

MAR BASELIOS INSTITUTE OF TECHNOLOGY AND SCIENCE [MBITS]

Nellimattom P.O, Kothamangalam, Ernakulam District

Kerala, India, PIN- 686693

EMPLOYEEHANDBOOK 2018

(Affiliated to APJ Abdul Kalam Technological University, Thiruvananthapuram &
Mahatma Gandhi University, Kottayam, Kerala,

Approved by AICTE, New Delhi, India)

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VISION OF THE INSTITUTE

- To nurture a positive campus culture and equip the younger generation to take our nation forward.

MISSION OF THE INSTITUTE

- To provide graduate level technical education in the existing / conventional branches, as well as in the newly emerging fields.
- To build up a centre of technical excellence for post-graduate studies and research in all fields of human endeavour.
- To help the youth of rural agricultural background to change with times, and join the mainstream of industrial growth and information technology.
- To impart ethical values of our Indian tradition to the future generation

CORE VALUES

1. Honesty and Integrity

We are committed to foster an environment that nurtures the spirit of trust, teamwork, openness and respect. The institute totally believes in conduction of all activities in an ethical manner.

2. Community Development and Participation

The Institute empowers the under-privileged and the socially disadvantaged sectors of the community by offering Training & Development in Employability skills and Entrepreneurship Initiatives with the participation of the community and in collaboration with the Government and Corporate. We are also focused on promoting the sense of social responsibilities in students by involving them in various social activities.

3. Excellence

We strive to develop and pursue higher standards by exhibiting quality in staffing, facilities, programs and services by promoting continuous improvement, encouraging interdepartmental collaboration, encouraging creativity, innovation and risk taking among students as well as faculty.

4. Global Vision

The Institute plans and performs with a global vision to become an institute of great repute in the fields of Science, Engineering and Technology by offering full range of programs of global standard to foster research and to transform the students into globally competent personalities.

5. Accountability & Transparency

We are engaged towards developing an atmosphere where every member takes responsibility for personal and professional growth and development. We continuously evaluate and improve our systems and policies. We believe in having complete transparency at all levels of hierarchy to promote a healthier working atmosphere for all.

QUALITY POLICY

- To provide academic excellence, good governance and wisdom for moulding responsible citizens.
- To create quality professionals for the emerging industrial and societal needs aiming at continual improvement in all the avenues of technological development.

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1. THE MANAGEMENT

a. Mar Baselios Educational and Charitable Trust (MBECT)

MBECT is a public charitable Trust founded on 8th December 2008 with the main objective of promoting Technical and higher education for improving the standards of education, character formation, intellectual, cultural and physical upliftment of children and youth; especially those who come from rural background for the benefit of the society at large, without distinction of caste, religion, gender or place of birth.

b. Overview of the Institute

Mar Baselios Institute of Technology and Science (MBITS) is promoted by MBECT with following mission :

- To provide graduate level technical education in the existing or conventional branches as well as newly emerging fields.
- To build up a centre of technical excellence for post graduate studies and research in all fields of human endeavor.
- To help the youth of rural agricultural back ground to change with times, and join the mainstream of industrial growth and information technology.
- To impart ethical values of our Indian tradition to the future generation.

The institute is situated in a rural area at Nellimattom, in Ernakulam district beside Kochi-Madurai NH 85. It is 38Km near to Cochin International Airport and the nearest railway station is Aluva at 39Km away. The institute came into existence during the year of 2009. The institute Mar Baselios Institute of Technology and Science (MBITS) started its operation in the academic year 2009-'10 with four B.Tech programs, in Civil Engineering, Mechanical Engineering, Computer Science & Engineering and Electronics & Communication Engineering with annual intake of 240. Over a period of time new courses and additional batches were added. Thus the students' strength in the existing courses was increased and later PG courses started besides PHD.

Presently the Institute is running the following academic programs with intake as shown:

B.Tech

- Civil Engineering (120)
- Mechanical Engineering (120)
- Electrical & Electronics Engineering (60)
- Electronics & Communication Engineering (60)
- Computer Science & Engineering (60)

M.Tech

- Civil Engineering – Computer Aided Structural Engineering (24)
- Mechanical Engineering – Computer Integrated Manufacturing (18)

PhD

- Computer Science & Engineering
- Inter disciplinary engineering, Science & Management

c. Institutional Objectives

- Implement *academic calendar* effectively, incorporating local needs.
- Enhance *employability* to meet dynamic requirement of industry.
- Promote *entrepreneurship, research and consultancy*.
- Organize programs to impart *ethical values and social responsibility*.
- Provide *quality education* to all sectors of society at affordable cost.
- Develop initiatives for *rural upliftment*.
- Ensure *continuous improvement* programmes and process.

d. Employment Policy and Procedures Manual

Employee Policy & Procedures Manual has been developed to facilitate, implement and define MBITS policies on Employee Management.

The Manual provides guidelines that have to be followed in the administration of these policies, and assists all Teaching and Non- Teaching Staffs in defining who is responsible for each human resource management decision and the correct procedure which has to be followed.

The policies specified within are consistent with those of best practice management principles and have the full support and commitment of MBCET Trust.

HR policies shall be kept current and relevant. Therefore, from time to time the document will be modified and amended or new procedures will be added to the manual.

Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome.

These policies and procedures apply to all areas of operations within the Institution.

2. RECRUITMENT POLICY

a. Objective

To identify and recruit appropriately qualified and efficient teaching and non-teaching faculty members.

b. Operating Authorities

1. The Selection board , The Chairman, Secretary and Treasurer of the Trust
2. The Principal
3. Chief Administrator
4. Dean - Academics
5. Respective Head of the Department (HOD)

c. Operating Procedure :

2.1	The Heads of the Departments should estimate the Manpower Requirement both Teaching and Non Teaching 3 months before the start of each semester (April or September) and send the report to the Principal
2.2	The Principal forwards the vacancies which have to be filled to the selection board.
2.3	Formal announcement is made in any of the means of advertisement that would communicate to the prospective candidates about the vacancies.
2.4	The selection board screens the profiles and selects the eligible candidates based on their educational qualification, relevant industry, research or academic experiences, age, location of residence and various other job specifications.
2.5	The shortlisted candidates are called for an interview before the selection board.

2.6	The candidates are to fill in the Application form of the institution and then subjected to a personal interview with the selection board members, Secretary Principal and respective HODs.
2.7	The other terms of employment including monetary and non-monetary benefits are discussed with the candidate and Date of Joining is scheduled.
2.8	If the employee satisfies the expectation of the selection board team an Appointment Letter is issued and the Date of Joining is decided.

3. JOINING FORMALITIES

a. Objective

To ensure smooth and hassle free joining process of the Candidates who have been offered a job with the institution.

b. Operating Authorities:

1. The Secretary of the Trust
2. The Principal
3. Chief Administrator
4. Respective Head of the Department (HOD)

c. Operating Procedure:

3.1	<p>The new joiners are welcomed with the list of Documents to be submitted, Employee Application Form, Federal Bank Account Opening Form, ID card Application Form, Details for website form, Certificate Acknowledgement form, Central Library Membership Form.</p> <p>Softcopy of HR manual will be sent to the individual.</p> <p>The Description of the above-mentioned documents is below.</p> <ol style="list-style-type: none"> 1. List of Documents to be submitted <p>A checklist for new employee so that he/she does not miss</p>
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to submit relevant documents for personnel file. These documents are Address proof, ID Proof, PAN card copy, Age proof, education proof, relieving and experience certificate from previous employer, photograph and acceptance of appointment letter.

2. **Employee Application Form**

This form is used to collect information like marital status, family details, address, blood group, PAN, Passport, Aadhar number etc. This information further is uploaded in Campus Automation software (E-Live). This form is signed by employee hence becomes authentic document for future references.

3. **Federal Bank Account Opening Form**

This form is used to open an account in Federal Bank where the monetary emoluments of the employee can be credited.

4. **ID card Application Form**

This is the format which should be filled by employee attaching one of his/her photographs and same form can be sent to ID Card Printing Department to print ID Card of employee.

5. **HR Manual**

The Human Resource Manual is a document with all the necessary information that an employee should know about the institution. This document contains descriptions of all the policies and procedures set and followed by the institution

6. **Staff Mail ID**

Official mail id created for higher level staff in order to have effective paperless official communication.

7. **Certificate acknowledgement form**

This form acknowledges the certificates that have been submitted by the employee to the institution. A copy of the form will be given to the employee and the institution holds another copy for the Personal File of the Employee.

	<p>8. Central Library Membership Form</p> <p>This form is used to register the employee in the database of the Central Library.</p>
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4. INDUCTION POLICY

a. Objective

To integrate the candidate into an efficient academic system.

b. Operating Authorities :

1. The Secretary of the Trust
2. The Principal
3. Chief Administrator
4. Dean -Academics
5. Respective Head of the Department (HOD)

c. Operating Procedure :

4.1	<p>Given below are the processes and the procedures that will be followed while inducting a new employee and all queries at variance with this policy are to be addressed to the Secretary.</p> <p>The induction will include the following:</p> <ul style="list-style-type: none"> Completion of joining formalities Introduction about the Education industry Orientation of the Institution Overview and orientation of Teaching Methodologies/processes Orientation in the specific areas of work. Eg. CAMPUS AUTOMATION SOFTWARE (E-LIVE), Accreditations etc.
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5. NATURE OF EMPLOYMENT

a. Objective

To provide clear and transparent terms and conditions of employment which are in tandem with all legal requirements.

b. Operating Authorities:

1. The Management (Secretary)
2. The Principal
3. Chief Administrator

c. Operating Procedure:

5.1	<p>5.1.1 Classification of Employees based on the Nature of the Job</p> <p>a. Teaching Staff</p> <p>The employees who are actively involved in giving lectures and seminars with the objective of imparting technical/non-technical knowledge/skill to the students are categorized as Teaching Staff. They will be responsible for the content delivery as prescribed by the university and deliver/coordinate required additional competency enhancement programs required for transformation of each student as a budding engineer. They also act as mentors and keeps a cordial relation with parents and students.</p> <p>b. Non- Teaching Staff</p> <p>The employees who are not directly involved in the teaching/training the students are categorized as Non-Teaching</p>
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	<p>Staff.</p> <p>The Non-Teaching Staff can take any one of the following roles:</p> <ul style="list-style-type: none"> (i) Lab Incharge/Assistants (ii) Administrative Staff (iii) House Keeping (iv) Drivers (v) Amenity Center and Mess Executives (vi) Hostel Employees
5.2	<p>Proof of Age:</p> <p>Every employee at the time of joining is required to declare his/her age in the application blank form. Employee for this purpose shall provide any of the following documents for proof of age:</p> <ol style="list-style-type: none"> 1. Birthcertificate 2. 10th standard mark sheet or transfercertificate 3. Age Certificate from a dentist / medical officer <p>Certificate issued by the registrar of births or any other local authority.</p>
5.3	<p>Proof of address:</p> <p>All employees shall provide proof of permanent and temporary address on the date of joining and all written correspondence wherein there is to be addressed to the employee's residence shall be sent to the last address provided by the employee.</p> <p>When an employee is shifting or relocating his residence, he shall provide the new address in writing one (1) week prior to his shifting or relocating.</p> <p>Employee(s) for this purpose shall provide any of the following documents for proof of address:</p> <ol style="list-style-type: none"> 1. Driving license 2. Ration card 3. Voters ID card 4. Aadhar Card 5. Certificate issued by the registrar or any other local authority.

	6. Copy of the House Lease Agreement
5.4	<p>Hours of Work</p> <p>(i) The institution works five days a week on a 7hrs 30mins shift, which includes two tea breaks one in the morning and one in the evening for 10 minutes each and a lunch break for 1 hour. (2 hours on Fridays). However the administrative staff will work six days a week.</p> <p>(ii) The weekly off will be on Saturdays and Sundays.</p>
5.5	<p>Shift Timing</p> <p>Currently the institution operates only in general shift. The shift starts at 8.50 AM and ends at 4.30 PM.</p>
5.6	<p>Attendance</p> <p>(i) Every employee shall "PUNCH IN" and "PUNCH OUT" his/her attendance at the time of entering and leaving the institution premises respectively. The employee should also manually register attendance in the respective department register.</p> <p>(ii) Every employee shall be present at the place of his/her work in his/her respective departments at the beginning of the day.</p> <p>(iii) Late coming permission is provided for employees who are unable to come on time due to unavoidable circumstances by the Principal.</p> <p>(iv) A maximum of 3 late punching are allowed per month.</p> <p>(v) Any employee who after punching his/her card is found absent from his/her place of work at any time during the working hours without permission will be liable for disciplinary action for loitering.</p>
5.7	<p>Period of Payroll Process:</p> <p>The wage period is calculated from 1st to the 30/31st of the previous month. Salary payment is on the second working day.</p>
5.8	<p>Dress Code:</p> <p>Men:</p>

	<ul style="list-style-type: none"> • The employees should wear full-sleeve shirt. It is recommended that color of the shirt is mild and basic. Avoid anything bright or bold. • Dress should be clean and not crumpled. • Hair should be clean, neatly cut, not extending below the ears – Crew cut is recommended. It should be always well combed. • Face should be clean shaven without beard. Moustaches should be well trimmed-above the lip level and not drooping. • Shoes and Socks should be color co-ordinated with the clothes and well polished and clean. • Wrist watch and other accessories should be formal and with appropriate size. • Always use a deodorant which is mild. <p>Women:</p> <ul style="list-style-type: none"> • Saree is the dress code for the female faculties. • Hair should be well kept and neatly combed. • Make up should be light, subtle and properly applied • Should wear low heeled shoes or sandals in good condition • It is recommended that the faculties wear light authentic jewellery like a thin gold chain, a thin gold bangle and small earrings.
5.9	<p>Code of Conduct:</p> <p>The successful functioning and reputation of Mar Baselios Institute of Technology and Science is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for the integrity and excellence requires careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.</p> <p>(i) Phone Calls during office hours</p> <p>The making and receiving of personal phone calls must be limited to a maximum of five minutes in duration,</p>

unless otherwise approved by the HOD. However staff members are not allowed to use mobile phone during their class/ practical hours/workshops except for medical emergency of a student or a staff.

(ii) Email

Email has legal status as a document and is accepted as evidence in a court of law. Even when it is used for private purposes, the employees will be held responsible for the contents of email messages, including any attachments.

- a) No material is to be sent as email that is defamatory, in breach of copyright or business confidentiality, or prejudicial to the good standing of the institution in the community or to its relationship with staff, customers, suppliers and any other person or business with whom it has a relationship.
- b) Email is not to contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, and discriminatory, involves the harassment of others or concerns personal relationships.

Failure to comply with these instructions is a disciplinary offence and will be subjected to appropriate investigation.

(iii) Internet

The internet is a facility provided for official purpose. The following activities, using Mar Baselios Institute of Technology and Science internet access are not permitted:

- a) Attending to personal activities of a business nature.
- b) Viewing, other than by accident, sites of incoming emails portraying obscene, violent, defamatory and unlawful material.
- c) Downloading or printing material as described above.

- d) Repeated or prolonged use that is irrelevant to the employee's work

Failure to comply with these instructions is a disciplinary offence and will be subjected to appropriate investigation.

(iv) Outside Employment

Employee shall not hold any type of outside employment. Employee shall not receive any income or material gain from individuals outside Mar Baselios Institute of Technology and Science for material produced or services rendered while performing their jobs.

(v) Grievance

Mar Baselios Institute of Technology and Science support the right of every employee to lodge a grievance with his/her acquaintances in the institution if the individual believes a decision, behaviour or action that affects their employment is unfair. We aim to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary. Grievances will be dealt with discreetly and promptly with an objective manner.

(vi) Misconduct

Compliance with this policy of ethics and conduct is the responsibility of every employee & associated individuals.

- a) A verbal warning will be given to an employee for minor misconduct. A record of warning will be kept by the Principal or Secretary and will be signed by the employee. The employee will be given the opportunity to respond.
- b) If the unacceptable behavior continues, a written warning will be issued, and signed by the employee as being received and understood. The employee will

be given the opportunity to respond.

- c) A second written warning will be given to an employee if he/she requires further discipline for the same or a related issue, and also signed by the employee as being received and understood.
- d) Employees who have been disciplined three times are subjected to dismissal by the Management.
- e) Details of disciplinary actions should be recorded on the employee's personal file.
- f) For serious misconduct, appropriate disciplinary actions including dismissal can be taken by the management.

(vii) Conduct with the Students

The faculty members are expected to maintain a reasonable professional space with the students and at any circumstance should not extend the relationship to the personal spheres.

Unnecessary contact through phone, email or any other means is to be strictly avoided.

Any grievance related to the issue should be reported to the management immediately. If the employee does not abide by this procedure strict disciplinary action will be taken.

(viii) Compensatory Off

Compensatory Off can be availed if the employee works on any State or Central Holiday subjected to approval from the Principal.

(ix) Visitors in the WorkPlace

To provide for the safety and security of employees and facilities, only authorized visitors are allowed in work place. Restricting unauthorized visitors helps maintain

safety standards, protect against theft, ensure security of equipment, protect confidential information, safeguards employees and students, and avoid potential distractions and disturbances.

All visitors should enter the institution at the reception area. Authorized visitors will receive directions or be escorted to their destination.

(x) Work Place Violence Prevention

Mar Baselios Institute of Technology and Science is committed to preventing work place violence and to maintain safe work environment. We have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

- a) All employees, associated individuals, and students should be treated with courtesy and respect at all times.
- b) Conduct that threatens intimidates or coerces another employee/student or a member of public at any time, including off duty periods, will not be tolerated.
- c) All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your reporting authority or any other member of the management.
- d) We will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities.

(xi) Others

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

	<ul style="list-style-type: none"> a) Theft or inappropriate removal or possession of property. b) Falsification of timekeeping records. c) Working under influence of alcohol or illegal drugs. d) Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in workplace, while on duty, or while operating employer-owned vehicle or equipment. e) Fighting or threatening violence in the workplace. f) Boisterous or disruptive activity in the workplace. g) Negligence or improper conduct leading to damage of employer-owned or customer owned property. h) Insubordination or other disrespectful conduct. i) Violation of safety or health rules. j) Sexual or other unlawful or unwelcome harassment. k) Possession of dangerous or unauthorized materials. l) Excessive absenteeism or any absence without notice. m) Unauthorized disclosure of business “secrets” or other confidential information. n) Violation of personal policies. o) Unsatisfactory performance or conduct.
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6. PROBATION POLICY

a. Objective

To ensure smooth and hassle free Training and Development process of the Candidates who have been offered a job with the institution

b. Operating Authorities

1. The Secretary of the Trust
2. The Principal

3. Chief Administrator
4. Respective Head of the Department (HOD)

c. Operating Procedure:

6.1	The performance of the probationers will be periodically evaluated by the respective Head of the Department (HOD).
6.2	The method of evaluation is by analysis of the 360 degree feedback mechanism. Analysis of the feedback from (a) Students, (b) Colleagues, (c) Senior Faculty Members, (d) Reporting Authority (HOD), (e) Members of the Management and Results of University Examinations will be used to decide on the performance of the Probationer.
6.3	The management may terminate the period of probation at the end of prescribed period(one year) or may extend the period of the probation, if in the opinion of the management the work or the conduct of any employee, during the period of probation is not satisfactory.
6.4	On successful completion of the probation period the probationer is employed on a permanent basis.

7. EMPLOYEE COMPENSATION AND BENEFIT POLICY

a. Objective

To provide the employees with the appropriate compensation and benefit package.

b. Operating Authorities

1. The Management

c. Operating Procedure

Given below is the compensation and benefits provided for employees. And

all queries at variance with this policy are to be addressed to the Secretary of the Trust through Principal.

7.1	<p>All the Teaching and Non-Teaching staffs are paid based on the salary scale/structure adopted by the Management and the employees for this purpose are classified into:</p> <ol style="list-style-type: none"> 1. Assistant Professor 2. Associate Professor 3. Professor
7.2	<p>Employee Provident Fund (EPF) EPF benefits are extended to eligible employees as per the PF rules/Act</p>
7.3	<p>MBITS will grant holiday to all employees on the State Government and Central Government holiday.</p> <p>Holidays - Teaching Staffs Calendar Holidays, Onam - 10days (approx.) Christmas - 10days (approx.)</p> <p>Holidays – Technical Staffs Calendar Holidays, Onam - 10days (approx.) Christmas - 10days (approx.)</p> <p>Holidays – Administrative Staffs Calendar Holidays In order to get the Onam / X' Mas holidays, the staff member must be present on the closing day or on the reopening day. Extra holidays are to be sanctioned by the Principal / Secretary.</p>
7.4	<p>Casual Leave – Teaching Staffs 15 days per year (proportionate-1.25 per month for first year service)</p> <p>Casual Leave – Technical Staffs 15 days per year (proportionate-1.25 per month for first year service)</p>

	<p>service)</p> <p>Casual Leave – Administrative Staffs</p> <p>15 days per year (proportionate-1.25 per month for first year service)</p> <p>This is to be taken within calendar year. Work arrangement must be done, prior to availing of CL and obtain approval, except for extreme personal/family emergency.</p> <p>CL and any other leaves can not be clubbed normally. Proportionate leave to be deducted from the total CL, for 15 days or more LOP</p>
7.5	<p>Annual Leave -Teaching Staffs Nil</p> <p>Annual Leave -Technical Staffs Nil</p> <p>Annual Leave – Administrative Staffs</p> <p>15 working days after completion of every one year of service.</p> <p>Annual Leave to be taken / encashed in the same year, normally. Proportionate Annual Leave will be deducted for 15 days or LOP in the previous year. Annual Leave should be taken as full day/s.</p>
7.6	<p>Maternity Leave- Teaching Staffs</p> <p>Total 84 days (certificate from Doctor to be produced for the confirmation of delivery date)</p> <p>Maternity Leave- Technical Staffs</p> <p>Total: 84 days (certificate from Doctor to be produced for the confirmation of delivery date)</p> <p>Maternity Leave- Administrative Staffs</p> <p>Total: 84 days (certificate from Doctor to be produced for the confirmation of delivery date)</p> <p>One month salary to be given only after the completion of one year service at the time of maternity leave.</p>

7.7	<p>Loss Of Pay-Teaching Staffs Prior sanction is required</p> <p>Loss Of Pay -Technical Staffs Prior sanction is required</p> <p>Loss Of Pay– Administrative Staffs Prior sanction is required</p> <p>Holidays in between LOP will also be considered as LOP. Prior sanction from Principal / Secretary is required before availing of LOP.</p>
7.8	<p>Vacation-Teaching Staffs Upto 30 calendar days (approx.) in a year</p> <p>Vacation- Technical Staffs Upto 30 calendar days (approx.) in a year</p> <p>Vacation- Administrative Staffs Nil</p> <p>Principal / Secretary can approve proportionate working days, normally, after their probation in the same year.</p>
7.9	<p>Compensatory Off- Teaching Staffs As per the approval of Principal / Secretary</p> <p>Compensatory Off- Technical Staffs As per the approval of Principal / Secretary</p> <p>Compensatory Off- Administrative Staffs As per the approval of Principal / Secretary</p> <p>To be taken within one month or should have taken prior approval from the Principal for upto 4 months.</p>
7.10	<p>Duty Leave (Exam, Valuation, Tour, Conference, Seminars etc)</p> <p>Teaching Staffs Prior sanction from Principal / Secretary is required and</p>

	intimated to the office before availing duty leave. Technical Staffs Prior sanction from Principal / Secretary is required and intimated to the office before availing duty leave. Administrative Staffs Prior sanction from Principal / Secretary is required and intimated to the office before availing duty leave.
7.11	Others - Study leave, Going abroad, to be sanctioned by Secretary.
7.12	Incentive Policy is to be decided by the management on a case to case basis at their discretion.
7.13	Loss of Pay Approval of leave without pay is at the discretion of management.
7.15	ESI benefits are extended to all eligible employees as per ESI rules.

8. ORGANIZATIONAL STRUCTURE

a. Objective

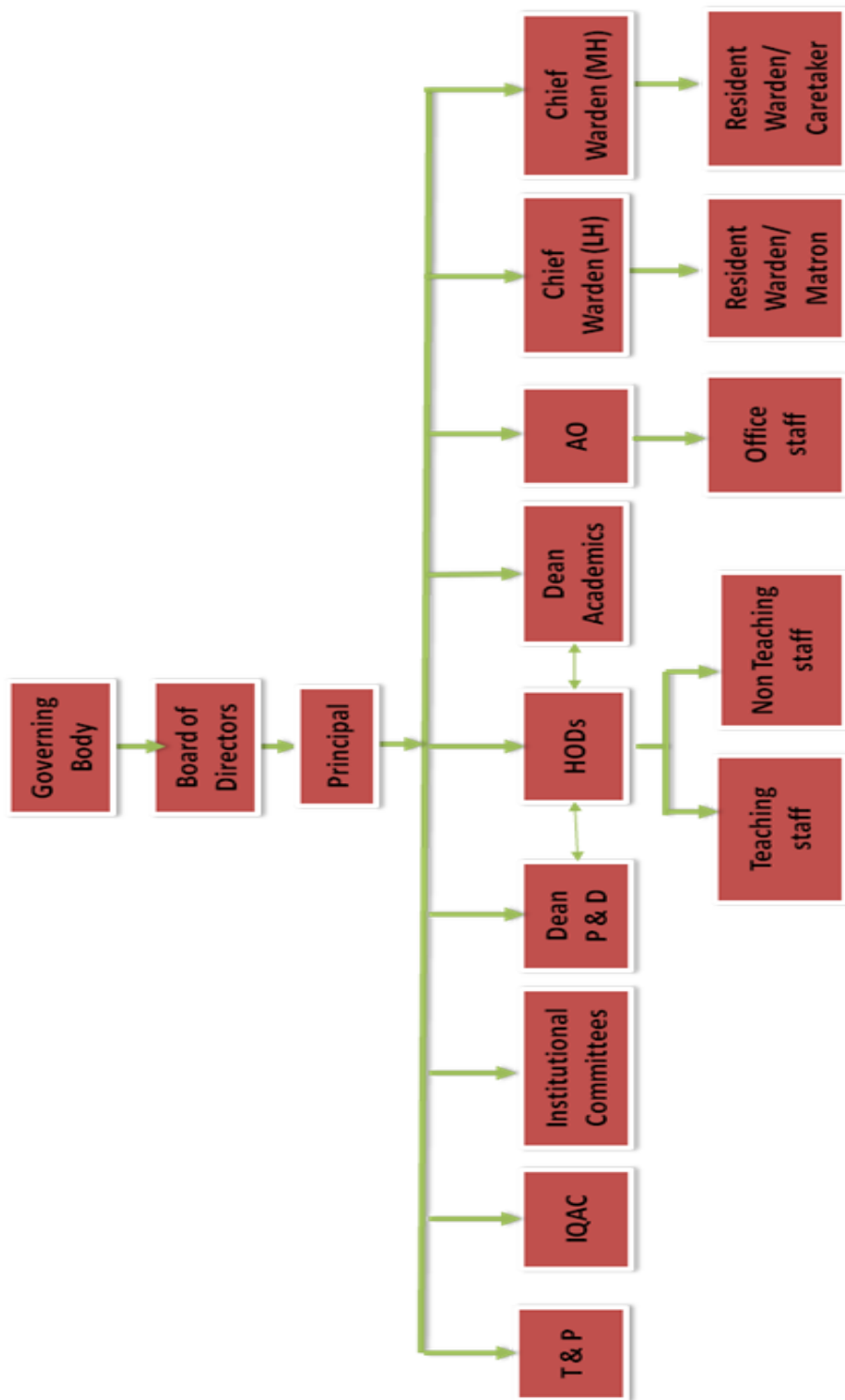
To help everyone involved in the institution to clarify and understand everyone else's role and scope.

b. Operating Authorities

1. The Management
2. The Principal
3. Chief Administrator, Respective Heads of the Departments (HODs), Dean of Academics, Dean of Planning & Development.

c. Operating Procedure

Given below is the Organizational Structure of Mar Baselios Institute of Technology and Science.



2018

9. KEY RESULT AREA

a. Objective :

To set measurable goals and objectives and to clarify the roles, responsibilities, duties and activities of an individual.

b. Operating Authorities

1. The Management
2. The Principal
3. Chief Administrator, Respective Heads of the Departments (HODs), Dean of Academics, Dean of Planning & Development.

c. Operating Procedure :

Given below is the set of roles and responsibilities of various designations in the organization.

1) PRINCIPAL

- a) Providing direction for programs through institution's Vision and Mission
- b) Review of attainment of program outcomes by departments
- c) Provision of input to Governing Council Meeting and Implementation of improvement initiatives suggested by Governing Council
- d) Approval of Annual Academic Calendar at Institution Level
- e) Approval of program budget on an annual basis and approval of expenses
- f) Review of Department activities through HOD meetings
- g) Skip Level meetings with department faculty, where required
- h) Approval of annual performance appraisal outcome
- i) Collection of informal feedback from students for improvement of processes
- j) Review of complaints and suggestions and monitoring corrective action implementation Providing direction for establishing strategic relationship with Industry
- k) Review and approval of co-curricular activities of the institution Identifying and implementation of staff welfare measures
- l) Single point of contact for KTU University and AICTE.
- m) Review and approval of proposal of projects to various funding agencies Approval of

human resources requirements for the institution

- n) Identifying, Planning and Monitoring of Academic Performance Improvement initiatives Establishing an ecosystem conducive for academic excellence, research and entrepreneurial initiatives
- o) Approval of college level time table at the beginning of semester.
- p) Monitoring various reports in Campus Automation software(E-Live) [Appendix 1]

2) DEAN –ACADEMICS

The following duties are to be taken care by the Academic In-charge with the help of the supporting staff from each department of the college.

- a) Every revised rules and regulations provided and updated by MGU, APJKTU, AICTE, DTE, CEE etc. should be studied, filed, consolidated and properly communicated and presented before the college officials periodically. Also give proper guidelines to the staff members about the KTU norms\ procedures\ guidelines and is responsible for answering the queries from staff members.
- b) A team should be created for KTU and a common format for all records should be prepared and minutes should be maintained for biweekly meetings.
- c) The in-charge should monitor the correspondence with KTU/AICTE/DTE/CEE like email, website and web portal. Properly monitor the exam schedule. Activity log book (both digital and written register) must be maintained in the office and should be verified for any further clarification.
- d) Make sure that the allocation of subjects, time table preparation, class tests etc are done effectively and on time.
- e) Updating of data in our college automation software (E-Live) as per the duties and responsibilities of each staff members as assigned to them should be properly monitored.
- f) Result analysis (both class test and university) and supplementary reports should be submitted to higher authorities including management along with the suggestions for improving each results.
- g) Proper publishing of semester plan before starting the class and regular monitoring.
- h) Proper monitoring of irregular students of all classes on 1st day of every month with less than 90% attendance and inform authorities for necessary corrective measures.

- i) Give proper guidelines to auditing committee for preparing a common format for academic auditing.
- j) Monitor the student feedback and subject wise staff wise result analysis.
- k) Official email id is ad@mbits.edu.in.
- l) Monitoring the activities in Campus Automation software(E-Live)
- m) Make changes to the published academic calendar when required and circulate
- n) Coordinate academic audits in consultation with academic audits team Coordinate NBA/NAAC related activities
- o) Deciding the time table to be followed for Saturdays with the HODs and release of the circular not later than the previous Friday.
- p) Planning the dates of internal examinations based on academic calendar and guidelines from the university

3) DEAN – PLANNING & DEVELOPMENT

- a) Enhance engagement with society and industry.
- b) Create deeper collaboration with industry including consultancy, sponsored research projects, technology transfer and student internship
- c) Support student participation in national and technical competitions.
- d) Support students for entrepreneurship.
- e) Identify schemes to improve funding and broaden funding base.
- f) Coordinate intra and inter college innovation related contests.
- g) Promote awareness about IPR among students and faculty.
- h) Promote students involvement in campus planning including green campus initiatives.
- k) Activities in Campus Automation software(E-Live) [Appendix 1]

4) HOD

- a) Chair the Academic Advisory Council Meetings
- b) Approval and Publication of Program Vision, Mission and PEOs
- c) Approval of Curricular Gaps identified and relevant Value-Added Courses
- d) Review and Monitoring of Teaching-Learning Process and attainment of Course and Program Outcomes
- e) Identification and monitoring of Program Outcome Improvement Initiatives
- f) Approval of Course Plan
- g) Planning, Allocation and Utilization of Human Resources within the department.
- h) Planning, Procurement and Utilization of Department Level Infrastructure/Labs/Equipment.
- i) Identification of Class Advisors\Tutors and Mentors and allocation of students to them
- j) Chairing Department Review Meetings
- k) Monitor Class Committee Meetings
- l) Identification and provision of co-curricular programs
- m) Approval of student and staff leave and OD requests
- n) Identification and monitoring of staff competency enhancement initiatives
- o) Review and monitoring of support initiatives for Slow Learners
- p) Review and monitoring of support initiatives for Advanced Learners
- q) New faculty induction and evaluation
- r) Annual Performance Appraisal for Department Staff Members
- s) Preparation of Department Budget and approval of expenses
- t) Nurture Industry Relationship, Research & Entrepreneurial spirit among students
- u) Ensuring discipline among students and initiating disciplinary action where required
- v) Chairing Program Core Committee Meeting
- w) Monitor activities in Campus Automation software(E-Live) [Appendix 1]

5) FACULTY

- a) Prepare lesson plan and get it approved by HOD well before commencement of classes
- b) Prepare lecture notes, power point presentations, video lectures etc. for subject

allotted to them

- c) Maintain course file along with the current copy of the syllabus for theory subjects
 - d) Identify and deliver minimum 1 topic as "beyond syllabus" coverage
 - e) Ensure completion of portion as per the time table
 - f) Prepare question papers for the internal tests and model examinations within stipulated time
 - g) Conduct of tests on planned days and evaluation of answer sheets on the same day
 - h) Plan for extra classes if required to complete the portions before internal tests
 - i) Plan for and conduct coaching classes for slow learners and maintain attendance of students attending coaching classes
 - j) Ensure that all prescribed experiments are covered within the planned date
 - k) Ensure minimum of 1 experiment included as "Beyond Syllabus" coverage
 - l) Verify and hand over observation notes of students within two days after the completion of the experiment done in laboratory
 - m) Make alternate arrangements for taking classes against leave or permission
 - n) Discharge assigned duties as external examiner
 - o) Ensure recording of attendance in the Bio-metric system on time
 - p) Adhere to the dress code specified by the institution
 - q) Maintain students discipline in the class room/campus
 - r) Activities in Campus Automation software(E-Live) [Appendix 1]
- Upload the documents in the dSPACE like lecture notes, power point presentations, video lectures, previous university question papers etc. related to the subject allotted to them.

6) TIME TABLE COORDINATOR (OVERALL)

- a) Maintaining the list of department time table coordinators.
- b) Overall responsibility for the preparation of the time tables before commencement of every semester.
- c) Organizing and chairing the meeting among department time table coordinators.
- d) Finalization of the class time table and faculty time table at the meeting among departmental coordinators.
- e) Make available the timetable and upload to E-Live before the starting of the semester as per Appendix[1]

7) DEPARTMENT TIME TABLE COORDINATOR

- a) Identification of faculty for handling different subjects in consultation with the HODs and Academic coordinator.
- b) Identification of faculty for handling interdepartmental subjects from the respective HODs
- c) Consolidation of the number of hours to be allotted to different subjects considering the syllabus requirements as well as through department meeting
- d) Revising the class time table and faculty time table against addition and deletion of faculty as well as changes in the work load of any faculty

8) FACULTY ADVISOR

- a) Maintenance of list of students under them.
- b) Monitoring students attendance, performance in tests and behavior / discipline and counsel them against attendance shortage, failure in examination / tests as well as undisciplined behavior.
- c) Maintaining students' record and update the same against students' performance in examinations and curricular and extracurricular activities.
- d) Informing the parents of students having attendance shortage, failure in examination as well as undisciplined behavior.
- e) Forward students' leave forms as well as on duty leave (and forward to office through HODs).
- f) Preparation of students' marks and cumulative attendance % after every internal tests and forwarded to HOD for further communication to parents.
- g) Maintaining students details on industrial visits and ensure that each student attends at least one industrial visit before he/ she enters 8th semester.

h) Review of students' grievance if required in consultation with the Mentor, HODs or Principal

i) Organizing class committee meetings and preparing minutes of the meeting.

j) Collection of students' options on the electives being offered.

k) Deciding the electives to be offered based on the students options in consultation with HODs.

l) Overall responsibility of the class allotted.

m) Monitor the students' attendance in E-Live.

n) Result analysis of all the tests and university examinations.

o) Maintaining course related documents including a copy of the syllabus with the approval of HODs

p) Arranging for collection of students' feedback.

q) Data analysis against students' performance in the examination/ tests as well as students' feedback.

r) Handing over hall tickets to students against no due certificate.

s) Collection of internal assessment marks from the concerned faculty and publish the consolidated internal marks as per the university schedule with approval from HOD and Principal.

t) Responsible person for day to day activities (in E-Live) in his class as per Appendix (1)

9) MENTORS

a) Keep the list of mentees assigned to them

b) Provide guidance, motivation, emotional support and role modeling.

c) Help with exploring careers, setting goals, developing contacts and identifying resources.

- d) Supporting students inside and outside of the classroom
- e) Helping students to increase their confidence and self-esteem by listening to them.
- f) Guide and support the students and assess their learning.
- g) Keep encouraging the students.
- h) Keep regular contact with mentees and update the file.
- i) Direct the students to counselling through faculty advisors if needed.
- j) Update the parents through faculty advisors about behavioral issues if any.

10) LABORATORY IN CHARGES

- a) Maintaining stock of both capital and consumables in the laboratory and update the same against receipt and issue.
- b) Maintaining identification of items in the laboratory.
- c) Identification of purchase requirements of consumables for the laboratory and raising purchase requisition.
- d) Collection of quotations and preparation of comparative statements.
- e) Recommendation of the supplier for the purchase of laboratory consumables against the comparative statements.
- f) Preparation of purchase orders and forwarding the same through college office after approval.
- g) Verification of items received from the suppliers.
- h) Maintaining the equipments in the laboratory and ensure that they are in working condition for offering to conduct the experiments for students as per the cycle of experiments planned.

11) PROJECT COORDINATOR

- a) To coordinate with the HODs in planning Projects
- b) Finalization of the project topics and guides
- c) Preparation of list of projects
- d) Planning for project presentations
- e) Formation of project review committee in consultation with HOD
- f) Verify attendance of students
- g) Upload the internal marks in university portal

12) PROJECT GUIDES

- a) Monitor the progress of the projects
- b) Finalization of project plan
- c) Monitor the students' attendance in projects
- d) Review the feedback received during the presentations and incorporate improvements through the students
- e) Verification of project reports
- f) Awarding internal marks for students and supporting external examiner.

13) DEPARTMENT LIBRARY IN CHARGE

- a) Maintaining stock of books in the department library.
- b) Issue and receipt of books to and from the faculty/ students.

14) DEPARTMENT FURNITURE COORDINATOR

- a) Maintain the stock of the furniture's in the department.
 - b) Maintaining identification of furniture.
 - c) Inspection of the furniture and arrange for repair.
 - d) Take out the furniture beyond repair after approval from management.
- 15) OVERALL FURNITURE COORDINATOR
- a) Maintaining identification of furniture in departments.
 - b) Maintaining stock of furniture in departments.
 - c) Periodic inspection and arranging for repair (or taken out from stock).
- 16) LABORATORY ASSISTANTS
- a) The Lab. Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
 - b) All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.
 - c) Keep the equipments and components ready before the commencement of laboratory classes.
 - d) Issue of equipments and consumables for the students for practical classes and to receive back and maintain records of issue and receipt.
 - e) Report to the faculty/ laboratory in charges against any loss or damage of the equipments and consumables while carrying out experiments by the students (or otherwise).
 - f) Update the stock record as well as maintenance records.
 - h) Making sure to open the laboratories before 8.45 a.m. on all working days and to ensure

to close the same after 4.30 p.m.

i) To check and ensure on all working days electrical items are switched off and the windows are closed before they leave the lab in the evening session.

j) To monitor and to ensure that all the laboratories are kept clean.

k) Walk around the labs and see who needs help. Ask that person if they need assistance, and provide them with support to the best of your capabilities.

l) Any other assignments as given by HOD/Principal/Secretary

17) CAREER GUIDANCE & PLACEMENT CELL

Head corporate Relations and Placement Cell

- a) Identification of eligible/interested students for campus placement.
- b) Maintaining student database and sharing the same based on eligibility to companies. Dividing the eligible students into sub groups based on their skill as Service, IT Product and Engineering Core company potential students.
- c) Organizing Aptitude, Verbal, Soft skill and Technical training for eligible students in association with department.
- d) Reviewing students' performance on pre-placement training and plan for improvement through re-training.
- e) Organizing Students meeting in association with department during 5th semester to explain the placement process and corporate expectations.
- f) Maintain and update database of potential recruiters and follow up with them on periodic basis
- g) Interacting with prospective employers to determine corporate requirement, plan and provide company specific training.
- h) Interacting with the Past Recruiters for date of joining for selected students and recruitment.
- i) Organizing on-campus and off-campus interviews of the eligible students for providing suitable jobs.
- j) Coordinating all the activities related to Placement process such as Pre-placement talk, Online Tests, GD and Interviews.

- k) Collecting and analyzing employer feedback form.
- l) Sharing the employer feedback with department for enhancing the employability skills.

CAREER GUIDANCE (A Faculty In Charge)

- a) Initiating relationship with corporate regarding industry relations and interaction.
- b) Interact with HR heads of corporate regarding internships, recruitment opportunities & in plant training.
- c) Arrange and coordinate industrial visits for students.
- d) Interact with technical heads of corporate and procure industrial projects for students of various engineering disciplines.
- e) Provide career guidance counseling sessions for students pursuing higher studies.
- f) Assessment and segregation of students as per their area of interest, communication, soft skills and core area competency.
- g) Initiate and co-ordinate with industry leads to set up industry powered laboratories in the institution.
- h) Exploring different avenues of employment and knowledge development opportunities for students across various sectors in both upcoming and niche areas.
- i) Training students in the area of communication and soft skills
- j) Maintain database of all corporate contacts (both individual and company).
- k) Identify areas of training required for students in specific areas of communication and soft skills provided by vendors.

18) OFFICE ADMINISTRATOR

- a) Admission related activities
- b) AICTE – Approval and Renewal activities

- c)University – Affiliation related activities
- d)In-Charge for Admission Related Activities – New, Lateral – Transfer, Re-admission
- e)Issuance of Certificates to students for Education Loan
- f)Scholarship Related Activities – For various communities - Scrutiny and Processing
- g)Course Completion Related Activities – Handing over of TC, CC, Original Certificates
- h)Students/Staff Group Insurance Scheme - Payment of Premium, Tracking of Policies and Claims
- i)Fee Collection – DD, Cheque Payment and Cash Deposits
 - j)Students Admission, Staff Attendance, Leave, Payroll Processing through Campus Automation Software (E-LIVE) System
 - k)Point of Contact for NBA, NAAC for data pertaining to Faculty Recruitment and Retention
 - l)Liaison with Governmental Departments regarding Building Approval and Payment of Taxes
 - m)Maintaining repository of Rules and Regulations of AICTE, KTU , DTE, CEE etc.
 - n)Maintenance of Training Records of Staff Members
 - o) Responsible for reports to governmental departments viz. Ministry of HRD, AICTE, KTU,CEE,DTE etc
- p)Single Point of Contact for Medical Emergency for students and staff members
- q)Official Communication with various agencies

19) OFFICE STAFF

- a) Procedure starting from Student admission to issuing TC and follow ups of students requirement

- b) Maintaining records related to admission, examination and fee collection
- c) Day to day administration responsibilities assigned by the management, Principal and/or Office Administrator
- d) Online documentation like KTU, AICTE , DTE, CEE KEAM E-grants, etc. etc
- e) Responsible person for day to day activities (in E-Live) related to administrative office - details mentioned in appendix 1

20) CHIEF SUPERINTENDENT

- a) Single Point of Contact for all correspondence with the University related to university examinations
- b) Overall responsibility for the smooth conduct of both internal and university examinations
- c) Coordinating with University Representative and University Squad for the university examinations
- d) Responsible for facilitating reevaluation and challenge processes where solicited by students
- e) Receipt and handing over of degree certificates to students, as received from University
- f) Coordinating with University Zonal Office for the smooth conduct of Practical Examinations
- g) Updating the departments with communication received from University on examinations
- h) Ensuring update of students' and faculty profile in the university portal
- i) Display of circular on payment of examination fee with the approval of Principal
- j) Taking printouts of the hall ticket and handing over to class advisors

21) UNIVERISTY EXAMINATION CELL COORDINATOR

- a) Maintaining the current list of Examination cell members with the approval of Principal
- b) Display of the university examination time table in the notice board
- c) Deciding the hall allocation for university examinations and display the details
- d) Arranging copies of the question papers for university examination
- e) Maintaining the current university examination pattern for individual subjects
- f) Arranging university answer sheets for the examinations
- g) Selection of internal invigilators for the university (theory) examinations in consultation with Principal/Chief Superintendent
- h) Preparing invigilation duty for the university theory examination
- i) Release of the schedule of university examinations along with the invigilators name
- j) Communication of university examination invigilation duty to the internal invigilators
- k) Maintaining the attendance of invigilators in the university examinations
- l) Issue of attendance certificates for the external examiners with the authorization of chief superintendent
- m) Maintaining the stock of stationary received from the University
- n) Making arrangements for the university technical representatives to download the question papers for the university examination in the presence of chief superintendent
- o) Sorting out the university examination printouts hall wise and handing over to the invigilators
- p) Arranging question papers (for the university examination) from nearby colleges if printouts cannot be taken with due intimation to University representative as well as

chief superintendent)

- q) The malpractice cases should be immediately uploaded in the KTU web portal along with the absentee statement. Also handover the same to Disciplinary Action Committee for further action and maintaining a record for the same.
- r) Pack answer sheets in the required format given by university and handover to valuation centre and also keep the register for that.
- s) Maintain a proper record for the observer duty allotted by the university and issue duty certificate to the observer.
- t) Keeping proper financial statement related to university examinations.

22) INVIGILATORS (UNIVERSITY EXAMINATIONS)

- a) Report to the Examination Control Room 30 minutes prior to the scheduled start of the Examination
- b) Collect the packet containing question papers, attendance sheet & blank answer booklets pertaining to the room allotted to him/her from the Chief Superintendent.
- c) Reach the examination room 15 minutes before the scheduled start of examination.
- d) Verify the identity of the student by checking the Hall Ticket and College Identity Card.
- e) Distribute answer booklets 10 minutes before the scheduled start of the examination.
- f) Distribute question papers 5 minutes prior to the scheduled start of examination.
- g) Instruct the students to tear off the top portion and paste it against/above his/her Register Number in the attendance sheet. Get the signature of the student on the space provided.
- h) Hand over attendance sheets, unused answer booklets and unused question papers to the control room through the authorized official of the college after 30

minutes from the start of examination.

k) Collect all answer booklets course-wise.

l) Hand over the answer booklets to the Chief Superintendent.

23) INTERNAL EXAMINATION CELL COORDINATOR

a) Maintaining the current list of Examination cell members with the approval of Principal

b) Display of the internal examination time table in the notice board

c) Release of circular on internal examinations with the approval of Principal

d) Release of the schedule of internal examinations along with the invigilators name in consultation with Principal

e) Deciding the hall allocation, seating arrangement and display the same prior to the tests

f) Collection of the question papers from the subject handling faculty for the internal examinations.

g) Arranging answer sheets with college seal for the examinations

h) Handing over the answer sheets of internal examinations to the department examination coordinator.

i) Maintaining the attendance of invigilators in the internal examinations

j) Handing over the students attendance during internal examination to respective department coordinators.

24) DEPARTMENT EXAMINATION COORDINATOR

a) Coordinate with the internal examination cell for the conduct the internal examinations/class tests

- b) Provide detailed timetable for internal examinations according to schedule
- c) provide list of invigilators for internal examinations
- d) collect question papers for internal examination and hand over to internal examination cell 2 days before the commencement of examinations.
- e) Handing over the answer sheets of internal / class tests to the subject handling faculty
- f) Deciding the practical examination schedule with the slot provided by the university in consultation with the internal examiners identified
- g) Handing over the students attendance during internal examination to staff advisors.

25) INVIGILATORS (INTERNAL EXAMINATION)

- a) Report to the Examination Control Room 30 minutes prior to the scheduled start of the Examination
- b) Collection of the question papers, answer sheets and attendance sheets from the examination cell and distribution of the same to the students
- c) Maintaining discipline in the examination hall
- d) Taking students attendance during the internal examination and handing over to the examination cell
- e) Collection of answer sheets and handing over to the examination cell
- f) Not allowing late comers for the examination/ tests
- g) Report any mal practices during the examination.
- h) Signing the evidence collected during any malpractices

26) LIBRARIAN

- a) Overall Library Administration
- b) Arrangement of books following Dewey Decimal Classification
- c) Maintenance of Library Management System (KohA) & Digital library (Dspace)
- d) Planning for and procurement of books and Periodicals
- e) Collect the requirement of student text books from faculty members, procure and issue the same
- f) Maintenance of soft/hard copies of project reports of students
- g) Maintenance of Books and Periodicals
- h) Library Circulation Counter Activities (Issue and Receipt of books to students and members – Returning and Renewal – Overdue books fine collection)
- i) Displaying on the college notice board, news items of importance and news items that come in dailies about the college
- j) Increasing Library Utilization
- k) Maintenance of Digital Library comprising of DELNET, NPTEL, NDL & E Journals
- l) Maintenance of Photocopying Machines and Providing Copier Services
- m) Carry out stock verification once a year and report status
- n) Monitor the timely receipt of periodicals and follow up against delayed or non-payment of subscriptions
- o) Review of feedback received from students and members and initiating corrective action

27) ALUMNI COORDINATOR

- a) Managing and monitoring of alumni database, website, social network, documentation and chapter meetings

- b) Administering alumni survey and degree exit survey, collating response and generating Action Taken Report to address suggestions/feedback
- c) Monitoring the status of Action Items and ensuring them to closure Organizing alumni meeting yearly once at the college campus
- d) Organizing alumni office bearers meeting at least once in a year at college campus Organizing chapter alumni meeting at various centers
- e) Preparing minutes for meeting of alumni related meetings and track actions to closure Communication of various accomplishments and events to alumni through mail Sending college newsletter to alumni on regular basis
- f) Preparing and sending alumni newsletters and proceedings to stakeholders Organizing alumni sports day with the help of Physical Education Department.

28) PHYSICAL EDUCATION DIRECTOR

- a) Maintaining stock of sports good.
- b) Planning & organizing selection trials.
- c) Selection of house team/ college team.
- d) Providing TA/DA to students for participating external competitions.
- e) Conducting practice trials before representing college in external events.
- f) Arranging for purchase of sports goods.
- g) Review of student's feedback on physical education and its activities
- h) Analysis of data related to physical education process and plan for improvements in consultation with the Principal
- i) Maintaining stock of common furniture in class rooms and other common areas
- j) Arranging for periodic inspection and repair of furniture in class rooms and common area

29) SYSTEM ADMINISTRATOR

- a) Assessing system requirements and submitting proposal to management for procurement Vendor coordination for procurement.
- b) Installation and maintenance of systems
- c) Maintenance of firewalls
- d) Vendor Coordination of Internet Services for the institution
- e) Monitoring internet bandwidth and making changes to systems accordingly
- f) Installation, Configuration, Trouble Shooting and Maintenance of Servers
- g) Installation, Configuration and Maintenance of WIRELESS ROUTERS AND ACCESS POINTS.
- h) Maintenance of SEQRITE Endpoint Security Anti-virus Server. Custom configuration and Designing of Network for New Laboratories
- i) CCTV Camera Monitoring
- j) Backup and Restoration of Data on various servers
- k) Allocation of tasks to Lab Technicians for installation and maintenance of IT Peripherals
- l) Disposal of unused IT assets by following procedure for e-waste disposal
- m) Configuration, maintenance and updation of the following servers
 - a. MBITS Domain controller,
 - b. E-live Server(IBM)
 - c. E-live backup server
 - d. uSymantec server& Symantec console V.12
 - e. Seqrite antivirus server and console
 - f. Koha server - assisting librarian
 - g. IP-cop server
 - h. NPTEL \ digital Server
 - i. MBITS Office Domain controller \ Tally server – assisting accounts dept.
- n) Maintain \ availability of computer network and internet facility to labs, staff rooms, library, Admin office etc.

- o) Maintaining the Firewall - Profile creation, manage network groups, log monitoring, service coordination etc.,
- p) Servicing of computer system, printers, fax, photo copiers etc. in office, staff rooms etc. and supporting system service in labs.
- q) Maintaining Wi-Fi facility for staff, boy's and girl's hostels
- r) Coordinating the E-live campus software providers for implementation, addition, and modifications etc. as per the requirement from office, software committee etc. and admin jobs in the software.
- s) Maintaining \ co-coordinating UPS system in labs, office, staff rooms etc.
- t) Renewal \ make available of Microsoft campus agreement software for our college
- u) Co-coordinating the following third parties for their service in our college
 - a. BSNL – telephone \ internet service
 - b. Punching Machine
 - c. APC UPS
 - d. Network cabling
 - e. Computer, Printer, Copier Supplier\service like HP, Dell, Lenovo etc. – case logging, service co-ordination
 - f. Intercom – case logging, service co-ordination – supporting ECE lab staff
- v) Supporting seminar hall facilities like PC, projector, sound system etc.
- w) Member in website maintaining team
- x) Maintaining CCTV systems, ECE lab staff supporting Signage system technical support
- y) Maintaining Punching machine system including the software – adding deleting users, user enrolling to the system, backup enrolling, report printing etc.
- z) Renewal of AMC for the various systems.
- ab) Purchase order printing for all departments.
- ac) Setting up Lab furniture, network etc.upcoming requirements modifications for the computer labs, staff rooms, office, library etc.
- ad) Participating in AICTE \ KTU - EOA processes documentation, web portal updation, application preparation etc.
- ae) Admission cell member
- af) Day to day instructions from Secretary, Principal & Administrator, HOD CSE
 - a. Additional Duties: TCS online exam – IT manager.

30).TRANSPORT OFFICER

- a)Collection of students' data at the end of every year for college bus usage
- b)Planning for the no. of buses based on the data of students collected
- c)Assignment of routes to students based on their requirement and route optimization
- d)Issue of bus passes to the students
- e)Identifying new routes and providing bus facility based on students' requirement
- f)Verifying the bus passes for proper usage
- g)Attendance, Leave and Payroll processing of drivers
- h)Sanctioning of annual increment for drivers
- i)Preventive and Break Down Maintenance of buses
- j)Renewal of Insurance and Registration of buses
- k)Insurance claims initiating and follow up on compensation
- l)Redressal of grievances about bus services
- m)Ensuring that the drivers follow safety regulations
- n)Ensuring that the drivers comply with discipline and dress code
- o)Providing bus facilities for industry visits and beyond college hours
- p)Computation of bus fare on annual basis considering the factors like fuel price, insurance charges, drivers' salary and cost of maintenance

31)WELFARE ASSOCIATION COORDINATOR

- a)Collection of amount from willing students/staff and accounting for the same
- b)Ensuring that the collected money is spent accordingly for identified activities viz.,

Tree Plantation, Support to the needy for education and medical treatment and support to orphanages and old age homes

c) Identifying the activities to be carried out and arriving at a schedule for the same

d) Publish the list of activities and the schedule to the departments to enable students/faculty to take part

e) Allocation of funds for individual events/visits

f) Providing consolidated report to the management once in a semester on activities carried out and fund utilization

32). WARDEN

a) Maintaining list of admitted students

b) Allocation of rooms to students

c) Ensuring dress code among hostellers when they go to classes

d) Providing medical assistance to hostellers, whenever required

e) Ensuring discipline among hostellers including adherence to study hours and upkeep of rooms

f) Ensuring timely provision of food to the students

g) Collecting feedback from students on overall hostel facilities including food, hygiene etc.

h) Communication to parents on status of studies, health and outdoor visits of hostellers

i) Monitoring hostellers' leave and permission

j) Alert the management on any disciplinary issues observed

k) Vendor coordination for proper maintenance of hostel infrastructure including electricity, water, plumbing, house-keeping etc.

- l) Ensuring hygiene and cleanliness in the hostel premises
- m) Counseling the students if any indiscipline is observed
- n) Regular monitoring of hostellers' activities including study hours
- o) Managing security guards stationed in different places of the campus
- q) Ensuring hoisting and de-hoisting of the National Flag in the campus
- r) Ensuring attendance of hostellers for coaching classes conducted after college working hours

33) MESS MANAGER

- a) Manage the employees of the Mess, their attendance, leave and payroll processing
- b) Plan for procurement of materials for the Mess, including grocery, vegetables, milk, gas, firewood, snacks and fruits
- c) Provide indent of the materials required for the Mess to Purchase Team and follow up on procurement
- d) Vendor coordination for service of kitchen and mess equipment
- e) Check and receive the ordered materials for quantity and any visible damages
- f) Update the inventory system with receipt and issue of materials
- g) Dining Hall Management during events and visits of guests from industry and academia
- h) Maintenance of stock of the items required for the Mess operations
- i) Disposal of old and unused stock of materials in the Mess
- j) Ensuring cleanliness and hygiene in the kitchen and dining hall areas

k) Random verification of physical stock against the stock available in the inventory system

34) TECHNICAL CLUB COORDINATOR

a) Planning technical club activities including seminars, workshops and symposiums for the semester in discussion with departments

b) Where required, plan for the financial budget for the technical club activities, in line with the departments

c) Publishing the schedule for the technical club activities

d) Ensuring that the scheduled activities are carried out

e) Submitting the consolidated report along with photographs to management on a weekly basis

f) Ensuring that the departments publish IEEE Newsletter in coordination with the professional bodies they have collaboration with

35) GENERAL CLUB COORDINATOR

a) Planning general club activities including seminars and contests for the semester in discussion with various club coordinators

b) Where required, plan for the financial budget for the general club activities, in line with the activities planned by the clubs

c) Publishing the consolidated schedule for the club activities

d) Conducting monthly reviews to ensure that the scheduled activities are carried out

e) Submitting the consolidated report along with photographs and supporting documents to management on monthly basis

36) REDRESSAL CELL COORDINATOR

- a)Collecting the grievances and ensuring resolution through stakeholders
- b)Convene Grievance Redressal Cell meeting once in a semester and review the status of grievances received
- c)Prepare Action Taken Report for grievances received and monitor the status of the same
- d)Provide management with summary report of grievances received and resolution provided

10. PERFORMANCE APPRAISAL SYSTEM

a. Objective

To constantly monitor progress of the capabilities and achievements of employees, to facilitate the ongoing development of the faculty members and to identify when an employee has demonstrated readiness for greater responsibility.

b. Operating Authorities

1. The Management
2. The Principal
3. Chief Administrator
4. Respective Heads of the Departments (HODs)

c. Operating Procedure

10.1	Those employees who have completed one year of employment with the Institution will be eligible for the annual performance appraisal programme.
10.2	In the month of July of every year, official information is sent through the circular highlighting the objectives and process of the

	Performance Appraisal Programme.
10.3	The employees are requested to fill in the Performance Appraisal Form and submit the same to the reporting authority.
10.4	The appraisal forms are then evaluated and each of the fields in the form is weighted against a predetermined score card and the final score is calculated for each employee.
10.5	Performance Appraisal Meeting is then scheduled with the employee and the panel of the Management that includes the HODs, The Principal and The Management.
10.6	<p>The following points are discussed during the Appraisal Meeting:</p> <ul style="list-style-type: none"> • Reviewing, discussing, and confirming understanding of the essential functions listed on the job description, annual goals and standards of workperformance. • Recognizing strengths and achievements • Confirming previously identified functional areas needing improvement and establishing agreement about how improvement is to be accomplished. <p>Identifying areas in which education, training, or other development opportunities are needed and a strategy for developing skills, knowledge or abilities. Discuss and confirm understanding and agreement about the steps the employee will take to accomplish self-development goals, as well as how the Management or the department will help.</p>

11. EMPLOYEE GROWTH AND DEVELOPMENT POLICY

a. Objective:

To improve the employees knowledge, skills and attitude and to facilitate their overall individual development

b. Operating Authorities

1. The Management
2. The Principal
3. Chief Administrator
4. Respective Heads of the Departments (HODs)

c. Operating Procedure

11.3.1	<p>Faculty Development Training Programmes :</p> <ul style="list-style-type: none"> • Based on the needs of the industry and the performance of the Faculty Members, Training needs are identified. Based on Training needs and the list of Training Programmes that have to be organized is made
11.3.2	<p>Transfer:</p> <p>In the interest of the institution's work process, any employee shall be liable to be transferred at the discretion of the management from one Department to another.</p>
11.3.3	<p>Higher Studies:</p> <ul style="list-style-type: none"> • The faculties are motivated to pursue Higher Education. • The Management approves OD for the faculties who are to appear for Examinations. • Those Faculty Members who are pursuing Ph.D can avail On Duty to carry out the activities of Ph. D
	<p>The Internal Promotional Structure is as follows:</p> <p>Promotion Policy:</p> <p>MBITS has established a detailed process for career progression for its staff members. The career progression for a faculty who joins as Assistant Professor is Associate Professor and then Professor. The staff members are promoted considering both their educational qualification and experience. The norms given below, as fixed by AICTE/University are followed.</p> <p>ENGINEERING STREAMS:</p>

11.3.4	<p>Assistant Professor to Associate Professor (with PhD) – Total 5 years of experience, of which, 2 years shall be after completion of PhD.</p> <p>Assistant Professor to Associate Professor (without PhD) – Total experience of 13 years after completion of Under Graduate Degree (BE/B.Tech. and M.E/M.Tech or equivalent in the appropriate branch of Engg.)</p> <p>Associate Professor to Professor – PhD along with a first class in Under Graduate/Post Graduate is essential. Total of 13 years of experience or Total 10 years of experience of which 5 years should be as Associate Professor.</p> <p>SCIENCE & HUMANITIES STREAM:</p> <p>Assistant Professor to Associate Professor (with PhD) – Total 7 years of experience, of which, 2 years shall be after completion of PhD.</p> <p>Assistant Professor to Associate Professor (without PhD) – Total experience of 15 years after completion of Post Graduate with M Phil Degree.</p> <p>Associate Professor to Professor – PhD with at least 55% marks in Post Graduate Degree is essential. Total of 13 years of experience or Total 10 years of experience of which 5 years should be as Associate Professor.</p> <p>The above stated norms are minimum qualification considered for career progression. Apart from the above, the staff members also go through a performance appraisal process on an yearly basis. The staff members do a self- evaluation of their performance and make a presentation to a panel of members comprising of the Principal, the concerned HOD and Dean Research & Innovation. An interview is conducted as part of this presentation and based on the outcome the decision for promotion is taken. Compensation & Benefits are revised upon promotion, based on the norms prescribed by AICTE.</p>
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12. RESIGNATION PROCEDURE

a. Objective

To provide unbiased and equitable treatment to all employees who are leaving and providing them with necessary requirement for a smooth separation.

b. Operating Authorities

1. The Management
2. The Principal
3. Chief Administrator
4. Respective Heads of the Departments (HODs)

c. Operating Procedure

12.3.1	Any permanent employee desirous of leaving the service shall provide three months notice or three month's wages in lieu of notice to the Management in writing.
12.3.2	The employee shall formally inform the Management in writing either in the month of September (for the employees who intend to get relieved by the end of the Odd Semester) and in the month of April (for the employees who intend to get relieved by the end of the Even Semester) about their intention to get relieved from the services.
12.3.3	The HR is to conduct an exit interview with the separating employee to ascertain feedback on the institution and its management.
12.3.4	After completion of three months of notice period, the employee by producing the Certificates Receipt and Acknowledgment form can get the certificates from the Human Resources Department.

12.3.5	All the leaves that the employee applies during the notice period should be approved by the HoD and the HR Department with the prior consent of the Management.
12.3.6	All payments due to the employee or the management will be settled in full before the discharge.

13. TERMINATION PROCEDURE

a. Objective

To provide appropriate regulations when an employee is to be terminated.

b. Operating Authorities

1. The Management
2. The Principal
3. Chief Administrator
4. Respective Heads of the Departments (HODs)

c. Operating Procedure:

13.3.1	In the case of Cessation of Service, a permanent employee's one month wage in lieu off or one months notice period may be issued.
13.3.2	The reason for terminating the employee shall be communicated in writing at the time of discharge.
13.3.3	All payments will be settled in full before the notice period expires.

POWER TO MODIFY THE RULES:-

These rules are subject to modifications or amendments as may be made from time to time by the Management.

MBITS EMPLOYEE HANDBOOK -2018

APPENDIX: 1

Duties\Facilities while using E-Live Campus Automation Software

For the smooth functioning of the Campus Automation Software, the following duties should be done by the respective person. Proper corrections are required for getting the error free reports to be submitted for Administrative office, Teachers, Students and Parents.

Academic Activities

TEACHER

- Hourly attendance entry(same day)
- Class tests mark entry\publish(within 2 days)
- Series tests mark entry\publish (within 2 days)
- Assignment mark entry\publish (within 2 days)
- Add students remarks
- As directed by higher authorities time to time.

CLASS ADVISOR \TUTOR

- Responsible person for day today activities(in E-Live) in his class
- Daily attendance monitoring\editing(within 3 days)
- Students Group mapping
- Students elective group mapping
- Time table change – add, delete, change
- Add class test\series test etc.(prior to test date)
- Class tests \ Series tests \ Assignment mark entry verification \publish(same day)
- Sessional mark verification>Publish report>submit to office
- Submit internal exam result analysis to Principal (within 4days after last exam date)
- Progress report
- University regular exam mark entry
- University mark entry verification\publish

- Submit University result analysis to Principal(as earlier as possible)
- University supplementary\improvement exam mark entry \ publish
- University supplementary\improvement exam verification\publish
- Class wise/ student wise report
- University exam semester wise report
- Semester wise supplementary report
- Semester wise report
- Attendance report
- Add students remarks
- Distribution of Parent\Student login names and passwords
- As directed by higher authorities time to time.

TIME TABLE COMMITTEE

- Make available the timetable and upload to E-Live before the starting of the semester.
- Also do the time relative updating like
 - a. Add/update subject name with code
 - b. Subject semester mapping
 - c. Teacher Subject mapping
 - d. Assign class advisor in teacher subject mapping.
 - e. Time table entry
 - f. Time table editing
- As directed by higher authorities time to time.

HODs

- Daily attendance\Class status monitoring
- Time table \ time table change monitoring
- Class tests \ Series tests \ Assignment mark entry – Status monitoring
- Internal exam result analysis
- Progress reports
- Sessional mark report
- University result analysis

- Class wise/ student wise reports
- University exam semester wise reports
- Semester wise supplementary reports
- Attendance reports

OFFICE ACTIVITIES

OFFICE STAFF (CLERK\ADMINISTRATOR)

- Responsible person for all data in the E-Live software - Clerk
- Students Admission\certificate verification during admission (with the support of Faculties) - Clerk
- Student data Clerk verification (Final verification – very important) during admission – Clerk, verified by Administrator
- Updating late submitted certificates status – Clerk \ Administrator
- Student's admission number, Batch creation, Student division mapping, Roll number allocation – Clerk, verified by Administrator
- Group creation for Elective subjects and Labs – by Tutors – to be reminded & monitored - Clerk
- Manage student photo - Clerk
- Branch \ category change of students - Prior approval to be taken from Principal & Secretary – Clerk, verified by Administrator, report print to be given to accounts section.
- Subject and time table entry – to be done by the time table committee and time table print from E-Live to be submitted to Office\Principal - Status monitoring by Administrator
- Holiday marking in time table (Set holiday, cancel holiday) – Clerk, verified by Jimson sir
- Attendance entry monitoring, session status, daily absentee status and monthly report print outs - Clerk – Report to Principal & Secretary
- Monitor\add internal exam, class tests, series tests, assignment and mark entry in the software- Clerk, verified by Administrator
- Monitor\update subject wise attendance calculation\Sessional marks calculation - Clerk, verified by Administrator

- University register number adding \ editing - **Clerk, verified by Administrator**
- Monitor\add University exam \ mark entry - **Clerk, verified by Administrator**
- Update supplementary \ improvement exam marks –important - **Clerk, verified by Administrator**
- Discontinue, year back and repeat student entry - **Prior approval to be taken from Principal & Secretary - Clerk, verified by Administrator – report print to accounts**
- Promotion of students to next semester & Pass out entry - **Prior approval to be taken from Principal -Clerk, verified by Administrator - – report print to each departments and inform accounts dept.**
- TC printing – **Clerk – Prior approval to be taken from Principal – report print**
- Various data \ Excel export \ Report prints for University, DTE and AICTE - **Clerk, verified by Administrator - Approved by Principal**
- Submitting internal exam \ university exam result analysis reports to Principal & Secretary - **Clerk, verified by Administrator**
- Detailed reports from E-Live web application as well as Desktop application – **For all office staff**
- As directed by higher authorities time to time.

E-Live Web Application Links (For using office staff - Clerk – report print to Administrator\Principal)

- General link
- Campus link
- Student's link
 - Transaction
 - Reports
 - Exam Reports
 - Attendance reports etc.
- Admission link
 - Master
 - Transaction

Admission Management

Students Photo

Clerk verification – very important – responsible staff:

- Reports
- e. E-Live notice to Staff\Students\parents and status monitoring - **Clerk**
 - General>>Transaction>>Staff Notice, Individual Notice, Student Notice
 - Reports >> Staff Notice, Individual Notice, Student Notice (for the status of the notice published)
 - Delete old\expired notices
- f. SMS notice to Staff \ students \ parents - **Clerk**
 - General>>Transaction>>Department wise staff\teacher SMS – For sending short notice to all staff
 - General>>Transaction>>Parent\Student SMS - For sending short notice to students \ parents.
 - SMS history
- g. Absentees SMS Module - **Clerk**
 - Students>>Transaction>>Attendance SMS – For sending absentees SMS to parents.
 - SMS reports

E-Live Desktop Application- Academic

(For using office staff - Clerk – report print to Administrator\Principal)

- a. Transaction
 - Promote
 - Category change
 - Discontinue
 - Repeat
 - TC issue
- b. Reports
 - Pass out students report
 - Discontinue students report
 - TC issue students report
 - Repeated students report
 - Certificates (Course, expenditure etc.)
 - Duplicate TC

- Course certificate
- Admission register

E-Live Web Application - HR Link (For using **Clerk-HR**)

1. Configure the fields like Designation, category, level qualification, relation, holidays (Set holiday is routine duty), holiday year assignment, shift, financial year etc.
2. Employee master configuration
 - a. Add Employee -
 - b. Employee details -
 - c. Other details and Photograph -
 - d. TDS, Payroll, Signature, Employee status monitoring (enable/disable)
 - e. Qualifications and experience -
 - f. Service Details (Service Book entry)
 - g. Edit profile -
 - h. Resign etc. -
3. Leave master
 - a. Assign types of leave
 - b. Set maximum leave days eligible per year, Salary check in LOP leave
 - c. Edit leave days etc.
4. Transaction
 - a. Attendance Register (Routine check)
 - b. Employee leave setting (Individual and group setting – category wise, period wise etc.)
 - c. Set holiday duty
 - d. Employee division mapping
 - e. Change swipe status (Manual swipe entry, status changing with permission) - daily routine
 - f. Employee leave application (History, print, etc.)-
 - g. Leave approval (Approve leave, Cancel applied leave, etc.)
 - h. Cancel approved leave (with proper reason)
 - i. Attendance register (check swipe absent, convert swipe late to casual leave/LOP, Total LOP for payroll processing) – daily routine
5. Reports
 - a. Employee report

- b. Leave details
 - c. Leave report (Leave type wise)
 - d. Swipe report
 - e. Daily swipe report
6. As directed by higher authorities time to time.

OFFICE STAFF (ACCOUNTS)

E-Live Web Application Payroll Link - Accountants \ Cashier (For using **Accountant**)

1. Check attendance register in HR >> Transaction >> Attendance Register (Monthly check)
2. Configuration
 - a. Parameter master (Set the PF for employees)
3. Master
 - a. Deduction master (Deductions in payroll like PF, TDS etc.)
 - b. Earnings master (Set earnings like Basic pay, scale pay, DA etc.)
4. Transaction
 - a. Employee ED details (Configure Earning – deduction details)
 - b. Formula details (Set formula for calculating salary)
 - c. Level ED Details (use if required)
 - d. Payroll process (Process monthly payroll)
 - e. Monthly Variable ED (Set ED for particular month for a particular employee)
 - f. One Time Entry (Set earning / deduction)
 - g. Maternity Details
 - h. Salary Advance Details (Monthly salary advance and reimburse)
 - i. Payroll without PF and professional tax
 - j. PF process (monthly)
 - k. Professional tax (Half yearly)
 - l. Payroll process display (For viewing monthly payroll process)
 - m. TDS process (monthly)
5. Reports
 - a. Pay slip, pay roll, bank transfer, PF report, TDS report etc.

E-Live Web Application - Fees \ Transportation Fees Modules (For using Accountant)

- a. Master >>set the year, Fees type, group, receipt mode, category, fees category, course duration etc.
- b. Transaction >> Semester year mapping.
- c. Reports
- d.** Master >> Bus, route, location
- e. Transaction >> Traffic management , Student mapping
- f. Reports >> Driver bus fee paid report , student bus card
- g. As directed by higher authorities time to time.

E-Live Desktop Application - Fees Module(For using Accountant)

- a. Transaction: Fees setting, fees collection, transportation fees collection, bus settings, bus term settings, Tally integration etc.
- b.** Reports : Fee setting report, Fee due report , Fees type report, Receipt mode report, Detailed fee due report, Transportation Receipt Reports, Daily Fee collection reports, Category change students report etc.

E-LIVE CO-ORDINATORS

- Create user name & passwords for E-Live users
- Assign various links\menus\permission for respective users
- Master configuration for various modules
- E-Live configuration \ changes updation
- Punching entry\changes
- Periodical complaint reporting with E-Live supplier through email.
- Co-ordinator should solve the errors in E-Live with the support of E-Live supplier
- Co-ordinate for all the E-Live activities
- Monitoring the smooth functioning of the software.

- Solving the errors in E-Live with the support of E-Live supplier

Master Links - Examples

1. General

- a. Configuration >> department, currency, country, location, bank, state, role, religion, caste.
- b. Transaction >> Role mapping, user permission, user management, software permission.

2. Campus

- a. Configuration >> Year/batch, course, branch, semester, section, hours, exam type, specialization, assignment/seminar, elective, subject, sessional mark settings.
- b. Transaction >> HOD branch mapping, Semester – subject mapping, Search and Remove tutor, course academic year mapping.

3. Students

- a. Transaction >> Student group mapping, student elective group mapping.

4. Time Table

- a. Transaction >> Set Holiday / Cancel Holiday.

5. Admission

- a. Master >> Admission notice, admission sub category, certificate

6. Fees

- a. Master >> Master settings in fees module (both web and application)

7. As directed by higher authorities time to time.

E-Live Activity Procedure (Academic – for Office Reference)

1. Admission notice
2. Fee setting
3. Admission online
4. Application form verification (important)
5. Final verification by office staff (important)
6. Fee collection and report submission to higher authorities
7. After fee collection students Profile will be locked and it will not edit in future
8. Admission number allocation
9. Students Division mapping

10. Roll number allocation\edit
11. Subject entry & Subject > Semester mapping
12. Subject > Teacher mapping
13. Timetable entry
14. Commencement of class
15. Students group mapping
16. Elective group mapping
17. Timetable edit for tutor
18. Attendance marking (same day) , corrections will be done with Principal's permission
19. Attendance entry edit / monitoring by tutor (up to 4 working days)
20. Attendance reports (daily, weekly, monthly, period wise; class wise, individual etc.)
21. Class hand over / extra class
22. Tutors should issue the E-Live login id and passwords to students and parents.
23. Bus fee setting & collection, Passengers list for driver and students bus card printing
24. Duty leave entry at office only
25. Absentees SMS
26. Class test1 time table
27. Class test1 mark entry
28. Class test1 mark entry verification
29. Tutors should submitted Result analysis submitted to Principal through HODs, copy to Secretary
30. Progress report printing for PTA meeting
31. Class test 2 – same procedure
32. Series test – same procedure
33. Assignment mark entry
34. Subject wise attendance calculation
35. Sessional mark calculation
36. Submission of Sessional mark report to office.
37. Promotion of students to next semester from office
38. Fee setting & Fee collection
39. University mark entry (MGU) / grade entry (KTU)
40. Supplementary mark/grade entry
41. Result analysis of university result to be submitted by tutors to Principal through HODs, copy to Secretary (as and when result announced).

42. Procedure repeating from s.no. 10 for coming semester
43. TC printing of students at office
44. Couse & conduct certificate print
45. E-live notice module and sms module for students and staff
46. Status report of read notice available at office.
47. Students to login to E-Live through MBITS website - for details like attendance, notice class test marks, university marks, supplementary report etc.
48. Parents to login to E-Live through MBITS website - for details like attendance, notice class test marks, university marks, supplementary report etc.

Note: - Detailed functioning of the modules will be given to the respective individual staff member separately. If anybody feel difficulty to use E-Live software or any training is required please contact\mail MBITS E-Live team on E-Live@mbits.edu.in or call 09446746094 (extn. 313), 09539965780 (extn. 815)