



MAR BASELIOS INSTITUTE OF TECHNOLOGY AND SCIENCE [MBITS]

**Nellimattom P.O, Kothamangalam, Ernakulam District
Kerala, India, PIN- 686693**

HR MANUAL

Affiliated to APJ Abdul Kalam Technological University, Thiruvananthapuram.

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PREFACE

HR 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 Staff 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 Mar Baselios Educational and Charitable Trust (MBECT).

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.

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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

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

CORE VALUES

1. **Honesty and Integrity**

We are committed to fostering an environment that nurtures the spirit of trust, teamwork, openness and respect. The institute totally believes in the 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 a sense of social responsibility 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, and 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 a 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 the 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.

1. DEFINITIONS

These rules will be known as “Mar Baselios Institute of Technology and Science (MBITS) Service Rules”. These rules will be deemed to have come into force with immediate effect. The rules are applicable to all permanent employees and employees on probation of the college.

- a) **MANAGEMENT** means the Managing Committee of the **Mar Baselios Institute of Technology and Science (MBITS)**, Nellimattom P.O., Kothamangalam, elected by Mar Baselios Educational and Charitable Trust.
- b) **EXECUTIVE COMMITTEE** consist of 10 members of Mar Baselios Educational and Charitable Trust.
- c) **SUB COMMITTEE** means the Management Committee appointed by General Body.
- d) **GOVERNING BODY** means persons nominated by the Management.
- e) **OFFICE BEARERS OF THE COLLEGE** consists of the Chairman, Secretary and Treasurer.
- f) **CHAIRMAN** means the Chairman of the Mar Baselios Institute of Technology and Science (MBITS), Nellimattom P.O., Kothamangalam nominated by Mar Baselios Educational and Charitable Trust (MBECT) represents Management.
- g) **SECRETARY** is the person selected from the Mar Baselios Educational and Charitable Trust (MBECT) and represents Management.
- h) **COLLEGE** means the Mar Baselios Institute of Technology and Science (MBITS).
- i) **UNIVERSITY** means APJ Abdul Kalam Technological University, the affiliating University.
- j) **DIRECTOR** means the administrative, academic, and operational Head of the institution appointed by the Management.
- k) **PRINCIPAL** means the Head of the Institution appointed by the Management to discharge the duties and responsibilities as defined.
- l) **EMPLOYEE** means a regular employee paid from the funds of the College.
- m) **CONTRACT EMPLOYEE** means an employee appointed on a contract basis by the Management of the College and who is only entitled to benefits as per the terms of the agreement and will be paid from the fund of the College.
- n) **VACATION** means the period of holidays authorised to be availed by the teaching staff.
- o) **TEACHING STAFF / VACATION STAFF** means the teaching, laboratory and workshop staff.
- p) **NON-TEACHING STAFF / NON- VACATION STAFF** means all administrative staff other than vacation staff and part-time employees.
- q) **CALENDAR YEAR** means a period from 1st January to 31st December.
- r) **ACADEMIC YEAR** means a period from 1st July to 30th June or as prescribed by the university.

2. THE MANAGEMENT

2.1. 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, and intellectual, cultural and physical upliftment of children and youth; especially those who come from rural backgrounds for the benefit of the society at large, without distinction of caste, religion, gender or place of birth.

The college is located in a rural area at Nellimattom, Ernakulam district, near the Kochi - Madurai National Highway (NH85). It is approximately 38 km from Cochin International Airport, and the nearest railway station is Aluva, about 39 km away. Established in 2009, Mar Baselios Institute of Technology and Science (MBITS) initially offered four B.Tech programs in Civil Engineering, Mechanical Engineering, Computer Science & Engineering, and Electronics & Communication Engineering, with an annual intake of 240 students. Over time, the institute introduced new courses and additional batches, increasing the student strength in existing courses and eventually adding PG courses and PhD programs. Presently the Institute is running the following academic programs with intake as shown below.

Undergraduate Programs (B.Tech)

- Civil Engineering (30)
- Mechanical Engineering (30)
- Electrical & Electronics Engineering (30)
- Electronics & Communication Engineering (30)
- Computer Science & Engineering (180)
- Computer Science & Engineering - Data Science (60)

Postgraduate Programs (M.Tech)

- Civil Engineering – Computer Aided Structural Engineering (24)
- Mechanical Engineering – Computer Integrated Manufacturing (18)
- Master in Computer Applications – MCA (60)
- Master in Business Management – MBA (60)

Doctoral Programs PhD

- Computer Science & Engineering
- Interdisciplinary Engineering, Science & Management

3. RECRUITMENT POLICY

3.1. Objective

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

3.2. Operating Authorities

- i. The Selection Board
- ii. The Chairman, Secretary and Treasurer of the Trust

- iii. The Director
- iv. The Principal
- v. Dean - Academics
- vi. Respective Head of the Department (HoD)

3.3. Operating Procedure

- 3.3.1 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.
- 3.3.2 The Principal forwards the vacancies which have to be filled to the selection board.
- 3.3.3 Formal announcement is made in any of the means of advertisement that would communicate to the prospective candidates about the vacancies.
- 3.3.4 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.
- 3.3.5 The shortlisted candidates are called for an interview before the selection board.
- 3.3.6 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, Director and respective HoDs.
- 3.3.7 The other terms of employment including monetary and non-monetary benefits are discussed with the candidate.
- 3.3.8 If the candidate satisfies the expectation of the selection board, an appointment Letter is issued, and the date of Joining is decided.

4. ONBOARDING POLICY

4.1. Objective

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

4.2. Operating Authorities

- i. The Secretary of the Trust
- ii. The Director
- iii. The Principal
- iv. Respective Head of the Department (HoD)
- v. Administrative Officer

4.3. Operating Procedure

- 4.3.1 The new joiners are welcomed with the list of Documents to be submitted, Employee application form, Bank account opening form, ID card application form, details for website form, certificate acknowledgement form, central library membership form. Soft copy of HR manual will be sent to the individual.

The Description of the above-mentioned documents is below.

1. **List of Documents to be submitted**

A checklist for new employee so that he/she does not miss 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. This form is signed by employee hence becomes authentic document for future references.

3. **Bank Account Opening Form**

This form is used to open an account in a 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 that are 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.

8. **Central Library Membership Form**

This form is used to register the employee in the database of the Central Library.

9. **Website Profile Form**

This form is used to collect the career profile of the new recruits which is to be displayed in the institute website.

5. **INDUCTION POLICY**

5.1. **Objective**

The induction policy aims to familiarise employees with the institution's culture, expectation and procedures, ensuring a smooth transition and enabling them to quickly become effective and engaged members of the academic community.

5.2. **Operating Authorities**

- i. The Secretary of the Trust
- ii. The Director

- iii. The Principal
- iv. Respective Head of the Department (HoD)
- v. Administrative officer

5.3. Operating Procedure

5.3.1 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.

The induction will include the following:

Completion of joining formalities

Introduction about the higher education system in engineering.

Orientation of the Institution and of the regulatory bodies like AICTE, APJKTU etc.

Overview and orientation of Teaching Methodologies/processes.

Orientation in the specific areas of work like campus automation software, accreditations etc.

6. NATURE OF EMPLOYMENT

6.1. Objective

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

6.2. Operating Authorities

- i. The Management (Secretary)
- ii. The Director
- iii. The Principal
- iv. Administrative Officer

6.3. Operating Procedure

6.3.1 Classification of employees based on the nature of the Joba.

a. Teaching Staff (Vacation Staff)

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 categorised 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. This category of employees includes the Lab and Workshop staffs who facilitates for the practical learning as well. They are entitled for the vacation leaves during the academic vacations as specified in the leave policy.

- b. Non-Teaching Staff (Non-Vacation Staff)** The employees who are not directly involved in the teaching/training the students are categorised as Non-Teaching Staff. They are not entitled for the vacation leave.

The Non-Teaching Staff can take any one of the following roles:

- (i) Administrative Staff
- (ii) Housekeeping Staff
- (iii) Drivers
- (iv) Amenity Center and Canteen staff
- (v) Hostel Employees

6.3.2 Proof of Age

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:

1. Birth certificate.
2. 10th standard mark sheet or transfer certificate.
3. Age Certificate from a dentist / medical officer or certificate issued by the registrar of births or any other local authority.

6.3.3 Proof of address

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. When an employee is shifting or relocating his residence, he shall provide the new address in writing one week prior to his shifting or relocation. Employee(s) for this purpose shall provide any of the following documents for proof of address:

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

6.3.4 Working Days

- (i) Working days for the various category of employees are mentioned below.
- (ii) Teaching Staff- Normally five days a week as per the academic calendar. Even though, compensatory class days may be scheduled on Saturdays in accordance with the directives from the affiliated university / Principal.
- (iii) Office staff – Normally six days a week from Monday to Saturday (except second Saturdays).

6.3.5 Working Hours and Lunch Break Timings

- (i) The following working hours will be followed for different category of employees which includes two tea breaks of 10 minutes each in the morning and afternoon. It also includes an hour lunch break as per the specified timings given below.
- (ii) **Teaching Staff** : The working hours for the teaching staff will be from 8.45 AM to 4.30. The lunch break timing will be from 12.30 PM to 01.30 PM. On Fridays, the lunch break will be from 12.00 PM to 02.00PM.

- (iii) **Office Staff** : The working hours for the office staff will be from 8.45 AM to 04.45 PM on usual working days. During vacations, it will be from 09.00 AM to 04.00 PM. They can avail lunch break for an hour either before 12.30 PM or after 01.30 PM on a rotational basis ensuring the presence of minimum staff in the office throughout to avoid interruption of service.
- (iv) **Housekeeping Staff** : The working hours for the housekeeping staff will be from 08.00 AM to 05.00 PM. The lunch break timings will be from 12.30 PM to 01.30 PM.

6.3.6 Attendance

- (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.
- (ii) Every employee shall be present at the place of his/her work in his/her respective departments at the beginning of the day.
- (iii) Late coming permission is provided for employees who are unable to come on time due to unavoidable circumstances by the Principal.
- (iv) A maximum of two late punching is allowed per month. More than this shall be considered as half day leave or LWA.
- (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.

6.3.7 Period of Payroll Process

The wage period is calculated from 1st to the 30th/31st of the previous month.

Salary payment is on the second working day.

6.3.8 Dress Code

Men

- (i) **Clothing**: Formal trousers and collared shirts are mandatory with shirts properly tucked in. T-shirts, jeans, and shorts are not permitted.
- (ii) **Footwear**: Formal shoes are required. Sandals or flip-flops are not permitted.
- (iii) **Hair**: Hair should be neatly groomed and styled.
- (iv) **Facial hair**: Beards and mustaches should be well-groomed and trimmed.
- (v) **Hygiene**: Maintain good personal hygiene, including regular bathing and use of deodorant.

Women

- (i) **Clothing**: Formal sarees, churidars, or salwar kameez are acceptable. Avoid wearing tight or revealing clothing. A uniform overcoat of the designated color for each job category must be worn, except on days authorized by the management.
- (ii) **Footwear**: Formal heels or flats are required. Sandals or flip-flops are not permitted.
- (iii) **Accessories**: Accessories should be minimal and appropriate for a professional setting.

- (iv) Hair: Hair should be neatly groomed and styled. Long hair should be tied back if it interferes with work.
- (v) Makeup : Makeup should be subtle and not excessive.
- (vi) Jewelry: Jewelry should be minimal and not distracting.
- (vii) Hygiene: Maintain good personal hygiene, including regular bathing and use of mild deodorant.

General Guidelines for All

- (i) Cleanliness : Employees should maintain a neat and clean appearance at all times.
- (ii) Odor: Avoid strong perfumes or colognes that may cause discomfort to others.
- (iii) Uniformity: The dress code should promote a sense of unity and professionalism among employees.
- (iv) Exceptions: Special occasions or cultural events may allow for variations from the dress code, but these should be communicated and approved in advance.

6.3.9 Code of Conduct

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 careful regard for the highest standards of conduct and personal integrity.

(i) Phone Calls during office hours

The making and receiving of personal phone calls must be limited to a maximum of five minutes in duration, 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 individual.

- 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) 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 be guided or escorted to their destination.

(ix) Workplace Violence Prevention

Mar Baselios Institute of Technology and Science is committed to prevent workplace 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 always treated with courtesy and respect.
- 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.

- a) Theft or inappropriate removal or possession of property.
- b) Falsification of time keeping 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 orequipment.
- 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 orconduct.

7. PROBATION POLICY

7.1. Objective

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

7.2. Operating Authorities

- I. The Secretary of the Trust
- II. The Director
- III. The Principal
- IV. Respective Head of the Department (HoD)

7.3. Operating Procedure:

- 7.3.1 The performance of the probationers will be periodically evaluated by the respective Head of the Department (HoD).
- 7.3.2 The method of evaluation is through 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.
- 7.3.3 The management may terminate the period of probation at the end of the prescribed period (one year) or may extend the period of probation, if in the opinion of the management the work or the conduct of any employee, during the period of probation is not satisfactory.
- 7.3.4 On successful completion of the probation period the probationer is employed on a permanent basis.

8. EMPLOYEE COMPENSATION AND BENEFIT POLICY

8.1. Objective

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

8.2. Operating Authorities

The Management

8.3. Operating Procedure

Given below are the compensation and benefits provided for employees. All queries at variance with this policy are to be addressed to the Secretary of the Trust through the Principal.

- 8.3.1 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:
 1. Principal
 2. Dean
 3. Professor
 4. Associate Professor

5. Assistant Professor
6. Other Non-Teaching job titles

8.3.2 Employee Provident Fund (EPF)

EPF benefits are extended to eligible employees as per the PF rules/Act

- ### 8.3.3 MBITS will grant holiday to all employees as listed and announced by the State and Central Government every year.

Holidays - Teaching Staffs Calendar Holidays, Onam – Christmas.

To get the Onam / X' Mas holidays, the staff member must be present on the closing day or on the reopening day.

Holidays – Administrative Staffs

Calendar Holidays

Extra holidays are to be sanctioned by the Principal / Secretary.

- ### 8.3.4 ESI benefits are extended to all eligible employees as per ESI rules.

8.3.5. LEAVE BENEFITS

| Types of leave | Eligibility and other conditions | Sanctioning authority |
|-------------------|--|-----------------------|
| Casual Leave (CL) | 15 days per calendar year for all category of employees. | Principal |
| | Alternative arrangements to cover the work have to be made before availing leave. | |
| | During the first year of service, casual leave will be credited at a rate of 1.25 days per month of service. | |
| | Casual leave will be granted proportionately in a calendar year. | |
| | The maximum number of casual leave that can be availed during a month is 2 days. Meanwhile, the maximum casual leave that can be availed from January to June is limited to 8 days. No advance casual leave of the succeeding month will be sanctioned under any circumstance. The casual leave together with holidays should not exceed 10 days. | |
| | Staff may be permitted to avail casual leave for half day at their request. Casual leave cannot be combined with any other leave. Exceptions shall be considered under special situations with the prior approval. | |
| | Staff members availing half-day leave in the afternoon should punch out only after 12.30 pm and during forenoon has to punch in before 1.00 pm. | |
| | Un-availed casual leave will be automatically lapse at the end of calendar year. | |
| Duty Leave (DL) | Duty leave is permissible to staff who have to perform duty outside the campus as and when assigned, subject to the recommendation and approval of authorities concerned. This includes but not limited to; university paper valuation, external examiner duty, attending FDP&seminars, delivering expert and guest talks, accompanying students for industrial visits, representing institution for official matters etc. | Principal |
| | Prior permission should be taken from the Principal with the recommendation of concerned HoD before proceeding to do duty outside. | |

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| | Applications for Duty Leave should be supported by original Duty Certificates or appropriate evidence. | |
| PhD Leave (PL) | Permanent teaching staffs are eligible for PhD duty leave on unpaid basis. For doing part-time PhD, a maximum of 6 months will be granted for the course work. Full time PhD scholars will be permitted for 3 years unpaid leave. Permission for PhD leave will be given discretionally. An employee doing part time PhD is eligible for 5 days duty leave in a calendar year, provided they must have completed probation period. Attendance certificate should be produced for availing the duty leave. | Principal |
| | Employees should submit the PhD leave form duly signed by the competent authority (Guide) from where they are doing PhD. | |
| Vacation Leave (VL) | Teaching staff (Vacation staff) who have completed 1 year service in the college are eligible for 30 calendar days' vacation leave in an academic year. | Principal |
| | The Head of the institution in consultation with academic council will decide the tenure during which the vacation leave can be availed. The vacation slots shall be decided based on the academic schedule, semester breaks, examination schedule, accreditation activities etc. | |
| | Vacation leave can be availed in two non-consecutive slots of 15 days each during the vacation period declared by the institution every year. | |
| | Teaching staff who have taken leave without allowance (LWA) will be granted vacation leave proportionate to their attendance. | |
| | Vacation leave cannot be combined with any other leave unless otherwise in exceptional situations with the prior approval of the competent authority. | |
| | HoD's must ensure that 50% of the faculty members in their department are present in the campus throughout the vacation period. Heads of departments ca avail vacation leave in two non-conservative slots of 10 days each during the vacation period declared by the institution every year. The remaining 10 days can be availed in between the semesters without affecting academic activities. | |
| Annual Leave (AL) | Employees who are not entitled for vacation leave and have completed one-year of service, are eligible for 15 days Annual leave in a calendar year. | Principal |
| Compensatory off (CO) | In the event of any additional duty being discharged by a staff other than working days as per the requirement of the authorities, he/she is eligible for compensatory off subject to the recommendation and approval of authorities concerned. | Principal |
| | Compensatory off can be availed by a staff member against duty performed on a holiday or more than 12 Hours in a working day. | |
| | Compensatory off will not be granted for any external duty for which extra remuneration is paid. | |
| | Compensatory off shall normally be taken within 3 months. | |
| | Employees engaging special duty assigned by Principal with prior concurrence and a minimum of six hours to be worked in a day are eligible for compensatory off. | |
| Leave without Allowance (LWA) | Request for LWA (leave without allowance) may be considered by the Secretary based on the genuine and unavoidable circumstances of employees and may be sanctioned at the discretion of the Secretary after considering all aspects | Secretary |

| | | |
|-------------------------------|---|-----------|
| Leave without Allowance (LWA) | of the Institution's requirements in respect of academic activities based on the recommendation of Principal. | Secretary |
| | LWA is granted to an employee when no other leave is admissible or when the employee specifically applies in writing to the Secretary for such leave. | |
| | LWA beyond three months at a time will not be counted towards service of the faculty concerned for yearly annual increments. | |
| Maternity Leave (ML) | Maternity leave will be provided to permanent female employees who have served for a minimum of three years, for a duration of 84 days from the commencement of leave, with full pay for the first month. The remaining period will be considered as Leave Without Allowance (LWA). For employees who have not completed three years of service, other eligible leaves may be availed | Secretary |
| | Maternity leave can be combined with any other leave other than casual leave. Maternity leave can be sanctioned to employees only for the first and second delivery during the entire period of service. | |
| | Maternity benefits shall not be applicable for abortion. Application for maternity leave shall be submitted sufficiently in advance and intimation of delivery shall be given as soon thereafter. Certificate from Doctor to be produced for the confirmation of delivery date. | |
| | Maternity Leave can be sanctioned by Secretary with the recommendation of Principal. | |
| | Maternity benefit shall be paid after three months from the date of re-joining. | |

9. ORGANISATIONAL STRUCTURE

9.1. Objective

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

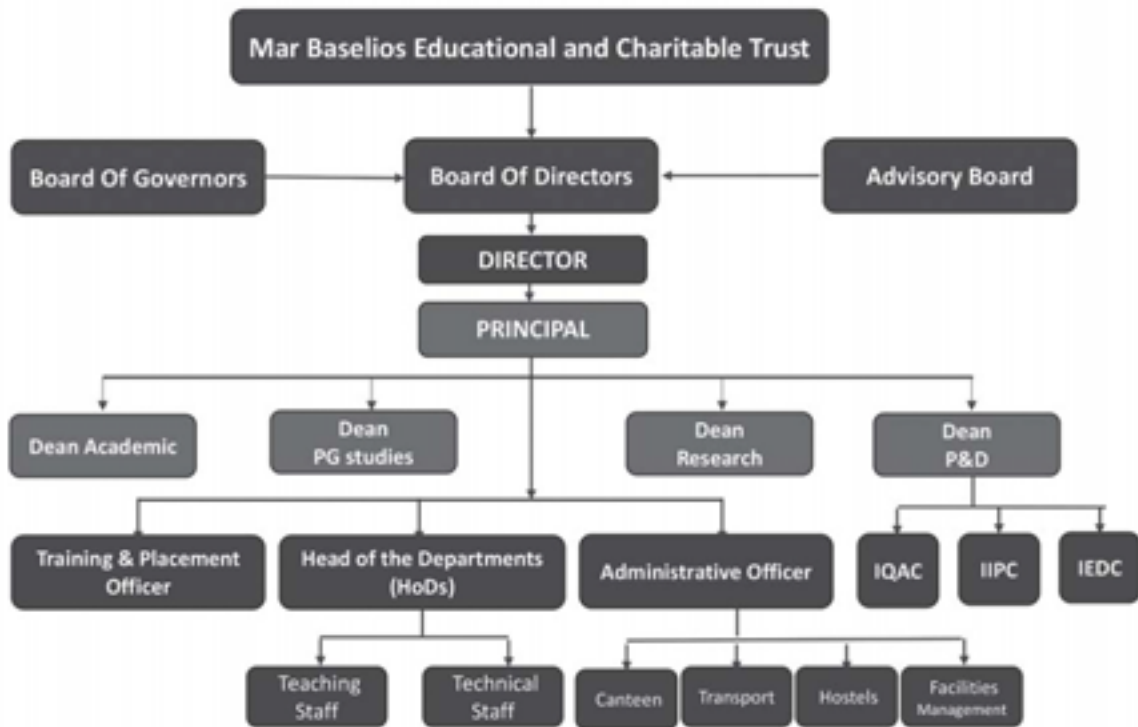
9.2. Operating Authorities

- i. The Management
- ii. The Director
- iii. The Principal

9.3. Operating Procedure

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

MAR BASELIOS INSTITUTE OF TECHNOLOGY & SCIENCE (MBITS) ORGANISATION CHART



10. KEY RESULT AREA

10.1. Objective

To set measurable goals and objectives and to clarify the roles, responsibilities, duties and activities of key positions in the institution.

10.2. Operating Authorities

- i. The Management
- ii. The Director
- iii. The Principal
- iv. Respective Heads of the Departments (HoDs)
- v. Administrative Officer

10.3. Operating Procedure

Given below are the set of roles and responsibilities of important job roles in the organisation.

10.3.1. DIRECTOR

The Director of MBITS plays a pivotal role in providing strategic leadership and direction to the institute. The Director is responsible for overseeing academic excellence, fostering a culture of innovation, and promoting industry-academic collaboration. Additionally, the Director oversees the financial management, administrative operations, and regulatory compliance of the institute. Listed below are the important responsibilities of this position.

- a) **Overall Leadership:** Provide strategic direction and leadership for the college in line with its vision and mission.
- b) **Academic Oversight:** Ensure academic excellence, curriculum development, and adherence to regulatory standards.
- c) **Financial Management:** Oversee financial planning, budgeting, and resource allocation to ensure the financial health of the college.
- d) **Student Affairs:** Provide guidance and support for student development, welfare, and discipline.
- e) **Staff Management:** Recruit, train, and supervise faculty and staff, promoting a positive work environment.
- f) **Collaboration and Networking:** Build and maintain partnerships with industry, government, and other educational institutions.
- g) **Accreditation and Compliance:** Ensure compliance with regulatory bodies and manage the accreditation process.
- h) **Facilities Management:** Oversee the maintenance and development of campus infrastructure and facilities.
- i) **Public Relations:** Represent the college to the public, media, and stakeholders, promoting its reputation and interests.
- j) **Strategic Planning:** Develop and implement long-term plans and policies for the college's growth and development.

10.3.2. PRINCIPAL

- a) Providing direction for programs through the 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 relationships with the industry.
- k) Review and approval of co-curricular activities of the institution Identifying and implementing 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 to academic excellence, research, and entrepreneurial initiatives
- o) Approval of college-level timetable at the beginning of the semester.
- p) Monitoring various reports in Campus Automation software.

10.3.3. DEAN - ACADEMICS

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

- a) Every revised rule and regulation 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, 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 books (both digital and written registers) must be maintained in the office and should be verified for any further clarification.
- d) Make sure that the allocation of subjects, timetable preparation, class tests etc. are done effectively and on time.
- e) Updating of data in our college automation software . as per the duties and responsibilities of each staff member 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 suggestions for improving each result.
- g) Proper publishing of the semester plan before starting the class and regular monitoring.
- h) Proper monitoring of irregular students of all classes on first day of every month with less than 90% attendance and inform authorities for necessary corrective measures.
- i) The official email id is dean.ac@mbits.ac.in
- j) Monitoring the activities in Campus Automation software.
- k) Make changes to the published academic calendar when required and circulate
- l) Deciding the timetable to be followed for Saturdays with the HoDs and releasing the circular no later than the previous Friday.
- m) Planning the dates of internal examinations based on the academic calendar and guidelines from the university

10.3.4. DEAN - PLANNING & DEVELOPMENT

- a) Enhance engagement with society and industry.

- b) Oversee the functions of IQAC, IIPC & IEDC cells.
- c) Create deeper collaboration with industry including consultancy, sponsored research projects, technology transfer and student internship
- d) Support student participation in national and technical competitions.
- e) Support students for entrepreneurship.
- f) Identify schemes to improve funding and broaden the funding base.
- g) Coordinate intra and inter-college innovation-related contest
- h) Promote awareness about IPR among students and faculty.
- i) Promote student involvement in campus planning including green campus initiatives.

10.3.5. DEAN–RESEARCH

The Dean of Research at MBITS is a senior leadership role responsible for advancing the institution’s research agenda and promoting a culture of research excellence. The Dean oversees all aspects of research activities, including strategic planning, funding acquisition, compliance, and research quality assurance. This position requires a dynamic and visionary leader with a strong commitment to fostering innovation and interdisciplinary collaboration.

- a) Develop and implement a comprehensive research strategy aligned with the institution’s mission and goals.
- b) Identify funding opportunities, secure grants and contracts, and manage research budgets effectively.
- c) Provide leadership and guidance to faculty, researchers, and students engaged in research activities.
- d) Foster collaboration among departments, centres, and external partners to promote interdisciplinary research initiatives.
- e) Ensure research activities comply with relevant regulations, ethical standards, and institutional policies.
- f) Implement processes to monitor and evaluate the quality and impact of research outputs.
- g) Engage with industry, government agencies, and other stakeholders to promote research partnerships and knowledge exchange.
- h) Support student involvement in research activities and mentorship programs.
- i) Provide opportunities for faculty and researchers to enhance their research skills and competencies.
- j) Promote the institution’s research achievements and contributions through publications, presentations, and other dissemination activities.

10.3.6. DEAN - POSTGRADUATE STUDIES

The Dean of Postgraduate Studies at MBITS is a key academic leadership role responsible for overseeing the institute’s postgraduate programs. The Dean provides strategic direction, ensures academic quality, and promotes excellence in postgraduate education. This

position requires a visionary leader with a strong commitment to advancing knowledge and fostering a culture of academic excellence.

- a) Provide leadership and direction for all postgraduate programs, including curriculum development, program assessment, and student support services.
- b) Collaborate with faculty and other stakeholders to develop innovative and relevant postgraduate programs that meet the needs of students and industry.
- c) Oversee the provision of academic and career support services to postgraduate students, ensuring their success and well-being.
- d) Implement processes to ensure the quality and relevance of postgraduate programs, including regular program reviews and assessments.
- e) Encourage and support research and innovation among postgraduate students and faculty, fostering a culture of research excellence.
- f) Establish and maintain partnerships with industry, government, and other institutions to enhance postgraduate education and research opportunities.
- g) Oversee the admissions process for postgraduate programs, ensuring fairness, transparency, and adherence to institutional policies.
- h) Manage the budget and resources allocated to postgraduate programs, ensuring efficient and effective use of resources.
- i) Support the professional development of postgraduate students and faculty through training, workshops, and other initiatives.
- j) Promote postgraduate programs and achievements through various channels to attract high-quality students and faculty

10.3.7. HEAD OF THE DEPARTMENTS (HoDs)

- a) Chair the Departmental 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 and Course 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 Relationships, 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..

10.3.8. COORDINATOR (Internal Quality Assurance Cell – IQAC)

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for the participatory teaching and learning process.
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- d) Dissemination of information on various quality parameters of higher education.
- e) Organisation of inter and intra-institutional workshops, seminars on quality-related themes and promotion of quality circles.
- f) Documentation of the various programmes/activities leading to quality improvement
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including the adoption and dissemination of best practices.
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- i) Development of Quality Culture in the institution.
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- k) Give proper guidelines to the auditing committee for preparing a common format for academic auditing.
- l) Monitor the student feedback and subject-wise and staff-wise result analysis.
- m) Coordinate academic audits in consultation with the academic audits team Coordinate NBA/NAAC-related activities.

10.3.9. COORDINATOR (Innovation and Entrepreneurship Development Cell – IEDC)

a) Innovation and Entrepreneurship Promotion:

- i. Develop and implement programs to promote innovation and entrepreneurship among students and faculty.

- ii. Organise ideation workshops, hackathons, and innovation challenges.
 - iii. Encourage participation in national and international innovation and entrepreneurship competitions.
- b) Mentorship and Support:**
- i. Identify and engage with industry mentors, alumni, and successful entrepreneurs to provide guidance and support to aspiring entrepreneurs.
 - ii. Facilitate mentorship sessions, office hours, and networking events.
 - iii. Provide resources and support for students and faculty to develop their entrepreneurial ideas.
- c) Start-up Incubation:**
- i. Establish and manage an incubation centre to support early-stage start-ups.
 - ii. Assist in the creation of business plans, prototypes, and funding proposals.
 - iii. Provide access to resources such as office space, labs, and technical support.
- d) Workshops and Training:**
- i. Organise workshops, seminars, and training sessions on topics related to innovation, entrepreneurship, and start-up management.
 - ii. Collaborate with external experts and organisations to deliver high-quality training programs.
 - iii. Encourage skill development in areas such as business model development, marketing, and fundraising.
- e) Industry Collaboration:**
- i. Build partnerships with industry leaders, venture capitalists, angel investors, and start-up accelerators.
 - ii. Facilitate industry visits, guest lectures, and collaborative projects.
 - iii. Identify and leverage funding opportunities from industry partners and government schemes.
- f) Event Management:**
- i. Plan and execute innovation and entrepreneurship-related events such as start-up pitch competitions, innovation fairs, and entrepreneurial summits.
 - ii. Coordinate logistics, invitations, and publicity for events.
 - iii. Ensure active participation from students, faculty, and industry representatives.
- g) Funding and Grants:**
- i. Identify and apply for grants, funding, and sponsorships to support IEDC activities and initiatives.
 - ii. Assist students and faculty in securing funding for their entrepreneurial ventures.
 - iii. Manage the budget allocated for IEDC activities and ensure effective utilization.
- h) Networking and Outreach:**
- I. Build a vibrant network of innovators, entrepreneurs, and industry experts.

- ii. Maintain active engagement with alumni who have entrepreneurial experience.
- iii. Promote the activities and achievements of the IEDC through various channels, including social media, newsletters, and the college website.

i) Administrative Duties:

- i. Prepare and submit periodic reports on the activities and achievements of the IEDC.
- ii. Maintain records of all innovation and entrepreneurship activities, projects, and collaborations.
- iii. Ensure compliance with all relevant policies and guidelines.

10.3.10. COORDINATOR (Industry Institute Partnership Cell - IIPC)

a) Industry Collaboration:

- i. Identify and engage with industry partners to establish mutually beneficial collaborations.
- ii. Develop and maintain relationships with industry professionals, organisations, and associations.
- iii. Organize and coordinate industry visits, guest lectures, and seminars.

b) Internships and Placements:

- i. Facilitate internships, industrial training, and placement opportunities for students.
- ii. Collaborate with the placement cell to ensure alignment of activities and opportunities.
- iii. Monitor and evaluate the effectiveness of internships and training programs.

c) Projects and Research:

- i. Promote and facilitate joint research projects between faculty and industry.
- ii. Assist in identifying funding opportunities for collaborative research.
- iii. Coordinate the development of project proposals and ensure timely submission.

d) Skill Development and Training:

- i. Organize industry-oriented training programs and workshops for students and faculty.
- ii. Identify skill gaps and arrange relevant training sessions to enhance employability.
- iii. Promote certification programs in collaboration with industry partners.

e) Administrative Duties:

- i. Prepare and submit periodic reports on the activities and achievements of the IIPC.
- ii. Maintain records of all industry interactions, collaborations, and agreements.
- iii. Manage the budget allocated for IIPC activities and ensure effective utilization.

f) Event Management:

- i. Plan and execute industry-related events such as seminars, workshops, and conferences.
- ii. Coordinate logistics, invitations, and publicity for industry events.
- iii. Ensure active participation from students, faculty, and industry representatives.

g) Communication:

- i. Serve as the point of contact for all industry-related queries and communications.
- ii. Maintain a dynamic and updated IIPC section on the college website.
- iii. Publish articles in newsletters/media on industry partnerships and activities.

10.3.11. FACULTY

- a) Prepare lesson plan and get it approved by HoD well before commencement of classes
- b) Prepare lecture notes, PowerPoint 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 a minimum 1 topic as “beyond syllabus” coverage.
- e) Ensure completion of portion as per the timetable.
- f) Prepare question papers for the internal tests and model examinations within the 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 a minimum of one experiment is 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 the 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 student discipline in the classroom/campus.
- r) Activities in Campus Automation software.
- s) Upload documents like lecture notes, Power Point presentations, video lectures, previous university question papers etc. related to the subject allotted to them in the shared repositories.
- t) Conduct exam-related activities as directed by the college authorities.

10.3.12. FACULTY ADVISOR

- a) Maintenance of the list of students assigned to them.
- b) Monitoring students' attendance, performance in tests and behaviour/discipline and counsel them against attendance shortage, failure in examination/tests as well as undisciplined behaviour.
- c) Maintaining students' records and updating the same against students' performance in examinations and curricular and extracurricular activities.
- d) Informing the parents of students having attendance shortages, failure in examinations as well as undisciplined behaviour.
- e) Forward students' leave forms as well as duty leave (and forward to the office through HoDs).
- f) Preparation of students' marks and cumulative attendance percentage after every internal test and forwarded to HoD for further communication to parents.
- g) Maintaining students details on industrial visits and ensuring that each student attends at least one industrial visit before he/ she enters 8th semester.
- h) Review of students' grievances if required in consultation with the Mentor, HoDs or the 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 campus automation software.
- n) Result analysis of all the tests and university examinations.
- o) Arranging for the collection of students' feedback.
- p) Data analysis against students' performance in the examination/ tests as well as students' feedback.
- q) Handing over hall tickets to students.
- r) 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.
- s) Responsible for ensuring all data entries in the automation software of the assigned batch of students.

10.3.13. MENTORS

- a) Keep the list of mentees assigned to them.
- b) Provide guidance, motivation, emotional support and role modelling.
- 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.

10.3.14. LABORATORY IN CHARGE

- a) Maintaining stock of both capital and consumables in the laboratory and updating 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.

10.3.15. THE 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.
- c) Leave register maintenance.

10.3.16. 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.

10.3.17. 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).

10.3.18. TECHNICAL STAFF

- a) The Technical staff (Trade instructors / Tradesmen) are required to assist the respective lab in charge for the smooth functioning of the laboratories.

- b) All Technical staffs, 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 equipment and components ready before the commencement of laboratory classes.
- d) Issue of equipment and consumables for the students for practical classes and to receive back and maintain records of issue and receipts.
- e) Report to the faculty/ laboratory in charge of any loss or damage of the equipment and consumables while carrying out experiments by the students (or otherwise).
- f) Update the stock record as well as maintenance records.
- g) 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.
- h) Check and ensure that all electrical items are switched off and the windows are closed before they leave the lab in the evening session.
- i) Monitor and to ensure that all the laboratories are kept clean.
- j) 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.
- k) Any other assignments as given by HoD/Principal/Secretary

10.3.19. OFFICE ADMINISTRATOR

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

- o) Single Point of Contact for Medical Emergency for students and staff members.
- p) Official Communication with various agencies.

10.3.20. 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 related to KTU, AICTE , DTE, CEE KEAM E-grants, etc.
- e) Responsible for ensuring the entry of all day-to-day activities in the campus automation software.

10.3.21. CLERK (UNIVERSITY TRANSACTIONS)

- 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 the university.
- f) Coordinating with the 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.

10.3.22. 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 textbooks 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.

10.3.23. PHYSICAL EDUCATION DIRECTOR

- a) Maintaining stock of sports good.
- b) Planning & organizing selection trials.
- c) Selection of house team/ college team.
- d) Recommending TA/DA to students for participating in external competitions.
- e) Conducting practice trials before representing the 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 the physical education process and plan for improvements. in consultation with the Principal.
- i) Arranging for periodic inspection and repair of furniture in class rooms and the common area.

10.3.24. SYSTEM ADMINISTRATOR

- a) Assessing system requirements and submitting proposals 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
 - i. MBITS Domain controller,
 - ii. E-live Server(IBM)
 - iii. E-live backup server
 - iv. uSymantec server& Symantec console V.12
 - v. Seqrite antivirus server and console
 - vi. Koha server - assisting librarian
 - vii. IP-cop server
 - viii. NPTEL / digital Server
 - ix. 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, managing network groups, log monitoring, service coordination etc.
- p) Servicing of computer systems, printers, faxes, photocopiers etc. in office, staff rooms etc. and supporting system service in labs.
- q) Maintaining Wi-Fi facility for staff, boys and girls hostels.
- r) Coordinating with the campus software providers for implementation, addition, and modifications etc. as per the requirement from the office, software committee etc. and admin jobs in the software.
- s) Maintaining / co-coordinating UPS system in labs, offices, staff rooms etc.
- t) Renewal / make available of Microsoft campus agreement software for our college.
- u) Co-coordinating with third parties of all IT-related hardware for their service and technical support.
 - i. BSNL – telephone/internet service
 - ii. Punching Machine
 - iii. APC UPS
 - iv. Network cabling
 - v. Computer, Printer, Copier Supplier/service like HP, Dell, Lenovo etc. – case logging, service coordination.
 - vi. Intercom – case logging, service co-ordination – supporting ECE lab staff.
- v) Supporting seminar hall facilities like PC, projector, sound system etc.
- w) Member of website maintaining team.
- x) Maintaining CCTV systems, ECE lab staff support, Signage system technical support.

- y) Maintaining Punching machine system including the software – adding and deleting users, user enrolling to the system, backup enrolling, report printing etc.
- z) Renewal of AMC for the various systems.
- aa) Purchase order printing for all departments.
- ab) Setting up Lab furniture, network etc.upcoming requirements modifications for the computer labs, staff rooms, office, library etc.
- ac) Participating in AICTE / KTU - EOA processes documentation, web portal updation, application preparation etc.
- ad) Admission cell member
- ae) Any other duty assignments from the Secretary, Principal, Administrator or HoD, CSE
- af) Additional Duties: TCS online exam – IT manager.

10.3.25. 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 requirements and route optimization.
- d) Issuance of bus passes to the students.
- e) Identifying new routes and providing bus facilities based on students' requirement.
- f) Verifying the bus passes for proper usage.
- g) Attendance, Leave and Payroll processing of drivers.
- h) Recommending annual increments 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 an annual basis considering factors like fuel price, insurance charges, drivers' salary and cost of maintenance.

10.3.26. HOSTEL WARDEN

- a) Maintaining a 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 the 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 the 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, housekeeping etc.
- l) Ensuring hygiene and cleanliness in the hostel premises.
- m) Counselling 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.
- p) Ensuring hoisting and de-hoisting of the National Flag in the campus.
- q) Ensuring attendance of hostellers for coaching classes conducted after college working hours.

11. PERFORMANCE APPRAISAL SYSTEM

11.1. 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.

11.2. Operating Authorities

- i. The Management
- ii. The Director
- iii. The Principal
- iv. Respective Heads of the Departments (HoDs)

11.3. Operating Procedure

- 11.3.1 Those employees who have completed one year of employment with the Institution will be evaluated through the annual performance appraisal system.
- 11.3.2 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.
- 11.3.3 The employees are requested to fill in the Performance Appraisal Form and submit the same to the reporting authority.
- 11.3.4 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.
- 11.3.5 Performance Appraisal Meeting is then scheduled with the employee and the panel of the Management that includes the HoDs, The Principal and The Management.

11.3.6 The following points are discussed during the Appraisal Meeting:

- 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. 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.

12. EMPLOYEE GROWTH AND DEVELOPMENT POLICY

12.1. Objective:

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

12.2. Operating Authorities

- i. The Management
- ii. The Director
- iii. The Principal
- iv. Respective Heads of the Departments (HoDs)

12.3. Operating Procedure

12.3.1 Faculty Development Training Programmes

Training needs of the faculty members will be identified based on the needs of the industry / business, performance of the faculty members and technological advancements in the domain. Training programmes will be organised internally or faculty members will be nominated for the FDPs conducted externally.

12.3.2 Transfer

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.

12.3.3 Higher Studies

- The faculties are motivated to pursue Higher Education.
- The Management approves duty leave for the faculties who are to appear for Examinations.
- Those Faculty Members who are pursuing Ph.D. can avail duty leave to carry out the activities of Ph. D

12.3.4 Promotion Policy

MBITS shall follow the policies set by AICTE / University in considering promotions. This includes cadre ratio, additional qualifications, years of experience, research publications, 360-degree feedback score and the prescribed training requirements.

13. RESIGNATION PROCEDURE

13.1. Objective

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

13.2. Operating Authorities

- i. The Management
- ii. The Director
- iii. The Principal
- iv. Respective Heads of the Departments (HODs)

13.3. Operating Procedure

- 13.3.1 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.
- 13.3.2 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.
- 13.3.3 The HR is to conduct an exit interview with the separating employee to ascertain feedback on the institution and its management.
- 13.3.4 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.
- 13.3.5 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.
- 13.3.6 All payments due to the employee or the management will be settled in full before the discharge.

14. TERMINATION PROCEDURE

14.1. Objective

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

14.2. Operating Authorities

- i. The Management
- ii. The Director
- iii. The Principal
- iv. Administrative Officer
- v. Respective Heads of the Departments (HoDs)

14.3. Operating Procedure:

- 14.3.1 In the case of Cessation of Service, a permanent employee's one month wage in lieu off or one month's notice period may be issued.

14.3.2 The reason for terminating the employee shall be communicated in writing at the time of discharge.

14.3.3 All payments will be settled in full before the notice period expires.

15. POWER TO MODIFY THE RULES

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

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