctness and forward the same to the principal.
- 6.4. Upon approval of the principal the consolidated documents will be submitted to the VTU for their approval.
- 6.5. The VTU will issue copies of approval documents to MIT Mysore.
- 6.6. University will generate unique “University Seat Number” for individual students and the same will be issued to MIT Mysore.
- 6.7. Admission Section personnel will segregate the USN in terms of Branch wise and issue the same to respective students (displayed in notice boards)/respective departments/examination section/library/account section and a master copy to principal (maintained in admission section).

## **7. FEE PAYMENT REPORT**

- 7.1. As per the instructions/guidelines issued by the VTU/KEA/Govt. of Karnataka/any other concerned bodies, generate the annual fees payment report and authenticate the same by the Superintendent of Admission and submit to the Registrar/AO/Principal.
- 7.2. Upon approval of the Principal, submit the original copy of the Annual Fee Payment Report to the Accounts-Superintendent.

## **8. RECORDS MAINTENANCE**

- 8.1. All relevant documents pertaining to main clause number from 1-7 must be maintained separately in the form of ledgers/registers/files/folders (as applicable).
- 8.2. The prepared master copies of ledgers/registers/files/folders must be prepared by the Admission-superintendent and get the authentication of the Registrar/AO/Principal.

**CHAPTER 4:**

**SCHOLARSHIP SECTION**

**1. THE FEE CONCESSION SCHEMES.**

Following are the Fee Concession Schemes that are facilitated by the institute.

- 1.1. SC/ST Below income Fee concession and maintenance fees.
- 1.2. SC/ST Above income Fee Concession
- 1.3. OBC Fees concession
- 1.4. Minority students fee concession ( 2B,3B category students)

**2. SCHOLARSHIP PROCESS - BELOW INCOME SC/ST CATEGORY.**

- 2.1. Online application will be invited by the Department of Social Welfare.
  - 2.1.1. The said circular from the department of Social Welfare will be downloaded by the scholarship personnel of MIT Mysore and submitted to the principal.
  - 2.1.2. Principal will issue a local circular based on circular from Department of Social Welfare.
  - 2.1.3. The content of the circular will be notified to all the concerned.
  - 2.1.4. The copy of both local circular and circular from Department of Social Welfare will be displayed in admission section notice board.
- 2.2. Students will submit the online scholarship application form directly to the Department of Social Welfare in [www.sw.kar.ac.in](http://www.sw.kar.ac.in).
- 2.3. The hard copy of the application form submitted to the Department of Social Welfare will be received by the scholarship section.
  - 2.3.1. The Scholarship personnel will verify the application form and received relevant/necessary documents.
  - 2.3.2. Issue an acknowledgement to the respective candidates.
  - 2.3.3. Consolidation of the received application form.
  - 2.3.4. Scholarship section will check for correctness of the consolidated list and authenticate the same.
  - 2.3.5. The authenticated consolidated list will be submitted to principal for approval.
- 2.4. Approved document will be submitted to Department of Social Welfare.
- 2.5. The Department of Social Welfare will issue the sanction list to MIT Mysore.
- 2.6. Scholarship Section must then submit the “sanction list” to Superintendent- Accounts upon approval of the Registrar/AO/Principal.

- 2.7. The sanctioned amount will be adjusted to the tuition fees of respective candidates by the accounts section.
- 2.8. In case of the candidate having already paid the tuition fees, the amount will be reimbursed to respective candidates as follows.
  - a. The scholarship section will seek for application from candidates for reimbursement of tuition fees through a circular from principal.
  - b. The scholarship maintenance personnel will verify such application form by seeking information from accounts section.
  - c. The scholarship section will make arrangements to reimburse the tuition fees to such of those candidates.
- 2.9. The remaining sanctioned amount will be remitted to the college bank account.

### **3. SCHOLARSHIP PROCESS - SC/ST ABOVE INCOME**

- 3.1. Manual application will be invited by the Department of Technical Education, Bengaluru.
  - 3.1.1. The said circular from the Department of Technical Education will be downloaded by the scholarship section and submitted to the principal.
  - 3.1.2. Principal will issue a local circular based on circular from Department of Technical Education
  - 3.1.3. The content of the circular will be notified to all the concerned.
  - 3.1.4. The copy of both local circular and circular from Department of Technical Education will be displayed in admission section notice board.
- 3.2. The hard copy of the application form submitted to the Department of Technical Education will be received by the scholarship section.
  - 3.2.1. The Scholarship section will verify the application form and received relevant/necessary documents.
  - 3.2.2. Issue an acknowledgement to the respective candidates.
  - 3.2.3. Consolidation of the received application form.
  - 3.2.4. Scholarship section will check for correctness of the consolidated list and authenticate the same.
  - 3.2.5. The authenticated consolidated list will be submitted to principal for approval.
- 3.3. Approved document will be submitted to Department of Technical Education
- 3.4. The Department of Technical Education will issue the sanction list to MIT Mysore.

3.5. The sanctioned amount will be credited to the concern students' bank account from the Department of Technical Education.

#### **4. SCHOLARSHIP PROCESS - OBC FEES CONCESSION (2A,3A,3B, 1,GM)**

- 4.1. Online application will be invited by the Department of Backward class welfare.
  - 4.1.1. The said circular from the department of Social Welfare will be downloaded by the scholarship section and submitted to the principal.
  - 4.1.2. Principal will issue a local circular based on circular from Department of Backward class welfare. The content of the circular will be notified to all the concerned.
  - 4.1.3. The copy of both local circular and circular from Department of Backward class welfare will be displayed in admission section notice board.
- 4.2. Students will submit the online scholarship application form directly to the Department of Social Welfare in [www.karepass.ac.in](http://www.karepass.ac.in).
- 4.3. The hard copy of the application form submitted to the Department of Backward class welfare will be received by the scholarship personnel of MIT Mysore.
  - 4.3.1. The Scholarship personnel will verify the application form and received relevant/necessary documents.
  - 4.3.2. Issue an acknowledgement to the respective candidates.
  - 4.3.3. Consolidation of the received application form.
  - 4.3.4. Scholarship section will check for correctness of the consolidated list and authenticate the same.
  - 4.3.5. The authenticated consolidated list will be submitted to principal for approval.
- 4.4. Approved document will be submitted to "Department of Backward Classes Welfare".
- 4.5. The Department of Backward Classes welfare will issue the sanction list to MIT Mysore.
- 4.6. Scholarship Section must then submit the "sanction list" to Superintendent- Accounts upon approval of the Registrar/AO/Principal.
- 4.7. The sanctioned amount will be adjusted to the tuition fees of respective candidates by the account section.
- 4.8. In case of the candidate having already paid the tuition fees, the amount will be reimbursed to respective candidates as follows.
  - 4.8.1. The scholarship maintenance personnel will seek for application from candidates for reimbursement of tuition fees through a circular from principal.
  - 4.8.2. The scholarship maintenance personnel will verify such application form by seeking information from accounts section.

4.8.3. The scholarship maintenance personnel will make arrangements to reimburse the tuition fees to such of those candidates.

4.9. The remaining sanctioned amount will be remitted to the college bank account.

## **5. SCHOLARSHIP PROCESS - MINORITY STUDENTS ( 2B, Category)**

5.1. Online application will be invited by the Department of Minority Welfare

5.1.1. The said circular from the “Department of Minority Welfare” will be downloaded by the scholarship personnel of MIT Mysore and submitted to the Principal.

5.1.2. Principal will issue a local circular based on circular from Department of Minority Welfare. The content of the circular will be notified to all the concerned.

5.1.3. The copy of both local circular and circular from Department of Minority Welfare will be displayed in admission section notice board.

5.2. Students will submit the online scholarship application form directly to the Department of Minority Welfare in [www.nsp.gov.in](http://www.nsp.gov.in).

5.3. The hard copy of the application form submitted to the Department of Minority Welfare will be received by the scholarship section of MIT Mysore.

5.3.1. The Scholarship personnel will verify the application form and received relevant/necessary documents.

5.3.2. Issue an acknowledgement to the respective candidates.

5.3.3. Consolidation of the received application form.

5.3.4. Scholarship section will check for correctness of the consolidated list and authenticate the same.

5.3.5. The authenticated consolidated list will be submitted to Principal for approval.

5.4. Approved document will be submitted to Department of minority welfare.

5.5. The Department of Minority Welfare will issue the sanction list to MIT Mysore.

5.6. The sanctioned amount will be credit to the concerned Students bank account from the Department of Minority Welfare.



**CHAPTER 5****ESTABLISHMENT SECTION**

The establishment section is responsible to carry out all related tasks as per the “Service Rule Book”. All correspondences pertaining to the said tasks must follow the procedural hierarchy and such correspondences must be documented in respective files and folders.

**1. APPOINTMENTS / PROMOTION / TRANSFERS / RELIEVING**

- 1.1. Preparation of “Appointment Order” by the approval of the Registrar/AO/Principal.
- 1.2. Creating “Service Record” of the newly appointed employee.
- 1.3. Service record should incorporate the employee relevant documents such as resume, Appointment letter, Duty reporting letter, PAN card, Aadhar card and other credential documents.
- 1.4. Issue of applications to open Salary Account, PF account etc.
- 1.5. Personal files should be maintained for all the employees with all necessary documents.
- 1.6. Updating the service records and personal files in cases as below
  - 1.6.1. Additional qualifications
  - 1.6.2. Additional responsibilities (official assignments)
  - 1.6.3. Promotion / transfers / relegation / etc
- 1.7. Issuing, filing of relieving letter as communicated by Registrar/AO/Principal.
- 1.8. Issuing of experience certificate to the staff as requested by the same with the approval of Registrar/AO/Principal.
- 1.9. Leave details as received must be maintained in separate file and the same must be accurately documented in respective category leave registers.
- 1.10. Late punching/early leaving permission slips must be maintained in separate file and same must be accurately documented in respective register.
- 1.11. Correspondences pertaining to “Group Insurance” must be documented in respective files.
- 1.12. Answer/Clarify all the queries raised by the employees regarding transportation, IT, PF, ESI, Loans and other establishment related issues.

**2. SALARY PREPARATION STEPS**

- 2.1. Preparation of salary statement in the prescribed format on 26<sup>th</sup> of the every month

- 2.2. During the salary preparation, deductions to be considered from 27<sup>th</sup> of preceding to 26<sup>th</sup> of current month and updated as below:
  - 2.2.1.LWP (if any) as communicated by Registrar/AO/Principal.
  - 2.2.2.Mobile bill of individual staff and Bus fare details (as applicable)
  - 2.2.3.LIC/SBI Insurance bills.
  - 2.2.4.Deduction of Provident fund, Professional Tax, TDS according to the variation in the Gross Salaries as per Government Regulations.
  - 2.2.5.Other recovery/deductions if any.
- 2.3. Consolidated salary statement submitted to the Registrar/AO/Principal.
- 2.4. Approved monthly salary statement must be filed.
- 2.5. Acquittance must be signed by the respective staff members.
- 2.6. Acquittance maintenance for the financial year in the same format.
- 2.7. TDS Statements to be submitted to Auditors during auditing.

**CHAPTER 6****EXAMINATION SECTION**

The Examination Section is responsible to carry out all related tasks as per the “Service Rule Book”. All correspondences pertaining to the said tasks must follow the procedural hierarchy and such correspondences must be documented in respective files and folders.

**1. STUDENT RESULT LEDGER**

1.1. Maintaining the said ledger batch wise and branch wise accurately.

1.1.1. The marks details must be entered student wise and semester wise.

1.1.2. The said ledger must be attested by the Registrar/AO and Principal in each semester.

1.2. Based on the result analysis, preparation of consolidated promoted/detained list of Students for the next year and report the same to the Registrar/AO/Principal

**2. EXAMINATION PROCESS**

The Principal/Principal-In-Charge is the “Chief Superintendent” for all university examination.

2.1. Keep track of University Notification pertaining to examination and regularly update the information to the Registrar/AO/Principal.

2.2. Examination and all relevant notification must be brought to the notice of all the stakeholders.

2.3. Raise local circular, clearly mentioning the due dates for applying for examination to all the students.

2.4. Prepare a consolidated eligible student list for examination.

2.5. Communicate to the Accounts Section pertaining to Examination Fees collection through the Authority.

2.6. Exam Application processing:

2.6.1. Uploading application

2.6.2. Printing admission tickets / dispersing.

2.7. Practical

2.7.1. Communicate the Practical Examination notification to the concerned departments.

2.7.2. Correspondences such as time table, list of examiners, etc must be maintained in a separate file and as well communicate all relevant information to the university representative such BOE, BOS, Registrar (Examination) as applicable.

- 2.7.3. Prepare examination related material requirement list and submit to the Registrar/AO/Principal and upon approval, arrange for procurement of the said material from the university.
  - 2.7.4. Upon Indent raised and approved by the authority, distribute the examination related material to respective departments.
  - 2.7.5. Upon submission, acknowledge practical examination related packets to respective examiners.
  - 2.7.6. Prepare consolidate list of packets received, associated forms and packets and transit the same to university office and file the university acknowledgement in a separate file.
- 2.8. Theory
- 2.8.1. Communicate the Theory Examination notification/timetable to all the concerned and (Principal/Registrar/HODs) and to the Internal “Deputy Chief Superintendant”.
  - 2.8.2. Display examination time table in respective notice boards.
  - 2.8.3. Prepare examination related material requirement list and submit to the Registrar/AO/Principal and upon approval, arrange for procurement of the said material from the university.
  - 2.8.4. Facility arrangement for ensuring smooth conduction of examination.
  - 2.8.5. Preparation of Room allotment/seating arrangement document in consultation with the Deputy Chief Superintendant and submit the same to the authority.
  - 2.8.6. Upon approval of the authority, arrange for physical set up of the same.
  - 2.8.7. Preparation of Room Superintendent/Relieving superintendant requirement document in consultation with the Deputy Chief Superintendant and submit the same to the authority.
  - 2.8.8. Upon approval of the authority, prepare invigilation duty slips and give the slips to the respective staff.
  - 2.8.9. Maintain the day wise duty allotment list in separate register.
  - 2.8.10. Ensure smooth conduction of examination by making all relevant daily arrangements.
  - 2.8.11. Prepare consolidate list of packets and associated forms and transit the same to university office and file the university acknowledgement in a separate file.
- 2.9. Prepare expenditure/remuneration bills for clauses 2.7 and 2.8 and the consolidated bills must be submitted to the Registrar/AO/Principal for approval and upon approval a

copy to be maintained in separate file and original to be submitted to the university claiming the same.

2.10. All matters pertaining to revaluation must be followed up as per the notification of the university, communicated to all concerned and complete the formalities.

### **3. RECORDS MAINTENANCE**

3.1. All relevant documents pertaining to main clause number from 1-2 must be maintained separately in the form of ledgers/registers/files/folders (as applicable).

3.2. The prepared master copies of ledgers/registers/files/folders must be prepared by the Examination - superintendant and get the authentication of the Registrar/AO/Principal.

**CHAPTER 7****TRANSPORTATION SECTION**

Transportation section is responsible for arranging the commutation for students as well as staff (if availed) of MITM. The necessary service is arranged through *External Agencies* and *Internal Facility*. The procedure followed to accomplish the said task of arranging the commutation from and to MITM is as follows.

**1. SERVICES FROM EXTERNAL AGENCIES**

- 1.1. Collect the updated list of student's details pertaining to their boarding/alighting points.
- 1.2. Consolidate the boarding/alighting points of staff members that have availed/requested for transportation facility. The details pertinent to this must be submitted to the establishment through the approval of the Registrar/Principal.
- 1.3. Based on the consolidate list of both staff and students calculate the number of vehicles required to provide effective transportation facilities.
- 1.4. Submit the vehicle requirement list and routing, to the Principal.
- 1.5. Facilitate for MOUs with KSRTC and private charter service providers.
- 1.6. Collect the approved calendar of events and chalk out monthly/yearly plan in terms of daily vehicle requirement.
- 1.7. Accommodate the random changes in the calendar of events in the transportation plan.
- 1.8. Get the approval of vehicle requirement from the Principal.
- 1.9. Communicate the approved information to respective service providers.
- 1.10. Follow up for smooth functioning of service.
- 1.11. Facilitating of submission of monthly transportation bills to the principal.
- 1.12. Plan for data collection in the following aspects.
  - 1.1.1. Verification of transportation bills.
  - 1.1.2. Copy to be maintained in the respective file.
- 1.13. Maintaining the proper file and registers to the above said corresponding works.

**2. SERVICES FROM VEHICLES OF MIT MYSORE****2.1. ON REGULAR DUTY**

- 2.1.1. Consolidate the transportation requirement of student and staff to be serviced by vehicles of the institute.
- 2.1.2. Chalk out optimal route to be covered by these vehicles.

2.1.3. Submit the requirement and routing to the Principal.

2.1.4. Upon approval of the authority, allocate the vehicles as per the route and plan.

2.1.5. Allocate drivers to respective vehicles.

**2.2. DURING SEMESTER END EXAMINATION**

2.2.1. Collect the approved timetable from examination section that is approved by the Registrar/Principal.

2.2.2. Prepare a consolidated list of vehicle requirements on daily basis for the entire duration of the examination schedule.

2.2.3. Plan MITM vehicles and submit the plan to the Registrar/Principal.

2.2.4. Prepare the schedules for MITM vehicles and handover duty allotment letters with schedules to respective drivers upon approval of Registrar/Principal.


2.2.5. Arrange for deficient number of vehicles from KSRTC/Private Agencies.

2.2.6. Prepare consolidated bills for services rendered from external agencies and submit the same to the Principal.

2.2.7. Upon approval from the Principal, submit the approved bills to the accounts section.

**2.3. ON MISCELLANEOUS DUTY**

2.3.1. Keep ready the vehicles for services to be provided on requests.

	<b>Maharaja Institute of Technology Mysore</b> Behind K R Mills, Belawadi, Srirangapatna Tq, Mandya District- 571 438	
<b>VEHICLE REQUISITION SLIP</b>		
		No: _____
Request by		
Name of the Department		
Purpose and Destination(s)		
Vehicle required on	Date: ___/___/___	Time:
Type of Vehicle	2 wheeler / 4 Wheeler (LCV) / Mini bus / Bus / Any other, specify _____	
Signatures of :		
<b>Request Generator</b>	<b>HOD</b>	<b>Principal</b>

2.3.2. Receive the vehicle requisition letter.

2.3.3. Allocate driver and vehicle based on availability and as per the requirement of the request.

**3. Documentation**

Facilitate submission of the following documents on daily basis.

3.1.1. Driver attendance register

3.1.2. Vehicle log book

3.1.3. Fuelling details: Upon Principal’s approval, prepare consolidated fuelling bills and submit to the Registrar/AO.

3.1.4. Previous day’s consolidated report in the following format (maintained in ledger) containing transport activities must be submitted to the Registrar/Principal before 10.30 am.

Date:										
Sl. No.	Vehicle Type	Vehicle Registration Number	Driver Name	Total distance travelled	Fuelling		Details of breakdown during Transit (if any)		Requisition Number	Remarks
					No. of Lts	Amount	Cause	Service Amount		

**Prepared By: Transport Manager / PRO**

**Signature:** **Principal**

3.1.5. Prepare the maintenance plan for the vehicles owned by MIT Mysore and consolidate the report of the same in a maintenance file.

3.1.6. Arrange for Preventive/Regular Maintenance by taking the approval of Registrar/AO/Principal in the following format.





### Maharaja Institute of Technology Mysore

Behind K R Mills, Belawadi, Srirangapatna Tq, Mandya District- 571 438

#### VEHICLE MAINTENANCE REQUISITION SLIP

No: \_\_\_\_\_

Vehicle Type		
Registration Number		
Major Issues		
Approximate Cost (As quoted by service agency)		
Service Appointment Date		
Signatures of :		
<b>Driver/Vehicle in charge</b>	<b>Transport Manager/PRO</b>	<b>Registrar/AO/Principal</b>

3.1.7. Submit the maintenance bills with all relevant supporting documents to the Registrar/AO/Principal.

## **CHAPTER 8**

### **SYSTEM ADMINISTRATION SECTION**

#### **1. NETWORKING**

##### **1.1. Internet**

- 1.1.1. Maintaining and ascertaining that all relevant systems are equipped with suitable internet access and speed.
- 1.1.2. Maintaining server
- 1.1.3. Maintaining firewall
- 1.1.4. User account set up (Log In Credentials).
- 1.1.5. E-mail ID account generation and access control.
- 1.1.6. Maintenance of connectivity, faults follow up

##### **1.2. LAN**

- 1.2.1. Maintenance of Local Area Network Architecture
- 1.2.2. New connection establishment on request approved by the Registrar/Principal.

#### **2. COMPUTER SYSTEMS, PERIPHERALS AND SOFTWARES**

- 2.1. Maintenance of computer systems
- 2.2. Maintenance of hardware components and other electronic gadgets such as bio-metric systems, Closed Circuit Television (CCTV), Cable Networks, etc
- 2.3. Maintenance of software such as operating systems and other application software.
- 2.4. Maintenance of server systems.
- 2.5. Software purchase and renewal (as applicable).

#### **3. WEB PORTAL AND INTERNET/ CELLULAR CONNECTION**

- 3.1. Maintenance of institute Websites including coding. [MITM & MITI]
- 3.2. Content management of the MITM Official social media platform as per the instructions from the "Media Cell".
- 3.3. BSNL/Yashtel/other service provider - Communication with service provider regarding Landline, Broad Band, Mobile-SIM, Network connections.
  - 3.3.1. Preparation of Memorandum, renewal of Memorandum and follow up
  - 3.3.2. Receive service bills of Landline, Mobile and Public Telephone, etc and authenticate the same and submit to the Registrar/AO/Principal.

3.3.3. Upon receipt of request approved by the Registrar/AO/Principal, arrange for fulfilling the requests such as new corporate SIM's (Subscriber Identification Module), Duplicate SIM's, Cancellation of SIM's, and Activation/deactivation of SIM's.

#### **4. MANAGERIAL ACTIVITIES**

- 4.1. Follow up and maintain the working conditions of the computer and peripherals.
- 4.2. Maintenance of necessary backups.
- 4.3. Maintenance of passwords and other credentials.
- 4.4. All relevant documents/bills etc pertaining to main clause number from 1-4 must be maintained separately in the form of registers/files/folders prepared by the system administrator and get the authentication of the Registrar/AO/Principal.
- 4.5. Framing the relevant policies and procedures pertaining to access control and utilization. Submit the same to the Registrar/AO/Principal for approval.
  - 4.5.1. Upon approval, communicate the same to the stakeholders (as applicable)
  - 4.5.2. As per the approved policies meet the requirement.
- 4.6. Minor issues must be resolved as and when they occur. The communication for such issues need be orally communicated through the Registrar/AO and not through the "System/Network Request Slip". Such of these issues need to be documented in maintenance register in the following cases.
  - 4.6.1. Where monetary transactions are not involved.
  - 4.6.2. Additional equipment/accessories are not to be replaced
  - 4.6.3. When the duration for resolving the issues does not exceed prolonged duration.
- 4.7. User grievance Redressal request must be received in the format given in Table 1. Upon approval of the Principal, arrangements must be made to resolve the issues.
  - 4.7.1. In case of new item requirement for resolving the issues, the system Administrator must raise an indent for the same and submit to the "Stores-Superintendent" upon approval of the Principal.
  - 4.7.2. If any item is procured by the system administrator on instruction by the Principal, pertaining to clause 4.7, The details of the bill must be authenticated by the system administrator and submit the bills along with a copy of "System/Network Request Slip" to the Principal for approval.
  - 4.7.3. Upon Approval of the principal the same must be submitted to the Registrar/AO for further action.



**Maharaja Institute of Technology Mysore**

Behind K R Mills, Belawadi, Srirangapatna Tq, Mandya District- 571 438

**SYSTEM/NETWORK REQUEST SLIP**

No: \_\_\_\_\_

Request by		Date: ___/___/___
Name of the Department		
Details of the Issue / Requirement		
Justification by the Requester		
Location and Stock number (if any)		

Signatures of :

<b>Request Generator</b>	<b>HOD</b>	<b>Principal</b>

**ACTION REPORT**

Requirement/Problem Identified	
Resolving Process details	
Item details (if any) (Procured/Replaced)	
Remarks	
Resolved on	___/___/___

**Remarks and Signatures of**

<b>Requester</b>	
<b>System Administrator</b>	
<b>Principal</b>	

**CHAPTER 8**

**HOUSEKEEPING SECTION**

**1. ON REGULAR DUTY**

Housekeeping in charge must perform the following

- 1.1. Prepare the consolidated list of rooms/areas/porticos, etc to be maintained.
- 1.2. Forecast the total housekeeping personnel required to carry out the said task on a monthly basis.
- 1.3. Prepare the consolidated list of materials/items/etc that are required for housekeeping of the institute.
- 1.4. Submit the requirement list to the principal for approval.
- 1.5. Submit the approved materials requirement list to the Superintendent-Stores
- 1.6. Generate indent on weekly basis and get the approval of the Registrar/AO.
- 1.7. Receive materials from stores.

**2. REGULAR HOUSE KEEPING:**

Housekeeping in charge must


- 2.1. Maintain Attendance log register of the housekeeping personnel.
- 2.2. Maintain leave record of the house keeping personnel.
- 2.3. Prepare housekeeping schedule on a weekly basis in the following format.

Door Number	Room Number	Description of the room	Housekeeping personnel allotted	Description of the task	Schedule	Duration
001		CAD 1	Mrs. Maniyamma	Sweeping/ Moping/ Tables/desks/ cupboard exterior cleaning	Everyday/once in three days /once in a week/twice a day	From _/_/_ to _/_/_

- 2.4. Submit the prepared schedule of housekeeping for approval from the Registrar/AO.
- 2.5. Allot and communicate the schedules to the house keeping personnel.
- 2.6. Inspect on random basis and check the housekeeping log registers that is authenticated by the area/room, etc personnel.

**3. ONE TIME BASIS**

3.1. The request for deputing housekeeping personnel must be approved from the Registrar/AO and submitted to the PRO. (In the following format)

 <b>Maharaja Institute of Technology Mysore</b> Behind K R Mills, Belawadi, Srirangapatna Tq, Mandya District- 571 438		
<b>HOUSEKEEPING REQUISITION SLIP</b>		
		No: _____
Request Generated by		Date: __/__/__
Name of the Department		
Occasion (specify)		
Location (specify)		
No. of housekeeping personnel required		
Reporting date and time required		Time: _____
Signature of		
<b>Request Generator</b>	<b>HOD</b>	<b>Principal</b>

1. Receive the requisition for deputing the housekeeping personnel and allocate the required number of housekeeping personnel as feasible.

**4. MANAGERIAL ASPECTS:**

- 4.1. Maintain stock registers (both assets and consumables)
- 4.2. Maintain material requirement documents
- 4.3. Maintain indent documents
- 4.4. Maintain housekeeping personnel attendance register
- 4.5. Maintain housekeeping personnel schedule
- 4.6. Maintain housekeeping requisition slips.

**CHAPTER 10**

**GARDENING SECTION**

**1. REGULAR TASKS**

Gardening in charge must perform the following

- 1.1. Preparation of layout of garden to be maintained. The layout of institute must be incorporated.
- 1.2. Maintain garden personnel attendance register.
- 1.3. Prepare the plan for maintenance of garden areas.
- 1.4. Allocate gardening personnel for carrying out tasks such as watering the plants/cleaning the garden areas/plucking of unwanted plants, etc.
- 1.5. Inspect the garden areas on random basis.
- 1.6. Incorporate the changes suggested by the authority.
- 1.7. Maintain tasks carried out "Register".

**2. PROCUREMENT**

- 2.1. Prepare the monthly material requirement list for the purpose of maintaining the garden.
- 2.2. Submit the consolidated list of material requirement to the Registrar/AO.
- 2.3. Submit the approved list to Superintendent- Stores.
- 2.4. Prepare indent and submit the same to the principal and submit the approved indent form to the store manager.
- 2.5. Receive the required material from stores and enter the details of the received items in the respective stock registers such as assets registers or consumables registers.
- 2.6. Distribute the required materials to personnel of gardening.

**3. MANAGERIAL ASPECTS:**

- 3.1. Maintain stock registers (both assets and consumables)
- 3.2. Maintain material requirement documents
- 3.3. Maintain indent documents
- 3.4. Maintain gardening personnel attendance register.