

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



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.

Phone: 08236-292603

Website: www.mitmysore.in

E-mail: principal@mitmysore.in

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Declaration

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 stakeholders of the institute, therefore, need to be aware of the systems and procedures instituted at the institute as well the must be in access to statutory information as per the government act. It is the objective of this "mandatory Disclosure" document that all necessary and pertinent information in its most accurate content be disclosed for access to all its stakeholders and I declare that this information is true and shall be updated with time.

Sd/-

Dr. Naresh Kumar B G.

Principal

Date: 02/01/2021

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1. Particulars of the Organization

S/L	Title	Details
1.	Name of the college	Maharaja Institute of Technology Mysore
2.	Address for communication	Belawadi, Srirangapatna Tq, Mandya Dist-571 477
3.	Phone No.	08232-292601
4.	Fax. No	08236-292603
5.	Email	principal@mitmysore.in
6.	Website	www.mitmysore.in
7.	Head of the Institution (Principal)	Dr. Naresh Kumar B G.
8.	Mobile No.	9620228021
9.	AICTE File No.	South-West/Application No/2020/EOA
10.	AICTE Permanent ID	1-4391794
11.	Date and Period of Last Approval	30th April 2020 for the Period 2020-21
12.	Type of Institution	Private Un-Aided
13.	Name of the Trust running the Institution	Maharaja Education Trust(R), Mysuru.
14.	Address of the Trust	No. 12, Kamakshi Hospital Road, Mysuru-560001.
15.	Registered with	Sub Registrar Office, Mysuru- South, Mysuru District
16.	Registration Date	7th December 2005
17.	Name of the Affiliating University	Visveswaraya Technological University
18.	Address	"Jnana Sangama", VTU- Machhe, Belagavi, Karnataka - 590018
19.	Website	www.vtu.ac.in
20.	Latest Affiliation Period	2020-21

2. About the Institution

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.

3. The Vision of the Institute

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

4. Mission of the Institute

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

5. Core Values

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

6. Functions and Duties

6.1. General Duties and Functions of Staff Members

- The Institution must observe actual teaching days in a calendar year as prescribed by the university and the remaining working days shall be devoted to the development of the academic standard, research & training, examination,

faculty development program, seminar, workshops, publication, and other activities of the Institution as per guidelines of the Authority.

- The functions of teaching and non-teaching staff are different in the institutions. The work of the academic teaching staff revolves around teaching, research, publication, application of knowledge such as consultancy, conducting seminars, student and community development, lab development, product development, projects, and so on.
- The faculty members have to take tutorial classes / remedial classes / advanced classes / makes up tests.
- The counseling of the students will be an essential component of the role & responsibilities of faculty members.
- It will be incumbent upon the Head of the Department to ensure that the regular norm is satisfied concerning each of the teaching faculty in the department. The details of assigned classes (as per routing) and weekly progress to be uploaded into MIS portal by concerned faculty members and this will be a vital criterion at the time of periodic appraisal of the faculty members.
- The work plan of faculty members shall ensure, in the most productive manner, the utilization of stipulated working hours per week, with regards to the roles, jobs, and targets assigned to them by the department/institution.
- The work distribution of non-teaching employees will be solely decided by the institute authority / HOD / the reporting officer on whom the authority has been delegated. Both teaching and non-teaching employees shall be present in the institution during the working hours unless engaged in official work outside.
- Any Other duties and responsibilities as defined by the Authority.

6.2. Specific Responsibilities of Various Cadres

6.2.1. The Principal

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

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

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

6.2.2. The Dean- Administration

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

1. Direct the business administration of the institute and its departments, specifically the areas of accounting, financial reporting, human resources, and payroll activities.
2. Develop and implement institute-wide business administration policies and best practices in consultation with departmental administrators as needed.
3. Prepare long and short-range financial goals and objectives for the institute, including modeling and forecasting prospective revenues and expenditures under different assumptions and scenarios.
4. Prepare an annual comprehensive all – funds institute budget.
5. Actively manage and strategically evaluate the institute's resources, ensuring that funds are stewarded appropriately, allocated, and deployed for maximum benefit.
6. With an entrepreneurial focus, develop and explore new and /or unidentified avenues for potential sources of revenue.
7. Implement appropriate internal controls and effective business practices and perform quality reviews to ensure compliance
8. Using excellent professional judgment and knowledgeable resources, independently and with accountability, make decisions consistent with

applicable policies, expectations of institute leadership; proactively prevent problems

9. Advise institute leadership, faculty, and staff on all matters related to the financial and administrative management of the institute.
10. Any other responsibility is given by the Principal.

6.2.3. The Dean- Research and Development

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

He/she is overall responsible to develop, sustain and advance a research mission in the institute, among its faculty and students, and through collaborative partnerships with industry and other institutions, in that:

1. Monitoring the activities of the Research Center of various departments as in line with the university regulations and requirements.
2. Monitoring the research progress of research scholars pursuing a Ph. D.
3. Recommending faculty members for participation in qualitative conferences / Seminars / Workshops.
4. Monitoring the activities of innovation and creativity in practice at the institute.
5. Monitoring the progress of product development in the departments.
6. Develop and promote the integration of research programs and research initiatives in collaboration with institute leader and departmental administrator.
7. Lead the quest to establish Centers of Excellence via facilitating research activity and innovation throughout and collaboratively with global academic and engineering industries.
8. Conduct a program of research such as conferences, workshops, FDP's, seminars, etc to maintain scientific and engineering expertise in accountability.
9. Lead, facilitate, and support grant-writing activities for research investigations within the institute and throughout its spectrum.
10. Advise to build research infrastructure within the institute and collaboratively to facilitate and advance research productivity.
11. Build relationships with local, national, and international foundations and facilitate communication and interaction with federal funding agencies.
12. Advise, assist, and recommend faculty on research proposals, patenting research contracts, and intellectual property issues.
13. Assist faculty members in identifying and securing the necessary resources.

14. Any other responsibility is given by the Principal.

6.2.4. The Head of the Department

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

1. The Head of every Department shall act under the general supervision and control of the Principal of the institution and his duties and function shall be to administer the academic and administrative affairs of the department concerned following the guidance of the Principal and as per the policy of the authority.
2. HODs will actively participate in teaching, research, publication, and administrative work as per the work distribution of the Principal.
3. The HOD shall always maintain the academic standard in the department. In addition to the allotment of classes to the teachers, he shall assess the workload of the teachers, lab instructors, and other technical persons in the department, requirements of staff members, etc. He shall also maintain a liaison with the other departments. He shall keep vigil about the quality teaching in every theoretical & practical subject as per syllabi of the university. The HOD shall ask the teachers to prepare lesson planning on each subject and he shall monitor whether the schedule is maintained. He shall prepare a list of the types of equipment, books, etc. well before the beginning of the semester and forwarded it straight to the Principal for early procurement. He shall take care of conducting all the examinations, evaluation methods, keeping all records of examinations as per regulations under the guidelines of the Principal. In any case of urgency or anything related to academic affairs that are not mentioned above the HOD shall take advice from the Principal and shall take necessary steps.
4. As a part of academic affairs, the HODs will impart knowledge to the students by taking classes, taking tutorial and remedial classes on regular basis, need-based laboratory development and lab classes, evaluating the students, and so on.
5. As part of real-world knowledge application, HOD shall encourage consultancy and project work amongst faculty members as per norms in consultation with the Principal. The said activities, progress, and achievement are recorded in the meeting of the departmental committee. HOD will also ensure that Faculty members are engaged in the development of quality study materials, course

materials, lesson plans, model questions, answers, etc on regular basis and those are uploaded into the MIS server of the institution.

6. HOD will monitor that faculty members hold regular interaction with student representatives to resolve ongoing issues and a healthy student-teacher relationship is maintained with all dignity.
7. HOD will provide effective leadership towards industry institution partnership. Organization of special lectures, seminars, workshops by the industry professionals for the total development of future professionals. Interaction with industry and institute for the academic development of the students.
8. As far as management of the academic affairs of the department concerned he shall act in consultation with the departmental committee, The departmental committee shall meet at least once a month, which shall be convened by the Head of the Department concerned with the agenda and the time of the meeting being decided upon in the preceding meeting so that no notice is circulated.
9. Faculty/teaching skill development program to be planned by the HOD based on need analysis of all the concerned faculty and technical staff members.
10. HOD has to ensure that the required data are duly uploaded to the MIS server/university official portal by all the faculty members.
11. Any other responsibility is given by the Principal.
12. HOD shall encourage faculty members to do Ph.D. / Research.

6.2.5. The Professor and Associate Professors

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

1. Professors and Associate Professors will actively participate in teaching, research, publication, real-world knowledge application, and administrative work as per the work distribution model envisaged by the HOD/Principal
2. Professors and Associate Professors will assist HOD in academics and administration of the department and also contribute to policy planning, monitoring & evaluation, and promotional activities both at the departmental and institutional level.
3. As far as management of the academic affairs of the department is concerned the Professors and Associate Professors will take active participation in the departmental committee as advised by the HOD.

4. As a part of academic affairs the Professors and Associate Professors will impart knowledge to the students by taking regular classes, tutorial classes, and remedial classes on regular basis, they will also guide the faculty members regarding the need for laboratory development and to improve the quality of the lab classes and so on.
5. As a part of academic affairs, the Professors and Associate Professors will implement a faculty development program, conduct departmental workshops and seminars and also monitor and evaluate academic activities.
6. Professors and Associate Professors will provide research guidance including the Ph.D. program; ensure publication work and also design and development of new programs as suitable for the students.
7. Professors and Associate Professors are most suitable for real-world knowledge application, they will provide leadership in external revenue generation programs such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development; modernization, expansion, promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Program and brand building of the department providing technical support, etc.
8. Has to give valuable guidance as a senior member of institution committees duly nominated by the Principal.
9. To contribute to the finishing school program and industry readiness program.
10. Any other responsibility is given by the HOD / Principal.
11. The Professors and Associate Professors must undertake the responsibility to bring sponsored research projects and industrial consultancy work.

6.2.6. The Assistant Professors

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

1. Assistant Professors will actively participate in teaching, research, publication, real-world knowledge application, and administrative work as per the work distribution model envisaged by the HOD/ Principal. They will also be closely involved in his examination process as per the guidance of HOD.
2. Assistant Professors shall take an active role in the departmental committee as directed by the HOD.

3. Assistant Professors shall take regular classes, tutorial classes, and remedial classes regularly, laboratory development and lab classes, preparation of lesson plan, teaching materials, publications, and full implementation of online teaching-learning systems.
4. As a part of academic affairs, the Assistant Professors will participate in the faculty development program, departmental workshop, seminar for continuous quality improvement teaching-learning process.
5. Assistant professors shall be actively involved in research and project, publication work, and design/development of the new program is suitable for the students.
6. Assistant Professors shall participate in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development, modernization, expansion, promotion of entrepreneurship and job creation, to implement sustainable QIP and brand building of the department providing technical support, etc.
7. Assistant Professors shall actively take part in extracurricular, cultural, and social service activities of the college as a member of respective institution committees and cells.
8. They shall devote significant time and energy to the total counseling of the students round the year.
9. Any other responsibility is given by the HOD / Principal.
10. Assistant Professors shall involve themselves in research and development. They must try to publish research papers and engage themselves accordingly for doctoral work (if applicable).
11. Assistant Professors shall have to take an active role to bring sponsored industrial consultancy work as well as sponsored research projects.

6.2.7. Research and Development, Consultancy, Sponsored Research

The departments must facilitate the following activities.

- Industrial Consultancy
- Individual
- Technical Services
- Service Consultancy
- Sponsored Research
- Talent searching at all levels (i.e. Faculty, Students, and lab Assistants).

- For AICTE/Other funded projects progressive reward system to be followed.

6.2.8. The Training and Placement Officer (TPO)

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

1. The TPO shall be responsible for all activities related to training of the students to enhance their interview-winning skill in consultation with the H.O.D/ Authority.
2. The TPO is the member convener of the TPO core committee.
3. The TPO shall be responsible to keep close coordination with the H.O.D/ Authority.
4. The TPO shall maintain all databases of the students necessary for placement of the students.
5. The TPO will take the initiative to visit different companies to build up a good industry-institute relationship.
6. The TPO before taking any final decision shall always consult the H.O.D/ Authority.
7. The TPO should keep the students informed about all activities of the Placement and Training cell, which are related to students' training & placement.
8. TPO should maintain all records needed by the corporate for placement of the students.
9. TPO shall submit regular statement reports to the Principal regarding the expenditure in his cell.
10. TPO shall be ready to accept and execute any responsibility given by the Principal in matters related to Training & Placement.
11. The TPO will report to the H.O.D/ Authority.
12. TPO should be ready with the data required to upload for the approval process of VTU/AICTE/NBA/NAAC and any such organization.
13. Any other responsibilities as assigned by the H.O.D/ Authority.

6.2.9. The Librarian

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

1. Librarian will manage the planning, administrative and budgetary functions of library and information services including.
 - 1.1. Establish and implement library and information policies and procedures.
 - 1.2. The person will be responsible for procurement planning in consultation with the 'Library Committee' and Principal.
 - 1.3. Develop and manage convenient, accessible library and information services.
 - 1.4. Prepare and manage the budget for library and information services, technology, and media.
 - 1.5. Develop and manage cost-effective library and information services, technology, and media.
 - 1.6. Order materials and maintain records for payment of invoices.
 - 1.7. Analyze and evaluate library and information services requirements.
 - 1.8. Prepare reports related to library and information services, resources, and activities.
 - 1.9. Smooth & effective operation of the library.
 - 1.10. Procurement planning in consultation with 'Library Committee'/ Principal.
 - 1.11. Software implementation/up-gradation.
2. Librarian will provide effective access to library collections and resources, maintain the organization of library materials, provide library services in response to the information needs of library users, and perform other related duties.
3. Any other responsibility as assigned by the Authority/Principal.

6.2.10. The Physical Education Director

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

1. He shall organize various physical fitness exercises for the students from time to time. He shall coach the students either before or after the class hours in the morning and evening.
2. He shall be responsible for the conduct of tournaments and athletic meets at the institution; impart coaching and /or training to the students to participate in intercollegiate and /or inter-university competitions, and also national and international competitions.
3. The PED shall arrange for sports meets and other coaching camps for the students.

4. The PED shall be responsible for the selection of a team of talented students to represent the institute for various sports events and motivate them to win trophies, shields, medals, and other prizes.
5. He shall discharge any other functions and accomplish any other duties and assignments allocated to him from time to time by the Authority/Principal.
6. He is the Member – Convener of the sports committee and makes arrangements for the periodical meeting of the sports committee and prepares the minutes of the meetings.
7. He is responsible for the maintenance of the daybook, stock book, and the accounts of the sports expenditure.
8. The PED shall arrange for conducting annual periodical stock verification of sports materials and other equipment and submit annual stock verification reports to the principal with his specific findings; if any difference is noticed between book balance and physical balance the same may be entered in annual stock verification report in shortage column through the sports committee.
9. Any other responsibility as assigned by the Authority/Principal.

6.2.11. The NSS Program Officer

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

1. Provide information about NSS motto aims and objectives, philosophy, and activities.
2. The NSS program officer is the member convener of Swachh Bharat Mission Cell.
3. Enlist cooperation and coordination of community, agencies, government departments, and non-governmental agencies.
4. Select or adapt the village/slum for service projects based on utility and feasibility.
5. Prepare and conduct the orientation Program for NSS Volunteers, explain to them about the concept of social service.
6. Prepare and teach them the methods and skills required for achieving the objectives of the NSS scheme.
7. Promote community education through meetings, talks, news bulletins, discussions, etc.
8. Co-ordinate the NSS activities as per the volunteers' ability and community demands.

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

6.2.12. The System Administrator

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

1. Manages all the activities relating to computer systems and networking.
2. Take all necessary measures in upholding the internet usage policy of the institute.
3. Looks after the repair and maintenance of the computer system and its networking.
4. Prepares a schedule for providing computer service to all concerned.
5. Arrange for the availability of internet connection wherever and whenever required.
6. Arranges computer training /refresher courses for the staff to update their knowledge.
7. Develops e-learning and user-friendly e-institution concept with the guardian and faculty member.
8. Maintains and updates the institute website.

9. He is the member convener of the media cell and makes arrangements for the periodical meeting of the cell and prepares the minutes of the meeting and follow up the decisions towards implementation.
10. Any other work /responsibility assigned by the Authority/Principal.

6.2.13. The Foreman / Mechanic / Programmer / Technical Assistant / Lab Instructor

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

1. As a part of academic affairs the foreman, technical Assistants & lab instructors will actively participate in laboratory development, preparation of laboratory manual, charts, and conducting lab classes with full theoretical knowledge duly guided by concerned faculty members.
2. Foreman, technical assistants & lab instructors are always guided by the respective faculty in charge of the laboratory. Foreman, technical assistants & lab instructors shall also be responsible to take every care & ensure the proper maintenance of the equipment, electric connections, etc. kept in the laboratory, in case any other assignments given by the respective teachers, he/she shall always participate in any activity related to institute affairs. He shall also carry out the decisions of the HOD as well as the Principal.
3. They will also be actively involved in multiple college activities as a member of various cells duly nominated by HODs.
4. In the event of modification in the syllabus, the concerned technical staff members need to be updated and trained by the senior faculty members to implement the modifications appropriately.
5. Maintenance of stock register.
6. Any other responsibility is given by the Principal or by the HOD.
7. Technical Staff members must augment their qualifications with the approval of the HOD / Principal.

6.2.14. The Registrar / Administrative Officer

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

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

2. The Registrar/Administrative Officer shall keep and maintain the records of attendance of staff members regularly as per regulation.
3. The Registrar/Administrative Officer shall maintain the leave register of all the employees. The Staff members, for any leave, shall apply to the Principal through the HOD.
4. The Registrar/Administrative Officer shall maintain all the records of the semester-wise examinations through the examination Section.
5. The Registrar/Administrative Officer shall always provide information to the Principal as well as to the Authority as and when needed. Other than the Principal and Authority, nobody can ask for any information about the Institute, unless and until prior permission is taken from the Principal or Authority.
6. In case of execution and implementation of any decision, The Registrar/Administrative Officer shall consult the Principal. All the administrative affairs, namely, General Administration within institute and Hostel, Estate, Construction, Admission, Accounts, Examination, Building Maintenance, Security, Transportation, Games activities, etc. will be under the direct control of the Registrar/Administrative Officer.
7. All admission shall be done, as per regulation, through the Registrar/Administrative Officer under the direct supervision of the Principal and Authority.
8. All other administrative (Ministerial) personnel will work under the supervision of The Registrar/Administrative Officer.
9. The Registrar/Administrative Officer, for any decision, shall always consult the Principal.
10. Will maintain all the records as per the university norms & will be the custodian of all records and statues.
11. Will ensure full compliance of fire protection and safety measures in the buildings and overall campus. The person will look after the student affairs of the institute and hostel as well.
12. Will ensure compliance of timely payments towards taxes and insurance premiums as per statutory requirements.
13. The Registrar/Administrator will look after the day- to - day administration of the institute.
14. The Registrar/Administrative Officer will report to the Principal.
15. Any other work assigned by the principal.

6.2.15. EPA to Principal

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

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

1. Provide administrative and clerical support, including the preparation of correspondence, reports, memoranda, circulars, notices, etc.
2. To ensure that all papers about GC meetings are kept in order and update agenda, meeting notice, proceedings, and action on resolutions of the GC meetings.
3. In the Principal's absence refer matters to the In-charge for action
4. In charge of the day-to-day running of the PA's Office, requiring a thorough knowledge of all office procedures, including dealing with pupils, dealing with staff, welcoming visitors, filing, mail, e-mail, typewriting, word processing, photocopying, etc.
5. Maintain all related files and folders within the Principal's office.
6. Undertake any other appropriate additional duties, as required by the Registrar, to assist with the efficient running of the institute services
7. Provide a confidential secretarial, clerical, and administrative service to the Principal
8. Screen and deal with all the Principal's telephone calls
9. Receive and welcome visitors to the Principal in a professional manner, providing refreshments as required
10. Deal with incoming and outgoing correspondence for the Principal/Institute – drafting replies when necessary.
11. Communicate with parents, staff, students, the general public, university and government agencies, local authorities, and VIP visitors to the institution.
12. Keep the Principal's diary and make appointments in line with the agreed procedure
13. Take minutes/action points at meetings as required.
14. Any other work assigned by the principal.

6.2.16. The Public Relations Officer

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

1. Maintain transport as per the necessity of the institute in providing transport service in coordination with the transport manager/Principal.
2. Facilitate housekeeping requirements as per the requirement of the institute and supervision of the housekeeping personnel.
3. Facilitate gardening/beautification services in the estate of the institute.
4. Educational public assistance: The officer distributes newsletters containing information about campus events, built and maintains ties with the alumni, faculty, staff, and students.
5. Expanding the number of applicants in an institution: To advertise the institution to increase the number of applicants. To use social media sites, blogs, and podcasts among others. He/she can also advertise on radios and television and help in making the institution better known hence expanding its population as it will attract more applicants.
6. Advertising institution: Highlight the positive about the institution, including the background of the institute, courses offered, achievements of the students, and the faculty.
7. Maintaining community relations: Create a good relationship between the institution and the community around. The officer has to uphold the image of the institution or maintain it and promote understanding and favorable relations with the public at large.
8. Improving internal relations: Internal public relations are the activities done within the institution to maintain good rapport and smooth out communication.
9. Crisis management: Crisis management maintains a good image of the institution.
10. Helping the institution to become better known: To advertise positively and make the institution known worldwide.
11. Organizing large-scale events and holding public meetings: Hold large-scale meetings with the public to communicate different positive objectives. During the meetings, the achievements of the institutions are made clear to the public.
12. Creating and maintaining a positive image: hold press conferences regarding any new developments in the institution, press release concerning the activities, branding of the institutes, maintaining contacts with the people who benefit the institution in any way.
13. Any other work assigned by the principal.

6.2.17. Admission Section

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

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

Note: Depending on the workload, several office assistants will be assisting the superintendent in discharging his responsibilities. The superintendent is responsible for admitting students at the beginning of the 1st year and preparation of the eligible candidate list and forwarding it to the concerned departments. Attending to various inspection committees like LIC, AICTE, and furnishing the all details required by them.

6.2.18. Accounts Section

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

1. Keep all financial matters about the institute in an appropriate order and up to date.
2. Attend financial matters with specific reference to CET, DTE, VTU, and AICTE.
3. Prepare budget statements and attend to follow up matters about budget provision.
4. Attend matters about grants with specific reference to state govt., central government, and other agencies.
5. Attend matters about the audit.
6. Attend AC/DC bills of examinations.
7. Prepare an annual report of accounts.
8. Verify (day-to-day) the relevant financial registers, cash book, general ledger, etc.
9. Verify and admit bills, vouchers, etc.
10. Attend financial matters about the building section.
11. Attend any other work entrusted by Registrar/ AO and Principal.
12. Prepare monthly salary statements as per the directions of the Authority/Principal.
13. Attend regular check on, receipt & expenditure.
14. Attend any other work that is assigned by the Authority/Principal.

Note: Depending on the workload number of office assistants will be assisting the superintendent in discharging his responsibilities. The superintendent is responsible for scrutinizing the bills of buildings, equipment, consumables, etc., and attending matters about the maintenance of the bills, like water & power bills. The Superintendent is also responsible for obtaining the various scholarships from different authorities and distributing them to the students, maintain fee ledgers, refund registers, bank accounts, cash book, etc, prepare monthly and quarterly income and expenditure statements and assist with the annual budget preparations, attend to the provident fund, income tax, professional tax, and other statutory deductions. Direct central assistance grant received from the Karnataka Govt. and another organization is to be properly accounted for.

6.2.19. Examination Section

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

1. Attend all matters about the conduct of university examinations both theory and practical.
2. Attend all matters about students taking university examinations like receiving application forms, sending them to university, copy of IA marks dispatch to university, etc.
3. Prepare AC and DC Bills in respect of both theory and practical exams.
4. Attend all matters about the results of university examinations.
5. Attend matters about all examinations.
6. Attend to results analysis.
7. Attend to the entry of enrolled students and the same to be sent to the university.
8. Attend to supervision work of office assistants.
9. Review the weekly pending cases and brings them to the notice of the next superior.
10. Give an opinion for all the files duly quoting the rules.
11. Attend any other work that will be assigned by the Authority/Principal.

Note: Depending on the workload number of office assistants will be assisting the superintendent in discharging his responsibilities. The superintendent is responsible for receiving the Examination application form, scrutinizing, and forwarding it to the university with relevant details. Receive the application form for revaluation, rejection of results, repeaters, and process them accordingly. Preparation of question paper requirements, seating arrangements for the examinations, forwarding the answer script

bundles to the university, preparation of the remuneration bills both for practical and theory examination. Issue of course completion certificates marks cards and preparation of statistical data required by the university.

6.2.20. Stores Section

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

1. Take all steps necessary for receiving/procuring and storing all types of equipment and consumables as required by the respective departments of the institute including administration.
2. Take all steps necessary for annual stock verification of all store stocks.
3. Take all steps necessary for the repair/servicing and/or disposal of all the unserviceable and/or redundant plant, equipment and other articles or fixtures including office equipment, that are returned to the stores from the departments
4. Take steps for the writing off items as and when such occasion arise and prepare breakage reports list of unserviceable articles and disposal of the same.
5. Take steps for renewal of all licenses of items in stores as applicable.
6. Maintain all registers of the section in a satisfactory/prescribed manner and make them up to date, by recording the respective receipts and issues, meticulously.
7. Maintain day book and other stock regarding goods received.
8. Attend processing of several schemes pursued by the institute.
9. Attend all AC and DC bills. To process all the bills of the items purchased and taken on the stock in stores.
10. Take all steps concerning the furniture of the institute like (a) ordering and passing the bills (b) numbering and noting the location (c) entry in the registers etc. (d) stock taking etc.
11. Take all steps regarding stationery requirements of the institute like (a) ordering and passing the bills (b) entry in the registers both input and output (c) Receiving and issuing the item against the relevant purchase orders and indents as applicable.
12. Attend any other work that will be assigned by the Authority/Principal.

Note: Depending on the workload number of office assistants will be assisting the superintendent in discharging his responsibilities. The Superintendent is responsible for obtaining quotations, placing orders, passing all types of bills including AC/DC. Maintain the furniture/stationery issue register, stock ledger, and unserviceable items register.

6.2.21. Establishment Section

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

1. Ensure that all papers about the staff of the institute (Teaching and Non – Teaching) are kept in order and update, about the schedule, recruitments, leave matters, pay scales, promotion, seniority list, and in – charge arrangement.
2. Take steps for the issue of necessary office orders and subsequent follow up matters.
3. Attend to the schedule of establishment charges, classification registers, vacancy, issue of advertisements, filling of vacancies, posting, GC and sub-committee meetings (including staff selection committee), appointment orders, matters about study leave, the deputation of staff for higher studies, matters about pay scales, issue of office orders, verification of personal files & service registers, payrolls, matters about in – charge arrangement, matters about cadre and recruitment rules & matters about promotion & seniority list.
4. Review the weekly pending cases and brings them to the notice of the next superior.
5. Should give his opinion for all the files duly quoting the rules.
6. Attend any other work that is assigned by the Authority/Principal.

Note: Depending on the workload, several office assistants will be assisting the superintendent in discharging his responsibilities. The Superintendent is responsible for various service-related matters of the employees. They prepare the salary bills of the employees including various deductions.

6.2.22. The Office Assistants

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

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

6.2.23. The Project-Manager / Maintenance Supervisor / Transport Manager / Electrician / Helper / Plumber / Machine Operator / Driver / Painter, Etc., Subject to the Supervision, direction, and general control of the Authority/Principal/Registrar/AO, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. Above said personnel are always guided by the respective authority. They shall also carry out the decisions of the Principal and Registrar/Administrator.

7. Organization Structure

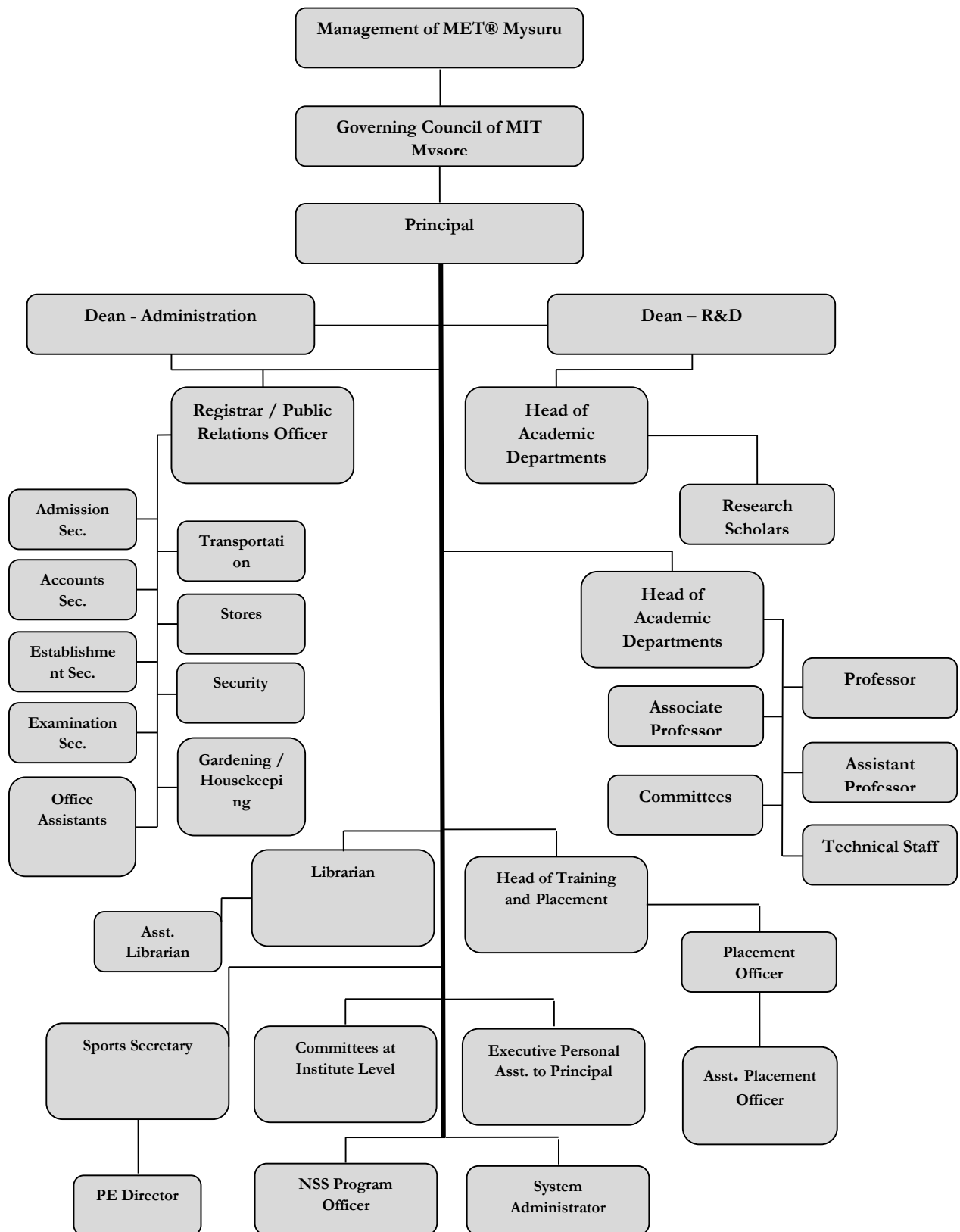


Figure 1: Organization Chart

8. Location of the College



Coordinates: 12°21'59.8"N 76°41'20.4"E

9. Working hours and 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.

10. Governing Board Members

S/L	Name	Designation / Status	Position
1.	Dr. D S Guru.	Professor, University of Mysore, Treasurer, MET®, Mysuru.	Chairman
2.	Dr. Chethan H K.	Special Officer, University of Mysore, Dept. of CSE, MIT Thandavapura, Joint Secretary, MET®, Mysuru.	Member
3.	Dr. Ananth R Koppar.	Industrialist, K2 Technologies, Rajajinagar IT Park, Bangalore, and Trustee, MET®, Mysuru	Member
4.	Dr. Chidananda Gowda K.	Academician, Ex- VC, Kuvempu University	Member
5.	AICTE Nominee	As Designated by AICTE, New Delhi	Member
6.	VTU Nominee	As Designated by VTU, Belagavi	Member

7.	Dr. Ramakrishnegowda C.	Faculty Representative, Professor, and Head, Dept. of Civil Engineering, MIT Mysore	Member
8.	Dr. Naresh Kumar B G.	Principal, MIT Mysore, Belawadi, Naguvanahally Post, Srirangapatna Taluk Telephone: 0821 – 2902158	Ex-Officio Member Secretary

11. Academic Advisory Body/College Council

S/L	Name	Designation / Status	Position
1.	Dr. Naresh Kumar B G.	Principal	Chairperson
2.	Dr. Shivamurthy R C.	Professor and Head, Department of Computer Science and Engg., Chairman Training and Placement, Swach Bharat Abhiyan, Entrepreneur cell	Member
3.	Dr. Ravichandra	Associate Professor and Head, Department of Electronics and Communications and Engg.	Member
4.	Dr. Sharath Kumar Y H.	Professor and Head, Department of Information and Science and Engg., Chairman, Media Cell	Member
5.	Dr. Ramakrishnegowda C.	Professor and Head, Department of Civil Engg., Chairman, Cultural committee, Grievances cell	Member

6.	Dr. Mohamed Khaisar	Professor and Head, Department of Mechanical Engg., Chairman, Anti Ragging Cell, Sports Committee	Member
7.	Dr. Manju B.	Professor and Head, Department of Chemistry	Member
8.	Dr. Vijaylakshmi Dayal	Professor and Head, Department of Physics, Chairman, Anti Sexual Harassment Cell, Stock Verification Committee.	Member
9.	Dr. Srinivas A H.	Professor and Head, Department of Maths,	Member
10.	Prof. Manjunath B.	Assistant Professor and Head, Department of Master of Computer Applications, Chairman, SC/ST, and OBC Cell.	Member
11.	Dr. Shyam B R.	Associate Professor and Head, Department of Master of Business Administrators, Member Secretary, IQAC	Member
12.	Dr. Vasudev T.	Dean-Administration, and Chairman, E-waste	Member
13.	Mr. Ashoka R.	Librarian, Head, Department of Library	Member
14.	Mr. Aniruddha A M.	Registrar/PublicRelation Officer	Member
15.	Mr. Kiran Kumar L.	NSS Officer	Member

16.	Mr. Srinivasegowda M P.	Exam Section	Administrative Member
17.	Mr. Dhanya Sundar	Physical Director, Coordinator, Sports Committee	Member
18.	Mrs. Padmavathi	EPA to Principal	Secretary

12. Directory of Officers

S/L	Title	Details
1.	Principal	Dr. Naresh Kumar B G. Mob: 9620228021 E-mail: principal@mitmysore.in
2.	AO/PRO	Prof. Aniruddha A M. Mob: 9620228022 E-mail: registrar@mitmysore.in
3.	Dean-Administration	Dr. Vasudev T. Mob: 9620228004 E-mail: vasu@mitmysore.in
4.	Dean Research and Development	Dr. Murali S. Mob: 9620228001 E-mail: murali@mitmysore.in
5.	IQAC-Coordinator	Dr. Shyam B R. Mob: 9620228052 E-mail: shyam_mba@mitmysore.in
6.	Librarian	Mr. Ashoka R. Mob: 9620228133 E-mail: library@mitmysore.in

7.	Training & Placement Officer	Mr. Shivsagar S D. Mob: 9880475019 E-mail: placements@mitmysore.in
8.	Physical Education Director	Mr. Dhanya Sundar Mob: 9448283455 E-mail: hodphysics@mitmysore.in
9.	Chairman-Grievance Redressal Committee	Dr. Ramakrishnegowda C. Mob: 9448501565 E-mail: rkgowda32@gmail.com
10.	Chairman Anti-Sexual Harassment Committee	Dr. Vijaylakshmi Dayal Mob: 9620228132 E-mail: hodphysics@mitmysore.in
11.	Chairman Anti-Ragging Committee	Dr. Mohamed Khaisar. Mob: 9620228031 E-mail: hodme@mitmysore.in
12.	Chairman Committee for SC/ST/OBC	Dr. Manju B. Mob: 9480849427 E-mail: hodchemistry@mitmysore.in

13. The rules, regulations, instructions, manuals, and records, held by it or under its control or used by its employees for discharging its functions;

SOP: <http://mitmysore.in/downloads/pdfdownload/StandardOperatingProcedure.pdf>

Service Rules Book: <http://mitmysore.in/wp-content/uploads/2020/02/Service-Rules-Version-2.0up.pdf>

14. Detail of the Program offered

S/L	Course	Year of Starting	Shift	Intake	Applicable From	Applicable To
1	Computer Science - PG	2013	First	18	2020-21	2020-21
2	MCA- PG	2008	First	60	2020-21	2020-21
3	MBA- PG	2009	First	120	2020-21	2020-21
4	Signal Processing- PG	2014	First	18	2020-21	2020-21
5	Thermal Power Engineering- PG	2013	First	18	2020-21	2020-21
6	Civil Engineering- UG	2010	First	120	2020-21	2020-21
7	Computer Science & Engineering- UG	2007	First	120	2020-21	2020-21
8	Electronics & Communication Engineering- UG	2007	First	120	2020-21	2020-21
9	Information Science & Engineering- UG	2007	First	120	2020-21	2020-21
10	Mechanical Engineering- UG	2007	First	120	2020-21	2020-21

15. Admission Quota: CET/COMED-K/MANAGEMENT

Common Entrance Test conducted by K.E.A.

Comed-K Entrance Test conducted by Consortium Engg.

16. Infrastructure details

Instructional Area

Room Type	Room Id/Name	Area of Room in sqm
Laboratory	101/B	200
Laboratory	102/A	150
Laboratory	102/B	150
Other	103B	150
Laboratory	104/A	150
Laboratory	104/B	150
Classroom	114	99
Other	115	32
Laboratory	117	170
Classroom	118	99
Laboratory	119	75
Laboratory	120	62
Classroom	121	99
Computer Laboratory	122	100
Laboratory	123	136
Classroom	127	99
Classroom	133	99
Resource Centre	138	25
Laboratory	139	45
Laboratory	151/A	160.13
Laboratory	151/E	25
Tutorial Room	168	46
Classroom	170	66
Classroom	171	90
Laboratory	202	150
Classroom	205	66

Classroom	206	66
Resource Centre	207	26
Classroom	208	99
Laboratory	211	175
Classroom	212	66
Laboratory	213	175
Laboratory	214	75
Classroom	216	99
Research Laboratory	218	45
Classroom	219	72
Laboratory	220	150
Classroom	223	66
Classroom	224	99
Classroom	225	66
Laboratory	226	105
Classroom	229	66
Classroom	230	99
Tutorial Room	233	39
Laboratory	251/A	160.13
Research Laboratory	251/B	30
Other	251/D	30
Laboratory	251F	20
Classroom	252	66
Classroom	253	66
Seminar Hall	261	140
Classroom	264	66
Classroom	265	66
Tutorial Room	268	46
Tutorial Room	270	50
Classroom	271	70
Laboratory	301/A	137.5
Laboratory	301/B	137.5
Other	302	90
Laboratory	303/A	137.5

Laboratory	303/B	137.5
Classroom	305	99
Laboratory	305/A	137.5
Classroom	309	66
Laboratory	310	80
Laboratory	311	85
Classroom	313	99
Laboratory	315	125
Other	317	33
Laboratory	318/A	100
Classroom	319	99
Classroom	320	66
Seminar Hall	321	110
Classroom	324	66
Classroom	325	99
Tutorial Room	327	40
Tutorial Room	328	50
Resource Centre	329	17.5
Tutorial Room	330	38
Seminar Hall	351	278.7
Multi-Purpose Hall	351/B	15
Multi-Purpose Hall	351/C	15
Multi-Purpose Hall	351/D	15
Classroom	352	66
Classroom	353	66
Computer Laboratory	361	140
Classroom	401	99
Seminar Hall	404	105
Classroom	405	66
Classroom	406	66
Laboratory	407	87.5
Laboratory	408	66
Classroom	410	99
Laboratory	412/A	105

Laboratory	412/B	105
Drawing Hall	413	400
Laboratory	414	99
Classroom	415	66
Seminar Hall	416	110
Classroom	419	66
Classroom	420	99
Tutorial Room	422	43.3
Tutorial Room	423	66
Resource Centre	424	33
Research Laboratory	451-I	15
Classroom	452	66
Classroom	453	66
Classroom	551	66
Classroom	552	66
Classroom	556	66
Classroom	557	66
Additional Workshop	AWS	400
Instrument Room	B001/A	10.3
Classroom	B003	99
Resource Centre	B006	796
Classroom	B007	99
Laboratory	B008	150
Laboratory	B009	150
Laboratory	B010	100
Laboratory	B011	50
Other	M001	32
Classroom	M003	66
Laboratory	M004	100
Classroom	M005	66
Laboratory	M006	100
Laboratory	M008	106.58
Seminar Hall	P214	150
Resource Centre	P301	150

Resource Centre	P302	150
Workshop	WS1	412

Lab Infrastructure

Dept	Course	Name of the Laboratory	Lab / Major Equipment
ECE	Electronics	AEC LAB	Function generators, Power supply, Transformers, voltmeters, ammeters, workbenches, 16 computers, U
ME	Mechanical Engg	BASIC WORKSHOP	Equipment required to conduct first-year basic workshops
ME	CAD-CAM	CAD LAB	75 Computers, server for internet, Mic, UPS, Network setup
OTHER		CHEMISTRY LAB	Digital flame photometers, hot air oven, PH meter, potentiometer, calorimeter, conduction meter
ISE	Information Science and Engineering	COMPUTER LAB1	32 computers and other related accessories like printer, network, etc
ISE	Information Science and Engineering	COMPUTER LAB2	32 computers and other related accessories like printer, network, etc
CSE	Computer Science and Engineering	CS LAB1	16 computers and other related accessories like printers, networks, etc.
CSE	Computer Science & Engineering	CS LAB2	16 computers and other related accessories like printers, networks, etc.
CSE	Computer Science & Engineering	CSE LAB	75 computers and other related accessories like printer, network, etc.
ME	Mechanical Engineering	FLUID MACHINES	Pelton wheel, Francis turbine, Kaplan turbines, single-stage/multistage centrifugal pumps, reciprocating pump.

ME	Heat Power and Thermal Engineering	FOUNDRY LAB	Universal sand testing machines, CV analysis testing machines, UTM, Hardness testing machine, fatigue testing
ECE	Electronics	LOGIC DESIGN LAB	Digital Trainers Kits, ICS, Patch cords
ECE	Electronics	LOGIC DESIGN LAB-2	Digital Trainers Kits, ICS, Patch cords
ME	Machine Tools Technology	MACHINE SHOP	Lathe machines, shaping machines, milling machines,
MCA	Computer Applications	MCA COMPUTER LAB	75 computers and other related accessories like printer, network, etc
MCA	Computer Applications	MCA LAB2	60 Laptops with WIFI facilities
PHYS ICS	Physical Metallurgy	PHYSICS LAB	Resonance equipment, Steffen equipment, Planks law equipment, Zener diode equipment, differentiating
ECE	Electronics	POWER ELECTRONICS LAB	CRO, SCR MOSFET IGBT kits, DC chopper, AC controller, UJT firing circuit, Antenna test bench, microwave
CSE	Computer Science & Engineering	RESEARCH LAB	32, systems, CRO, workbenches, TPS, Oscillators, trainer kits, and all the equipment required to con
ECE	Electronics	VLSI	DSP Trainer Kits, DSP code compressor studio, 32 computers, microprocessor digital IO cords, Microco

Administration Area

Room Id	Room Type	Area in sqm
101	Office All Inclusive	12.5
102	Office All Inclusive	10
103	Housekeeping	10
104	Board Room	35
105	Exam Control Office	10

107	Office All Inclusive	10
108	Principal Directors Office	30
109	Office All Inclusive	10
110	Office All Inclusive	131
111	Office All Inclusive	65
113	Office All Inclusive	6
116	Faculty Room	32
124	Faculty Room	32
125	Cabin for Head of Dept	32
126	Faculty Room	100
128	Faculty Room	130
129	Board Room	45
130	Faculty Room	32
131	Other Office	131
132	Office All Inclusive	65
134	Other Office	10
136	Exam Control Office	45
137	Exam Control Office	20
140	Other	6
151C	Cabin for Head of Dept	21.96
151D	Faculty Room	30
153	Faculty Room	56.2
153/A	Cabin for Head of Dept	10
162	Other	6
169	Faculty Room	25
169A	Cabin for Head of Dept	25
169B	Board Room	50
203	Faculty Room	15
204	Faculty Room	15
209	Cabin for Head of Dept	33
210	Faculty Room	33
215	Other	6
220	Faculty Room	30
221	Faculty Room	30

222	Faculty Room	30
227	Faculty Room	32
228	Faculty Room	32
231	Faculty Room	32
234	Other	6
251C	Faculty Room	17.36
251D	Cabin for Head of Dept	30
251E	Other	20
262	Other	6
263A	Faculty Room	25
263B	Faculty Room	25
266A	Faculty Room	30
267	Central Store	25
269	Other Office	13
269A	Cabin for Head of Dept	25
273	Central Store	7.5
306	Cabin for Head of Dept	32
307	Faculty Room	32
308	Faculty Room	175
312	Other	6
316	Faculty Room	150
317	Cabin for Head of Dept	33
318B	Faculty Room	30
322	Faculty Room	32
323	Faculty Room	32
331	Other	6
402	Faculty Room	35
403	Faculty Room	35
409	Other	6
417	Faculty Room	33
418	Faculty Room	33
425	Other	6
451	Placement Office	278.5
554	Faculty Room	12

A1	Reception Area	75
M001	Cabin for Head of Dept	32
M002	Other Office	33
M007	Maintenance	10
M1	Maintenance	150
S1	Security	10

Amenities Area

Room Id	Room Type	Area in sqm
112	Toilet	30
126	Girls Common Room	23.31
135	First aid cum Sick Room	10
151B	Others	10.71
151C	Others	17.36
169C	Toilet	6
169D	Toilet	6
172	Girls Common Room	30
173	Others	10
174	Boys Common Room	30
207	Toilet	25
217	Toilet	25
230A	Toilet	5
254	Girls Common Room	39.53
255	Toilet	20
263A	Toilet	6
263C	Toilet	6
263D	Toilet	6
267A	Toilet	6
269C	Toilet	6
269D	Toilet	6
272	Girls Common Room	30
273	Others	10
274	Boys Common Room	30
304	Girls Common Room	25

314	Girls Common Room	25
326	Girls Common Room	25
351/A	Auditorium	200
354	Boys Common Room	39.53
355	Toilet	20
421	Toilet	25
454	Girls Common Room	39.5
455	Toilet	20
553A	Girls Common Room	39.5
555A	Boys Common Room	39.5
6	Sports Club	15
651	Others	14
7	Student activity / GCR	17.5
8	Girls' Hostel	2,412
B005	Others	10
C1	Cafeteria	150
C2	Stationery Store	35
C3	Guest House	35
C4	Sports Club	15
C7	Girls Common Room	17.5
G1	Toilet	55.74
G2	Toilet	55.74

Circulation Area

Area Type	Average Carpet Area
Corridors	3,665

Common Area

Room Id/ Name	Area of Room in sqm	Room Type
152	97.76	Language Laboratory
B002	313.13	Computer Center
LIB	796	Library&Reading Room

Girl's Hostel

Girl's Hostel	No of Rooms	Hostel Capacity
Y	60	180

Land Information

Land Registration Number	Date of Registration	Area of Land (Acres-Gunta)	Khasra Number	Plot Number/Survey Number	Land Situated at
SRP-1-D5512-2006-2007	1/3/2007	1-25	372/1	372/1	Belawadi, Srirangapatna Tq, Mandya Dist.
SRP-1-00217-2007-08	18/4/2007	1-27	371/1	371/1	
SRP-1-0211-2006-07	17/8/2006	6-32	372/2,374/ 378	372/2,374, 378	

Built up Area

Total Built up Area	34054.01 m ²
Boys Hostel	2773.74 m ²
Girls Hostel	3270.15 m ²
PG Block	3270.15 m ²
First year block	1936.00 m ²
ME laboratories	1677.00 m ²
New Library and Information Center	1152.00 m ²
Parking area	2812.07 m ²
Play ground	5185.00 m ²
Canteen	850.00 m ²
Lawn, Circulation area and Roads	11906.91 m ²

Library Books and Journals:

S. No	Particulars	Stack	
1.	Number of Volumes	32448	
2.	Number of Titles	5149	
3.	General Source of Knowledge (Literature, Competitive,	No. of Titles	428

	Training and Placement, Resoning)	No. of Volumes	735
4.	Online Databases & Technology Platforms	Online Databases: 9	E-Journals: 1650
			E-books: 11111
		Technology Platform: 3	Plagiarism Tool
			Grammar Tool
			Remote Access Tool
5.	Print Journals	90	
6.	Multimedia (CD & DVD)	2110	
7.	Question Bank	2135 Question Papers	
8.	Magazines	12	
9.	Newspapers	16	
10.	Digital Library	Server: 1 (for Institutional Repository)	
		Clients: 20	
11.	Seating capacity	150	
12.	The dimension of The Library	780 sq. meters.	
13.	Media Centre	Equipped with a 50-inch multi-functional display screen, internet & LAN connected system and	
14.	Library Management Software	Easylib: Integrated Library Automation software implemented with Barcode Technology	
		Server – 1, Clients – 4	
		Circulation- Issue & Return : implemented barcode reader	
15.	OPAC (Online Public Access Catalogue)	Exclusive systems to search library holding	
16.	ID card	Dedicated ID card printer to produce instant ID cards for Users (E-media software for design)	
17.	Reprographic Machine	1 Multifunctional Machine (Print/Scan/ Photocopy) for reprographic facility.	

17. Academic Sessions:

As Per Visvesvaraya Technological University Calendar of Events

Examination System, Year/Sem: As Per Visvesvaraya Technological University

Calendar of Events

Period of the declaration of results: As Per Visvesvaraya Technological University.

18. Counseling/Mentoring:

Counselors are identified for the smaller group of students.

Career Counseling: Career counseling is taken up regularly under the banner of Placement Cell.

Medical Facilities: Medical facilities supported by Qualified Doctors available On Campus for Boys and Girls.

Student Insurance: Covered under Group Insurance.

Hostel: Girl's Hostel with 180 seat capacity

19. Budget and Utilization Details

Budget Proposal Report (2015 - 16)			
PARTICULARS	AMOUNT	AMOUNT	AMOUNT
Infrastructure Built Up :			
Building & Others		12,000,000	12,000,000
Library :			
Library Books		300,000	300,000
Laboratory Equipment:			
Lab Equipment, Computers, Printers, Electricals. etc		18,500,000	18,500,000
Laboratory Consumables:			
Computer, Printer & UPS Maintenance	500,000		
Departmental Expenses	1,000,000	1,500,000	1,500,000
Teaching & Non-Teching Salary :		100,000,000	100,000,000
Repair and Maintenance Expenses :			
Buildiding & Others	1,200,000		
Generator & Vehicles	1,500,000	2,700,000	2,700,000
Training &Travel :			
Student Related Expenses -Placement\Seminar\Fest\Sports.etc	3,500,000		
Bus Hire Charges	26,000,000		
Travelling & Conyance Expenses	500,000	30,000,000	30,000,000
Miscellaneous Expenses(Insititute) :			
Internal Contribution to Trust	30,000,000		
Other Expenses (Fee Concession/Dep./other Etc.)	10,000,000	40,000,000	40,000,000
<u>Others:-</u>			
Academic Expenses :			
Registration Fee for VTU\Comed-K. etc		4,000,000	
Administrative & General Expenses :			

Mandatory Disclosures

Advertisement & Sponsorship	400,000		
Annual Maintenance Charges	100,000		
Electricity charges	1,500,000		
Telephone Charges	400,000		
Internet Charges	450,000		
Printing & Stationery Charges	800,000		
Other Expenses	2,000,000	5,650,000	
Financial Expenses :			
Bank Charges	50,000		
Interest On Loan	300,000	350,000	10,000,000
			215,000,000

Utilization Report (2015 - 16)

PARTICULARS	AMOUNT	AMOUNT	AMOUNT
Income:-			
Received From Students (Tuition fee\Transportation\Etc)	253,525,525		
Other Income	4,924,402	258,449,927	258,449,927
			258,449,927
PARTICULARS	AMOUNT	AMOUNT	AMOUNT
Expenditure:-			
Infrastructure Built Up :			
Building & Others		11,230,912	11,230,912
Library :			
Library Books		129,856	129,856
Laboratory Equipments :			
Lab Equipments, Computers, Printers,Electricals.etc		14,454,281	14,454,281
Laboratory Consumables:			
Computer, Printer & UPS Maintenance	123,271		
Departmental Expenses	876,893	1,000,164	1,000,164
Teaching & Non-Teaching Salary :		92,010,669	92,010,669
Repair and Maintenance Expenses :			
Building & Others	961,781		
Generator & Vehicles	1,008,117	1,969,898	1,969,898
Training & Travel :			
Student Related Expenses -Placement\Seminar\Fest\Sports.etc	2,847,440		
Bus Hire Charges	24,331,767		
Travelling & Conyance Expenses	464,923	27,644,130	27,644,130
Miscellaneous Expenses(Insititute) :			
Internal Contribution to Trust	18,076,980		
Other Expenses (Fee Concession/Dep./other Etc.)	13,923,459	32,000,439	32,000,439
<u>Others :-</u>			
Academic Expenses :			
Registration Fee for VTU\Comed-K. etc		3,547,498	
Administrative & General Expenses :			
Advertisement & Sponsorship	250,126		
Annual Maintence Charges	40,000		

Electricity charges	1,033,528		
Telephone Charges	461,524		
Internet Charges	391,989		
Printing & Stationery Charges	637,230		
Other Expenses	1,508,517	4,322,914	
Financial Expenses :			
Bank Charges	118,733		
Interest On Loan	233,702	352,435	8,222,847
			188,663,196

Budget Proposal Report (2016 - 17)

PARTICULARS	AMOUNT	AMOUNT	AMOUNT
Infrastructure Built Up :			
Building & Others		15,000,000	15,000,000
Library :			
Library Books		300,000	300,000
Laboratory Equipment:			
Lab Equipment, Computers, Printers, Electricals. etc		5,000,000	5,000,000
Laboratory Consumables:			
Computer, Printer & UPS Maintenance	700,000		
Departmental Expenses	1,000,000	1,700,000	1,700,000
Teaching & Non-Teaching Salary :		110,000,000	110,000,000
Repair and Maintenance Expenses :			
Building & Others	1,000,000		
Generator & Vehicles	2,000,000	3,000,000	3,000,000
Training & Travel :			
Student Related Expenses -Placement\Seminar\Fest\Sports.etc	3,500,000		
Bus Hire Charges	31,000,000		
Travelling & Conyance Expenses	500,000	35,000,000	35,000,000
Miscellaneous Expenses(Insitute) :			
Internal Contribution to Trust	110,000,000		
Other Expenses (Fee Concession/Dep./other Etc.)	10,000,000	120,000,000	120,000,000
Others:-			
Academic Expenses :			
Registration Fee for VTU\Comed-K. etc		4,000,000	
Administrative & General Expenses :			
Advertisement & Sponsorship	1,000,000		
Annual Maintenance Charges	500,000		
Electricity charges	500,000		
Telephone Charges	450,000		
Internet Charges	200,000		
Printing & Stationery Charges	550,000		
Other Expenses	2,500,000	5,700,000	
Financial Expenses :			
Bank Charges	50,000		
Interest On Loan	250,000	300,000	10,000,000

Mandatory Disclosures

			300,000,000
Utilization Report (2016 - 17)			
PARTICULARS	AMOUNT	AMOUNT	AMOUNT
Income:-			
Received From Students (Tuition fee\Transportation\Etc)	291,496,492		
Other Income	6,640,921	298,137,413	298,137,413
			298,137,413
PARTICULARS	AMOUNT	AMOUNT	AMOUNT
Expenditure:-			
Infrastructure Built Up :			
Building & Others		15,416,268	15,416,268
Library :			
Library Books		76,327	76,327
Laboratory Equipment:			
Lab Equipment, Computers, Printers, Electricals, etc		5,571,632	5,571,632
Laboratory Consumables:			
Computer, Printer & UPS Maintenance	213,151		
Departmental Expenses	1,128,426	1,341,577	1,341,577
Teaching & Non-Teching Salary :		100,261,764	100,261,764
Repair and Maintenance Expenses :			
Building & Others	766,160		
Generator & Vehicles	1,901,903	2,668,063	2,668,063
Training & Travel :			
Student Related Expenses -Placement\Seminar\Fest\Sports.etc	3,387,772		
Bus Hire Charges	24,399,205		
Travelling & Conyance Expenses	253,932	28,040,909	28,040,909
Miscellaneous Expenses(Insititute) :			
Internal Contribution to Trust	150,087,006		
Other Expenses (Fee Concession/Dep./other Etc.)	20,174,209	170,261,215	170,261,215
Others:-			
Academic Expenses :			
Registration Fee for VTU\Comed-K. etc		2,896,200	
Administrative & General Expenses :			
Advertisement & Sponsorship	476,174		
Annual Maintenance Charges	391,648		
Electricity charges	382,848		
Telephone Charges	477,299		
Internet Charges	264,500		
Printing & Stationery Charges	269,543		
Other Expenses	1,508,096	3,770,108	
Financial Expenses :			
Bank Charges	13,387		
Interest On Loan	158,688	172,075	6,838,383
			330,476,138

Budget Proposal Report (2017 - 18)

PARTICULARS	AMOUNT	AMOUNT	AMOUNT
Infrastructure Built Up :			
Building & Others		19,000,000	19,000,000
Library :			
Library Books		300,000	300,000
Laboratory Equipment:			
Lab Equipment, Computers, Printers, Electricals, etc		7,500,000	7,500,000
Laboratory Consumables:			
Computer, Printer & UPS Maintenance	1,000,000		
Departmental Expenses	1,500,000	2,500,000	2,500,000
Teaching & Non-Teaching Salary :		113,000,000	113,000,000
Repair and Maintenance Expenses :			
Building & Others	1,500,000		
Generator & Vehicles	2,500,000	4,000,000	4,000,000
Training & Travel :			
Student Related Expenses -Placement\Seminar\Fest\Sports.etc	3,500,000		
Bus Hire Charges	29,700,000		
Travelling & Conyance Expenses	500,000	33,700,000	33,700,000
Miscellaneous Expenses(Insitute) :			
Internal Contribution to Trust	100,000,000		
Other Expenses (Fee Concession/Dep./other Etc.)	10,000,000	110,000,000	110,000,000
<u>Others:-</u>			
Academic Expenses :			
Registration Fee for VTU\Comed-K. etc		5,000,000	
Administrative & General Expenses :			
Advertisement & Sponsorship	500,000		
Annual Maintenance Charges	400,000		
Electricity charges	500,000		
Telephone Charges	500,000		
Internet Charges	300,000		
Printing & Stationery Charges	550,000		
Other Expenses	2,000,000	4,750,000	
Financial Expenses :			
Bank Charges	50,000		
Interest On Loan	200,000	250,000	10,000,000
			300,000,000

Utilization Report (2017 - 18)

PARTICULARS	AMOUNT	AMOUNT	AMOUNT
Income:-			
Received From Students (Tuition fee\Transportation\Etc)	284,451,866		
Other Income	7,982,369	292,434,235	292,434,235
			292,434,235
PARTICULARS	AMOUNT	AMOUNT	AMOUNT
Expenditure:-			

Mandatory Disclosures

Infrastructure Built Up :			
Building & Others		15,313,321	15,313,321
Library :			
Library Books		225,983	225,983
Laboratory Equipment:			
Lab Equipment, Computers, Printers, Electricals, etc		7,221,416	7,221,416
Laboratory Consumables:			
Computer, Printer & UPS Maintenance	798,920		
Departmental Expenses	885,153	1,684,073	1,684,073
Teaching & Non-Teching Salary :		108,904,797	108,904,797
Repair and Maintenance Expenses :			
Building & Others	2,186,824		
Generator & Vehicles	2,031,754	4,218,578	4,218,578
Training & Travel :			
Student Related Expenses -Placement\Seminar\Fest\Sports.etc	3,914,369		
Bus Hire Charges	27,979,480		
Travelling & Conyance Expenses	117,796	32,011,645	32,011,645
Miscellaneous Expenses(Insititute) :			
Internal Contribution to Trust	96,426,861		
Other Expenses (Fee Concession/Dep./other Etc.)	9,803,872	106,230,733	106,230,733
<u>Others:-</u>			
Academic Expenses :			
Registration Fee for VTU\Comed-K. etc	8,773,960	8,773,960	
Administrative & General Expenses :			
Advertisement & Sponsorship	74,625		
Annual Maintenance Charges	317,100		
Electricity charges	420,660		
Telephone Charges	510,915		
Internet Charges	199,623		
Printing & Stationery Charges	306,935		
Other Expenses	1,901,661	3,731,519	
Financial Expenses :			
Bank Charges	12,974		
Interest On Loan	74,064	87,038	12,592,517
			288,403,063

Budget Proposal Report (2018 - 19)

PARTICULARS	AMOUNT	AMOUNT	AMOUNT
Infrastructure Built Up :			
Building & Others		30,000,000	30,000,000
Library :			
Library Books		400,000	400,000
Laboratory Equipment:			
Lab Equipment, Computers, Printers, Electricals, etc		15,000,000	15,000,000
Laboratory Consumables:			
Computer, Printer & UPS Maintenance	1,000,000		

Mandatory Disclosures

Departmental Expenses	1,500,000	2,500,000	2,500,000
Teaching & Non-Teaching Salary :		118,000,000	118,000,000
Repair and Maintenance Expenses :			
Building & Others	2,000,000		
Generator & Vehicles	3,000,000	5,000,000	5,000,000
Training & Travel :			
Student Related Expenses -Placement\Seminar\Fest\Sports.etc	3,500,000		
Bus Hire Charges	30,000,000		
Travelling & Conyance Expenses	500,000	34,000,000	34,000,000
Miscellaneous Expenses(Insititute) :			
Internal Contribution to Trust	90,000,000		
Other Expenses (Fee Concession/Dep./other Etc.)	10,000,000	100,000,000	100,000,000
<u>Others:-</u>			
Academic Expenses :			
Registration Fee for VTU\Comed-K. etc		6,000,000	
Administrative & General Expenses :			
Advertisement & Sponsorship	350,000		
Annual Maintenance Charges	400,000		
Electricity charges	300,000		
Telephone Charges	500,000		
Internet Charges	400,000		
Printing & Stationery Charges	500,000		
Other Expenses	2,000,000	4,450,000	
Financial Expenses :			
Bank Charges	50,000		
Interest On Loan	100,000	150,000	10,600,000
			315,500,000

Utilization Report (2018 - 19)

PARTICULARS	AMOUNT	AMOUNT	AMOUNT
Income:-			
Received From Students (Tuition fee\Transportation\Etc)	299,702,180		
Other Income	6,928,194	306,630,374	306,630,374
			306,630,374
PARTICULARS	AMOUNT	AMOUNT	AMOUNT
Expenditure:-			
Infrastructure Built Up :			
Building & Others		30,355,801	30,355,801
Library :			
Library Books		365,893	365,893
Laboratory Equipment:			
Lab Equipment, Computers, Printers, Electricals, etc		14,402,425	14,402,425
Laboratory Consumables:			
Computer, Printer & UPS Maintenance	366,096		
Departmental Expenses	1,411,917	1,778,013	1,778,013
Teaching & Non-Teaching Salary :		117,819,853	117,819,853

Repair & Maintenance Expenses :			
Building & Others	2,920,028		
Generator & Vehicles	3,606,154	6,526,182	6,526,182
Training & Travel :			
Student Related Expenses -Placement\Seminar\Fest\Sports.etc	4,324,736		
Bus Hire Charges	26,903,165		
Travelling & Conyance Expenses	203,909	31,431,810	31,431,810
Miscellaneous Expenses(Insititute) :			
Internal Contribution to Trust	91,069,958		
Other Expenses (Fee Concession/Dep./other Etc.)	15,584,463	106,654,421	106,654,421
<u>Others:-</u>			
Academic Expenses :			
Registration Fee for VTU\Comed-K. etc		7,716,765	
Administrative & General Expenses :			
Advertisement & Sponsorship	193,768		
Annual Maintenance Charges	580,740		
Electricity charges	159,183		
Telephone Charges	497,236		
Internet Charges	339,250		
Printing & Stationery Charges	834,426		
Other Expenses	2,488,401	5,093,004	
Financial Expenses :			
Bank Charges	45,711		
Interest on Loan	4,052	49,763	12,859,532
			322,193,930

20. Information Officer for RTI :

Name:	Dr. Naresh Kumar B G
Designation:	Principal
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Email:	principal@mitmysore.in