

MAHAGURU INSTITUTE OF TECHNOLOGY

**Approved by AICTE and Affiliated to APJ Abdul Kalam
Technological University Accredited by NAAC with B+
Grade**



Human Resource Manual

2021

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SECTION 1

INTRODUCTION

About the Organisation

Mahaguru Institute of Technology (MIT) is a new generation engineering college promoted by Sree Gurudeva Charitable and Educational Trust. The Trust comprises a group of entrepreneurs and philanthropists committed to social development through education of global standards. The college has been approved by AICTE, affiliated to APJ Abdul Kalam Technological University (KTU) and recognized by the Government of Kerala. The commitment of the College for academics and discipline has made this institution one of the best in the vicinity. The motto of the college is: Discipline, Dedication and Determination. The college is located in Alappuzha district of Kerala. To be exact, the college is situated at Kattachira, Pallickal PO, Mavelikara, which is just seven kilometers away from Kayamkulam Railway station. It is well connected through road transport too. The serene campus and lush green premises creates a perfect ambience for academics.

Vision, Mission and Institutional Strength

Vision:

To become a globally recognized centre of excellence for science, technology & engineering education, committed to quality teaching, learning and research which will promote leadership, job creation, social commitment and service to nation building.

Mission:

- To create and disseminate knowledge in recent technologies and drive economic development.

- To provide world-class environment for faculty and students to prepare them for addressing the engineering challenges and opportunities.
- Aims to transform the learners into efficient engineers and facilitate socially responsive research, innovation and entrepreneurship.

Institutional Strength:

- The college is ISO certified thus maintains the high standards in its functioning.
- NAAC accredited with B+ grade.
- Dedicated and qualified faculty members are the backbone of this institution.
- Our institution is best known for its academic discipline.
- State of the art library facilities is what makes our institution more resourceful in terms of academics.
- We provide in house hostel facility to our students and staff. 11.41 acre campus with state-of-the-art infrastructure is the key highlight of college
- Well equipped labs with latest technology and timely up gradation helps in providing practical knowledge to students.
- All classrooms are Smart class rooms for better learning. We provide Wi-fi campus.

Quality Policy

MIT is committed to provide all requirements in curricular and co-curricular areas of Technical Education to our students and mould them with Technical Knowledge, Soft Skills, Physical Education and Ethics to enable them become Engineering Professionals of International Standards. The College is also committed to strive for continual improvement of its Quality Management System through Student satisfaction in terms of achieving

Academic Excellence, total personality development and excellent placement opportunities for the students.

Quality Objective

- 1) To provide our students technical knowledge and hands on experience by providing quality education system through Theory and Practical Classes including latest e-learning practices.
- 2) To impart necessary training for acquiring the soft skills and thus make them employable while in campus
- 3) To empower our Faculty and Staff to update their knowledge from time to time for facilitating our students in their learning process.
- 4) To achieve excellent results for our students both in academics at the College /University Level and also on Campus Placement.
- 5) To continually improve our Quality Education System through customer satisfaction duly monitoring their feedback from time to time.

Human Resources Management Policy

Human Resource is the heart of an organization and forms the lifeline and determines its destiny. The realization of the mission of the organization rests on the commitment of the personnel engaged for various assignments and tasks. Motivated and well-trained human resource is necessary to fulfill the goals and objectives of the organization. MIT is committed to set high standards of personnel management with due place for efficiency and transparency. The management of

the team of people who are called upon to assist in the implementation of the programmes and projects demands a comprehensive Human Resource Management Manual covering policies and procedures that will provide a healthy atmosphere for work.

1.5.1. Objective

The objective of this Manual is to lay down policies and procedures that will govern the management of personnel involved at different levels for the furtherance of the objectives of MIT. These policies and procedures extend from the recruitment of the different categories of staff, defining their roles and responsibilities, providing training and positioning them to execute the job they have been recruited for, in compliance with the values of the organization. This Manual also defines the terms of employment and conditions of service of employees engaged by MIT sort. The Manual covers provisions for improving the performance and effectiveness of the organization by maximizing the efficiency of the staff through enhancing their knowledge, skills and attitudes with provisions for appropriate compensation & incentives and comfortable working conditions.

It is also the envisioned objective of this Manual to clearly outline the process of Human Resource Management and make the entire process a transparent one and minimize subjectivity in the process of handling any aspect of Human Resource Management.

The Manual is meant to institutionalize an organizational culture which respects basic human values and practices that promote team spirit, shared responsibility and participatory functioning. This Manual though cannot be considered to be exhaustive in covering every detail pertinent to Human Resource Management, should be able to create a congenial atmosphere for the staff to journey with the organization to respond to emerging needs of humanity.

1.5.2 Definitions of Terms used in this Policy

a. “Basic pay” means the component of pay scale which forms part of all emoluments that are earned by an employee while on duty or on leave or on holidays with wages in accordance with the terms of the contract of employment and which are paid or payable in cash to him/her but does not include

- i** The cash value of any food concession
- i.** Any dearness allowance that is to say, all cash payments by whatever name called paid to an employee on account of a rise in the cost of living, house rent allowance, overtime allowance, bonus, commission or any other similar allowance payable to the employee in respect of his employment or of work done in such employment
- ii.** Any presents or gifts made by the employer

b. DA: Dearness Allowance declared by the Management periodically.

c. AGP: Academic Grade Pay declared by the AICTE for the Faculty members.

d. HRA: House Rent Allowance declared periodically by the Management of MIT.

e. “Calendar Year” means a period commencing from 1st day of January of the year and ending with 31st day of December in the same year.

f. “Academic year” means the normal period stipulated in the Academic calendar for activities of an odd semester and even semester. In the present system it is stipulated from June to May.

g. “Competent authority” means the authority appointed by the Trust for the purposes of these rules.

h. “Date of Appointment” means the first day of joining the duty by the employee as mentioned in the appointment order.

SECTION 2:

THE COMPOSITE OF VALUES THAT GUIDE THE HR POLICY OF MIT

Fundamental Options

The Human Resource Policy of MIT is founded on the philosophy of the human being and society and the composite values emanating from the social teachings. We profess the inherent dignity and primacy of the human person and the right of the individual for equal access for the full blossoming of the human person ensuring equal status for men and women. We commit ourselves to build a society based on equity with least discrimination. We also renew our commitment to fundamental human rights within the ambit of the organizational dynamics. Some of the guiding principles that govern the management of human resources in the organization are listed below. We profess these values as forming our philosophy and composite of values in the management of personnel associated with the organization.

Work as expression of Human Potential

MIT believes that work is the apt form for the human person to discover his or her identity and the means to contribute meaningfully to the building up of the human family. The call of every human being to co-operate with the Creator to make the lives of people happy is the base for all staff to give the maximum of their potential for the implementation of its agenda. There is also an inherent relationship between the utilization of human resources and the full blossoming of the human person.

Preserve the dignity of the Human Being

The inherent dignity of the human person is the cornerstone of this HR Manual and should prompt all concerned to protect and promote the dignity of the individuals in workplaces and in dealing with partners, stake holders and the

society at large.

- a. The Principle of Subsidiary: Levels of command in the organization is to be so structured as to transfer authority which in turn should be able to promote ownership and responsibility.
- b. Scale up capacities of personnel: MIT should emerge as a learning organization wherein the staff become relevant and adapt to the changing time and become effective and efficient. In furtherance of the above, a carefully worked out package of Capacity Building shall be put in place.

Equity – Equal Opportunity Policy

MIT is committed to provide equal opportunities to all without regard to race, colour, religion, caste, gender, national origin or disability in recruitment, training, promotion, compensation, benefits, transfers, and employee movement within the organization. In adherence to the above, MIT shall

- Provide equal opportunity to all irrespective of the strata of the society they belong to in order to reduce vulnerability
- Provide equal opportunity to the different genders everything remaining equal from the point of view of the requirement of the particular job
- Provide preference to persons from the weaker and marginalized sections of the society
- Qualified women should be specially encouraged for careers in MIT.

Justice

The organization is committed to justice and human rights and hence in its work place the organization will remain committed to upholding human rights.

Transparency and Accountability

Transparency, mutual accountability, openness, loyalty and honesty are fundamental values and preconditions for the mutual growth of the organization and the individuals.

- a. Every person is accountable for his or her actions.
- b. Transparency in all decision-making processes, utilization of resources, assessing performances and communication.
- c. Sharing the concerns and apprehensions of all the individuals who work for the organization in a spirit of trust and mutual respect.
- d. Team spirit is fundamental to an organizations' culture wherein work becomes a process of learning and progressing together. Each person is considered as a unique contributor who is valued and respected.

Professionalism

MIT is committed to adopt such measures that will ensure accepted standards in its Human Resource Management. Organization is to design procedures for all avenues of staff management including recruitment and performance assessment that will match with modern management indicators.

SECTION 3:

RECRUITMENT, APPOINTMENT AND INDUCTION

Planning for Human Resources

MIT believes in professional excellence. To this extent MIT believes in employing competent persons for its programmatic and administrative functions. The organization is to plan the staff requirements sufficiently in advance taking into consideration retirement and new openings to enable the organization to respond to emerging human needs with estimation of resource requirements. The human resource estimation and the profile of personnel required will be important for estimation of the types of human resources required and the skill requirement. The assessment of the existing resources against the resources required will provide the net addition that needs to be made in the next years. The requirements exist in relation to the existence of the projects being sanctioned and implemented by MIT. The organization also needs to take into account the attrition rate of its employees annually based on the turnaround of the personnel in the last five years. The requirements arising out of these also need to be taken into account while planning for the human resources. Retirement of personnel after reaching the age of superannuation is an inevitable process and the attrition arising out of this also needs to be planned for and integrated with the plan.

Classification of Human Resource in MIT

MIT recognizes the following classification of its staff.

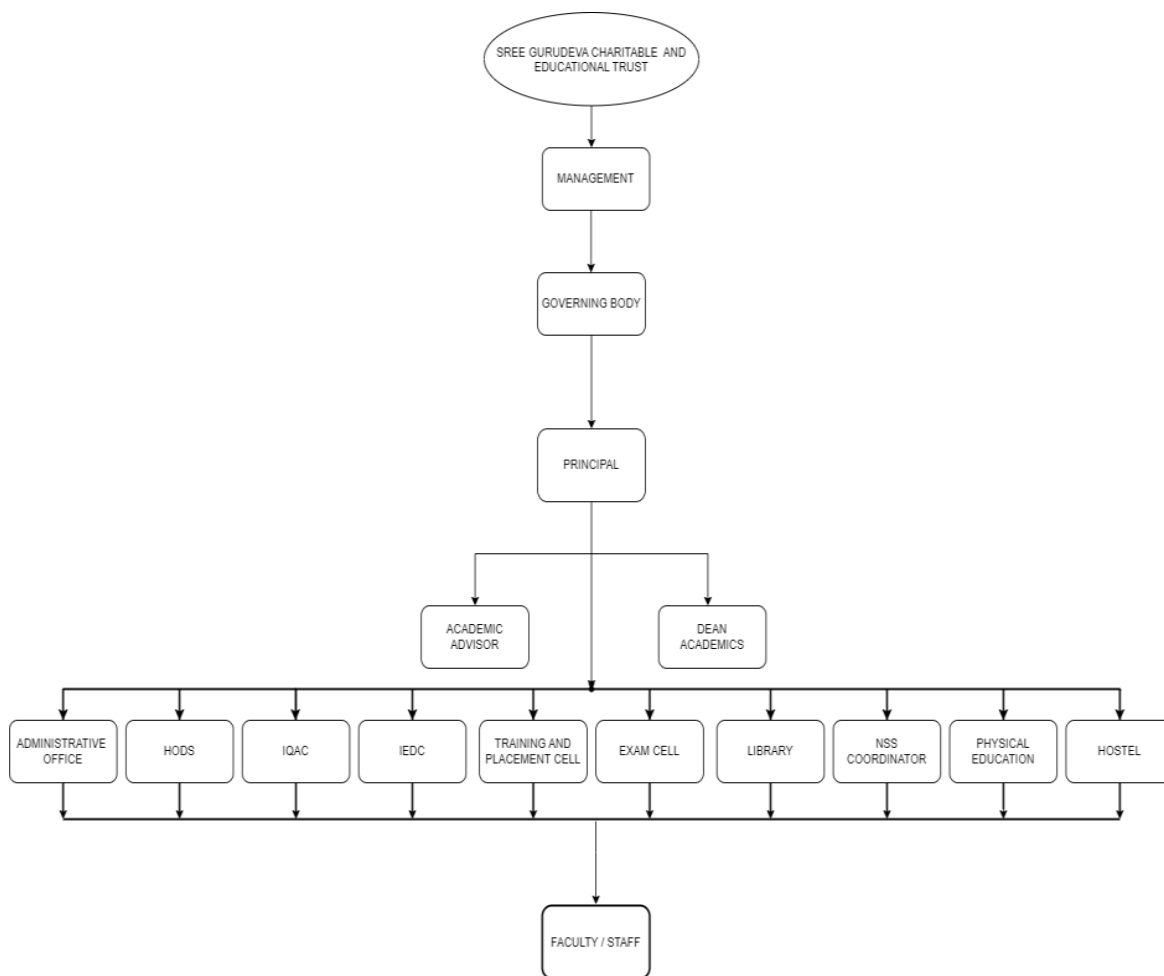
- a. Regular Employee: One who holds permanent post in the organization and whose appointment has been confirmed in writing by the appointing authority. Categories of Employees at MIT are divided into:
 - i Teaching Staff: Professors, Associate Professor, Asst. Professors, Lecturers and Teaching Assistants, Librarian
 - i. Technical Support Staff: Workshop Superintendent, System Administrator, Computer Programmer, Lab Instructors, Lab Assistants and Lab Attendants

ii. Administrative Staff: Principal, Administrator, Accounts Manager,
Office and Accounts staff, Library staff

- b. Temporary Employee: One who is appointed either to fill a regular position, which is temporarily vacant, or for work which is essentially of a temporary nature and likely to be completed within a limited period. Temporary employees are not eligible for any benefits other than agreed wages unless expressly stated otherwise.
- c. Contract Employee: One who is employed due to his/her experience and expertise on a contract for a specified period, or for specified work on a specified project/ program not exceeding two years on the completion of which the contract shall stand terminated. The contract can be renewed for a mutually agreed upon period based on the performance evaluations review and the needs of institution at that point of time. Contract employees are governed by the terms and conditions offered to him/her at the time of appointment.

Levels of Hierarchy

With respect to its core value of decentralization and principle of subsidiary MIT puts in place a hierarchy for staff which shall determine the levels of authority within the organization with earmarked command / supervision and enable easy tracking / monitoring.



Recruitment Policy & Process

Objective

To have in place a competent staff selected on the principles and practices of equal opportunities with due representation to all sections of people represented by the organization and with no discrimination on the basis of caste, creed, sex, race, or disability. All recruitment will be based on predetermined specific positions and competency.

Job Analysis, Job description and Terms of Reference

Staff Requirement: All positions in the organization shall be based on a need assessment and work analysis. The HOD'S of various departments will determine the need to open a new position or to close an existing position and give the requisition to the higher authority. Each job and position needs to be analyzed in terms of job content and broken down to knowledge and skill requirements. The number of persons required for each position will be assessed from the HR requirement plan.

Each position will require position (job) description and position (job) profile in order to be able to recruit the persons with the right skill and qualification for carrying out the job expected out of that position.

“Terms of Reference” (ToR) should be defined for all the posts in the organization as per approved standards. The ToR contains the job description, required educational qualification and experience, defined operational structure and other matters relating to the employment for each post in the organization.

Recruitment in MIT

- Faculty requirements are communicated by the HODs to the Principal through Faculty Requisitions whenever such needs are identified.
- The Principal reviews the requisitions and obtains sanction from the Trust. Media advertisements clearly indicating the positions and requirements specified vide Competence Requirement Chart are released by the college in leading newspapers.
- Simultaneously, the advertisement is uploaded on the college website.
- Applications received are scrutinized by a screening committee constituted by the management for the purpose.
- Short listed candidates are called for test/interview as appropriate to the position.
- Along with the call letter, Application Forms for appointment will also be sent to the candidates to furnish personal information to ensure homogeneity.
- Completeness of filling up the application/adequacy of information will be verified by the Principal's office.
- Interviews are held by the Interview Board comprising of the Principal, a representative of the management, HOD concerned and a subject expert.
- In the case of faculty positions, the candidates may be asked to take demonstration classes in addition to the interview.
- Rank lists are finalized by the Interview Board for each position after detailed discussion, considering the candidate's qualifications, experience, communication skills, aptitude and attitude as evidenced during the interview.
- Offer letters are issued by the college as per the Rank list. Appointments of faculty members are completed within specified time limits to ensure that adequate staff is available for engaging all theory/ practical classes.
- Personnel Record of the appointees is also maintained as per the specified format.

General Criteria Governing Recruitment

For any post other than Asst. Professors, Associate Professors and Professors, the person recruited should not be above 56 years. The age may be waived in case of Contract Employee but as a rule the maximum age for recruitment should be one year less than the superannuation age fixed by the organization.

- The minimum age for recruitment is 18 years. MIT does not permit child labour in any of its establishments nor does it encourage child labour in any of its partner institutions.
- Persons selected for appointment should possess sound mental and physical health.

Advertisement

The HR department will be responsible for initiating action such as advertising for the vacancy, enlisting Recruitment Consultants, and use of panel of past short-listed candidates as may be appropriate after acquiring requisite approvals.

For regular and contract posts, it is mandatory to advertise the vacancies in the newspaper

For temporary, project related staff it is not mandatory to follow the advertisement procedures.

- There should be a minimum of 10 days between the date of publication of the advertisement and interview.
- Due to the critical nature of some posts, application time for all positions, in general, may be shortened to accommodate immediate closure of position and such application time may be different for different positions. The administration shall determine this with intimation to and approval from management

Shortlisting

- All applications are scrutinized to ensure that they conform to the minimum requirements of the position.
- Persons given as reference in the application may be contacted to further refine the short list.
- For a single post, from the suitable applications received, an appropriate number will be called for the interview process.
- Intimation for interview is sent thereafter.

Assessment process

The assessment process for program staff and administrative staff recruitment shall have all or any of the following assessments:

- Skill Test
- Interview.

Non-teaching staff shall be recruited based on the assessment of their skills and references.

The Assessment and Interview Panel.

For the test and interview – the appropriate panel must be constituted which should have subject specialists. The final interview panel will comprise of the appointing authority and subject specialists.

The Interview Rating Form

The Interviewer's rating form is aimed to achieve two things

- i. To map the process through which the candidate passes, and
- i. To create a comprehensive document, with all the interviewers' ratings along with the comments substantiating the ratings thereof.

This format is very crucial and needs to be filled immediately after the interview. The interview panel then gives its recommendations in the prescribed form

Proceedings of Interview

Detailed proceedings of the interview will be recorded by the Chairperson of the Interview Board and will be attested by the Interview Board Members.

Checking of References

The HR department shall make reference checks with the referees given/obtained from the candidate.

The Offer Letter

Upon finding the references to be satisfactory, the Offer Letter is sent to the selected candidate. Candidates should confirm their acceptance in writing. A regret letter might be sent to candidates not found suitable during the interview.

Letter of Appointment

The selected candidate must bring the relieving order from the previous organization before joining duty. An appointment letter duly signed by the Appointing Authority is issued to the candidate subject to the reference checks and pre-employment medical examination.

The Appointment letter should contain:

- 1) The designation/ title of the job and responsibilities specific to the job
- 2) The level of commands / reporting to and taking responsibilities in the absence of supervisors.

The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.

Joining Report

On joining, the candidate should give the joining report duly filled and signed before the management. If the candidate joins at the Branch the joining report should be accepted and countersigned by the person in-charge and forwarded to the Main Office.

Personal File

A personnel file shall be opened for all employees. The personnel file shall contain the following:

1. Application of the candidate
2. Bio-data
3. Certificates of birth, education and medical fitness
4. Written comments of reference, if any
5. Appointment letter / Contract letter

6. Joining Report
7. Job Description, Performance & Development Plan
8. Personal details of employees like permanent/ current address/blood group
9. Relieving letter or experience certificate from the previous employer or last employer
10. Two colour passport size photograph
11. Memos issued, reply to above, reports of enquiry committees /
suspension order /termination on disciplinary grounds etc.
12. Any other personal memos

Training and Development of Staff

Induction to Staff

All newly joined employees shall upon completion of the formalities undergo an induction program, intended to familiarize them with the dynamics of the organization. The methodology would be that of guided interaction with the various sections in the staff. In recognition of their experience and expertise, senior staff members would often be asked to participate as facilitators in the Induction Programme, on a need basis. The induction process maybe phased over a few days so as not to disrupt the daily work of staff and those conducting the induction. A package of training module will be developed and put in place for induction process. The following are to find place in the package.

1. Explain the Vision, Mission and Guiding Principles of MIT
2. Provide access for the new employee to read the policy documents such as HR Manual, Handbook, Gender / Emergency / Environment Policies etc.
3. Explain the Trust Perspective Plan in force
4. Describe key office norms and policies, systems, manual of procedures etc.
5. Review the job description with the employee
6. Orientation on Performance Management System
7. Clarification on reporting relationships with respect to supervisors and peers.

Identity Card

All MIT employees are required to have photo ID cards which they should carry with them to their respective work place and in the course of travel. HR will issue these cards to new staff within 15 days of their joining the organization.



MAHAGURU INSTITUTE OF TECHNOLOGY

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Date:

DOCUMENTS SUBMITTED

Mr./ Ms.

.....

.....

.....

.....

.....

(1) Signed Personal Data Sheet

☐

(2) Original 10th / 12th Certificate

☐

(3) Original B.Tech. Degree Certificate

☐

(4) Provisional B.Tech. Degree Certificate

☐

(5) Original M.Tech. Degree Certificate

☐

(6) Provisional M.Tech. Degree Certificate

☐

(7) Original PhD Degree Certificate

☐

(8) Provisional PhD Degree Certificate

☐

(9) Passport size Photos (2 Nos.)

☐

(10)

☐

(11)

☐

(12)

☐

(13)



MAHAGURU INSTITUTE OF TECHNOLOGY

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MIT/E/

DATE

OFFER OF APPOINTMENT

MAHAGURU INSTITUTE OF TECHNOLOGY is a new generation college dedicated to provide world class engineering education, promoted by M/s. SREE GURUDEVA CHARITABLE & EDUCATIONAL TRUST, to mould global engineers. The College was established in the year 2009 with due approvals from AICTE, University of Kerala and the State Government. The college is also presently affiliated to APJ Abdul Kalam Technological University. The college bolsters unique features such as Serene and ambient campus, state of the art infrastructure, committed & experienced core Faculty, Wi-Fi enabled campus, ICT enabled learning, Smart Class Rooms, value addition to the course for Industry-Research Readiness, Twinning with International Academics, Integrated Value Education and Industry incubation programme.

We are pleased to offer **[NAME & ADDRESS OF APPOINTEE]** to be part of this institution in the capacity of **[POST]** in **[DEPT]** Department.

The position, **[POST]**, demands teaching both theory as well as laboratory sessions and management of academic/administrative affairs of the department. You will have to present academic and development plan/s well in advance to the HOD/Principal. You will have to undertake all other duties such as internal/external examinations, co & extra-curricular activities and administrative affairs assigned by the HOD/ Principal from time to time.

As **[POST]**, you should effectively implement Students' Advisory System/Remedial-Enrichment Sessions and related activities so that the students are monitored and well-motivated. It is your bounden responsibility to see that students achieve excellent terminal outcome. You will have to cooperate with administrative matters such as admission, examination and implementing programs for promoting academic pursuits and such other activities that are entrusted to you from time to time. You shall carry out your duties effectively in consultation with and under the direction/supervision of the HOD/Principal so that an enabling academic environment is developed and maintained.

You shall report directly to HOD and abide by the rules & regulations of the Institution and shall act accordingly with instructions from the General Secretary/Director/Principal on all matters. You will be on probation for a period of one year from the date of assuming charge as **[POST]** and the appointment will be effective from the date of assuming responsibility. The Offer of Appointment will be extended subject to satisfactory completion of probation and performance appraisal review.

You will be paid a consolidated monthly salary of **[SALARY]**.

This offer of appointment may be treated as a contract between Sree Gurudeva Charitable & Educational Trust represented by its General Secretary as the offering authority on one hand and **[NAME & ADDRESS OF APPOINTEE]** the appointee, on the other hand. Termination of Contract and relieving will be subject to the following:

- In the normal case relieving from the responsibilities following acceptance of resignation will be at the end of the academic year with an advance notice of at least 60 days.
- Both the parties shall be at liberty to terminate the contract on an advance written notice of 60 calendar days and settling obligations/duties if any.

The appointee should sign and return the duplicate copy of this offer letter as a token of acceptance of the above set of conditions at the time of joining.

General Secretary

ACCEPTANCE: I, **[NAME & ADDRESS OF APPOINTEE]**, hereby confirm acceptance of the above offer and shall report accordingly for duty on _____ FN.

.... Signature

Managed by: Sree Gurudeva Charitable and Educational Trust I Reg. No: APL/TC/369/2015

Kattanchira, Pallickal P.O., Kayamkulam, Alappuzha Dist, Kerala - 690505, India

0479 - 2331696, 2331391, 2331392, 2334393, Fax: 0479 - 2331304

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MAHAGURU INSTITUTE OF TECHNOLOGY

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JOINING REPORT

From

.....
.....
.....

To

The Principal
Mahaguru Institute of Technology
Pallickal P.O., Kattachira,
Mavelikara

Dear Sir,

Ref: Offer of Appointment # **dated**

As per the above referred communication, I have been offered appointment

as _____ in _____ Dept.

Further it is requested that I may be permitted to join duty in your esteemed College

on

Thanking you,

Yours Sincerely,

Signature :

Name :

Date :

HOD

PRINCIPAL

AO

Managed by: Sree Gurudeva Charitable and Educational Trust | Reg. No: APL/TC/369/2015

Ph: 0479 - 2331696, 2331391, 2331392, 2334393, Fax: 0479 2331304

Email: office@mahagurutech.ac.in, <http://www.mahagurutech.ac.in>

SECTION 4:

SERVICE RULES & CODE OF CONDUCT –FACULTY

Faculty shall strictly observe the rules framed by the Management in order to maintain discipline and academic progress of the Institution. Faculty shall not inflict corporal punishment on students for any misbehavior. He /She shall send intimation to the parents or guardians through the Principal / Head of the Department of the Institution. Subscriptions (money or any material) are to be collected only when instructions are issued by the management and the amount or material collected shall be handed over to the Principal/ Director of the Institution immediately.

On no account shall the College affairs be divulged to anyone. The Faculty is strictly prohibited from making adverse comments or criticizing their colleagues, Principal/ Director or the Management. Faculty shall participate in all College functions and activities and co-operate with the Principal /Director of the Institution in conducting them in a fitting manner. They shall take part in games, sports and other cultural activities organized by the college.

Faculty shall gain administrative experience and shall not shirk when called upon to take any administrative responsibilities. Faculty who is found to exhibit physical or mental imbalance will be made to undergo medical examination by a competent doctor in any recognized hospital/nursing home, approved by the Management. His /Her continuation in employment will be decided on the basis of the medical report. Faculty shall be punctual and ensure that he/she is present in the college premises at least ten minutes prior to the commencement of the scheduled class, in the event of an emergency leading to his/her inability to attend a lecture; he/she shall intimate the college authorities as early as possible.

In case of a planned absence, the Faculty going on leave will have to arrange one of his/her teacher colleague to engage classes during his/her absence. The Principal / Head of the Department and the students of the affected classes shall be kept informed of the temporary changes. Faculty has to attend Faculty meetings and adhere strictly to the Calendar of Events. Faculty has to collect their class attendance register personally from the office prior to the commencement of the semester. The attendance may be marked in the beginning of the class in the register as well as in the attendance slip and the same to be forwarded to the HOD's office within stipulated time.

During teaching hours, Faculty shall not indulge in any kind of irrelevant conversation or discussions in the college premises with other staff members, visitors or parents. The Faculty has to ensure that his /her mobile is kept in silent mode during the College working hours and is handed over to their department office at the beginning of the college and collect while leaving the college.

Faculty shall train students to follow rules, cleanliness, and model behavior. Faculty shall give sufficient attention towards educational progress and all-round development of their students.

Faculty shall prepare all necessary teaching aids for which material can be obtained from the college administration department

Faculty shall report to the HOD / Principal at every stage about the performance of under-performers in their subjects and shall conduct special classes and ensure that these students improve their performance.

Representation for the redressal of grievance, if any, shall be made through the Principal / Director of the College. Staff shall not air their grievances in public and thus bring disrepute to the Institution or to the Management.

Faculty members are not permitted to make any joint representation to the Principal/ Director or to the Management.

Faculty shall not indulge in any political or other activities or organize or instigate others into joining any activity which is detrimental to the interests or reputation of the Management or the Institution.

All teaching staff shall be present on the closing day and reopening day of the College, failing which they shall forfeit their salary for the entire period of the vacation.

The retirement age of all teaching and non-teaching staff is 60 years and that of Principal is 65 years.

Faculty shall carry out all administrative and academic instructions issued by the Principal/Management of the institution.

Faculty shall not through any means publish in his/her name or anonymously or in the name of other person, any communication to the press (print or electronic or any other form) or in public utterance, make any statement or express an opinion which may result in adverse criticism or embarrassment to the Institution or to any member of the Institution thereof. No staff member shall speak to any form of news media about any issue related to the Institution or any person working for the Institution without the written consent of the Principal/Director/HOD.

Faculty shall not join or continue to be a member of an association or activity or engage or participate in any demonstration/protest that is contrary to the philosophy of the Institution.

Faculty shall not shirk from attending courses/seminars/ conferences whenever directed by the Principal/ HOD.

The working hours of the teaching staff shall be 8.30 am to 4.30 am from Monday to Friday. Second and fourth Saturday of every month is holiday. The working hours may be amended by the Head of the Institution / Management as and when required, suiting the needs of the Institution. The teaching faculty has to work on Second and fourth Saturday in case of emergency.

All appointments shall be on probation for a period of one year from the date of their appointment. The Management can exempt or modify the period of probation of any appointment. During the period of probation, an employee shall be liable to be discharged from the service of the Institution without assigning any reason thereof. On satisfactory completion of the period of probation, the employee shall be regularized in the post. During Probation period, ordinarily no request for resignation will be entertained, unless under convincing reasons and as decided by the management.

1. In case any Faculty wishes to resign/ desire to get relieved, he / she shall give two months advance notice in such a way it is coinciding with the end of the semester.
2. If he / she resigns within two months of semester beginning and wants to get relieved immediately, he / she needs to pay 2 months gross salary to the Institution and also has to pay the equal amount of salary drawn during semester break.
3. In case if Head of the Department wishes to resign/ desire to get relieved, he / she shall give 3 months advance notice in such a way it is coinciding with the end of the semester. If he / she resigns within three months of semester beginning and wants to get relieved immediately, he / she needs to pay 3 months gross salary to Institution and also has to pay the equal amount of salary drawn during semester break.
4. In case the work or conduct of a Faculty is found to be unsatisfactory or if he/she absents himself /herself without prior intimation or disobeys the rules and regulations of the Institution or violates the instructions issued by the Principal/ Management, he/she is liable to be terminated from the service.

Faculty will not be permitted to appear for any external examinations to acquire additional qualifications without the prior permission from the Head of the institution and Management. But, if Faculty desire to acquire professional qualifications, they can do so by going on leave for the entire duration of the course without any financial commitment whatsoever on the part of the management, or enter in to agreement with the Institution to enroll for such courses & avail benefits during the course of study provided the higher qualification proposed to be acquired is useful to the institution.

No Faculty shall leave the College Campus without the Principal's / HOD's written permission between the signing-in and signing-out of attendance register on all working days. Teacher desiring to leave the College premises for short time during working hours has to seek the Principal's / HOD's permission, if permitted by the Principal/, he/she shall fill the Out-Pass record through the movement register at the front office clearly mentioning the time while leaving the College Campus, the purpose for leaving the College Campus and the expected return time. On return, the staff member shall enter the actual time of return in the movement register.

The Faculty's conduct, speech and dress, shall be exemplary. Modesty,

smartness and appropriateness must be the guiding factor in the way they dress.

In case of emergency, the Faculty is required to work even on Govt. declared Holidays to facilitate student's progress.

The Faculty shall protect the Institutional property. Any damage is caused due to negligence, shall be recovered from the concerned faculty salaries.

- No Faculty shall undertake private tuitions or any other assignments in any other Institutions, Government department, NGOs etc., without explicit permission from the Head of the Institutions.
- No Faculty shall knowingly or willfully neglect his /her duties. Faculty is expected to record wherever required by the regulations, register and all academic marks of the students from time to time in particular at the reopening of the college and at the end of the term semester of the college. Each year Faculty must supply statistical and other data required by the Head of the Institution. Faculty has to ensure that his / her mobile is kept switched off during the college working hours.

SECTION 5:

SERVICE RULES & CODE OF CONDUCT - NON-TEACHING -

ADMINISTRATIVE / TECHNICAL STAFF

All non-teaching/technical staff are categorized as Non-Teaching Administrative staff / Technical staff. The working hours of the non - teaching Administrative / technical staff shall be eight hours from Monday to Friday. Second Saturday of every month is holiday and second & fourth Saturday is full working day. The working hours may be amended by the Head of the Institution / Management as and when required, suiting the needs of the Institution.

Every member of the Administrative / Technical Staff is expected to be punctual and / prompt. It is the duty of each member of the staff to see that the furniture in the office room / lab shall be neatly organized and the room/ labs should be kept clean. Extreme care shall be exercised while dealing with all the visitors. Staff members are expected to be courteous in speech and attitude at all times towards the students, visitors and parents.

At the end of working hours, each staff member shall lock up all his/her papers / files in the cabinets allotted and they shall ensure that nothing is left outside. Large registers may be kept on the side racks. One set of keys of each of the cabinet and table drawer shall be kept by the staff members while the duplicate keys duly labeled shall be placed on the key-board, so that in their absence the Administrator/ HOD may have access to the materials in the cabinets and table drawers.

The duties of the staff will be allocated by the Head of the Department. Duties of the Office Executives are to be rotated regularly, so that over a period of time each Office Executives acquires the experience and skill of all departments.

The staff members shall maintain a list of details of files, registers, CDs, pen

drives, etc. assigned to him/her. This list shall be regularly updated as and when changes occur.

Staff members to ensure that letters are allocated and appropriate file numbers are to be given based on the main subject matter. In case a particular letter/paper relates to more than one subject then a copy of the letter/paper shall be placed in the files of the subjects it relates to.

The proper management of correspondence in an office depends greatly on accurate filing of letters and appropriate notations in the INWARD and OUTWARD registers. No correspondence shall leave the office without an OUTWARD register entry and the serial number of the register noted in ink on the letter immediately following the letter number. Similarly, every letter received shall have the INWARD register serial number written on it at the time of its receipt in the office. The number of the file on which the letter will be acted upon shall also be entered on the letter and the INWARD register. No incoming letter shall be filed or circulated without these details being endorsed on the letters at the INWARD stage.

Where letters are delivered by hand rather than by post or by courier the recipient details of such letters shall be noted in the INWARD register. Correspondence made and received through E-Mails shall be printed and be handled in the manner normal conventional mails are dealt with. The same applies to the replies going out on Electronic medium or arrange soft copy of folders in user friendly manner. Passwords shall not be changed without written consent from the department Head.

All issues pertaining to “Purchase” and “Purchase orders” etc. shall be dealt with on purchase files. Correspondence pertaining to obtaining sanctions to incur expenditure towards a purchase or a job may be carried out on a file pertaining to the particular subject in question. On finalizing the item to be purchased having received the sanction on file, further action shall be pursued on the corresponding purchase file.

Each purchase file is to be treated as a main file and retained in the office.

Proposals for purchase or for works shall be kept on a folder which would carry the number of parent file, followed by a serial number. On completion of the particular purchase or job, the papers are to be stapled together and placed in the main file.

The main file shall carry an index on its front cover inner side giving brief information on the proposals acted upon, including amount sanctioned and amount paid.

Staff members shall not through any means publish in his/ her name or anonymously or in the name of other person, a communication to the press (print or electronic or any other form) or in public utterance, make any statement or express an opinion which may result in adverse criticism or embarrassment to the Institution or to any member of the Institution thereof. No staff member shall speak to any form of news media about any issue related to the institution or any person working for the Institution without the consent of the Principal/Director/Management.

Staff members shall not join or continue to be a member of an association or activities or engage or participate in any demonstration/protest that are contrary to the philosophy of the Institution. Staff members shall not shirk from attending courses/ seminars/conferences whenever directed by the Principal/ Director/Management.

All appointments shall be on probation for a period of one year, from the date of their appointment. The Management can exempt or modify the period of probation of any appointment. During the period of probation, an employee shall be liable to be discharged from the service without assigning any reason, at the sole discretion of the Management. The period of probation may be extended by the appointing authority by up to two terms of six months each on the merit of each case depending upon on the probationer's performance. On satisfactory completion of the period of probation, the employee shall be regularized in the post.

During Probation period, no request for resignation will be entertained.

In case any permanent staff wishes to resign/ desire to get relieved, he / she shall give onemonth advance notice or 1 month's salary.

In case the work or conduct of any staff member is found to be unsatisfactory or if he/she absents himself /herself without prior intimation or disobeys the rules and regulations of the Institution or violates the instructions issued by the Principal/ Director, he/she is liable to be terminated from the service.

The staff members conduct shall be exemplary. Modesty, smartness and appropriateness must be the guiding factor in the way they dress.

In case of emergency, the staffs are required to work even on Govt. declared Holidays.

The staff shall protect the Institutional property. If any damage is caused due to negligence, shall be recovered from the concerned staff's salaries.

The staff shall be punctual and ensure that he/she is present in the College

premises at least ten minutes prior to the working hours, in the event of an emergency leading to his/ her inability to attend the office; he/she shall intimate the College authorities as early as possible.

No Staff shall leave the College Campus without the Principal's / HOD's / Registrar written permission between the signing-in and signing-out of attendance register or high biometric devices on all working days. If permitted by the Principal/ Registrar, he/she shall fill the Out Pass form & enter into the movement register clearly mentioning the time while leaving the College Campus, the purpose for leaving the College Campus and the expected return time. On return, the staff member shall enter the actual time of return in the movement register. No Staff shall knowingly or willfully neglect his /her duties. Staff has to ensure that his /her mobile is kept switched off or put on silence mode during the College working hours.

SECTION – 6

LEAVE RULES

Discretion is reserved with the authority empowered to grant the leave, to refuse and / or to revoke grant of leave at any time according to exigencies of work, Leave can be availed only after getting it sanctioned. The competent authority to sanction any kind of leave including casual leave is the Head of the Institution / Chairman.

An employee who desires to obtain leave of absence shall submit online leave application form through HRMS software to the competent authority. Such application for Leave shall be made well in advance prior to the commencement of leave except in exigencies or unforeseen circumstances including illness when it is not possible to do so. In such cases, the employee shall take steps to intimate his /her absence to the concerned authority before commencement of the leave. On return from the Leave, the employee shall submit the online leave application form within two working days. If the leave application is not submitted properly and in time, the leave will be rejected and for one day of unauthorized leave, one day salary will be deducted and necessary entries shall be made to record the same.

If an employee proceeding on leave desires an extension of leave, then he/she shall fill an online application form to the concerned HOD for the purpose at least 2 days prior to the expiry of the earlier leave period which shall be process of the HOD on its merits.

If the leave is refused or postponed, the reason for refusal or the postponement as the case may be, shall be mentioned in the reply.

No leave or extension of leave shall be deemed to have granted unless an order to that effect is passed and communicated to the employee concerned.

An employee shall, before proceeding on leave intimate to the competent authority his/her address while on leave, and shall keep the authority informed of

any change in the address previously furnished.

Leave of absence is inadmissible to an employee who has been suspended from duty or against whom disciplinary action is initiated or contemplated. An employee under suspension shall not leave the station where his/her office is situated except with specific permission of the Chairman or Head of the Institution.

An employee may cancel whole or part of the leave applied and resume duty after the permission to do so is obtained from the competent authority.

An employee who has submitted his/her resignation letter will not be permitted to avail any leave during the notice period except for the proportionate casual leave at his / her credit.

No leave shall be granted beyond the date on which an employee is due to retirement on attaining the age of superannuation. All leave at credit shall lapse on attaining the age of superannuation.

All benefits of leave of an employee lapses on the date on which he /she ceases to be in the services of MIT.

No employee of the Institution shall take service or accept any employment elsewhere while on duty or on leave.

An employee shall promptly rejoin duty on expiry of the leave sanctioned. If the leave sanctioned is on Medical grounds, a Hospital certificate shall be produced while rejoining duty on expiry of such leave if it is beyond his/her eligible leave.

The Chairman and the Head of the Institution have the rights to recall and reduce the sanctioned leave period of any employee who is on leave of any kind, in case of any exigencies.

If an employee is recalled on account of exigencies of work cancelling the unexpired portion of leave, the employee shall report for duty immediately.

Overstay of leave shall entail the entire leave (sanctioned and non- sanctioned) on loss of pay even though sufficient leave is at credit unless it is established to the satisfaction of the sanctioning authority that the employee was unable to rejoin duty for reasons beyond the control of the employee.

All sick leave applications shall be supported by medical certificate along with hospital charges paid receipt from the hospital/ nursing home, acceptable to or nominated by the competent authority.

All leave application shall be routed through the proper channel.

Unauthorized absence from work for more than 07 days by the staff members, he / she shall not be permitted to report back to the work without the approval from the Management. The concerned department HOD is required to communicate the same to the Management.

6.1 Casual Leave

All permanent teaching staff members are entitled to 15 days of Casual leave (C.L.) in a calendar year. Non-technical staffs are entitled to set 20 days of casual leave in a calendar year.

In case of permanent staff members, they are eligible for 15 days of Casual leave with full pay in each calendar year.

Part - time / visiting employees are not entitled for any kind of leave.

The permanent employee can avail Casual leaves upto 3 days at a time.

The competent authority can sanction up to 3 days of casual leave to staff members. The casual leaves beyond 3 days shall be the approved by the Chairman in case of extreme emergency.

C.L. shall not be availed without prior sanction of the sanctioning authority. The sanctioning authority may refuse to grant C.L., if he /she feel that the work cannot be managed due to functional reasons. In exceptional cases such as, an emergency caused due to sudden illness or death in the family, information shall be

sent to the respective leave sanctioning authority in time enabling them to arrange a

substitute.

Casual Leave could be availed for half a day either for the morning session or on the afternoon session on any working day.

Casual leave can be either prefixed or suffixed to general holidays but not both. If the casual leave is both prefixed and suffixed to general holidays, then one side of the holiday is included as a casual leave. If a casual leave is not available, then the leave will be considered as leave without pay.

Leave without pay shall not be granted in continuation of casual leave. Casual leave already granted if any, shall be cancelled and the leave without pay shall commence from the date on which the casual leave commenced.

Prior permission has to be obtained from the competent authority before proceeding on casual leave. In no case, an employee will be allowed to proceed on casual leave on frivolous grounds.

Staying away from duty without prior permission in the normal circumstances will be construed as absence without leave, resulting in loss of pay. Each day of “absence without leave” shall entitle to one day of pay deduction.

No leave of any kind can be availed of without prior sanctions. Absence without prior permission will be treated as Loss of Pay (L.O.P). Such absence may subsequently be regularized as C.L. if the competent authorities are satisfied with the given circumstances. Repeated absence without prior permission will be viewed as an act of indiscipline and suitable action will be initiated. If the leave application is not submitted properly and in time, the leave will be rejected and for one day of unauthorized leave, one day salary will be cut and necessary entries shall be made to record the same.

In the event that one does not have C.L. to his/her credit, the absence with prior permission will be treated as leave without pay.

Staff members frequently applying for leave due to sickness will have to produce physical fitness certificates from a registered medical practitioner.

10 minutes grace period is allowed to report to duty as per rules. If it crosses beyond 10 minutes is considered as ½ CL or ½ LOP.

6.2 Vacation Leave

Vacation leave will be decided by the Chairman / Head of the Institution from time to time. Staff members are entitled to avail vacations during an academic year in two spells as per university norms. These vacations will normally coincide with the student's vacation; however, the exact dates of vacation for the staff members will be defined by the Head of the Institution as per KTU norms. Staff on vacation can be called on duty by the Head of the Institution whenever the need arises. Disciplinary action will be initiated against the staff failing to report on duty when called during vacation.

Any staff resigning or planning to resign before the beginning of the semester/academic year cannot avail any vacation. If a staff resigns after availing any vacation, those days will be considered as loss of pay.

The payment of salary for the vacation period is subject to the conditions that the staff shall be present on duty on the last working day of commencement of vacation and the first working day on the reopening after vacation.

Staff members who are placed under suspension or against whom disciplinary action is initiated or contemplated will not be eligible to avail any leave benefit.

The vacation for Teaching, Technical and Non- Teaching staff is as under:

1. The permanent Teaching staff can avail 30 days of vacation leave.
2. The probationary Teaching Staff can avail 7 days of vacation leave i.e. 1 vacation slot of 7 days in odd to even semester & 7 days of vacation leave 1 vacation slot of 7 days in even to odd semester
3. Permanent Non – Teaching /Technical Staff can avail 15 days of vacation

leave in two spells in one academic year.

4. The probationary Non – Teaching / Technical staff can avail 3 days of vacation leave during the semester break.

Vacation slots will be assigned as Sunday – Sunday Slots. Vacations cannot be taken in any other ways except the Sunday – Sunday slots. CL may be clubbed with vacation leave with prior approval from the competent authorities. But such leave period should fall within semester break period only.

If a general holiday is in a given vacation slot, the general holiday will be considered as Vacation day. In other words, no additional vacation day will be given for the general holiday.

A faculty is to compulsorily do the assigned invigilation duties. Faculty cannot swap their invigilation duties. If a teacher is found not doing his / her assigned duties even on one day, he

/she will forfeit all the vacation slots. If a vacation is taken, it will be considered as loss of pay.

Faculty can avail the vacation after academic duties have been fulfilled. Head of the Department to ensure that the teachers have fulfilled their academic duties including Internal Assessment & filling OMR sheets before allotting the vacation slot.

Maternity Leave

Teaching women employees may avail Maternity leave till the completion of the semester. She may report back at the commencement of the next semester with full pay of two months only.

Non-teaching women employees may avail Maternity leave up to 180 days. Maternity leave is not admissible to a married woman having two or more living children. Maternity leave is admissible only twice in the entire service period of a

woman employee including maternity leave sanctioned in case of miscarriage.

Woman employees appointed on purely temporary basis or with less than 2 years of service are not entitled for such leave.

Maternity leave shall be granted on the condition that such employee shall serve or shall have served Mahaguru Institute of Technology for a period not less than two continuous years.

SECTION – 7

FACULTY INCENTIVE POLICY & GUIDELINES

Publication of article in National & International Journals (SCI, SCOUPS, UGC). It is not feasible to list down the names of journals in all specializations. Hence the following method is followed for rewarding the faculty, who has published article in National and International journals.

1. Copy of cover page: Page containing the editorial board information along with the article published. Impression to be enclosed to the Teacher incentive form.
2. Based on the documents submitted, the Head of the Institution may recommend or not recommend for incentives. The incentives are given to the faculty for encouraging them to involve in Quality research by publishing or presenting research papers in international, national review Journal, conferences, seminars etc., the monetary incentives are
 1. International reviewed journal or conference research paper Rs. 5000/-
 2. National reviewed Journal or conference research paper is Rs. 2000/-

The incentive claim form along with all relevant documents duly signed by concerned Teacher and recommended by HOD & Head of Institution shall be forwarded to Chairman's Office for approvals. The quality of research paper published in journal or presented in conference, seminar are the forum where the paper was presented or the journal publication is not up to the standards, Management may not approve the incentives for such papers published or presented in journals, seminars and conferences.

Faculty incentive policy and guidelines are effective in MIT. These guidelines are approved based on recommendations of an internal committee's report. National Seminar or conference is an event held by any educational institution or Corporate recognized by AICTE / UGC /registered corporate and conducted within India.

International Seminar or conference is an event conducted by any educational Institution or corporate recognized by AICTE /UGC /registered corporate and conducted either in India or abroad. For faculty reward the event is considered international only if it had at least 5 international delegates personally presenting papers in the event held within India.

The papers presented in Seminar or Conference either National or International personally only considered for incentives. The papers considered only for publication in souvenir or proceedings are not eligible for faculty incentives. However, if the paper is accepted for presenting personally in the conference/seminar by the hosting institution, but MIT is not able to send the faculty for various reasons in which case, the faculty is entitled for faculty incentive.

Every faculty may present as many papers as possible in Seminar/conferences. However, MIT would provide incentives to the faculty up to 3 papers presented in an academic year. In addition to TA, DA and registration i.e., 2 National and 1 International Seminar /conferences. In case if international seminar or conference is held outside India, prior approval is required from the Chairman before the registration. The 4th paper onwards the TA, DA and Registration fees will only be reimbursed with the discretion of the Head of the Institution. There is no bar on publishing papers in National /International Journal i.e., Teacher incentives are given for any number of articles published as per policy.

In order to claim faculty incentive for presenting paper in Seminar / conference a Pre-session is a mandatory requirement. A pre-session has to be conducted before the actual presentation at a seminar / conference in the presence of a subject expert, HOD and departmental teachers.

Paper presented in internal conference or seminar by faculty would not be eligible for faculty incentives and also would not be counted for number of papers presented in seminars or conferences. However this would be considered as a pre-session if the same paper is presented later in a conference or seminar outside MIT.

Attending seminars / conferences without presenting papers maximum of 2 faculty members are permitted to attend a particular seminar / conference. A faculty can attend a maximum of 2 such seminars /conferences / workshops in an academic year for which only registration fee is paid.

SECTION– 8

APPOINTING AUTHORITY & DISCIPLINARY RULES

Appointing Authority

All appointments to all categories shall be made by the Chairman, Mahaguru Institute of Technology.

Nature Of Penalties

One or more of the following penalties for valid reasons may be imposed on an erring member of the staff of the Institution.

A. Minor Penalties

1. Censure/ warning
2. Withholding of increments of pay
3. Withholding of promotion
4. Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of order of the Principal/Management.

B. Major Penalties

1. Dismissal/Removal from service which shall ordinarily be a disqualification for future employment in the Institution.

Suspension (Not A Penalty)

Appointing authority may place under suspension an employee. Where a disciplinary action proceeding against him/ her is contemplated or is pending. Where a case against him/her in respect of any criminal offence is under investigation or under trial. An order of suspension, as stated above, may at any time be modified or revoked by the issuing authority.

Suspension shall not be considered as a penalty until the employee is proved guilty.

The following shall not amount to a penalty within the meaning of this rule namely,

Stoppage of any employee at the efficiency bar in the time scale of pay on the ground of his / her unfitness to cross the bar. Non-promotion of any employee whether on a substantive or officiating capacity to a grade or post for promotion to which he / she is eligible.

Reversion of an employee officiating in a higher grade to a post to a lower grade or post on the ground that he /she is considered to be unsuitable for such higher grade or post on any administrative ground unconnected with his / her conduct. Reversion of any employee on deputation to his / her parent organization or department.

Procedure for Imposing Major Penalties

No order imposing any penalty shall be made except after any enquiry held in accordance with these rules. Where it is proposed to hold an enquiry against an employee, the disciplinary authority shall frame charges against such employee and communicate them to him / her together with other material as may be necessary or relevant for the purpose of the enquiry, and also inform him / her of the appointment of an enquiring authority for conducting the enquiry

At the enquiry the employee shall have the right to appear in person before the enquiry officer or in case unable to appear can be represented by another co-employee

The proceeding of the enquiry may be recorded either in local language or English or in any other language except able to the employee and enquiry officer if necessary

On the conclusion of the enquiry, employee shall be made available the copies of the reports and findings of the enquiry officer and employee shall be provided an opportunity to submit his / her say on the findings of the enquiry officer.

A show cause has to why the proposed punishment shall not be imposed on the employee in respect of miss conduct proved against him / her, if the disciplinary authority is satisfied after considering the report of the enquiry officer and the records of the proceedings and submissions of the employee on the findings of the enquiry officer that all or any of the charges against the employee have been proved will award the appropriate punishment

In awarding any penalty to any employee under this rule, the authority imposing the penalty shall take into account the gravity of the misconduct, the previous record if any of the employee and in any other extenuating or aggravating circumstances that may exist.

The order imposing penalty shall be communicated to the employee.

An employee who is dismissed or removed from the service in accordance with this rule shall not be entitled to may notice or pay in lieu of such notice.

The disciplinary authority for imposing minor penalties shall be the Principal and for imposing major penalties including suspension shall be the Chairman, Mahaguru Institute of Technology.

