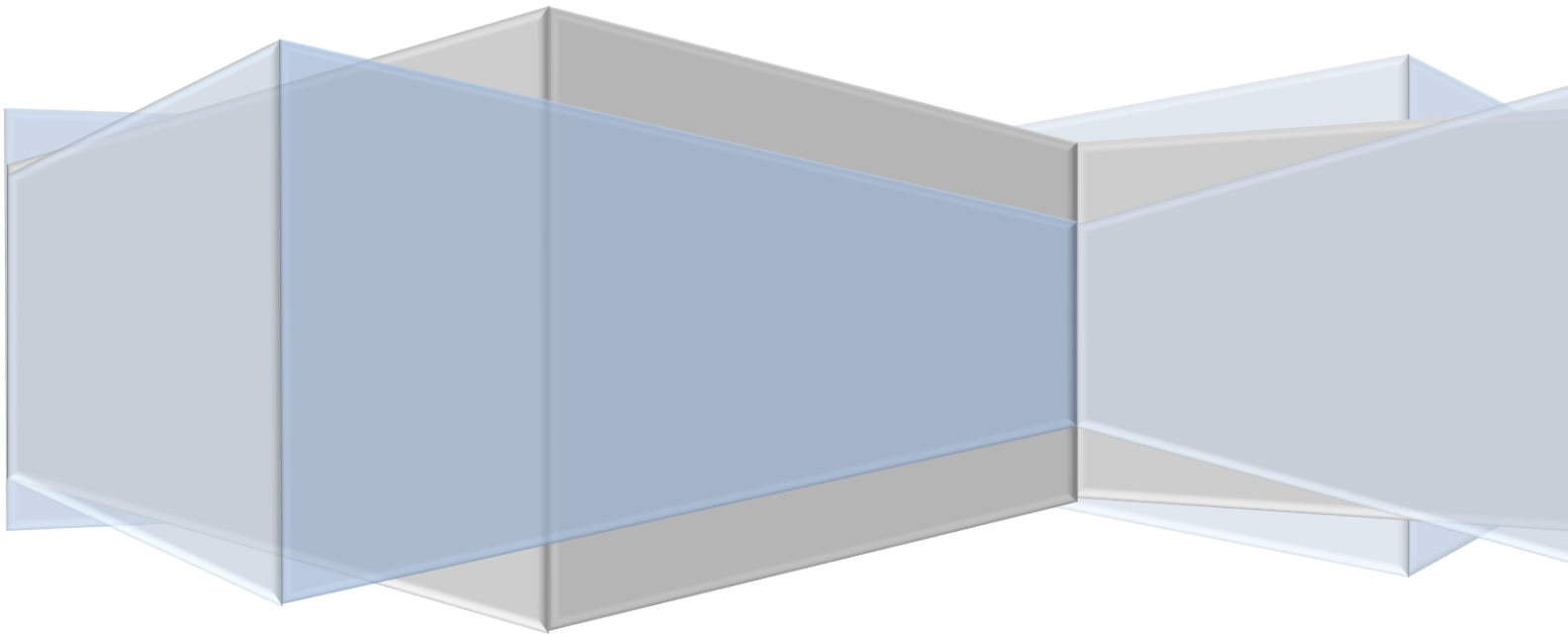
Muthoot
Institute of Technology & Science

HR MANUAL



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CHAPTER 1

INSTITUTIONAL INFORMATION

1.1 Institute Profile

Muthoot Institute of Technology and Science (MITS: http://mgmits.ac.in/), is promoted by Muthoot M. George Institute of Technology, is a Section 25 Company within the Muthoot Group. It is a self-financing Engineering College, situated in the Industrial suburb of Kochi, close to the Smart City and Info Park. Started in 2013 with a clear vision to become a centre of excellence in learning, we have made some remarkable achievements and stand first among the self-financing Engineering colleges in Kerala in terms of academic results in Kerala Technological University (KTU). We train our students to be professionally capable, taking up new challenges and exploring latest technologies.

The institute offers B. Tech courses in the following streams:

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

MITS has a very good student pool, 50% of our students are pursuing their B.Tech degree at MITS, in scholarship.

1.2 Institute Vision

To be a centre of excellence for learning and research in engineering and technology, producing intellectually well-equipped and socially committed citizens possessing an ethical value system.

1.3 Institute Mission

* Offer well-balanced program of instruction, practical exercise and opportunities in technology.
* Foster innovation and ideation of technological solutions on sustainable basis.
* Nurture a value system in students and engender in them a spirit of inquiry.

1.4 Technical Collaborations With Industries/Universities

* MoU with SFO Technologies in terms of 'joint promotion of Start-up companies with equity participation of SFO, MITS and engineering students with valuable inventions and marketable product ideas'.
* MoU with ESIGELEC University, France for collaborative research and student exchange programs.
* MoU with Kerala State Information Technology & Infrastructure Limited (KSITIL) for the delivery of Industry relevant skilling programs.
* MoU with ICT Academy of Kerala
* MoU with SIEMENS for the conduct of Siemens certified technical training programs and execution of Industry projects.
* MoU with SFS Homes for Institute Laboratory usage, Internships and Industrial Visits at SFS homes.
* MoU with IBM for MITS IBM analytical laboratories and conduct of IBM certified course.
* MoU with RedHat for the conduct of RedHat certified course.
* MoU with HMT Ltd., Kalamassery to impart skill development trainings on CNC Programming & Operation, Assembly of Machines, Manufacturing Process, Quality Control & inspection and Foundry Technology

1.5 Associations and Organisations

* IEEE student chapter
* ACM (Association of Computing Machinery) student chapter
* FOSS (Free and Open Source Software) club

- SEEM(Society of Energy Engineers and Managers) student chapter
- SAE-MITS Club (Society Of Automotive Engineers)
- ISHRAE Kochi Chapter (The Indian Society of Heating, Refrigerating and Air Conditioning Engineers)
- ASME Student chapter (American Society for Mechanical Engineers).
- ICI (Indian Concrete Institute) student chapter.
- Energy Club

CHAPTER 2

ADMINISTRATIVE SETUP

2.1 Organizational Structure

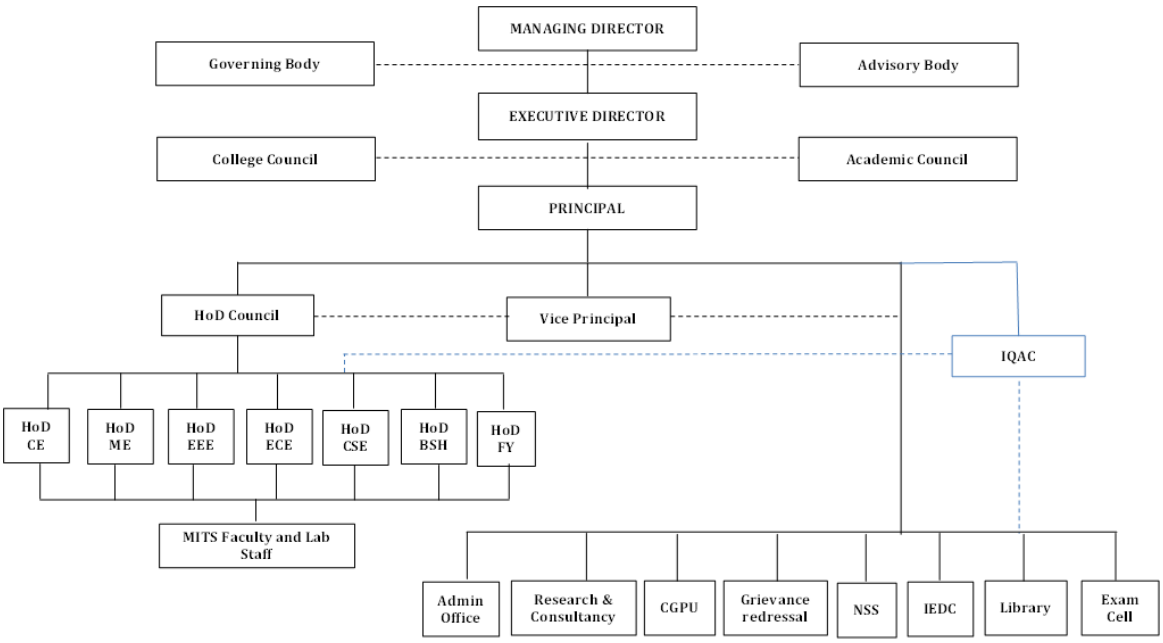


Figure 2-1: Organizational Structure

2.2 Administrative Bodies

2.2.1 Governing Body

The body constituted for guiding the institution in academics, student and faculty development, and R&D. Charts clear planning procedures for achieving the vision and mission of the Institute. The governing body meets once in every year.

2.2.1.1 Governing Body Constitution

Table 2.1: Governing Body Constitution

Sl. No	Name of Member	Designation	Responsibility
1	Mr George Alexander Muthoot	Managing Director – The Muthoot Group	Chairman
2	Mr P. George Varghese	Executive Director - MITS	Member
3	Dr Neelakantan P. C	Principal - MITS	Member secretary
4	Dr Chikku Abraham	Vice Principal - MITS	Member

5	Mr Aju Jacob	Director – Synthite Industries Limited	Member
6	Prof. Kuncheria P. Issac	Vice Chancellor - Hindustan University & Former Vice Chanchellor - KTU	Member
7	Shri V. K. Mathews	Founder chairman - IBS Software services	Member
8	Dr Susan Elias	Associate Professor, VIT	Member
9	Shri George M. Jacob	Executive Director - Muthoot Group	Member
10	Shri George M. Alexander	Executive Director - Muthoot Group	Member
11	Shri K. R. Bijimon	CGM, Muthoot Finance Limited	Member
12	Shri Manoj Jacob	GM, Muthoot Finance Limited	Member
13	Dr Ramesh Unnikrishnan	Director AICTE	Ex – officio Member
14	Dr G. P. Padmakumar	The Registrar, APJ Abdul Kalam Technological University	Ex – officio Member
15	Dr K. P. Indiradevi	Director of Technical Education	Ex – officio Member
16	Dr Babu Kurian	Professor, MITS	Member
17	Asst Prof. Midhun Elizabeth Varghese	Assistant Professor, MITS	Member

2.2.2 Advisory Board

Advisory Board is responsible for providing strategic advice to the development of technical and physical infrastructure of the institute. The advisory board meets once in every year.

2.2.2.1 Advisory Board Constitution

Table 2.2: Advisory Board Constitution

Sl. No	Name of Member	Designation	Responsibility
1	Mr George Alexander Muthoot	Managing Director – The Muthoot Group	Chairman
2	Mr P. George Varghese	Executive Director - MITS	Member
3	Dr Neelakantan P. C.	Principal - MITS	Convener
4	Dr Chikku Abraham	Vice Principal - MITS	Member
5	Mrs Pamela Anna Mathew	Managing Director - OEN India Ltd	Member
6	Mr Murugappan M. M.	Vice Chairman - Murugappa Group	Member
7	Mr Aju Jacob	Director – Synthite Industries Limited	Member
8	Dr K. Paulose Jacob	Pro Vice Chancellor, Cochin University of Science & Technology	Member

9	Mr K. Lava	Managing Director, Skyline Foundations and Structures Pvt. Ltd	Member
10	Mr Jose Kurian	(Retd Chief Engg - Delhi), CDM Smith India Private Limited	Member
11	Dr Vineeth Paleri	Professor, Department of Computer Science and Engineering, National Institute of Technology Calicut	Member
12	Mr Prasad K. Panicker	Executive Director - Bharat Petroleum Corporation Limited, Kochi Refinery.	Member
13	Mr Joseph Korah	Head of Corporate Services – Cochin, Cognizant Technology Solutions India Pvt. Ltd	Member
14	Mr Althaf Jehangir	CEO & Executive Director , SFS Technologies (NEST Group)	Member

2.2.3 Academic Council

The Academic Council is responsible for laying down the academic policies in regard to maintenance and improvement of standards of teaching, research, extension collaboration programs in academic matters and evaluation of work-load of the teachers. It is the responsibility of Academic Council to endeavor and ensure the best practices are implemented and standards are maintained. The academic council meets every alternate week.

2.2.3.1 Academic Council Constitution

Table 2.3: Academic Council Constitution

Sl. No	Name of Member	Designation	Responsibility
1	Mr P George Varghese	Executive Director	Ex-officio member
2	Dr Neelakantan P C	Principal	Chairman
3	Ms Ginu S Malakeel	Assistant Professor, Department of CE	Convener
4	Dr Chikku Abraham	Vice Principal	Member
5	Ms Mary Lissy P N	HoD, Department of CE	Member
6	Dr Anand Hareendran S	HoD, Department of CSE	Member
7	Dr Anjali Varghese C	HoD, Department of EEE	Member
8	Dr Manoj Kumar K	HoD, Department of ME	Member
9	Dr Abilash Antony	HoD, Department of ECE	Member
10	Dr S Sivakumar	HoD, Department of BS&H	Member
11	Ms Dhanya S	HoD - First Year	Member
12	Dr Arun Joy	Associate Professor, Department of ECE	Member

13	Ms Binu Manohar	Assistant Professor, Department of ECE	Member
14	Dr Kurian Antony	Associate Professor, Department of ME	Member
15	Mr Rony Thomas Murickan	Assistant Professor, Department of ME	Member
16	Ms Preenu Paul	Assistant Professor, Department of EEE	Member
17	Mr Venugopalan Kurupath	Associate Professor, Department of EEE	Member
18	Mr Mahalingam P R	Assistant Professor, Department of CSE	Member
19	Mr Sunith John David	Assistant Professor, Department of CE	Member
20	Mr Dileep M	Associate Professor, Department of CSE	Member
21	Ms Gincy P Kuriakose	Assistant Professor, Department of BS&H	Member

2.2.4 College Council

College Council is an arena for discussing overall development of MITS in general, and students in particular. The day to day activities are brainstormed among the heads of departments, executive members and members of council. The college council acts as self-evaluation session for each member of the institute. College council also decides matters related to general discipline and decorum of the institute. College council meets once in every month.

2.2.4.1 College Council Constitution

Table 2.4: College Council Constitution

Sl. No	Name of Member	Designation	Responsibility
1	Mr P George Varghese	Executive Director	Chairman
2	Dr Neelakantan P C	Principal	Member
3	Dr Chikku Abraham	Vice Principal	Convener
4	Dr Manoj Kumar K	HoD, Department of ME	Member
5	Ms Mary Lissy P. N.	HoD, Department of CE	Member
6	Dr Anjali Varghese C	HoD, Department of EEE	Member
7	Dr Abilash Antony	HoD, Department of ECE	Member
8	Dr Anand Hareendran S.	HoD , Department of CSE	Member
9	Dr S Sivakumar	HoD, Department of BS&H	Member
10	Ms Dhanya S	HoD - First Year	Member
11	Dr Babu Kurien	Professor, Department of CE	Member
12	Ms Rema Devi	Professor, Department of CE (Warden Ladies Hostel)	Member
13	Dr Gylson Thomas	Professor, Department of EEE	Member

14	Dr C K Raju	Professor, Department of CSE	Member
15	Mr Sajeeb Rahman A H	Asso. Professor, Department of ME	Member
16	Mr Baiju Karun	Asso. Professor, Department of ECE	Member
17	Ms Sindhu Ajith	Student Counsellor	Member
18	Mr Ashith S	Placement Officer	Member

2.2.5 HOD Council

Council constituted for deciding on department level administrative and academic policies and initiatives. Takes major academic decisions pertaining to department. HOD council meets every alternate week Tuesdays at 10:45 am.

2.2.5.1 HOD Council Constitution

Table 2.5: HOD Council Constitution

Sl. No	Name of Member	Designation	Responsibility
1	Mr P George Varghese	Executive Director	Member
2	Dr Neelakantan P C	Principal	Chairman
3	Dr Chikku Abraham	Vice Principal	Convener
4	Dr Manoj Kumar K	HoD, Department of ME	Member
5	Ms Mary Lissy P. N.	HoD, Department of CE	Member
6	Dr Anjali Varghese C	HoD , Department of EEE	Member
7	Dr Abilash Antony	HoD, Department of ECE	Member
8	Dr Anand Hareendran S.	HoD, Department of CSE	Member
9	Dr S Sivakumar	HoD, Department of BS&H	Member

CHAPTER 3

DECENTRALISATION IN WORKING

3.1 Decentralisation In Working

At MITS, various committees have been formed for bringing in complete transparency in decision making process. We have various committees for academic, administrative, welfare, Co-curricular and extra-curricular and for general purposes.

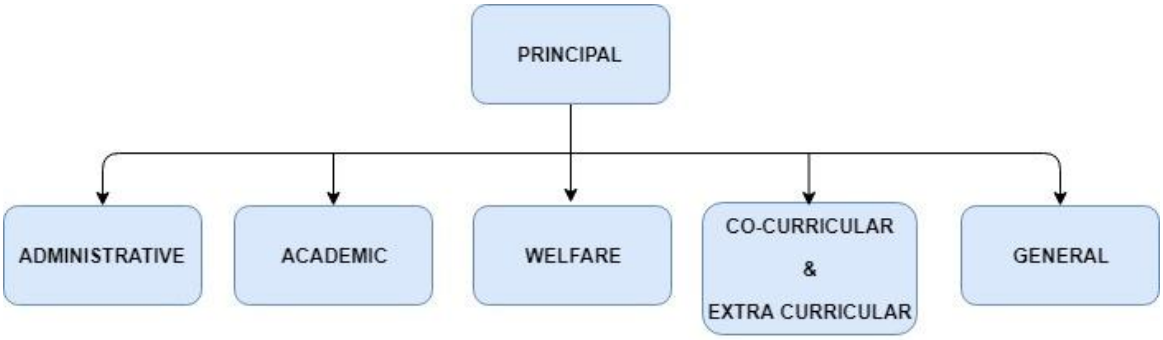


Figure 3-1:Decentralisation in working

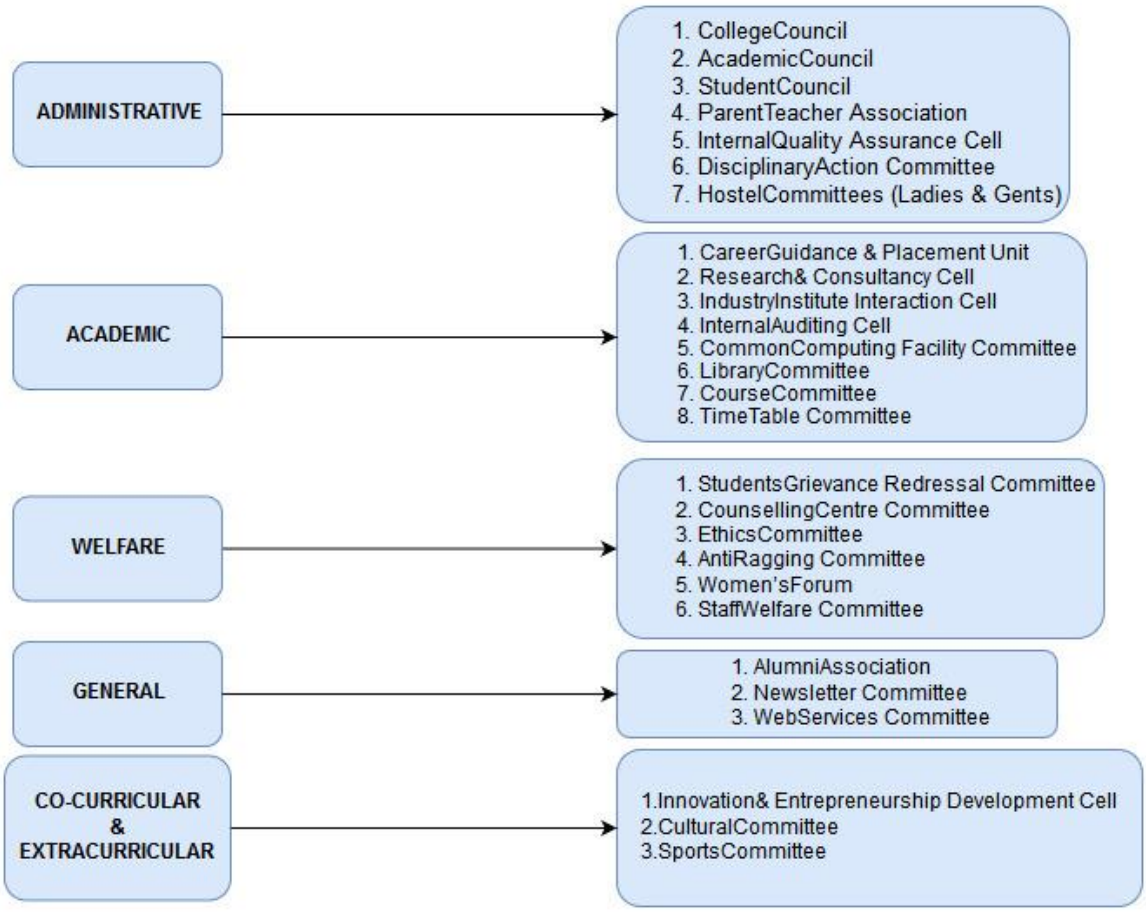


Figure 3-2: Committees in decentralized working

3.2 COMMITTEE HEADS WITH ADMINISTRATIVE POWERS

Table 3.1: Committee Heads

Sl. No	Committee/Cell	Administrators/Decision Makers
1	Internal Quality Cell	Dr Pradeepmon T.G.
2	Internal Auditing Cell	Mr Sunith John David
3	Admission cell	Dr Chikku Abraham
4	Career Guidance & Placement Unit	Mr Ashith S
5	Industry Institute Interaction Cell	Ms Megha Franklin (ECE)
6	Research & Consultancy Cell	Ms Jisha James (CSE)
7	Central Computing Facility	Mr Mahalingam P R (CSE)
8	Library Council	Ms Binu Manohar (ECE)
9	Students Grievance Redressal Committee	Ms Dhanya S (ECE)
10	Disciplinary Action Committee	Dr Pramod Kumar (ME)
11	Counseling Centre	Dr Sindhu Ajith(Counsellor)
12	Ethics Committee	Dr Sindhu Ajith (Counsellor)
13	Anti-Ragging Squad & Anti Ragging Committee	Dr Abhilash Antony (HOD,ECE)
14	Student council	Mr Anand Rajagopal (ME) Mr Tony Mathew (EEE)
15	Hostel Committee-Men's Hostel	Dr Chikku Abraham (Vice-principal)
16	Hostel Committee-Ladies Hostel	Ms Rema Devi M (CE)
17	Sports Committee	Mr Elraj Mangalath (Physical Edn)
18	Women's Forum	Ms Sindhura Rose Thomas (EEE)
19	PTA	Ms Midhun Elizabeth Varghese(CE)
20	Alumni Association	Mr Sunith John(CE) Ms Preenu Paul (EEE)
21	Cultural Committee	Ms Sreenu G(CSE)
22	MITS Web Services (MWS)	Mr Mahalingam P R (CSE)
23	IEDC, MHRD Innovation Cell	Mr Vipin Vijayan Mr Venugopalan Kuruppath Dr Arunkant Jose
24	Newsletter	Dr Mary Anthony (BSH)
25	Time table Committee	Mr Dhileep M (CE)

3.3 FUNCTIONS OF VARIOUS ACADEMIC AND ADMINISTRATIVE BODIES

Table 3.2: Functions of various Committees

Academic / Administrative bodies	Functions
Governing Body	Guides the institution in academics, student and faculty development, and R&D.

	Helps the institution in its pursuit to become a centre of excellence and establish milestones in continuous improvement. Encourages the development of a governance framework that enables sustainable growth
Advisory Board	Provides strategic advice to the development of technical and physical infrastructure of the institute. Monitors academic performance. Encourages and supports exploration of innovative ideas.
Academic Council	Oversees the Teaching Learning Process Carries out result analysis and suggest corrective measures. Initiates supplementary teaching measures. Arranges Orientation programmes for first year students Arranges periodic Academic audits
College Council	Decides upon college level administrative policies Support Principal for decision making
HOD Council	Decides department level administrative decisions Major academic decisions pertaining to department Implements student centred Teaching Learning process Initiates measures for motivating faculty and developing team spirit Motivates staff members to organize consultancy and continuing education programmes.
Internal Quality Assurance Cell (IQAC)	Adopts measures to develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College Promotes measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices
Administrative Office	Co-ordinates the administrative and accounting activities Maintains up-to-date master documents with history of revision. Oversees Employee Attendance System & maintains the monthly attendance report. Manages public relations Maintains personal files of Faculty/Staff
Research and Development Cell	Plans and executes activities for the promotion of research activities. Maintains list of publications of the faculty / students in chronological order. Maintains list of research papers / technical reports published in National / International Conferences / Journals and text books authored by the faculty members. Maintains list of Journals (Hard copies / online) available in the library. Maintains details of various conferences attended/ organized by faculty members. Collects and maintains records of literature on various latest research areas.

	Collects and maintains records of research work being carried out by our faculty.
Placement and Training Cell	Arranges student Training and Placement programmes Maintains list of companies offering jobs / career opportunities for the students Organizes special programs for career guidance. Maintains database of placed students Conducts special training and counselling programmes for weak students
Library Council	To advice library on policy matters concerning library resources and services To review functioning of the library with regards to its support to the academic programs and also from the outlook of patrons Express opinions and concerns of faculty and students on matters relating to the operation of the library Suggest ideas and methods to improve library services. Provides inputs in collection building, subscription of prints and electronic journals, other digital resources etc.
Industry Institute Interaction Cell	Establishes a strong relationship between the institute and industry, creating a mutually beneficial partnership. Promotes closer interaction between the academic field and the professional field. Organizes Workshops, conferences and symposia with participation of the faculty and the industries. Arranges visits of staff members to various industry Arranges internship programmes for students
Innovation and Entrepreneurship Development Cell	Organizes entrepreneurship awareness camps, orientation workshops, entrepreneurship development programmes, Faculty development programmes and skill development programmes in the institution. Initiates innovative student projects for new innovative product development. Guides and assists prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals , loans and facilities from agencies of support system Arranges interaction with entrepreneurs and mentorship scheme for student entrepreneurs.

CHAPTER 4

SERVICE RULES, POLICIES AND PROCEDURES

4.1 MITS Quality Manual

MITS Quality Manual is prepared listing all the policies and procedures pertaining to the institution. The first version of 'Quality Manual' was published in 2016. The various policies and procedures detailed in the quality manual is listed in the table below.

Table 4.1: List of policies and procedures in the MITS Quality manual

Sl. No	Policies/Procedures
1	ACADEMIC CALENDAR
2	SUBJECT ALLOCATION
3	ACADEMIC TIMETABLES
4	ATTENDANCE
5	COURSE AND CLASS COMMITTEE
6	COURSE DELIVERY AND EVALUATION
7	FACULTY ADVISORY SYSTEM/ COUNSELLING
8	INTERNAL EXAMINATIONS
9	SESSIONAL MARK
10	UNIVERSITY EXAMINATION
11	CONDUCTING END SEMESTER PRACTICAL EXAMINATIONS
12	UG PROJECT
13	COURSE OUTCOME –PO/PSO ATTAINMENT
14	ACTIONS TAKEN BASED ON THE RESULTS OF PO&PSO EVALUATION
15	ACADEMIC AUDIT AND ACTIONS TAKEN
16	RESEARCH AND DEVELOPMENT
17	CENTRAL COMPUTING FACILITY
18	LIBRARY
19	INDUSTRY INSTITUTE INTERACTIONS
20	CONTINUING EDUCATION CELL
21	FEEDBACK
22	RESULT ANALYSIS
23	DEPARTMENT ASSOCIATIONS/STUDENT CHAPTERS OF PROFESSIONAL BODIES
24	COLLEGE MAGAZINES AND NEWSLETTER
25	ANTI RAGGING COMMITTEE
26	STUDENT'S COUNSELLING CENTRE
27	CAREER GUIDANCE AND PLACEMENT UNIT
28	SOFT SKILL TRAINING AND VALUE ADDED COURSES
29	SPORTS AND ARTS
30	EXTENSION ACTIVITIES

31	ENTREPRENEURSHIP CELL
32	CANTEEN COMMITTEE
33	HOSTEL COMMITTEE
34	WOMEN'S FORUM
35	ETHICS COMMITTEE
36	STUDENTS WELFARE COMMITTEE
37	STUDENTS COUNCIL
38	DISCIPLINARY ACTION COMMITTEE
39	STUDENT'S GRIEVANCES REDRESSAL COMMITTEE
40	ALUMNI ASSOCIATION

4.2 Service Rules

4.2.1 General Rules

1. Monday to Friday will be working days for MITS with timing from 8:30 a.m to 4:30 pm

2. If any working day is lost due to natural calamities, agitations of any kind, declaration of holiday by Govt. / District Collector or for other reasons, one of the Saturdays following that, will be a working day.

3. Synergy Saturdays: A day for faculty enrichment, empowerment an synergy.

   There will be two synergy saturdays in a semester, which shall be planned and scheduled in academic calendar.

Working time: 9:00 am to 4:00 pm (Only for Faculty members)

- 1.5 hrs distinguished lecture from an eminent personality
- General staff meeting
- Department meeting
- Lunch
- Research talks by R&C cell (MITS Talk).

4. Other Saturdays may be declared as working days if that is found necessary to make up shortfall in total number of working days in a semester.

5. All staff members are required to punch-in before 8.30 a.m and punch out only after 4.30 p.m.

4.2.2 Recruitment Policy

4.2.2.1 Recruitment Committee Members

Table 4.2: faculty recruitment committee

Sl. No	Member
1	Principal
2	Executive Director
3	Vice principal
4	Head of the Department
5	Sr. Professor/Subject expert

4.2.2.2 Qualification for appointment of faculty members

Professor/Associate professor: PhD in relevant discipline with experience as stipulated by AICTE

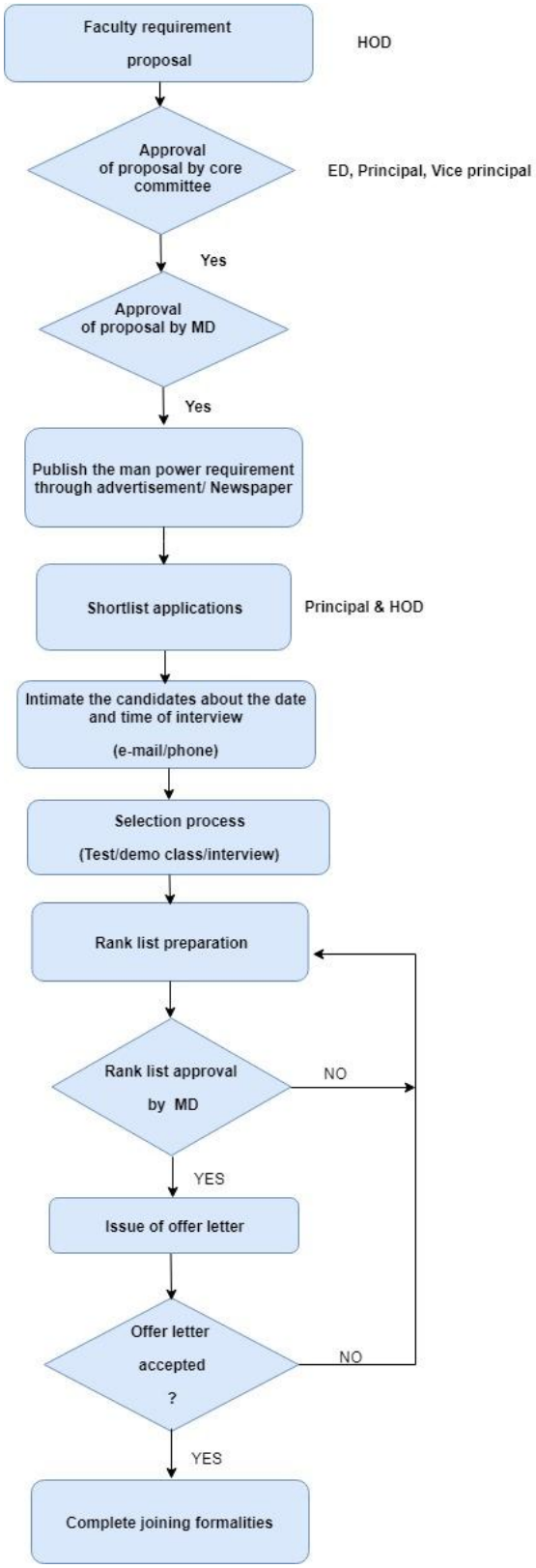
Assistant Professor: M.Tech in relevant discipline, as stipulated by AICTE

4.2.2.3 Recruitment Process

1. Need based assessment of manpower is prepared at the department level by H.O.Ds which are scrutinized and finalized by the Principal and Vice Principal.
2. The consolidated manpower requirement, is then sent to Management for approval
3. Applications for various posts are invited through Advertisement in the newspapers/ website etc. by the management.
4. Applications are shortlisted by Principal and HOD, based on various criterions.
5. Selected candidates are intimated about the date and time of Interview through phone and e-mail.
6. Written test/ demo class and personal interview are conducted by selection panel. Panel consists of Executive Director, Principal, Vice Principal and concerned HoD.
7. Based on the performance in the interview various comments are made by the interview panel.
8. Principal prepares the rank list based on overall merit.
9. The lists of selected candidates are forwarded for MD's approval.
10. Offer letters are issued to the selected candidate and they should acknowledge the same.
11. On joining day, as per the date mentioned in the offer letter they leave to submit the required certificates and copy of ID proof with photo.
12. They have to fill the joining report form, personal data, medical report and Muthoot honor code.

13. After all these procedures appointment letter will be issued. Then Identity Card of MITS will be issued and the newly appointed staff can log their attendance.

Figure 4-1: Faculty recruitment process



4.2.3 Promotional policy (Appraisal Procedure)

4.2.3.1 General Promotional policy

The faculty appraisal will form the primary basis for determining the performance level that merits continued employment, promotion, annual increment, etc. The document will serve as a reflection of the faculty performance and facilitate means for continuous improvement in their career.

The document will be used for,

1. Annual faculty performance appraisal for yearly increments/incentives etc.
2. Faculty Career advancement/Promotions etc.

The appraisal will be evaluated by the Faculty Appraisal Panel chaired by the Principal. The faculty appraisal document is divided into **FOUR** Parts.

Part A : General Information, Academic Background and University academic performance of the subjects taught in the year of assessment.

Part B : Scores for Academic Performance Indicators(API) under four categories

Category 1 : Teaching Learning and Evaluation related activities

Category II : Co-Curricular, Extension and Professional Development

Category III : Research And Academic Contributions

Category IV : Individual Development Plan (IDP) Assessment

The API Minimum score matrix is shown in **Table**

Part C : Other Relevant Information – Awards/Future Plans, etc

Part D : MITS Specific Criteria for yearly Incentive Scheme

The detailed faculty performance appraisal document including all four Parts is attached in **ANNEXURE I**

Table 4.3: APIs for The Promotion Of Teachers Under Career Advancement Scheme (CAS) In MITS

Sl No.		Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
1	Teaching Learning Evaluation Related Activities(Category I)	75/Year #	75/Year #	75/Year #	75/Year #	75/Year #
2	Co-curricular, Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year	15/Year	15/Year
3	Minimum total average annual Score under Categories I and II**	100/Year	100/Year	100/Year	100/Year	100/Year
4	Research and Academic Contribution (Category III)	10/Year (40/assessment period)	20/Year (100/assessment Period)	30/Year (90/assessment period)	40/Year (120/assessment period)	50/Year (500/assessment period)
5	IDP Assessment (Category IV)	CE-70%, ME-70%, EE-60%, ECE-70%, CSE -80% (students placed/entrepreneurship/higher studies/ in reputed institutes under the assigned IDP mentorship of 8 students) (Assessment will be done on that year when respective students under IDP mentorship graduate)				
6	Minimum score Req. (I+II+III)	110/year	120/year	130/year	140/year	150/year
7	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
8	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance	50% - Contribution to Research. 30 %- Assessment of domain knowledge and teaching practices. 20 % - Interview performance	50% - research. 50 %- performance evaluation and other credential by referral procedure

4.2.3.2 MITS SPECIFIC CRITERIA FOR YEARLY INCENTIVES

1. **SCI/SCIE/SSCI Publications**
   i. Rs 10,000 per paper with students as coauthors for Assistant Professors.
   ii. Rs 7,500 per paper with students as coauthors for Professors/Associate Professors
   iii. Rs 5,000 with faculty alone as author without MITS students Assistant/Associate/Professor.
   iv. For joint faculty authors the total amount will be apportioned 60% to the corresponding author and 40% for the other author or shared equally by other authors.
2. **Funded Projects (Govt./universities/Private)**
   i. Less than 2 Lakhs – 2%
   ii. >= 2 Lakhs less than 4 Lakhs – 3%
   iii. >= 4 Lakhs less than 10 Lakhs – 4%
   iv. >= 10 Lakhs – 5%
3. **Add On courses (Only for courses beyond curriculum and certified with 60% of instructional hours beyond college working hours)**
   i. Course fee generated by the department > Rs. 50,000 & < 1 Lakh – 10%
   ii. Course fee generated by the department >= 1 Lakh & < 3 Lakhs- 15%
   iii. Course fee generated by the department >= 3 Lakhs & < 10 Lakhs- 20%
4. **New Programs**
   Rs 750/hour for faculty if engaging classes beyond department allotted workload.
   In such cases, the respective HoD should certify the engagement.
5. **Bringing Laurels of International/National/state repute with MITS affiliation.**
   The committee will scrutinize the application and decide the incentive. Maximum incentive will be Rs 10,000.

4.3 Staff welfare Schemes

4.3.1 Employee's State Insurance and Provident Fund

At MITS we follow the government norms for ESI and PF . All employees who have basic pay less that Rs.15,000/ is eligible to avail benefits under the PF scheme and those with basic pay less than Rs.20,000 is eligible for ESI benefits.

4.3.2 Staff Mediclaim

A tailor made Muthoot Group Mediclaim Policy has been introduced for employees not covered under ESIC schemes. The third party administrator of the mediclaim policy is Liberty Group (Vidal Health TPA). The facility can be availed only through reimbursement process.

4.3.3 Staff Wellness Package

MoU with Malankara Orthdox Syrian Church Medical College (MOSC) is established for the following programs

4.3.3.1 Wellness Clinic

One doctor and nurse will be available at MITS on a weekly basis for medical consultation of MITS staff and students.

4.3.3.2 Health Package

There will be a special discount of 20% on health care packages at MOSC, for all MITS staff.

4.3.4 National Pension Scheme (NPS)

The Muthoot Group helps to build a sizable retirement corpus through National Pension Scheme for all its employees. There is an added benefit of employer contribution towards the scheme.

CHAPTER 5

LEAVE RULES

Categories of leave available to the employees are: Casual leave, maternity leave, duty leave, medical leave, compensatory off, vacation leave, Loss of Pay and earned leave.

For the purpose of leave, "Year" shall mean the Calendar Year commencing 1st January and ending 31st December.

Employees shall apply for leave on prescribed formats

General leave allocation:

* Teaching staff
* Casual Leave: 12
* Medical Leave: 06
* Vacation Leave: 21
* Non-Teaching staff: Casual Leave: 18
* Earned Leave: 07
* Medical Leave: 05

5.1 MITS HRMS

The leave application for faculty members are to be submitted/approved through an online portal MITS Human Resource Management Portal (MITS HRMS). Faculty can view their biometric login details through the portal.

The portal link: http://125.21.230.34:8800/

A quick reference guide for leave application through HRMS is attached in the ANNEXURE II

5.2 Leave Types

Table 5.1:General Leave Allocation

	Leave Type	No. of days
Teaching Staff	Casual Leave	12
	Medical Leave	6
	Vacation Leave	21
Non – Teaching Staff	Casual Leave	18
	Earned Leave	7
	Medical Leave	5

5.2.1 Casual leave (CL)

All teaching staff are eligible for Twelve days of casual leave at the rate of one day per month and non-teaching staff are eligible for Eighteen days of casual leave at the rate of one and half days per month.

Employees may avail CL for half day also. Maximum of 3 eligible CL can be clubbed at a time.

In the beginning of Calendar year, casual leave for a semester shall be credited to the account of an employee on 1st of January and lst of July.

Un-availed CL will automatically lapse at the end of calendar year.

5.2.2 Loss of Pay (LOP)

If an employee has exhausted all types of leave or if he/she wishes to take leave on LOP then he/she may be allowed to take leave without pay, subject to the recommendation of the HOD. Loss of pay will be counted for continuous days including holidays. If both the preceding and succeeding days of the holidays are Leave on Loss of Pay, then all intervening declared holidays and Sundays will also be treated as Leave on Loss of Pay.

5.2.3 Duty Leave (DL)

Duty Leave will be granted when the members of Staff are required to go out on official duties with prior permission of the Principal/ Senior Officer to participate in

Seminars, Conferences, Consultancy, and University related work, etc., on behalf of the college. Staff must produce supporting documents while submitting duty leave application.

5.2.4 Medical Leave

All employees are eligible for six days medical leave provided 'they complete one year of service in the college. It can be claimed, only in genuine cases and the application for availing Medical Leave of 2 or more days should be accompanied by a Medical Certificate from a Registered Medical Practioner. Medical leave can be carried forward but to a limit of 15 days.

5.2.5 Maternity Leave(ML)

All woman employees irrespective of cadre, appointed on regular basis and have completed their probation period are eligible for 26 weeks of Maternity leave. Three months' leave salary will be released after rejoining duty. Vacation Leave will not be granted for staff availing maternity leave. During probation, staff can avail maternity leave only on Loss of Pay. Maternity leave is applicable up to a maximum of two times.

5.2.6 Compensatory Off

Staff members engaging special duty assigned by HOD/Principal on holidays will have to get prior concurrence from the department Heads, in order to avail compensatory off. They can avail compensatory off only after attending the duty for a minimum of six hours.

5.2.7 Vacation Leave

Teaching staff can avail vacation leave only during Semester break.

a. Eligibility for Vacation Leave- Completion of 1 year service as on 1st July.

b. 21 days of Vacation Leave are available in three separate slots. Each slot consists of 7 days.

c. Vacation leave can be availed continuously by clubbing a maximum of two slots.

b. Staff availing maternity leave/ full month loss of pay are eligible only for vacation days in their credit as on 01st July.

a. No other leaves can be clubbed with either ends of vacation leave.

b. Vacation Leave dates may vary as per KTU intimation.

5.2.8 Earned Leave (EL)

Non-Teaching Staff are eligible for a total number of seven earned leave in a year. If a staff joins in the middle of a year, he/she is eligible for proportionate number of earned leave. But the staff can claim earned leave only after completing probation. EL can be carried forward to the next year but it is limited to 14 numbers.

5.2.9 Leave for higher studies

Short term (limited to six months)

In order to encourage faculties to do their Ph.D, a maximum of six months leave without salary can be availed once in the service of the faculty. The leave can be utilized either to do course work in reputed institutions/ Universities or to complete laboratory/ thesis preparation work.

Only those faculties who have completed three years' of service at MITS will be considered for study leave. Not more than 10% of faculty members will be granted leave at a given time from each of the Departments. Science and Humanities will be treated as a single

If more than 10% of faculty from a department apply for leave during the same period, the senior among them will be given preference. Those who apply for leave to do coursework will be given preference over those who apply for leave to complete thesis preparation work. For those who apply for leave to do course work, the maximum duration of leave will be limited to the duration of course work or six months whichever is less.

It shall be distinctly understood by employees that this type of leave cannot be claimed as a matter of entitlement by any employee. It will be considered on a case to case basis subject to exigency of service, and that too at the absolute discretion of the Management.

5.3 General rules

1. The attendance recorded in the Biometric Fingerprint recorder shall be the base for calculating leave and also the computation of salary and other benefits. So each and every employee has to use the Biometric Finger Attendance Recorder for recording the time of arrival and departure.
2. If any employee is not using the Biometric Finger Attendance Recorder on any particular date, it shall be presumed that he/she has not come for duty and shall be treated as absent.
3. For any kind of leave, staff must get prior permission from their respective Heads and the leave application form duly signed by concerned Head should be submitted to HR.
4. Staff should make alternate arrangements during the days of leave.
5. Staff can avail one hour late coming and one hour early going once in a month. It can be availed only with prior permission from their concerned Head.
6. There is a grace period of 10 minutes in the morning for all staff. Grace period monthly can be calculated by clubbing the late punches together till reaching 10 minutes.
7. Timing for half day leave,
    a. Fore Noon- Punch in time - 8:30 am, Punch out time - 12:30 pm

5.4 Holidays

All Saturdays, except second and last of the month will be working for Non-Teaching staff; for teaching staff if the situation is demanding, has to work on these days.

Onam Vacation

- Teaching staff: 10 days.
- Non-Teaching staff: 4 days

Christmas Vacation

- Teaching staff: 10 days.
- Non-Teaching staff: 3 days

ANNEXURE I

YEARLY PERFORMANCE APPRAISAL/SELF ASSESSMENT REPORT/CAREER ADVANCEMENT FORM FOR FACULTY

For the period from ..... to .....

PART-A

GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. **Name (in Block Letters) :**

2. **Father's Name/Mother's Name :**

3. **Date and Place of Birth :** 4. **Sex :**

5. **Marital Status :** 6. **Spouse Name :**

7. **Occupation :** 8. **Nationality :**

9. **Department :**

8. **Current Designation and Pay Band with Academic Grade Pay :**

10. **Date of Appointment :**

    Date of Last Promotion :

11. **(a) Annual appraisal application : Y/N**

    or

    (b) CAS/Promotion: Y/N

    If Yes: Position and Academic Pay for which you are an applicant under CAS :

12. Date of eligibility for promotion under CAS :

13. Category (SC/ST/OBC/PWD/General) :

14. Address for Correspondence (with Pin code) :

15. Telephone No :

16. Mobile No :

17. Email ID :

18. Permanent Address (with Pin code), in case different from Sl.No.14 :

Telephone No. (with STD Code) /Mobile :

19. Academic Qualifications:

Examination	Name of Exam	Institution &University	Year of Passing	Percentage of marks obtained	Division / Class / Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examination if any						

20. Research Degree (s)

Degree	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
Ph.D				
M.Phil				

21. Appointments including Post-doctoral positions such as Research Associate, Research Scientist, etc. held prior to joining the MITS as a faculty member:

Sl. No	Designation	Name of the employer	Date of		Pay Band with Grade Pay	Reason for leaving
			Joining	Leaving		

22. Posts held since joining this institution:

Sl. No	Designation	Department	Duration		Pay Scale/Pay band with Grade Pay
			From	To	

23. Period of Teaching experience:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Only Ad-hoc/ Contract / Permanent	From	To	Total Experience(as on……)		
					Years	Month	Days

24. Total period of teaching experience:

P.G. Classes (in years)	
U.G. Classes (in years)	

25. Courses taught during assessment period (Name the course giving details both Theory/lab):

1. Name of the course (Theory)

Semester ……..Year……Branch……..

Pass Percentage……Overall Position in university……

No. of students with GPA above 8.0……

(Add more courses if any)

26. Total duration of Research Experience excluding the period spent in acquiring M.Phil./Ph.D:

27. Number of LOP's availed during assessment period :

MINIMUM APIs FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN MITS, AND WEIGHTAGES FOR EXPERT ASSESSMENT – Reference document

Sl No.		Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to Stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor/ equivalent cadres (Stage 5)	Professor (Stage 5) to Professor (Stage 6)
1	Teaching Learning Evaluation Related Activities**(Category I)**	75/Year #	75/Year #	75/Year #	75/Year #	75/Year #
2	Co-curricular, Extension and Profession related activities **(Category II)**	15/Year	15/Year	15/Year	15/Year	15/Year
3	Minimum total average annual Score under Categories I and II**	100/Year	100/Year	100/Year	100/Year	100/Year
4	Research and Academic Contribution **(Category III)**	10/Year (40/assessment period)	20/Year (100/assessment Period)	30/Year (90/assessment period)	40/Year (120/assessment period)	50/Year (500/assessment period)
5	IDP Assessment **(Category IV)**	CE-70%, ME-70%, EE-60%, ECE-70%, CSE -80% (students placed/entrepreneurship/higher studies/ in reputed institutes under the assigned IDP mentorship of 8 students) (IDP Assessment will be a criteria evaluated during Career advancement/promotions)				
6	Minimum Score Req. (I+II+III)	110/year	120/year	130/year	140/year	150/year
7	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee	Selection Committee	Expert Committee
8	Percentage Distribution of Weightage Score in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate Score. Screening committee to verify API Score	No separate Score. Screening committee to verify API Score	30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices. 20 % - Interview performance	50% - Contribution to Research. 30 %- Assessment of domain knowledge and teaching practices. 20 % - Interview performance	50% - research. 50 %-performance evaluation and other credential by referral procedure

#For all the subjects handled in the assessment year, a pass percentage of **90 or above** or a position among the **top five colleges*** across the state (for the respective subject) is a necessary condition to earn the 3% annual increment irrespective of the cadre.

* Colleges where the intake is at least 70% of the sanctioned intake

** Teachers may Score 10 Score from either Category I or Category II to achieve the minimum Score required under Category I + II.

Note: As per Sixth PRC Awards, Stages 1, 2, 3, 4, 5 and 6 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively.

PART B

SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs), ANNUAL APPRAISAL & CAREER ADVANCEMENT SCHEME (CAS) OF MITS FACULTY

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Attach supporting documents with Category No. & Sl. No. claimed)

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The minimum API score required by teachers from this category is 75. The self assessment score should be based on objectively verifiable criteria wherever possible and will be scrutinized by the Reporting officer followed by Selection committee and finally by Reviewing officer.

Sl. No	Nature of Activity	Maximum Score	Claimed Score
1	Lectures, seminars, tutorials, practicals, contact hours undertaken taken as percentage of lectures allocated	**50**	
2	Lectures or other teaching duties in excess of the AICTE norms (Add on course teaching may be included)	**10**	
3	Preparation and Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing additional resources to students	**20**	
4	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	**30**	
5	Examination duties (Invigilation; question paper setting, evaluation/assessment of answer scripts) as per allotment.	**15**	
	Total Score	**125**	
	Minimum API Score Required	**75***	

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

(Attach supporting documents with Category No. & Sl. No. claimed)

(For administrative responsibilities score refer Annexure 1)

Brief Explanation: Based on the teacher's self-assessment, Category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be carried out only be one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

Sl No	Nature of Activity	Maximum Score	Claimed Score
1	Student related co-curricular, extension and field-based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counselling)	20	
2	Contribution to institution growth and management of the department through participation in academic and administrative committees and responsibilities.	15	
3	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	
	Minimum API Score Required	**15***	

*A minimum of 5 Score must be earned in at least two Sl. Nos among Sl. No.1, 2 and 3.

CATEGORY III- RESEARCH AND ACADEMIC CONTRIBUTIONS

(Attach supporting documents with Category No. & Sl. No. claimed)

Research Papers Published in (During the assessment Period)

1 A. Research Publications in Journals

a) Unpaid Scopus indexed journals - 15/ Publication

Claimed Score:

b) Publications with SCI-E or SSCI or AHCI of Thomson Reuters (with Impact Factors 0.5 and above) 25/ Publication

Claimed Score:

Note: i) If the publication is single authored, the faculty shall get full Score, but if co-authored, the first/principal author/corresponding author/supervisor/mentor may claim 60% weightage and the remaining authors may claim 40% weightage (Student authorship is exempted in deciding the first/corresponding author.)

Example:

	First/ Principal /Corresponding / Supervisor /Mentor author	other authors
in case (a)	9	6
in case (b)	15	10

Total Claimed Score in category III (1A):

1 B. Research Publications published in Conference proceedings as full papers etc.

i. *Conference proceedings published* - 10/ publication
*(*Conference *should be directly organised by reputed international professional organisations like IEEE/ASME etc)*

Claimed Score:

ii. *Conference proceedings published* - 7/ publication
(Conference *should be organized* by reputed institutions like IISC/IITs/NITs/ Universities etc or *Faculty authorship without MITS students* in 1 & 2)

Claimed Score:

iii. *Conference proceedings published* - 5/ publication
(Papers appearing in IEEE explore, proceedings of Springer/Elsevier etc.)

Claimed Score:

Notes: i) If the publication is single faculty authored with MITS students, the faculty shall get full Score, but if co-faculty authored with MITS students, the first/principal author/corresponding author/ supervisor/ mentor may claim 60% weightage and the remaining authors may claim 40% weightage.
ii) Score shall not be claimed for Abstracts only.
iii) The maximum Score claimed can be only 30.
iv) Research and consultancy cell shall decide the category of the publication under 1B.

Total Claimed Score in category III (1B):

2. Research Publications (Books, Chapters in books, other than refereed Journal articles)

Sl No	Description	Maximum Score	Claimed Score
2.A	Text or Reference books published by International Publishers with an established peer review system	50/ book and 10/chapter in an edited book.	
2.B	Subject Books by National level/State and central Govt. Publications with ISBN/ISSN Numbers	25/book and 5/chapter in an edited book.	
2.C	Subject books by other local publication with ISBN/ ISSN numbers	15/ book and 3/chapter in an edited book.	
2.D	Chapters contributed to edited knowledge-based volumes by International publishers	10/ chapter	
2.E	Chapters in knowledge-based volume by Indian/ National Level publisher with ISBN/ISSN numbers and with numbers 5/ chapter of national and international directories	5/ chapter	
Total Claimed Score in category III (2):			

Notes: i) In case of joint authors for books, books chapters etc., the first/ corresponding author may claim 60% weightage and the remaining authors may claim 40% weightage each.

ii) The publisher shall be selected from the list of International or National Publishers in all categories of 2. Book Chapters that to be considered only if the author/co-author has been invited specifically by editor of the book and that to be published by a reputed publisher and it must be peer reviewed.
iii) Research and consultancy cell shall decide the category of the publication under 2A-E.

3. Research Projects during the assessment period

Sl. No	APIs	Engineering/ Technology/ Science	Management/ Languages/ Arts /Humanities/ Social Sciences/Library/ Physical Education	Maximum Score	Claimed Score
3.A.	Sponsored Projects carried out / ongoing	(a) Major Projects Amount mobilized with grants above Rs.30.0 lakhs	Major Projects Amount mobilized with grants above Rs.5.0 lakhs	35/ each Project	
		(b) Major Projects Amount mobilized with grants above Rs. 5.0 lakhs up to 30.0 lakhs	Major Projects Amount mobilized with minimum of Rs. 3.0 lakhs up to Rs. 5.0 lakhs	25/ each Project	
		(c) Minor Projects (amount mobilized with grants above Rs. 1.00 up to Rs.5.0 lakhs)	Minor Projects (amount mobilized with grants above Rs. 2.5 lakhs up to Rs.3.0 lakhs)	15/each Project	
		Institute funded Seed money Project		10/each Project	
3.B.	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs. 10.0 lakhs	Amount mobilized with minimum of Rs. 2.0 lakhs	10 per every 10.0 lakhs and 2.0 lakhs respectively	
3.C.	Completed projects Quality Evaluation	Completed Project Report (Acceptance from funding agency	Completed Project Report (Acceptance by funding agency	20/each major project and 10 /each miner project	
3.D.	Projects Outcome / Outputs	Patent/Technology Transfer /Product/Process	Major Policy document of Govt. Bodies at Central and State level	30/ each National level output or patent/50/each for International level.	
	Total Claimed Score in category III (3A-D) :				

Notes: i) The Principal Investigator and Co- Principal Investigator for a Sponsored Project may claim 60% and 40% weightage respectively.

4. Research Guidance during the assessment period

4. A. Guidance of PG Thesis of minimum duration of 1 year in full time (Degree Awarded)

If single Guide: - Score 3, if two Guides – Score 2, if Co-Guide – Score 1

Claimed Score:

4. B. Guidance of Ph.D. degree

a) Degree awarded - 15/ Thesis b) Thesis submitted - 10 / Thesis

Claimed Score:

Notes: i) In case of joint supervision of research, the Guide or Co-Guide (if any) may claim full Score.

Total Claimed Score in category III (4A-B):

5. Training Courses and Conference/Seminar/Workshop Papers during the assessment Period

	Training Courses and Conference/Seminar/Workshop Papers		**Maximum Score:**	**Claimed Score**
5. A	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Prog. Soft Skill Development Prog., Faculty Development Programs, MOOCs / Value added courses certification	a) Not less than two weeks duration	20/each	
		b) One-week duration	10/each	
		c) MOOCs / Value added course (Min 40hr duration)	10/each	
	Maximum Score that can be claimed		**30**	
5. B	Papers in Conferences / Seminars/Workshops etc.	Presentation of research papers (oral/poster) in		
		a) Ref. 1.B.1	10/each	
		b) Ref. 1.B.2	7.5/each	
		c) Ref. 1.B.3	5/each	
	Maximum Score that can be claimed		**30**	
5. C	Organization of Conferences /Seminars / Workshops etc. of duration of minimum 1 week	a) International Conference	10/each	
		b) National	7.5/each	
		c) Regional/State level	5/each	
		d) Local-University /College level	3/each	
	Maximum Score that can be claimed		**30**	
5. D	Invited lectures or presentations for conferences / symposia/Seminars/workshops	a) International Conference	10/each	
		b) National	5/each	5
	Maximum Score that can be claimed		**30**	
	Total Claimed Score in category III (5A-D):			

Note: API Score claimed under Category III. 1.B. shall not be claimed again in Category III. 5. B. (Conferences/Seminars/ Workshops etc.).

* Category III (Research activities etc.) Following distribution patterns will be used while calculating the aggregate

Sub category	**Cap as % of API (for 100%)**
(1&2) Research papers/Publications (Journals & Books).	50%
(3) Research Projects	25%
(4) Research Guidance	10%
(5) Training Courses and Conference/seminars etc.	15%

Summary of API Scores

Sl. No	Category	API Score for the Assessment Period
1	Category-I: Teaching, Learning and Evaluation related activities	
2	Category-II: Co-curricular, Extension, Professional Development related activities	
3	Category-III: Research and Academic contribution	
4	Category-IV: IDP Mentoring (Give a one page write up of your initiatives in this category)	(% of students placed under your mentorship) -

PART-C

OTHER RELEVANT INFORMATION

(a) Academic awards and distinctions :

(b) Membership / Fellowship of Learned bodies / Societies: ISTE, IE(I), IIIE

(c) Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

(d) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier :

Prepared Excel utility for calculation of CO, PO and PSO attainments.

(e) Future Plans (In approximately 150 words) :

After completion of NBA accreditation process, planning to prepare a document on solved problems in Design of Machine Elements. A funded project from NPOL is expected to be get sanctioned during July 2019 and it should be completed in 15 months.

I certify that the information provided is correct as per records enclosed along with the duly filled CAS proforma.

Date: Place:

Signature & Designation of the Applicant:

Certified that ……..……...

has been working as .....in this Department

since ……

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

Head of the Department

PART D

MITS SPECIFIC CRITERIA FOR YEARLY INCENTIVES

(Prepare a separate request for incentives with supporting documents for claims under 1- 5)

6. SCI/SCIE/SSCI Publications

v. Rs 10,000 per paper with students as coauthors for Assistant Professors.
vi. Rs 7,500 per paper with students as coauthors for Professors/Associate Professors
vii. Rs 5,000 with faculty alone as author without MITS students Assistant/Associate/Professor.
viii. For joint faculty authors the total amount will be apportioned 60% to the corresponding author and 40% for the other author or shared equally by other authors.

7. Funded Projects (Govt./universities/Private)

v. Less than 2 Lakhs – 2%
vi. >= 2 Lakhs less than 4 Lakhs – 3%
vii. >= 4 Lakhs less than 10 Lakhs – 4%
viii. >= 10 Lakhs – 5%

Note: For 1 & 2 above the request with supporting documents has to be submitted to the Research and Consultancy cell for perusal and recommendation.

8. Add On courses (Only for courses beyond curriculum and certified with 60% of instructional hours beyond college working hours)

iv. Course fee generated by the department > Rs. 50,000 & < 1 Lakh – 10%
v. Course fee generated by the department >= 1 Lakh & < 3 Lakhs- 15%
vi. Course fee generated by the department >= 3 Lakhs & < 10 Lakhs- 20%

Note: 1. Course fee generated will be calculated after reducing the cost of certification/repayment of yearly installment etc to be paid to management/external agencies if any.

2. The incentive will be apportioned among the involved faculty & technical staff based on the hours of engagement and will be forwarded by the concerned head of the program.

9. New Programs

Rs 750/hour for faculty if engaging classes beyond department allotted workload.
In such cases, the respective HoD should certify the engagement.

10. Bringing Laurels of International/National/state repute with MITS affiliation.

The committee will scrutinize the application and decide the incentive. Maximum incentive will be Rs 10,000.

ANNEXURE -1

Score for Administrative Responsibilities

		API Category	Credits
1	Faculty Chairman	II.2	10
2	HoD	II.2	9
3	Faculty Advisor/Tutor	II.1	6

Score for Institute Level/ Department level Committees

			Credits		
Sl. No	**Committee Name**	**API Category**	**Head/Co-ordinator (College Level)**	**Co-ordinator (Dept. Level)**	**Member**
1	Internal Quality Cell	II.2	7		5
2	Career Guidance & Placement Unit	II.1	7		5
3	Exam Cell	II.2	7		5
4	Industry – Institute – Interaction Cell	II.2	7	5	3
5	Disciplinary Action Committee	II.2	7		4
6	NSS/Community Service Cell	II.1	7	3	2
7	IEDC	II.3	7		3
8	Counseling Centre	II.1	7	3	1
9	Tech Fest	II.1	7	5	3
10	International/ National Conferences	II.3	7	5	3
11	Admission Cell	II.2	7		4
12	Student Council Executive Committee	II.1	7		3
13	Hostel Committee-Men's Hostel	II.2	7		3
14	Hostel Committee-Ladies Hostel	II.2	7		3
15	Bus/Transportation Committee	II.2	6		3
16	Internal Training cell	II.3		6	3
17	Alumni Association	II.2	6	3	
18	Web Services	II.2	6	3	
19	Hackathon/Skillathon	II.3	6	4	3
20	Cultural Committee	II.1	6		3
21	Internal Auditing Cell	II.2	6	4	2
22	Dept. Association	II.3		6	

23	Gyan Deeksha	II.2	5		2
24	Gyan Samarpan	II.2	5		2
25	Research & Consultancy Cell	II.3	5		3
26	Professional Bodies	II.3	5	3	2
27	Anti-Ragging Squad & Anti Ragging Committee	II.2	5		2
28	Staff Welfare Committee	II.2	5		2
29	PTA	II.2	5		2
30	Canteen Committee	II.2	5		2
31	ERP	II.2	5	3	
32	Newsletter	II.2	5	3	
33	Time table committee	II.2	5	3	
34	Central Computing Facility	II.2	5		2
35	Department Library	II.2		5	2
36	Students Grievance Redressal Committee	II.1	4		2
37	MITS coding club	II.3	4	3	2
38	Technical Clubs	II.1		4	2
39	Sports Committee	II.1	4		1
40	Women's Forum	II.1	4		1
41	Maths Club	II.3	4		1
42	Reading club	II.3	4		1
43	Course Committees	II.2		4	
44	Class Committee	II.2		4	
45	Continuing Education Cell	II.3	4	3	1
46	ECO Club	II.1	4		1
47	Students Welfare Committee	II.1	4		1

PART – E

Assessment of the Reporting Officer

1. **Number of years of service under the reporting officer: …….**
2. **Marks to be awarded on the five point scale in respect of the following parameters :-**

Outstanding	Very Good	Good	Satisfactory	Unsatisfactory
5	4	3	2	1

A. Assessment on Part A, B, C, D filled by the Faculty member (Max Marks: 50)

Sl. No	Segment	Assessment on Five point Scale
(I)	Teaching load and regularity in taking class	
(ii)	Research/ Project guidance to students	
(iii)	Any Projects completed other than the students Projects	
(iv)	Innovations / experiments introduced in the course	
(v)	Contribution in Curriculum Development	
(vi)	Intellectual capital(Books / Articles / Patents / Talks)	
(vii)	Publication in Refereed Journals	
(viii)	Organizing and participation in Seminars / workshops, special lectures, FDP's Summer Institutes.	
(ix)	Contribution to the corporate life of the School / University	
(x)	Membership or Fellowship of Professional / Academic bodies	
(xi)	IDP – Involvement & outcome	
(xii)	Industrial Engagements	
	Total (A)	

B. Performance and General Attributes(Maximum Marks – 50)

Sl. No	Segment	Assessment on Five point Scale
(I)	Knowledge in the sphere of work	
(ii)	Quality of output	
(iii)	Communication skills (oral and written)	
(iv)	Initiative and adaptability (resourcefulness in handling normal and unforeseen problems and willingness to take responsibilities in the new area of work)	
(v)	Aptitude to work	
(vi)	Ability to inspire and motivate	
(vii)	Supervisory ability	
(viii)	Interpersonal relations and team work	
(ix)	Integrity and Trustworthiness	
(x)	General conduct	
	Total (B)	

Total(A+B)

(Outstanding - 91 to 100

Very Good - 71 to 90

Good - 51 to 70

Satisfactory - 40 to 50

Unsatisfactory - up to 40)

(If the rating is unsatisfactory, please give reasons thereof separately)

Signature of the reporting officer/HOD:

Seal :

Date:

PART – F

(To be filled in by Principal)

1. **Are you satisfied that the reporting officer has made his / her report with due care and**

   after taking into account all the relevant material :

2. **Do you agree with the assessment of Faculty Member given by the Reporting Officer?**

3. **Remarks about any meritorious work or otherwise of Faculty Member.**

4. **Remarks about grading of the Faculty Members by the Reporting Officer.**

5. **Has the Faculty Member any special characteristics, and / or any abilities which would justify his / her selection for special assignment. If so specify.**

Signature of Principal

Place: **(Name)**

Date: **Designation**

PART – G

(Recommendations of the Executive Director)

-

ANNEXURE II

HRMS QUICK REFERENCE GUIDE

This document explains various options in the Leave Management released to Muthoot Finance in HRMS module.

1. Open IE browser

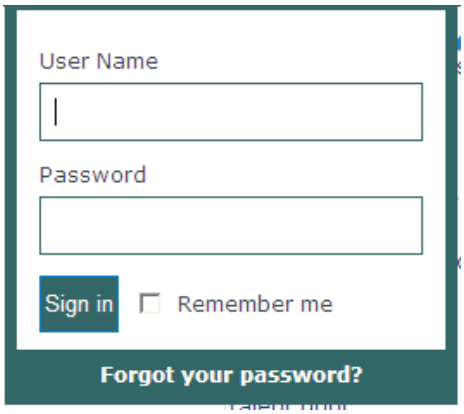
2. Login to the HRM application (please type the URL provided to you in IE address bar)

3. The link will direct to the HRMS home screen.

4. On the top right hand corner you will have the login button

5. Click on login button

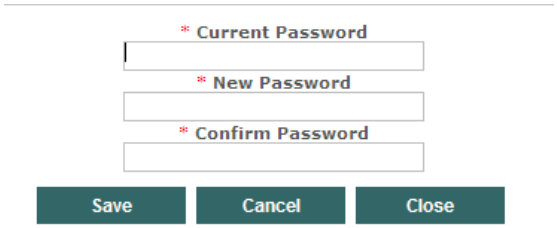
6. On clicking the login, a pop up will be shown to enter the username and password



7. Type in the username i.e.your employee code (e.g. MF12345)

8. Type in the default password provided to you.

9. You may change the default password after login to the application.



10. You may change the default password by typing in the new password and click save.

11. To submit a leave request in the system, click on “Employee Leave Request”. To view the leave request and their current status click on “Leave Request Listing”.

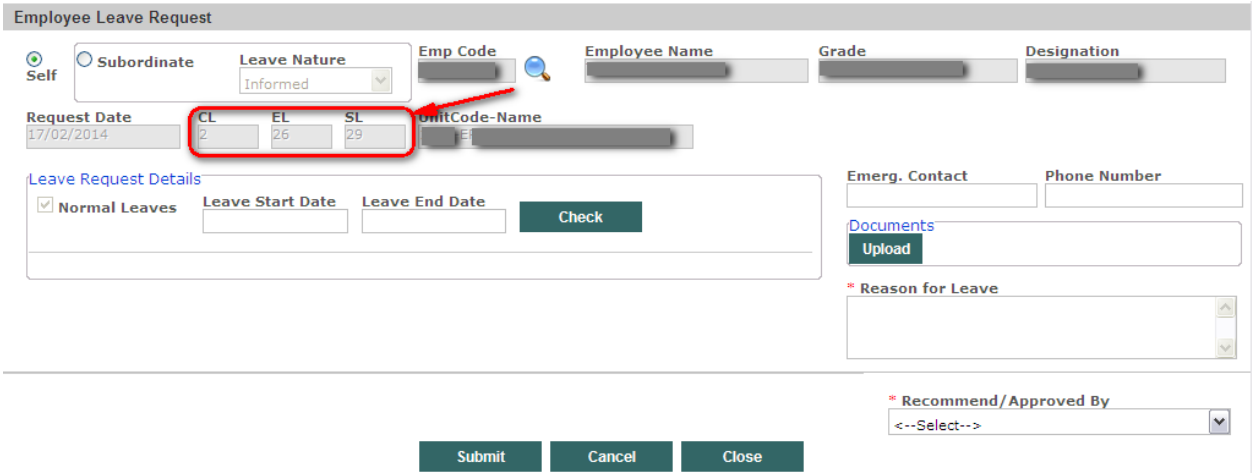
Leave Request Submission

12. To submit a leave request

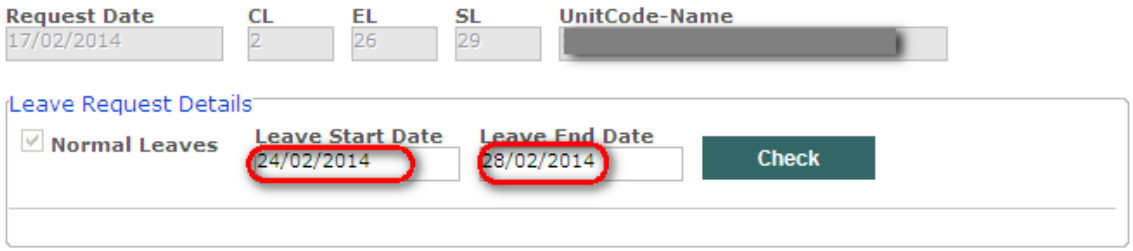
Click on the menu Employee → Leave → Employee Leave Request

12.1 The system will redirect to open a leave requesting screen.

12.2 By default your details will be selected. You can see your leave balance in credit against Casual Leave (CL), Earned Leave (EL) and Sick Leave (SL)

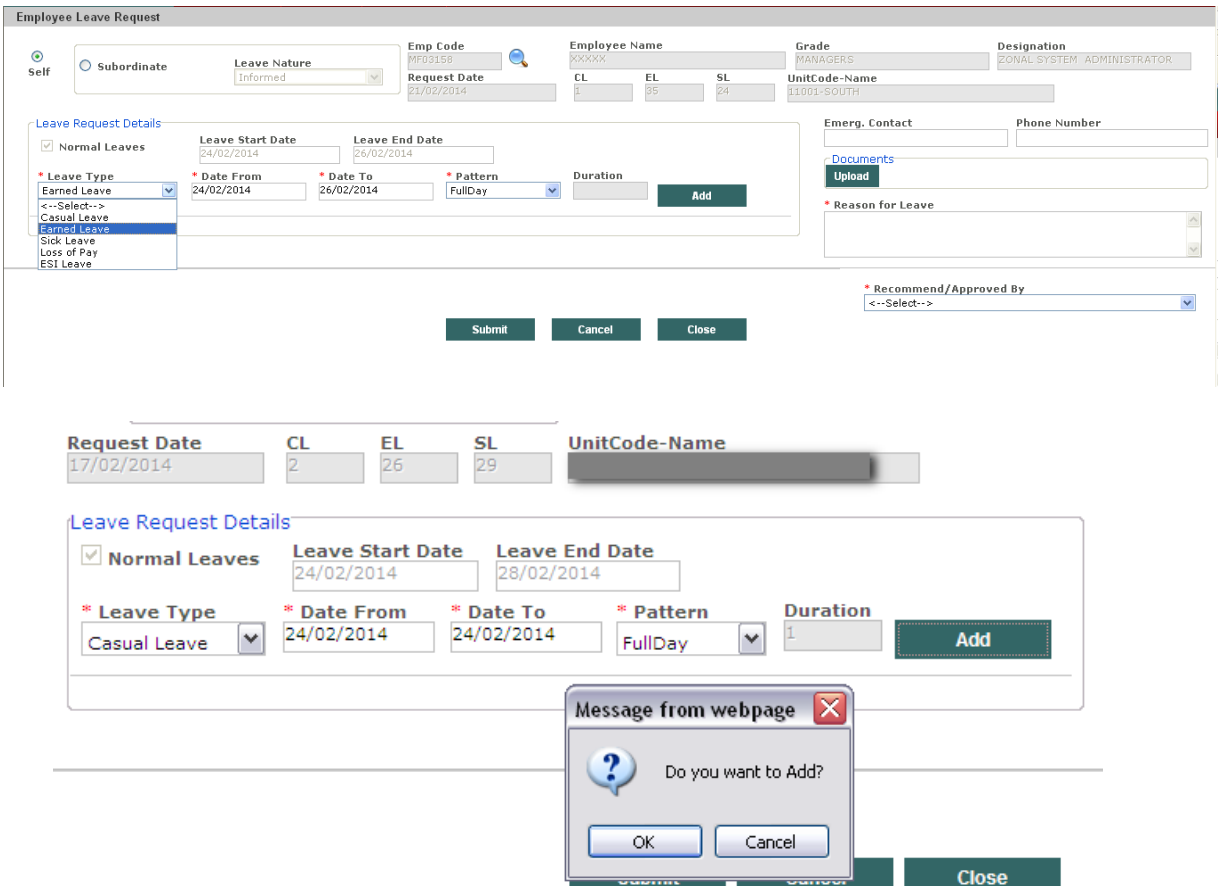


12.3 Type in the Leave Start date & End date and click the Check button.

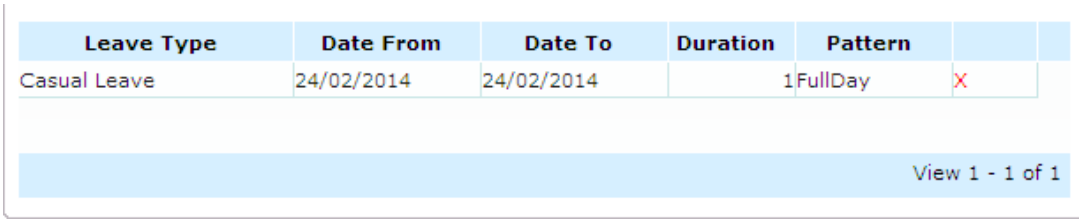


12.4 System will ask you for a confirmation. Click Ok to proceed, otherwise click cancel to modify the dates.

12.5 The system will ask you to select the leave type, Leave from date, end date, pattern (full day in case of branch/ region/ zone employees; half day – AN/FN for Corporate employees). Click on add to enter leave days against the leave type.



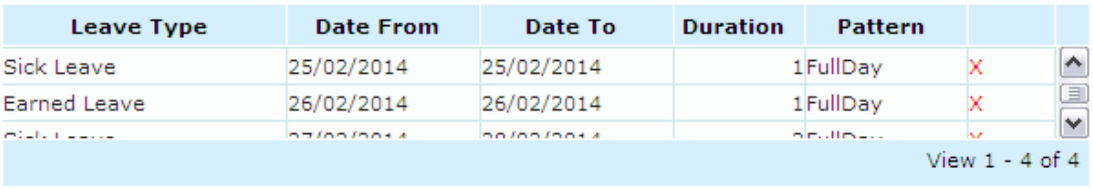
12.6 Click Ok to confirm. The leave detail will be shown in the grid as an entry.



Leave Type	Date From	Date To	Duration	Pattern	
Casual Leave	24/02/2014	24/02/2014	1	FullDay	X

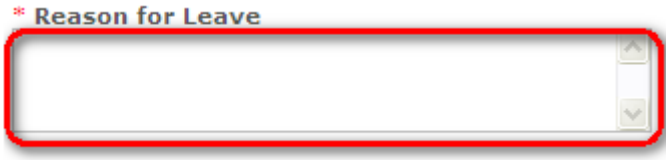
View 1 - 1 of 1

12.7 You can select as many leave types between the Leave Start date and Leave End Date, provided leave clubbing pattern is as per the rules prescribed by HR department.

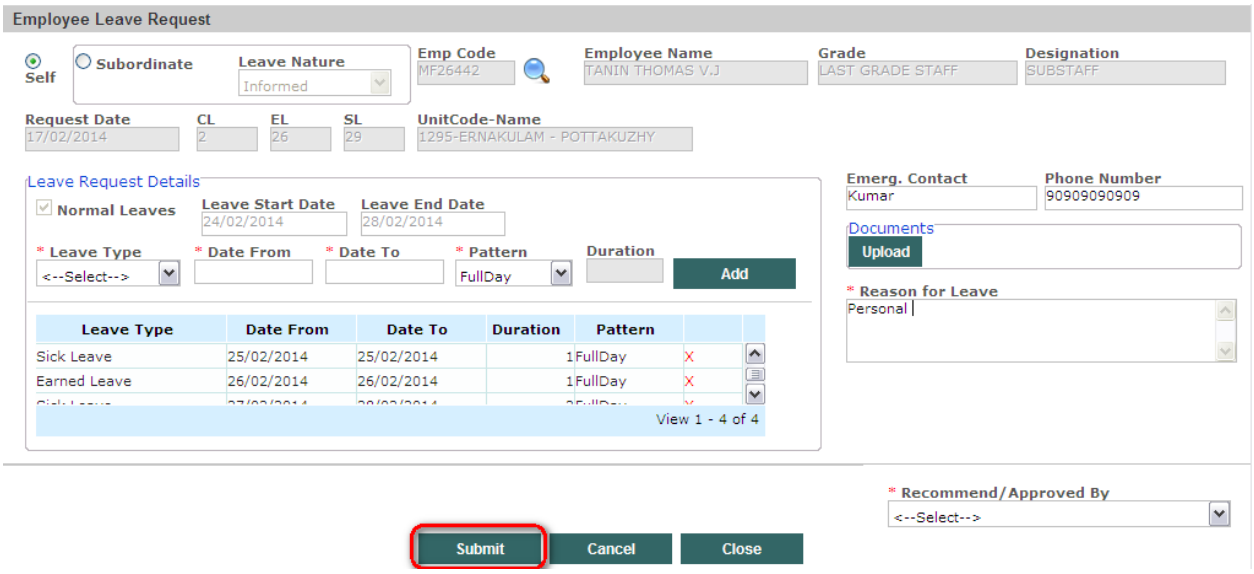


12.8 You may type in the Emergency Contact Person's name and Phone number during the period of leave.

12.9 Type in the reason for your leave request



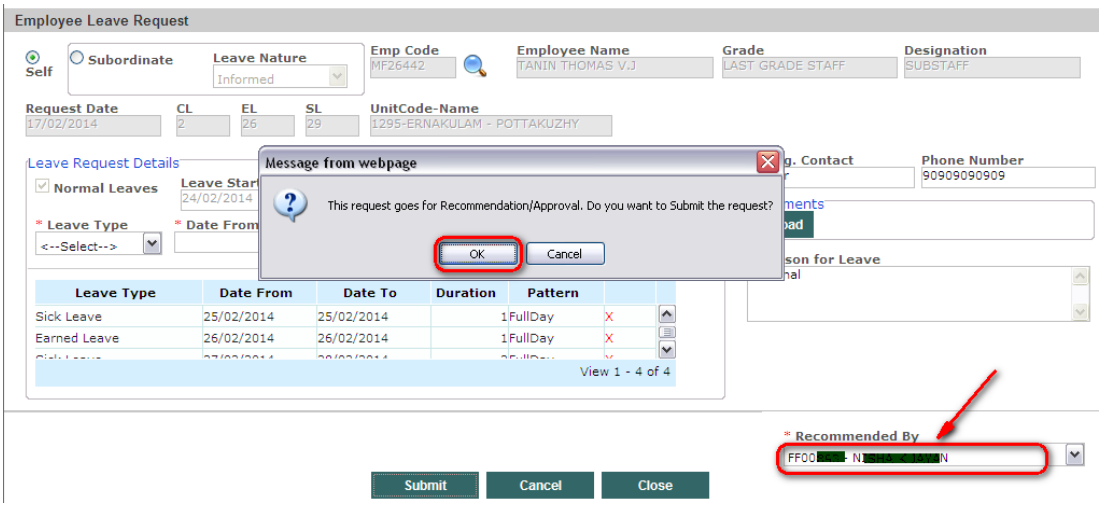
12.10 You may submit the leave request by clicking on the Submit button.



12.11 The system will save your leave request with a unique reference number in the format as 025-LM/xxxxxx/13.

12.12 Based on the leave type and sanctioning authority prescribed by HR department, the leave request goes for either recommendation/ approval. The leave request is forwarded to the next level for recommedation/approval.

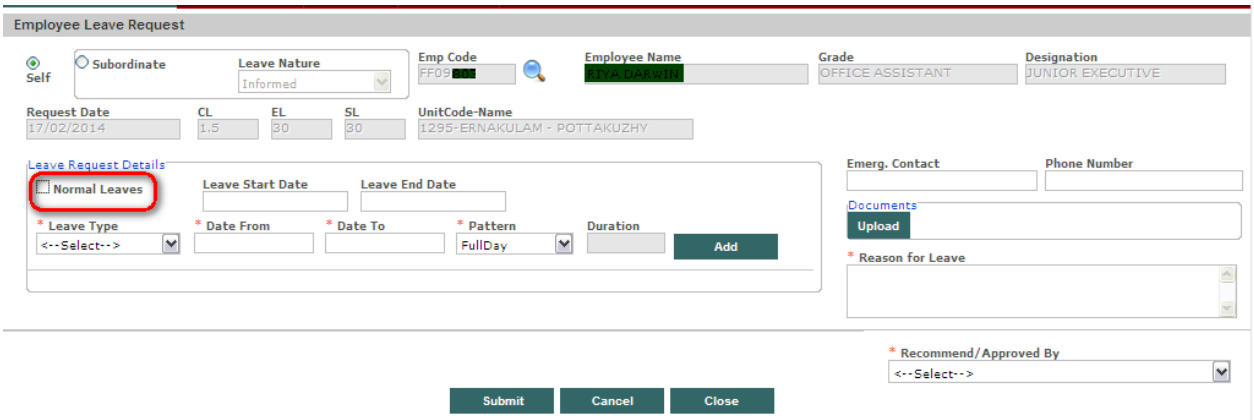
12.13 You can view the employee code – Name of the person who is to recommend/ approve on the bottom right corner on clicking the Submit button. Click Ok to Proceed. The status of leave request will Submitted.



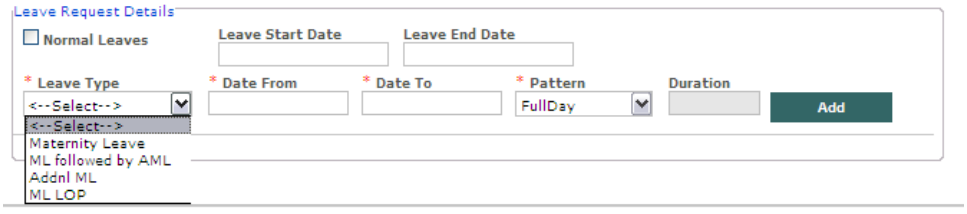
Maternity Leave Request Submission

13. To submit Maternity Types of Leave request

13.1 Uncheck "Normal Leaves " – This option is enabled only for female employees only.



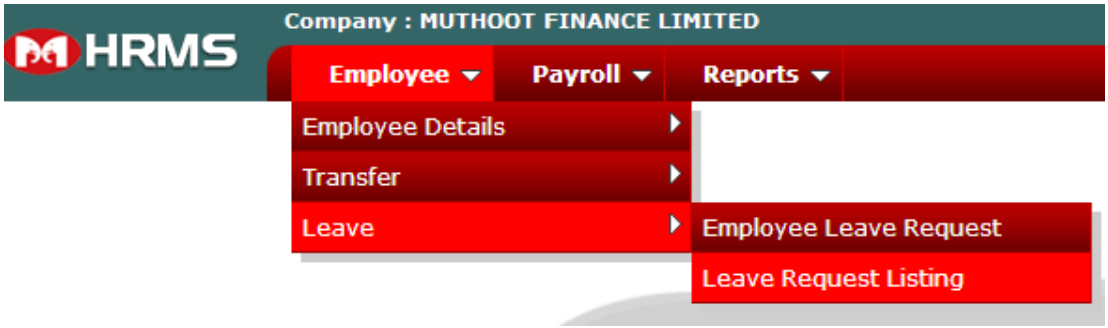
13.2 Select the leave type and proceed the same as from **12.5** to **12.13**



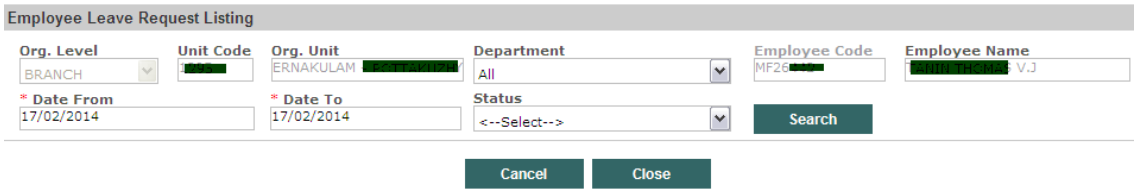
Viewing Leave Request

15. To view the leave request saved by you.

Click Menu **Employee → Leave → Leave Request Listing**



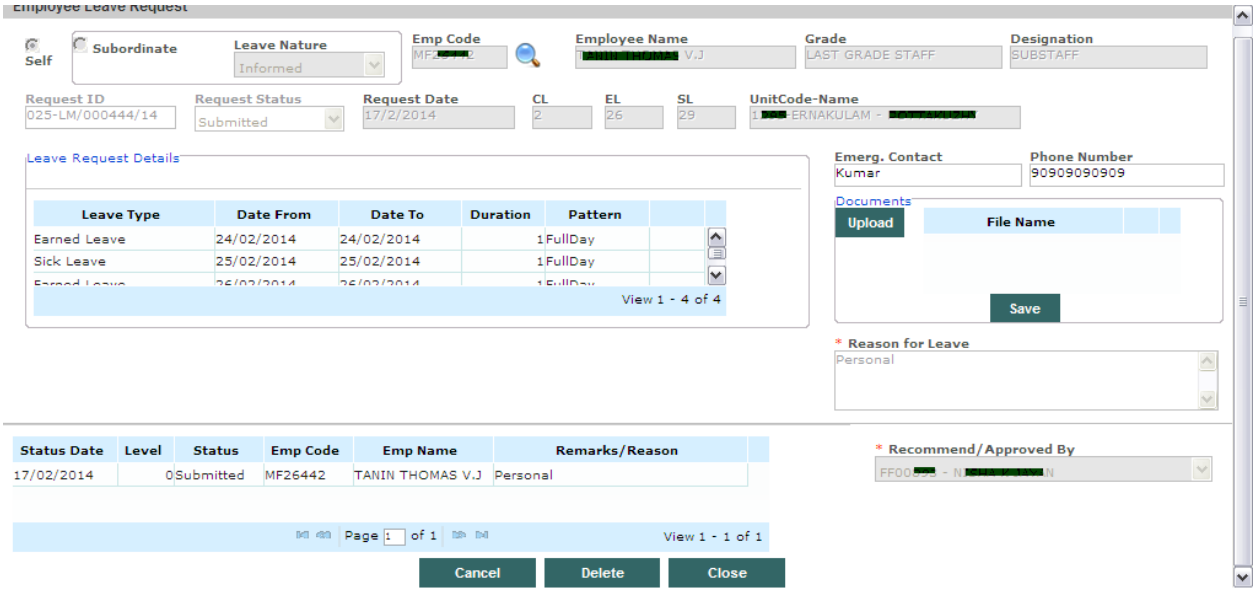
15.1 You have the option to view the leave request details based on the search criteria.



15.2 Click on Search.

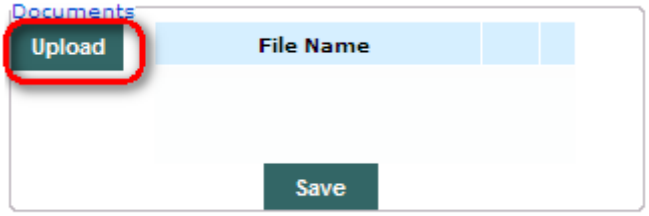
15.3 You may view the leave request details based on the request date.

15.4 Click on the link provided in Request No.. System will redirect to view the leave request details.

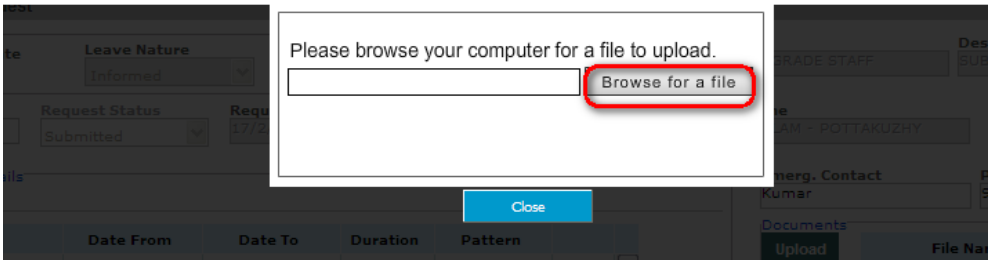


15.5 You have the option to cancel the request by clicking on the **Delete** button. The status will changed to Cancelled.

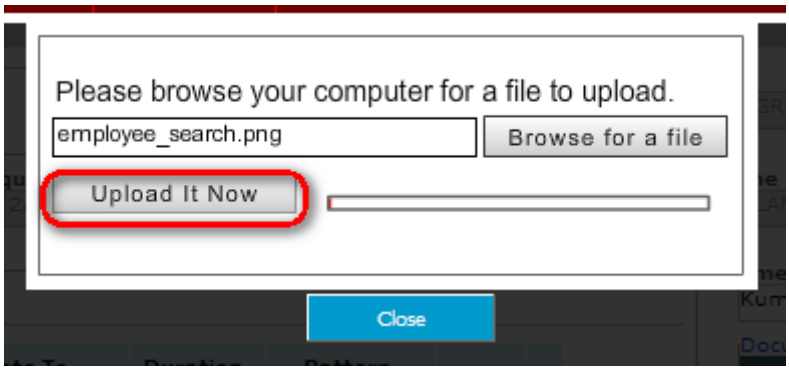
15.6 To upload a document, click the **upload** button under Documents section.



15.7 Select the path of the file you want to upload



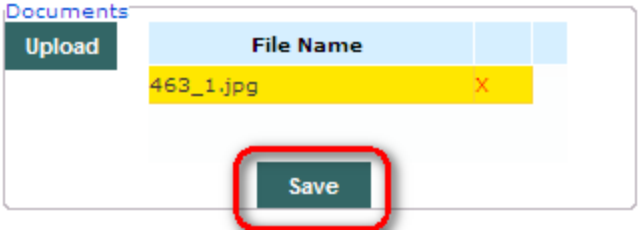
15.8 Click "Upload it now" to start uploading



Click close once upload is completed.

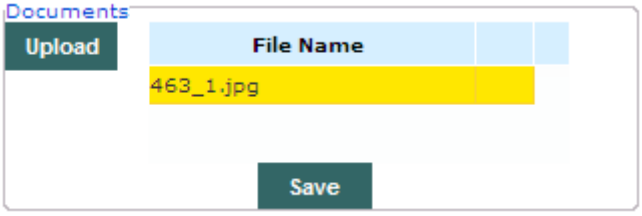
15.9 Multiple documents can be uploaded following steps **15.6, 15.7 and 15.8**

15.10 Click **Save** button under document upload section to save the document uploaded.



15.11 To view the document uploaded, goto steps **15.1, 15.2, 15.3** and **15.4.**

Click the document name to view the uploaded document

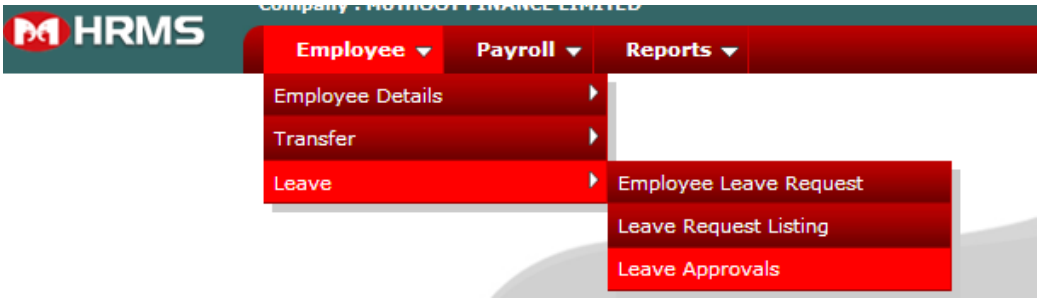


Recommending a Leave Request

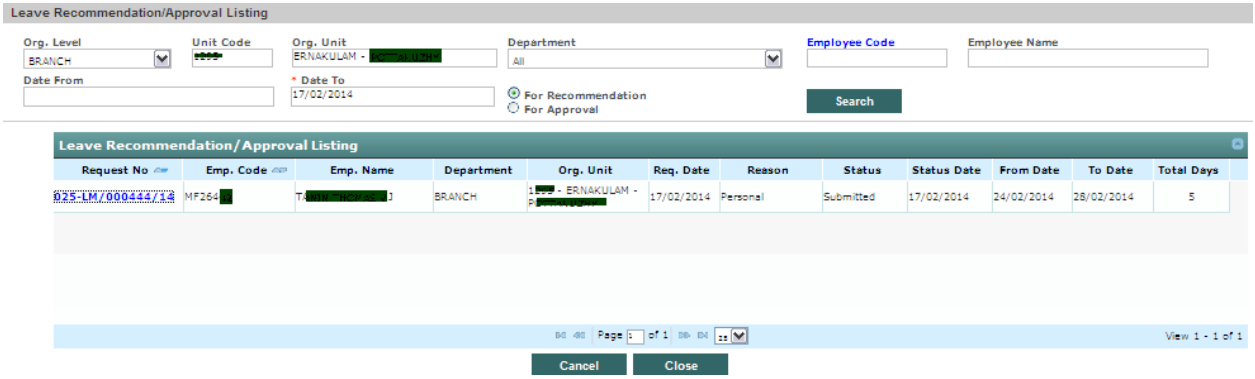
16. Leave Recommendation

The leave request submitted by the employee/ recommended by the recommending authority reaches the next level for recommendation/ approval depending on the leave period and leave type.

16.1 Login to recommending officers login → Click employee in menu → Leave → Leave Approvals

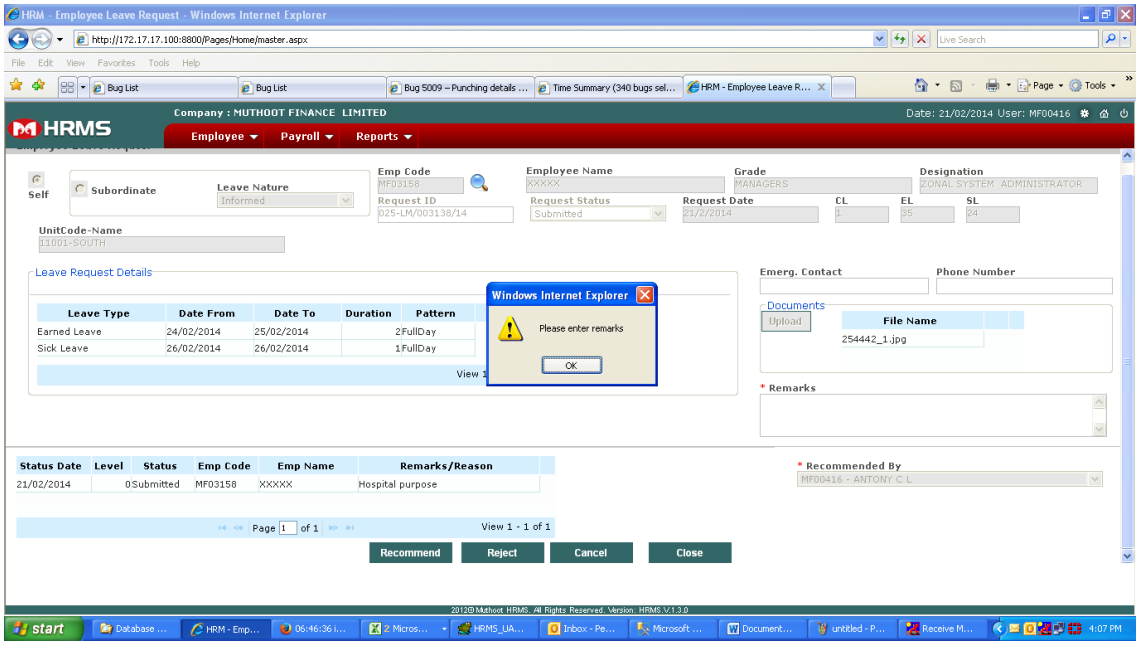


16.2 Click "For Recommendation", type in any search criteria, click Search.

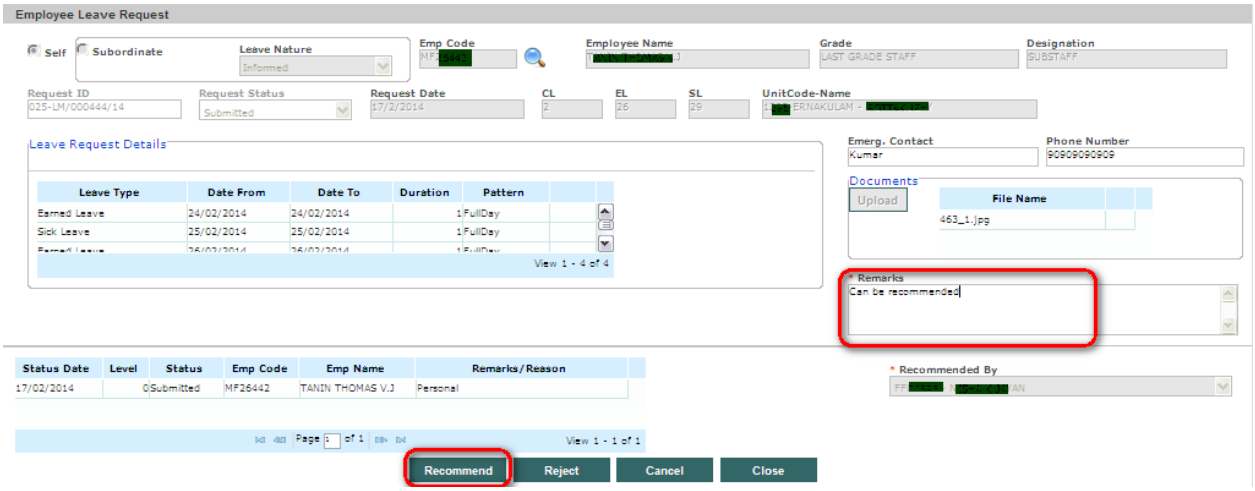


16.3 Click the link provided in request number

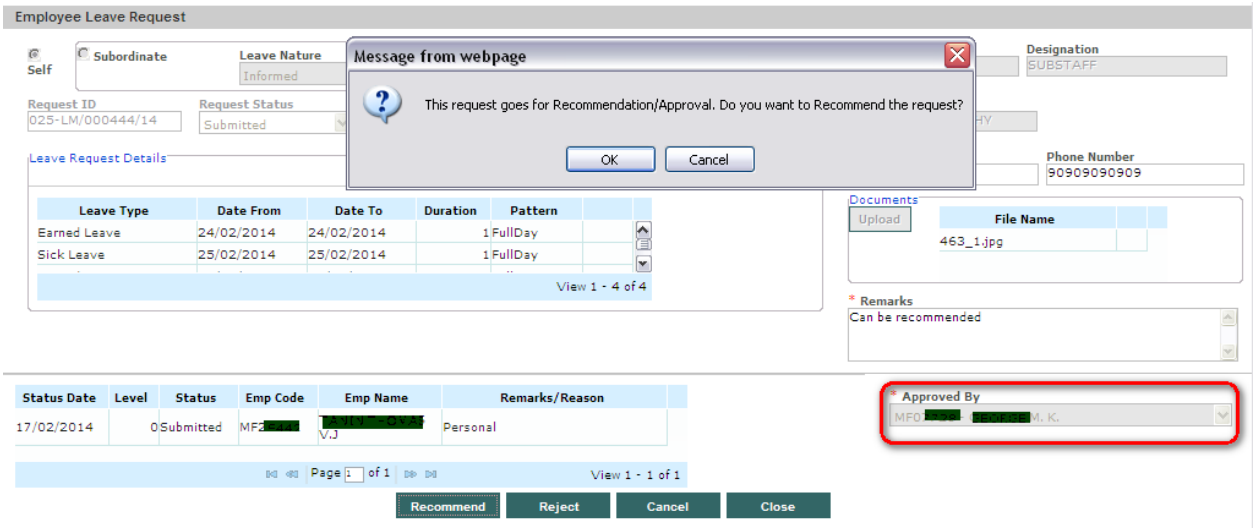
16.4 Recommending authority can enter the remarks provided in Remarks field. Click recommend button to recommend the leave request.



Enter the recommendation remarks



16.5 User is prompted with a confirmation message. Click Ok to proceed



Status of the request is changed to Recommended.

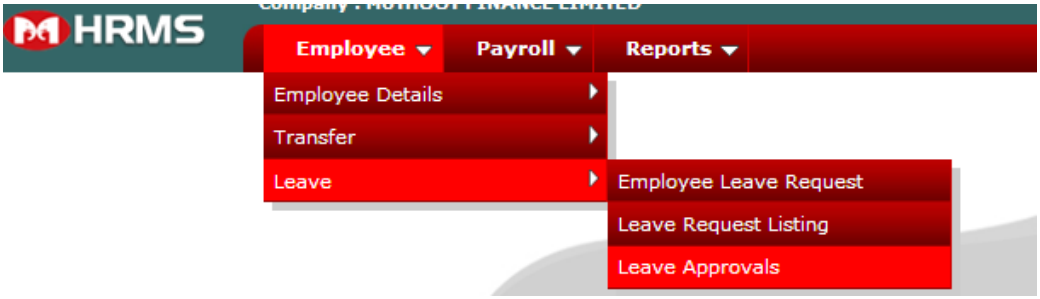
The next level of approval authority is display in the bottom right hand corner.

Approving a Leave Request

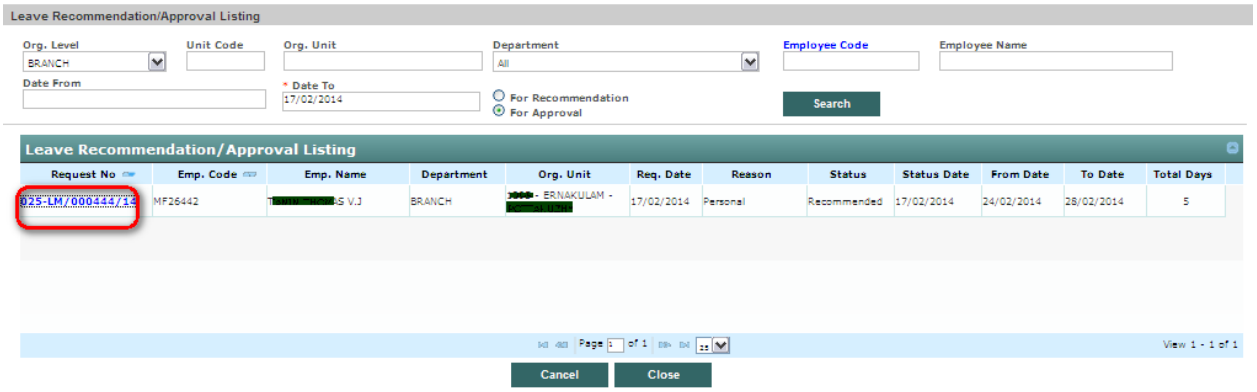
17. Leave Approval

The leave request submitted by the employee/ recommended by the recommending officer reaches the next level for approval depending on the leave period and leave type.

17.1 Login to approving officers login → Click employee in menu → Leave → Leave Approvals

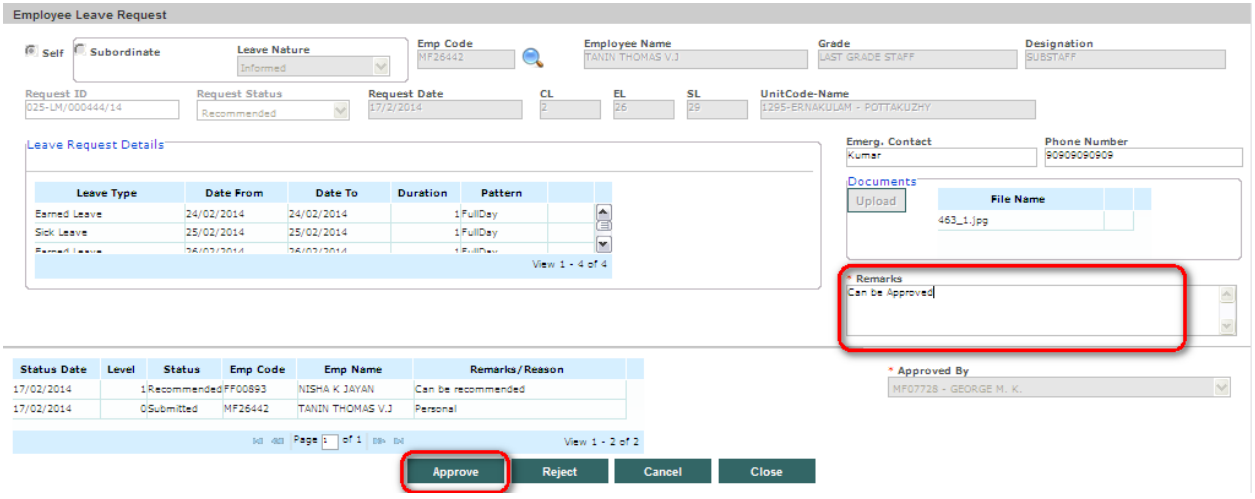


17.2 Click "For Approval", type in any search criteria, click Search.



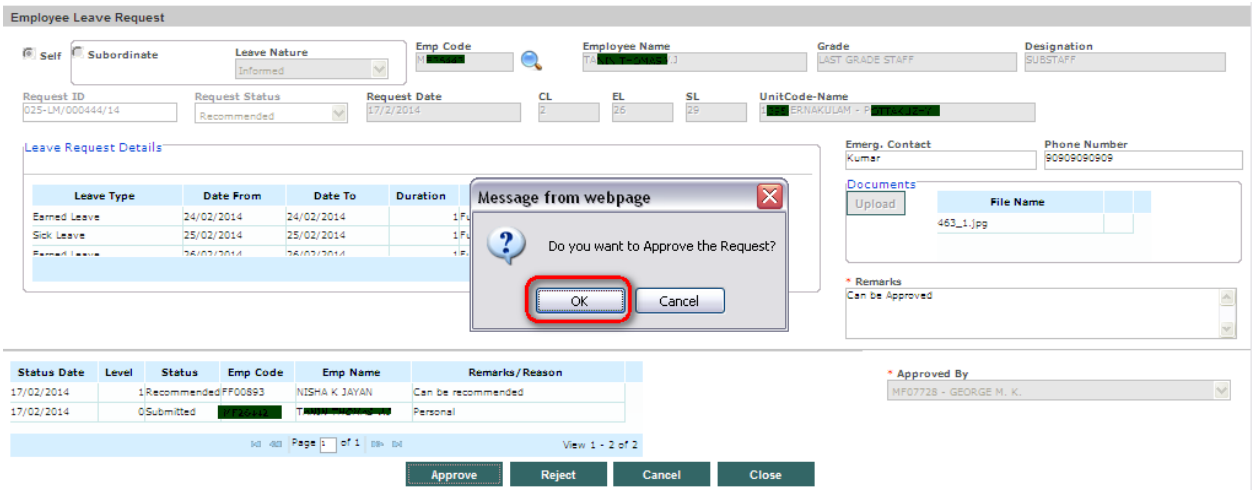
17.3 Click the link provided in request number

17.4 Type in the approvers comment in Remarks field provided



17.5 Click on Approve button to approve the leave request

17.6 User is prompted with a confirmation. Click Ok to proceed.



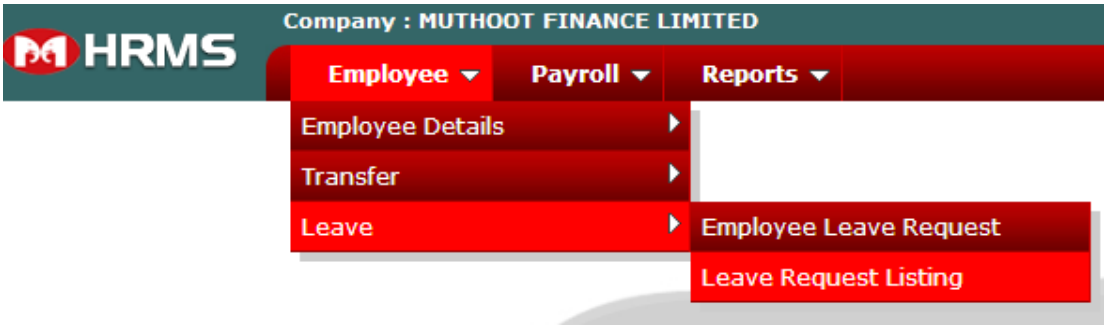
Status of the request is changed to Approved.

17.7 Approver can reject the leave request by clicking the Reject button.

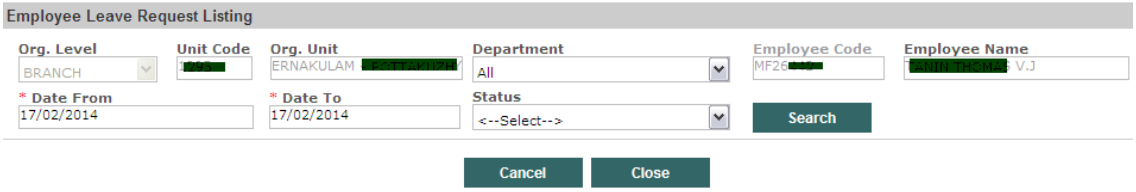
Cancelling a Leave Request

18. Leave Cancellation

18.1 Click Menu **Employee → Leave → Leave Request Listing**

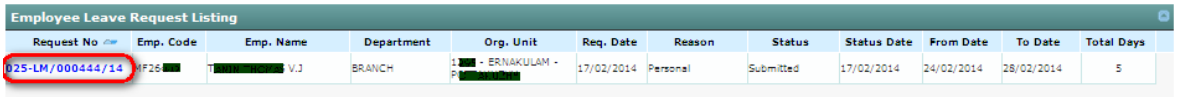


18.2 You have the option to view the leave request details based on the search criteria.



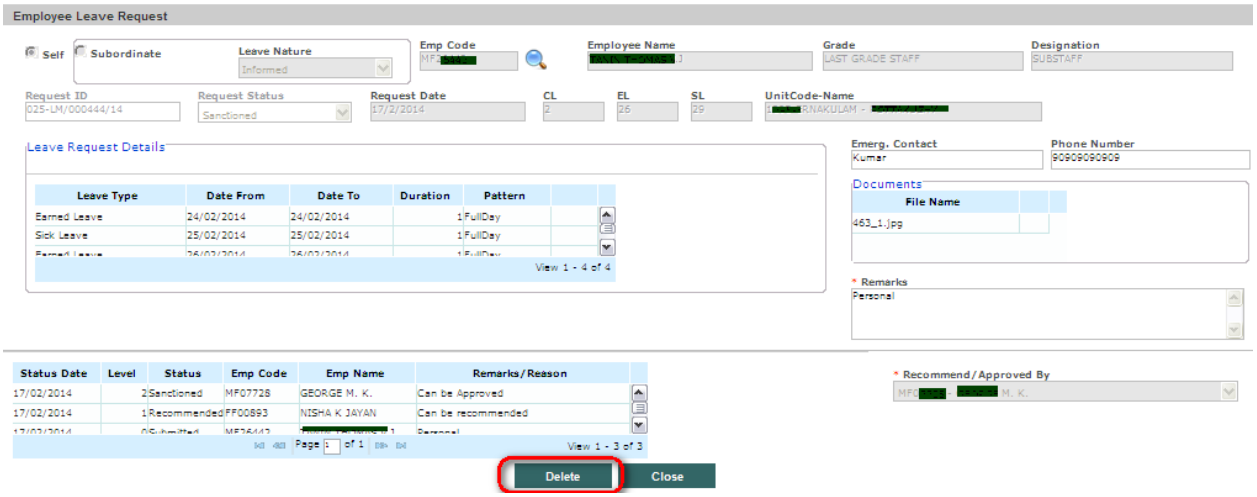
18.3 Click on Search.

18.4 You may view the leave request details based on the request date.



18.5 Click on the link provided in Request No.; System will redirect to view the leave request details. You can cancel the leave request in submitted/ recommended/ approved status before the leave avail date.

18.6 Click Delete button to cancel the leave request.



The user is prompted with a confirmation. Click Ok to proceed. The status of the request is changed to Cancelled.