

6.3.1: The Institution has Effective Welfare Measures for Teaching and Non-Teaching Staff

DOCUMENTS UPLOADED		
Sl. No.	INDEX	Page No.
	PART-II	
1	Deputation of Faculty for Higher Education	1
1.1	Request Letter from Faculty for Sponsorship to pursue PhD	2
1.2	Sponsorship Letter from the Institution	3
1.3	PhD degree Certificate of Faculty	4
2	Financial Assistance to Purchase Laptop	
2.1	Preamble	6
2.2	List of Faculties benefited to purchase Laptop	7-13
2.3	Sample copy of Acknowledgement Letters from beneficiaries	14-22
3	Leave Benefits	
3.1	Preamble	23
3.2	Types of Leave Benefits as per MITE Service Rule page No. 18-27	24-35
4	Medical Facility	
4.1	Preamble	37
4.2	Joining Letter of Campus Doctor	39
5	Day-Care Facility	
5.1	Preamble	41
6	Transportation Facility	
6.1	Preamble	44
6.2	List of employees benefited with Free transportation Facility	45-48
7	Other Facilities	
7.1	Food Court	50
7.2	Super Market & Photocopying Center	51-52
7.3	ATM	53
7.4	Staff Lounge	54

Deputation of Faculty for Higher Education

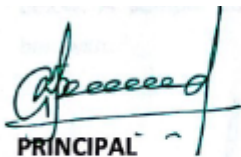
ENCLOSURES:

Sl. NO.	PARTICULARS	Page No.
1	Deputation of Faculty for Higher Education	1
1.1	Request Letter from Faculty for Sponsorship to pursue PhD	2
1.2	Sponsorship Letter from the Institution	3
1.3	PhD degree Certificate of Faculty	4

Deputation of Faculty for Higher Education:

MITE strongly supports its faculty by sponsoring them to pursue higher education to fulfill its vision and mission successfully. The institute encourages deputing eligible faculty for pursuing higher education with full salary during the course of program. It also provides assistance to pay the fees for higher education with leave benefits as stated under clause 26(A) in the service rule of MITE Moodbidri.

Faculty Sponsored for Higher Education				
Sl. No.	Name of Faculty	Department	Programme	Date of Commencement
1	Mrs.Vinayambika S Bhat	Electronics & Communication Engineering	Ph.D (Full time)	27.12.2014


PRINCIPAL

Principal
Mangalore Institute of Technology & Engineering
Badaga Mijar, MOODBIDRI

Date: 18-12-2014

Place: Moodabiri

From

Mrs. Vinayambika S Bhat
Sr. A.P, Dept. of ECE,
MITE, Moodabidri.

To

The Principal
MITE, Moodabidri.

Through

The HOD
Dept. of ECE,
MITE, Moodabidri.

Respected sir,

SUB: Request for sponsorship to pursue Ph.D degree program – reg.

As discussed earlier I am glad to inform you that, I have been selected for Ph.D degree program under sponsored category at MIT, Manipal University, Manipal. The selection letter has been attached along with this letter for your kind reference.

I hereby request you to kindly sponsor me to this program for 3.6 years and relieve me from my responsibility from our esteemed institution on or before 29th December 2014. Kindly do the needful.

Thanking You,

Yours sincerely,

[Signature]
18/12/14

*Forwarded to Principal
to be modified*
[Signature]
Head of the Dept. of E & A.E.E.C.
Manipal Institute of Technology, Moodabidri
Badaga Mijar, MOODABIDRI 574 225

*Sponsorship letter issued
on 22/12/14*

22/12

- Web. 27/12/14 - 33480

MITE/Admin/2014-15/3202

December 26th, 2014

Mrs. Vinayambika S Bhat,
Senior Asst.Professor
Dept.E&C.Engg.,
MITE, Mijar, Moodbidri 574225

Dear Mrs.Vinayambika S Bhat,

Sub: MITE_Moodbidri- Sponsoring for Higher studies-
Relieving order issued-regarding.

Ref: Your letter dated 18/12/2014

With reference to your letter cited above, you are hereby sponsored with full pay, to undertake higher studies for Ph.D. degree programme on full time basis at Manipal Institute of Technology, Manipal University, Manipal, for a period of 3 years and 3 months with effect from 27th December, 2014. You are relieved from your duties and responsibilities from the post of senior Asst. Professor, Department of Electronics and Communication Engineering of our institute, on the afternoon of December 26th, 2014.

On completion of the higher studies period, you should report back for duty in E&C., Dept., of our institute along with a course completion certificate issued by the competent authority for our records.



PRINCIPAL,

cc
MITE Principal
Mangalore Institute of Technology & Engineering
Badaga Mijar, MOODBIDRI- 574 225

CC: Mrs.Vinayambika S Bhat
Accounts Dept., MITE



MANIPAL

ACADEMY of HIGHER EDUCATION

(Deemed to be University under Section 3 of the UGC Act, 1956)

This is to certify that
Dr. VINAYAMBIKA S BHAT

has been conferred the degree of
Doctor of Philosophy

Ph.D.

in recognition of his/her research work entitled
DESIGN AND VALIDATION OF A ROBUST CONTROLLER FOR BINARY DISTILLATION COLUMN

having fulfilled the prescribed requirements on 25-August-2018

Vice-Chancellor

Given under the seal of Manipal Academy of Higher Education, Manipal - India | On this date : November 16, 2018



Reg. No. : 150900015

Sl. No. : MAHE0107556

Financial Assistance to Purchase Laptop

ENCLOSURES:

Sl. NO.	PARTICULARS	Page No.
2	Financial Assistance to Purchase Laptop	
2.1	Preamble	6
2.2	List of Faculties benefited to purchase Laptop	7-13
2.3	Sample copy of Acknowledgement Letters from beneficiaries	14-22

Date: 18/06/2021

FINANCIAL ASSISTANCE TO PURCHASE LAPTOP

The Management has been providing laptops to needy faculty members of our Institution. Laptops will be provided on the basis that 50 % cost of laptop is being paid by the management and rest 50 % is to be paid by the faculty through eight equal monthly installments deducted from their salary after the supply of laptop. So far the MITE Management has provided 110 laptops to its faculty members. The list of beneficiary faculties is enclosed here with.



PRINCIPAL

Principal
Mangalore Institute of Technology & Engin
Badaga Mijar, MOCDEBIDRI 574225



MANGALORE INSTITUTE OF TECHNOLOGY AND ENGINEERING
(An ISO 9001:2015 Certified Institution)

The list of MITE faculties provided with financial assistance to purchase laptop as per the institution norms during the academic year 2015-16.

Financial Assistance to Purchase Laptop				
2015-16				
Sl.No.	Department	Faculty Name	Date	Cost of Laptop(Rs)
1	Computer Science &Engg.	Dr. VenkatramanaBhat P	27/08/2015	29730
2	Computer Science &Engg.	John Prakash Veigas	27/08/2015	29730
3	Basic Science	Mrs.RashmiGS	27/08/2015	29730
4	Mechanical Engg.	Vinod R	27/08/2015	29730
5	Mechanical Engg.	Shrikanth N Patil	27/08/2015	29730
6	Master of Business Administration	Mrs. DivyaPrabhu P	27/08/2015	29730
7	Mechanical Engg.	Ms. Anuradha S	27/08/2015	29730
8	Electronics & Communication Engg.	Dr. Sri Krishna Shastri C	27/08/2015	29730
9	Mechanical Engg.	Yajnesha P Shettigar	27/08/2015	29730
10	Mechanical Engg.	Sridhar DR	27/08/2015	29730
11	Mechanical Engg.	Aveen KP	27/08/2015	29730
12	Mechanical Engg.	Kirankumar MV	27/08/2015	29730

PRINCIPAL

Principal
Mangalore Institute of Technology & Engineering
Badaga Mijar, MOOUBIDRI- 574 225



MANGALORE INSTITUTE OF TECHNOLOGY AND ENGINEERING
(An ISO 9001:2015 Certified Institution)

The list of MITE faculties provided with financial assistance to purchase laptop as per the institution norms during the academic year 2014-15

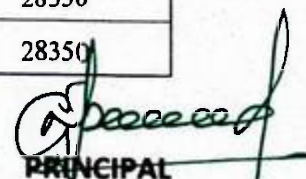
Financial Assistance to Purchase Laptop				
2014-15				
Sl.No.	Department	Faculty Name	Date	Cost of Laptop(Rs)
1	Mechanical Engg.	Dr. C R Rajashekhar	27/04/2015	30702
2	Electronics & Communication Engg.	Dr.MaliniSuvarna	11/03/2015	31386
3	Mechanical Engg.	Dr. Neelakantha V Londe	10/10/2014	30702
4	Mechanical Engg.	Sunilkumar S	10/10/2014	30702
5	Computer Science &Engg.	Raghu MT	10/10/2014	30702
6	Aeronautical Engg..	Sujesh Kumar	10/10/2014	30702
7	Mechanical Engg.	Prem Kumar Naik	10/10/2014	30702
8	Electronics & Communication Engg.	Dr.LaxmiGulappagol	10/10/2014	30702
9	Mechanical Engg.	Sandeepkumar S	10/10/2014	30702
10	Aeronautical Engg..	SathishA S	10/10/2014	30702
11	Mechanical Engg.	Vinay D R	10/10/2014	30702
12	Mechanical Engg.	Saviraj A S	10/10/2014	30702
13	Mechanical Engg.	Somnath	10/10/2014	30702
14	Mechanical Engg.	Vijay Kumar S L	10/10/2014	30702
15	Mechanical Engg.	RahulS	10/10/2014	30702
16	Electronics & Communication Engg.	VenkateGowda M	10/10/2014	30702
17	Mechanical Engg.	PurandarNaik	10/10/2014	30702


PRINCIPAL
Principal

Mangalore Institute of Technology & Engineering
Bachchan Road, MCOBBIORI- 574 225

The list of MITE faculties provided with financial assistance to purchase laptop as per the institution norms during the academic year 2013-14.

Financial Assistance to Purchase Laptop				
2013-14				
SlNo	Department	Faculty Name	Date	Cost of Laptop(Rs)
1	Mechanical Engg.	Girish L V	28/1/2014	30279
2	Information Science &Engg.	Anser Pasha C A	28/1/2014	30279
2012-13				
The list of MITE faculties provided with financial assistance to purchase laptop as per the institution norms during the academic year 2012-13.				
1	Mechanical Engg.	Sridhar T	07/02/2013	30340
2	Mechanical Engg.	Purushotham G	07/02/2013	30340
2011-12				
The list of MITE faculties provided with financial assistance to purchase laptop as per the institution norms during the academic year 2011-12				
1	Information Science &Engg.	Narendra U P	22/8/2011	31000
2	Basic Science	Manjunatha S M	22/8/2011	27850
3	Computer Science &Engg.	Dr.Nagesh HR	22/8/2011	27850
4	Electronics & Communication Engg.	Mahesh PK	22/8/2011	27850
5	Computer Science &Engg.	Ravinarayan B	22/8/2011	27850
6	Mechanical Engg.	Sathyanarayana	22/8/2011	27850
7	Electronics & Communication Engg.	Ms.Sahana Devali	22/8/2011	27850
8	Electronics & Communication Engg.	Sanjeevi Kumar P	22/8/2011	27850
9	Mechanical Engg.	Syed Razeequlla	22/8/2011	27850
10	Computer Science &Engg.	Keshavamurthy D	22/8/2011	27850
11	Humanities	Surjith Ram	26/3/2012	28350
12	Electronics & Communication Engg.	Chandran	26/3/2012	28350
13	Computer Science &Engg.	Sandeep Kumar Hegde	26/3/2012	28350


PRINCIPAL



MANGALORE INSTITUTE OF TECHNOLOGY AND ENGINEERING
(An ISO 9001:2015 Certified Institution)

The list of MITE faculties provided with financial assistance to purchase laptop as per the institution norms during the academic year 2010-11

2010-11				
Financial Assistance to Purchase Laptop				
Sl.No.	Department	Faculty Name	Date	Cost of Laptop(Rs)
1	Basic Science	Ms. Rajeshwari	30/11/2010	33300
2	Electronics& Communication Engg.	DonyD'souza	16/09/2010	32080
3	Computer Science &Engg.	Ms. Prajna V	16/09/2010	33080
4	Electronics & Communication Engg.	Ms.RamyaNayak	16/09/2010	32080
5	Mechanical Engg.	Vinod Kumar	19/08/2010	33080
6	Computer Science &Engg.	Rakesh	19/08/2010	33080
7	Computer Science &Engg.	Mr.Ashwin Kumar M	30/07/2010	32660
8	Master of Business Administration	Mrs. Rajashree S Kini	30/07/2010	32660
9	Basic Science	Mr.Ramesh Kumar T.H	30/07/2010	32660
10	Mechanical Engg.	Prasad B.G	30/07/2010	32660
11	Basic Science	Mrs.Chitra K	30/07/2010	32660
12	Electronics & Communication Engg.	Mrs.Vinutha BK	30/07/2010	32660
13	Electronics & Communication Engg.	Ms.Ashritha S	30/07/2010	32660
14	Electronics & Communication Engg.	Ms. Savithri K K	30/07/2010	32660
15	Computer Science &Engg.	Shreekumar T	30/07/2010	32660
16	Computer Science &Engg.	Mahesh B L	30/07/2010	32660
17	Information Science &Engg.	Ms.RithikaKotian H	30/07/2010	32660
18	Computer Science &Engg.	Ms.Vijayalashmi B	30/07/2010	32600


PRINCIPAL
 Principal

Mangalore Institute of Technology & Engineering
Badaqa Mijar, MOODBIDRI- 574 225

MANGALORE INSTITUTE OF TECHNOLOGY AND ENGINEERING
(An ISO 9001:2015 Certified Institution)

The list of MITE faculties provided with financial assistance to purchase laptop as per the institution norms during the academic year 2009-10.

Financial Assistance to Purchase Laptop 2009 -10				
Sl.No.	Department	Faculty Name	Date	Cost of Laptop(Rs)
1	Basic Science	Harikrishnan P K	08/08/2009	32500
2	Master of Business Administration	Ms. Ashwini	08/08/2009	32500
3	Electronics & Communication Engg.	Ms.Vaishali Manjunath	08/08/2009	32500
4	Computer Science & Engg.	Mrs. Sharmila Shetty	08/08/2009	32500
5	Master of Business Administration	Mrs. Pooja Yashwanth Rai	08/08/2009	32500
6	Information Science & Engg.	Harish	08/08/2009	32500
7	Information Science & Engg.	Sharath B	08/08/2009	32500
8	Computer Science & Engg.	Vikram Raju	08/08/2009	32500
9	Information Science & Engg.	Ms. Preethi Rao	08/08/2009	32500
10	Electronics & Communication Engg.	Ms.Ashwini T P	08/08/2009	32500
11	Master of Business Administration	Dr.Nagendra	08/08/2009	32500
12	Mechanical Engg.	Harshith Kulakarni	08/08/2009	32500
13	Mechanical Engg.	Venkatesh N	08/08/2009	32500
14	Mechanical Engg.	Ravinarayan	08/08/2009	32500
15	Master of Business Administration	Mrs. Lalitha Jagadish	21/08/2009	32500
16	Computer Science & Engg.	Mrs. Rainy M D'Souza	21/08/2009	32500
17	Electronics & Communication Engg.	Santosh Baliga	21/08/2009	32500
18	Information Science & Engg.	Ms.Akshatha Mada	20/04/2010	29300
19	Computer Science & Engg.	Feroz Khan	20/04/2010	29300
20	Basic Science	Antony Praveen Menezes	20/04/2010	29300
21	Electronics & Communication Engg.	Anjan Gudigar	20/04/2010	29300
22	Basic Science	Mrs.Ashwini A Kamath	20/04/2010	29300


PRINCIPAL
 Principal
Mangalore Institute of Technology & Engineering
Badaga Mijar, MOODBIDRI- 574 225



MANGALORE INSTITUTE OF TECHNOLOGY AND ENGINEERING
(An ISO 9001:2015 Certified Institution)

The list of MITE faculties provided with financial assistance to purchase laptop as per the institution norms during the academic year 2008-09.

Financial Assistance to Purchase Laptop				
2008-09				
Sl.No.	Department	Faculty Name	Date	Cost of Laptop(Rs)
1	Mechanical Engg.	Krishnakumar A Jere	04/08/2008	36000
2	Electronics & Communication Engg.	Dayanada G K	04/08/2008	36000
3	Basic Science	RashmiM R	04/08/2008	36000
4	Basic Science	Mrs. AshaCrasta	04/08/2008	36000
5	Computer Science &Engg.	Ms. YashaswiniJogi	04/08/2008	36000
6	Civil Engg.	Shwetha P	14/08/2008	36000
7	Basic Science	Sumath	14/08/2008	36000
8	Civil Engg.	Badruddin P M	14/08/2008	36000
9	Electronics & Communication Engg.	Dr.B. Shankarananda	04/08/2008	36000
10	Electronics & Communication Engg	Kishore Baglodi	04/08/2008	36000
11	Computer Science &Engg.	RamanandaMalya	04/08/2008	36000
12	Mechanical Engg	Rajesh Rai P	04/08/2008	36000


PRINCIPAL

Principal
Mangalore Institute of Technology & Engineering
Badangal, MANGALORE - 574 225



MANGALORE INSTITUTE OF TECHNOLOGY AND ENGINEERING
(An ISO 9001:2015 Certified Institution)

The list of MITE faculties provided with financial assistance to purchase laptop as per the institution norms during the academic year 2007-08.

Financial Assistance to Purchase Laptop				
2007-08				
Sl.No.	Department	Faculty Name	Date	Cost of Laptop(Rs)
1	Electronics & Communication Engg.	Mrs. Vinayambika H	27/08/2007	36000
2	Basic Science	Mrs. Nandini G Nayak	09/08/2007	36000
3	Information Science &Engg.	Ravi.narayan	09/08/2007	36000
4	Computer Science &Engg.	ManjunathHebbagilu	09/08/2007	36000
5	Basic Science	Mrs. VineethaTelma D'Souza	09/08/2007	36000
6	Basic Science	Mrs. Savitha	09/08/2007	36000
7	Basic Science	Mrs. Asha Rao	09/08/2007	36000
8	Mechanical Engg.	Satheesh Kumar	09/08/2007	36000
9	Mechanical Engg.	SrinathPai	09/08/2007	36000
10	Basic Science	Dr. Jayaram	09/08/2007	36000
11	Basic Science	Dr. SudhakarShetty	09/08/2007	36000
12	Electronics & Communication Engg.	BheemaShastri	09/08/2007	36000

PRINCIPAL
Principal

Mangalore Institute of Technology & Engineering
Badaga Mijar, MOODBIDRI- 574 225



RAJALAXMI EDUCATION TRUST (Regd.)

Date: 27 Aug 2015

Place: Mangalore

Dear Dr. Venkatramana Bhat,

In the meeting of the Board of Trustees, it has been decided to provide Laptops to all Faculty Members of MITE., Moodabidri. This will be provided on the basis that 50% cost of Laptop will be paid from the management side and remaining 50% cost of i3 processor laptop (Priced Rs. 29,730/-) will be recovered from the salary for the immediately following month of the concerned Faculty Members, after the supply of Laptop. The Laptop has to be used for their official purpose. After working for a period of 3 years in the College, the same will become their own property. If they leave the MITE College service before the above mentioned period, they have to remit to the College the amount of 50% cost of Laptop contributed by the Management. You may sign and return one copy of this for having agreed to the above conditions.

Yours truly,

For Rajalaxmi Education Trust®



President

To,

Dr. Venkatramana Bhat
Professor, CSE Dept.,
MITE, Moodabidri - 574225

Agreed,




RAJALAXMI EDUCATION TRUST (Regd.)

Date: 27 Apr 2015
Place: Mangalore

Dear Dr. C.R. Rajashekhar,

In the meeting of the Board of Trustees, it has been decided to provide Laptops to all Faculty Members of MITE., Moodabidri. This will be provided on the basis that 50% cost of Laptop will be paid from the management side and remaining 50% cost of i3 processor laptop (Priced Rs. 30,702/-) will be recovered from the salary for the immediately following month of the concerned Faculty Members, after the supply of Laptop and excess amount of Rs. 12,289 recovered at once from the salary in 1st month. The Laptop has to be used for their official purpose. After working for a period of 3 years in the College, the same will become their own property. If they leave the MITE College service before the above mentioned period, they have to remit to the College the amount of 50% cost of Laptop contributed by the Management. The cost of i5 processor Laptop will be Rs. 42,991/- inclusive of Tax. You may sign and return one copy of this for having agreed to the above conditions.

Yours truly,

For Rajalaxmi Education Trust®


President

To,

Dr. C.R. Rajashekhar
HOD & Vice Principal, Mech Dept.,
MITE, Moodabidri – 574225

Agreed
Ramaswami



RAJALAXMI EDUCATION TRUST (Regd.)

RAJALAXMI EDUCATION TRUST (Regd.)

(A REGISTERED MINORITY TRUST)

Date : 28 Jan 2014

Place: Mangalore

Dear Mr. Girish LV,

In the meeting of the Board of Trustees, it has been decided to provide Laptops to all Faculty Members of MITE., Moodabidri. This will be provided on the basis that 50% cost of Laptop will be paid from the management side and remaining 50% cost will be recovered from the salary for the immediately following month of the concerned Faculty Members, after the supply of Laptop. The Laptop has to be used for their official purpose. After working for a period of 3 years in the College, the same will become their own property. If they leave the MITE College service within 3 years (ie. considered from the date of issue of the laptop), they have to remit to the College the amount of 50% cost of Laptop contributed by the Management. The cost of the Laptop will be Rs. 30,279/- inclusive of Tax. You may sign and return one copy of this for having agreed to the above conditions.

Yours truly,

For Rajalaxmi Education Trust®


President

To,

Mr. Girish LV.
Assistant Professor
Mechanical Dept.,
MITE, Moodabidri – 574225

L.V. Girish
6/2/14



RAJALAXMI EDUCATION TRUST (Regd.)

Date: 07, Feb. 2013
Mangalore

Dear Mr. Sridhar T.,

In the meeting of the Board of Trustees, it has been decided to provide Laptops to Faculty Members of MITE., Moodabidri, who are in need of the same for official works, on their request. This will be provided on the basis that 50% cost of Laptop will be paid from the Management side and remaining 50% cost will be recovered from the salary of the concerned Faculty Members from the month of supply of the Laptop in 5 equal installments. The Laptop has to be used for College official purpose. After working for a period of 3 years in the MITE College, Moodabidri, from the date of supply of Laptop, the same will become their own property. If they leave the MITE College service within 3 years from the date of supply of Laptop, they have to remit to the College the amount of 50% cost of Lap contributed by the Management.

The cost of the Laptop will be 30340/- inclusive of all Tax. You may sign and return one copy of this letter for having agreed to the above conditions.

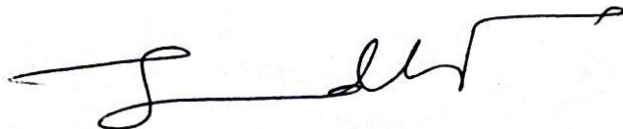
Yours truly,

For Rajalaxmi Education Trust ®


President

To

Mr. Sridhar T.,
Senior Asst. Professor,
Dept. of Mechanical Engg.,
MITE., Mijar - 574 225,
Moodabidri.





RAJALAXMI EDUCATION TRUST (Regd.)

Date : 22 Aug 2011

Place: Mangalore

Dear Mr. Narendra UP,

In the meeting of the Board of Trustees, it has been decided to provide Laptops to all Faculty Members of MITE., Moodabidri. This will be provided on the basis that 50% cost of Laptop will be paid from the management side and remaining 50% cost will be recovered from the salary for the immediately following month of the concerned Faculty Members, after the supply of Laptop. The Laptop Sony VPCYA17GG has to be used for their official purpose. After working for a period of 3 years in the College, the same will become their own property. If they leave the MITE College service before the above mentioned period, they have to remit to the College the amount of 50% cost of Laptop contributed by the Management. The cost of the Laptop will be Rs. 31,000/- inclusive of Tax. You may sign and return one copy of this for having agreed to the above conditions.

Yours truly,

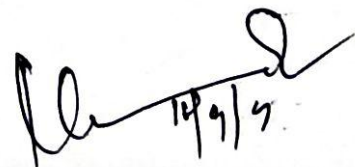
For Rajalaxmi Education Trust®


President

To,

Mr. Narendra UP.
Associate Professor Grade - II, IS Dept.,
MITE, Moodabidri - 574225

Received on 14/9/11


14/9/11

10000/-
Trust office



RAJALAXMI EDUCATION TRUST (Regd.)

Date : 03 Nov 2010

Place: Mangalore

Dear Miss Rajeshwari,

In the meeting of the Board of Trustees, it has been decided to provide Laptops to all Faculty Members of MITE., Moodabidri. This will be provided on the basis that 50% cost of Laptop will be paid from the management side and remaining 50% cost will be recovered from the salary for the immediately following month of the concerned Faculty Members, after the supply of Laptop. The Laptop has to be used for their official purpose. After working for a period of 3 years in the College, the same will become their own property. If they leave the MITE College service before the above mentioned period, they have to remit to the College the amount of 50% cost of Laptop contributed by the Management. The cost of the Laptop will be Rs. 33,300/- inclusive of Tax. You may sign and return one copy of this for having agreed to the above conditions.

Yours truly,

For Rajalaxmi Education Trust®


President

To,



Miss Rajeshwari.
Asst. Professor, Math Dept.,
MITE, Moodabidri – 574225



RAJALAXMI EDUCATION TRUST (Regd.)

Date: 08-08-09

Place: Mangalore

Dear Mr. Harikrishnan P.K

In the meeting of the Board of Trustees, it has been decided to provide Laptops to all Faculty Members of MITE., Moodabidri. This will be provided on the basis that 50% cost of Laptop will be paid from the management side and remaining 50% cost will be recovered from the salary for the immediately following month of the concerned Faculty Members, after the supply of Laptop. The Laptop has to be used for their official purpose. After working for a period of 3 years in the College, the same will become their own property. If they leave the MITE College service before the above mentioned period, they have to remit to the College the amount of 50% cost of Laptop contributed by the Management. The cost of the Laptop will be Rs. 32,500/- inclusive of Tax. You may sign and return one copy of this for having agreed to the above conditions.

Yours truly,

For Rajalaxmi Education Trust®


President

To,

Mr. Harikrishnan P.K
Sr. Lecturer, Maths.Dept.,
MITE, Moodabidri - 574225

*Received
1/08/09
123/09/09*



RAJALAXMI EDUCATION TRUST (Regd.)

Date:04-08-08

Place: Mangalore

Dear Krishnakumar A Jere

In the meeting of the Board of Trustees, it has been decided to provide Laptops to all Faculty Members of MITE., Moodabidri. This will be provided on the basis that 50% cost of Laptop will be paid from the management side and remaining 50% cost will be recovered from the salary for the immediately following month of the concerned Faculty Members, after the supply of Laptop. The Laptop has to be used for their official purpose. After working for a period of 3 years in the College, the same will become their own property. If they leave the MITE College service before the above mentioned period, they have to remit to the College the amount of 50% cost of Laptop contributed by the Management. The cost of the Laptop will be Rs. 36,000/- inclusive of Tax. You may sign and return one copy of this for having agreed to the above conditions.

Yours truly,

For Rajalaxmi Education Trust®

President

To,

Mr. Krishnakumar A Jere
Sr.Lecturer, Mechanical Dept.,
MITE, Moodabidri - 574225

*Reviewed
A. Jere
16/06/09*



RAJALAXMI EDUCATION TRUST (Regd.)

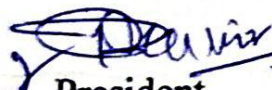
Date: 27-08-2007

Dear Mrs. Vinayambika,

In the meeting of the Board of Trustees, it has been decided to provide Laptops to all Faculty Members of MITE., Moodbidri. This will be provided on the basis that 50% cost of Laptop will be paid from the management side and remaining 50% cost will be recovered from the salary for the immediately following month of the concerned Faculty Members, after the supply of Laptop. The Laptop has to be used for their official purpose. After working for a period of 3 years in the College, the same will become their own property. The approximate cost of the Laptop will be Rs.36,000/- each plus 4% Tax. They may communicate their consent by signing and returning this letter with specific remarks immediately, so as to go ahead with the purchase of Laptops.


Yours truly,

For Rajalaxmi Education Trust®


President. 27/8/07.

To

Mrs. Vinayambika, H.,
Lecturer, Dept. of E & C.,
MITE., Moodbidri 574 225

Accepted &
Reviewed.

27/08/07.

LEAVE BENEFITS

ENCLOSURES:

Sl. No.	PARTICULARS	Page No.
3	Leave Benefits	
3.1	Preamble	23
3.2	Types of Leave Benefits available as per MITE Service Rule page No. 18-27	24-35

Leave Benefits

MITE has a structured policy about the leave benefits to its teaching and non-teaching staff. Eligible faculties and staff can avail various types of leaves as mentioned in its 'Service Rules' book under chapter No. III from page no.18 - 27.

Web Link for Leave Benefits:

https://mite.ac.in/wp-content/uploads/2021/05/MITE_Service_Rules.pdf

Service Rules



Mangalore Institute of Technology & Engineering
LIBRARY

Badaga Mijar, MOODBIDRI - 574 225

Rajalaxmi Education Trust®

Souza Arcade, Balmatta Road, Mangalore, Karnataka State

Ph: 0824-2441581, 2441582

E-mail: info@ret.ac.in, Web site: www.ret.ac.in

RAJALAXMI EDUCATION TRUST ®

SERVICE RULES

CONTENTS

Mangalore Institute of Technology & Engineering

LIBRARY

Badaga Mijar, MOOBBIDRI - 574 225

Rule No. PageNos.

General & Definitions	1-4	1-4
Chapter I		
Application & Implementation of Service Rules	5-8	5
Chapter II		
Recruitment & Service Conditions	6-26	6-17
Chapter III		
Leave Rules	27-39	18-27
Chapter IV		
Traveling & Daily Allowance	40-41	28-31
Chapter V		
Terminal Benefits	42-44	32
Chapter VI		
Code of Conduct	45	33-35
Chapter VII		
Discipline & Disciplinary action	46-48	36-45
Schedule I	—	46-48

CHAPTER III

LEAVE RULES

27. Types of Leave.

Subject to the grant of leave being determined by the exigencies of work, employees are eligible for the following types of leave :

- a. Casual leave
- b. Earned leave
- c. Half Pay leave
- d. Maternity leave
- e. Study leave
- f. Special Casual leave
- g. Extra - ordinary

28. General:

- a. No leave can be claimed as a matter of right by an employee. Discretion is reserved in the authority empowered to grant leave, to refuse or revoke grant of leave at any time according to exigencies of work. Leave can be availed only after getting it sanctioned.
- b. Part-time employees are not entitled to any kind of leave. Contract employees are entitled to only 15 days casual leave for one calendar year subject to other conditions laid down in rules 29(a) to 29(d).
- c. Any leave may generally be availed only after prior sanction from the competent authority, which may be revoked under exigencies. Where an employee is compelled to avail leave suddenly on account of sickness or unforeseen circumstances, such absence must be intimated within 24 hours followed by submission of a formal leave application.
- d. An employee on leave and desirous of extension of the same shall do so at least 3 days before expiry of the leave sanctioned first. The extended leave must also have due approval before being availed.

- e. An employee proceeding out of town on leave shall intimate the address for correspondence, if any, to enable the competent authority to communicate with him in case of need.
- f. No leave or extension of leave shall be deemed to have been granted unless an order to that effect is passed and communicated to the employee concerned.
- g. Leave rules and regulations in certain establishments/institutions may vary from the general rules given here below. All such variations will be made subject to a written order from the President. All employees shall be subject to leave rules and regulations of the institution/establishment under which they are working.
- h. An employee may cancel whole or part of the leave applied and resume duty only after prior permission to do so is obtained from the competent authority.
- i. No employee who has submitted his letter of resignation will be permitted to avail any leave save casual leave standing to his credit.

29. **Casual leave:**

- a. All full-time employees being vacation staff or otherwise are entitled to 15 days Casual leave every year. Casual leave can not be availed in excess of 3 days at a time.
- b. Casual leave can not be clubbed with any other leave including vacation leave but it can be combined in any manner with weekly holiday/general holidays, provided that such period of absence shall not exceed 5 days in the aggregate.
- c. During the first year of service, an employee shall be granted Casual leave in proportion to the period of service at the rate of one day for every completed service of one month, subject to a maximum of 12 days for the first year.

- d. If an employee enters on Casual leave and extends the leave by applying for other kinds of leave in continuation, the entire period of absence shall be treated as other kinds of leave subject to admissibility canceling the casual leave already sanctioned.

30. **Earned leave**

- a. Earned leave in respect of periods spent on duty may be granted to an employee.
- b. Earned leave is admissible to the employees as under :
- 10 days per every calendar year for vacation staff
 - 30 days per every calendar year for non-vacation staff.
- c. In respect of vacation staff, Earned leave shall be credited to the leave account after completion of 6 months service as follows : 5 days on 30th June & 5 days on 31st December every year
- d. Non-vacation staff shall be entitled to 2 ½ days Earned leave for every completed month of service. Leave shall be credited as follows: 15 days on 30th June & 15 days on 31st December every year.
- e. (i) If an employee termed as vacation staff is prevented from availing the vacation during a particular year by a specific order by the Management or by the Head of the institution for the reason to remain at the rate of duty during the full vacation(Mid-term as well as Summer vacation), Earned leave will be admissible at the rate 30 days for the year served without availing vacation instead of 10 days
- (ii) If an employee is prevented only for a portion of vacation, earned leave shall be calculated as follows:

$$\frac{\text{No. of days of vacation prevented}}{\text{Total no. of vacation days (mid-term+ summer days)}} \times 20$$

The Earned leave admissible under this sub rule (ii) is in addition to the leave admissible under rule (b)(i) supra, subject to a maximum of 30 days.

- f. Vacation staff proceeding on Earned leave should be on duty either on the last working day before vacation or on the re-opening day, absence on both days rendering the entire leave including vacation as one of unauthorized absence.
- g. An employee on Earned leave shall be entitled to full emoluments for the period of leave.
- h. Earned leave shall not be taken for less than 3 days at a time. However, the employee shall give prior notice of at least 7 days before availing the leave.
- i. Normally Earned leave shall not be sanctioned to an employee during his/her initial six months of service except in extra-ordinary cases that necessitates grant of such leave.
- j. Earned leave can be accumulated to a total of 240 days and leave beyond 240 days shall automatically lapse.

1. Half-Pay leave:

The benefit of Half-pay leave has been withdrawn for non-teaching staff members with effect from 01.01.2006. Existing non-teaching staff members are permitted to avail the half-pay leave at their credit (subject to a maximum of 60 days) at any time during their service.

Half-pay leave is admissible to the non-vacation teaching staff members at 20 days for every completed year of service, which can be accumulated up to a maximum of 60 days in one's service.

Half-pay leave may be commuted to full-pay leave in which case, twice the amount of such leave shall be debited against the half-pay leave due.

32. Leave may be sanctioned subject to admissibility of leave earned. The minimum number of Earned/ Half-pay leave that can be availed at a time shall be 3 days. Under no circumstances, leave not due shall be sanctioned.

33. **Maternity Leave:**

Maternity leave with full pay and allowances shall be granted to married women employees for confinement subject to the following conditions:

- a. A woman employee is entitled to avail 84 days full-term Maternity leave (inclusive of pre-natal and post-natal leave), only twice during the entire service. Maternity leave is also admissible in the case of miscarriage, in which case the leave shall not exceed 42 days.
- b. Maternity leave is not admissible to a married woman having two or more living children.
- c. Maternity leave shall be granted on the condition that such employee should serve or should have served the Trust for a period not less than five years failing which she shall repay to the Trust the salary drawn during the period of Maternity leave. The sanctioning authority shall obtain a declaration to this effect before sanctioning the leave.
- d. Only woman employees who have put in not less than 2 years of continuous full time service in the institution shall become entitled for Maternity leave. Woman employees appointed on purely temporary basis but with less than 2 years of service are not entitled for such leave.
- e. Maternity leave is not debit able to leave earned account. Necessary entries may be made in the service register so as to ensure that Maternity leave is not sanctioned more than twice in the entire service of a woman employee including the Maternity leave sanctioned in case of a miscarriage.
- f. Maternity leave may be clubbed with other kinds of leave. Any leave in excess of 90 days may be availed only with the sanction of the President, duly supported by medical advice.

34. Study leave:

The grant of Study leave on full pay/ partial-pay/ loss of pay to the permanent employees is at the entire discretion of the President and is subject to the following conditions:

- a. The course of study taken by the employee shall be an advanced course by a university and the course has a relevance to the department where the employee is working and the course will be useful to the institution. There should be an upgradation in qualification as required for academic purposes.
- b. The maximum number of staff that can be deputed for higher studies shall not exceed 10% of the total teaching staff in a department/ institute.
- c. The period of study leave for taking any course of study is equal to the minimum period required to complete the course of study successfully at the first attempt plus journey period to and fro.
- d. When an employee is deputed for higher studies on loss of pay or on partial pay basis, then he may be permitted to adjust the leave at his credit to availing study leave. If however, he is deputed with full pay and allowances then the entire period shall be treated as Study leave with full pay. However, no Earned leave will be earned during this period.
- e. The employee shall execute a bond on non-judicial stamp paper (as prescribed by the Government from time to time) to serve the institution after return from study leave for a period as prescribed in the norms of Quality Improvement Programme applicable to the particular institution. On failure to rejoin or serve the institution for the period prescribed, he/she shall refund the entire salary drawn during the period of study leave and as damages, pay a sum equivalent to the amount drawn by the

employee as leave salary during the study leave along with interest @15%p.a. That means the employee shall pay double the amount of leave salary drawn during the study period. In addition, he/she shall refund any fee or other payments made by the management on his/her behalf. The Management has the discretion to increase/decrease or waive off full or part of the above compensation.

- f. An employee availing study leave on full pay and allowances is eligible for the benefit of periodical increments accruing to him/her in the applicable scale of pay. If the employee is deputed on partial pay, then the incremental benefit shall be given with effect only from the date of rejoining duty.

35. Special Casual Leave:

- a. Special Casual leave may be granted for the following purposes:
 - i. For work in connection with examinations conducted by the Universities in Karnataka State or by the Government of Karnataka.
 - ii. For attending the meetings of the Academic council, Senate, Syndicate, Faculties and Board of studies of the Universities in Karnataka State.
 - iii. For attending the meetings of statutory bodies in their individual capacity as a member of the said body.
 - iv. For participation in sports events of national importance as a duly nominated representative on behalf of the State, Zone or Circle.
 - v. For participation in sports events of international importance as a duly nominated representative on behalf of India.
 - vi. For coaching or training conducted at different institutes of national importance.
 - vii. For participation in conferences, seminars and workshops.

- b. Special casual leave may be allowed upto 30 days in a calendar year. Any period of absence in excess of 30days should be treated as regular leave of the kind admissible under the relevant rules applicable to the individual concerned. However, if a faculty member is a member of any of the statutory bodies such a MCI, DCI, AICTE, INC AND PCI, then the Special casual leave is enhanced to 45 days per calendar year.
- c. However, if the faculty member is required to attend meetings of statutory bodies such as MCI,DCI, AICTE, INC,PCI, RGUHS, Senate, AcademicCouncil etc. for any specific requirement of the institute, then such leave shall be treated as 'ON OTHER DUTY'(OOD).
- d. Special Casual leave shall be strictly restricted to the minimum number of days required for the said purpose including the actual travel period.
- e. Special Casual leave may be combined with regular leave.
- f. The Heads of institutions shall take prior permission from the president of the Trust before availing such special Casual leave or before proceeding on OOD. they shall also nominate a person to be in charge of the institute during their absence.
- g. The Head of the institution shall be the sanctioning authority for special Casual leave sanctioned should be immediately forwarded to the Trust Office for information.
- h. Special Casual leave upto seven days can be sanctioned for undergoing Vasectomy/tubectomy operation on the strength of a medical certificate issued by the medical officer authorized by the government.

36. Extra- ordinary leave/ Leave on loss of pay and allowances:

- a. Extra-ordinary leave on loss of pay may be granted to an employee, at the discretion of the management in special circumstances, where no other leave is by rule admissible.
- b. An employee who fails to rejoin duty on expiry of the extra-ordinary

leave granted to him/ her shall be deemed to have resigned his/ her appointment and shall cease to be in service. The name of the employee shall be struck off from the rolls without any further notice.

- c. Extra-ordinary leave on loss of pay and allowances shall not be counted as service for the purpose of confirming a probationary employee. An employee who avails leave on loss of pay will be liable for extension of his/her probationary period for a period equivalent to the period of leave on loss of pay and allowances availed by him/ her. Leave on loss of pay will also not be accounted as service for the purpose of earning annual increment by an employee and the increment date will be extended by the period of leave on loss of pay and allowances availed by him/ her.
- d. Extra-ordinary leave on loss of pay shall be treated as break in service and such period of absence shall not be counted as service for the purpose of terminal benefits including gratuity.
- e. EOL/LOP will be calculated from the last day of Attendance to the date of reporting for duty after availing EOL/LOP, for the purpose of pay.

37. Earned leave Encashment:

At no point of time any employees of RET will be eligible for encashing the Earned Leave.

38. Authorities competent to grant leave:

All Heads of institutions are empowered to sanction leave upto 90 days at a time to the employees working under them, subject to accumulation thereof. In the case of employee who are working in the Trust office or in the other departments and who are in the grade of Superintendent and below the Head of the respective department shall recommend the leave and forward to the Administrative Office for approval. In the case of employees in the grades above the Superintendent, the leave is to be sanctioned by the President/ Trustee.

All cases of leave for more than 90 days shall be referred to the President.

Leave in respect of Heads of institutions shall be sanctioned only by the President. Leave availed in excess of 10 days by Heads of departments/ Professors should be intimated to the President.

No permanent employee of the Trust may, while on leave, render service of any kind elsewhere. An employee on leave shall promptly rejoin duty upon expiry of the leave, overstaying being liable to loss of pay even though there may be adequate leave at credit. An employee on leave may be recalled to duty if exigencies of work so demand. An employee on leave on medical grounds shall furnish a fitness certificate upon return to work.

39. Leave Salary:

An employee on Earned leave is entitled to leave salary equal to the pay and allowances last drawn on the day before the leave commences. During the period of half-pay leave, half of the salary drawn before the commencement of such leave shall be paid and during Extra-ordinary leave on loss of pay, no leave salary shall be paid.

Medical Facility

ENCLOSURES:

Sl. NO.	PARTICULARS	Page No.
4	Medical Facility	
4.1	Preamble	37
4.2	Joining Letter of Campus Doctor	39



MANGALORE INSTITUTE OF TECHNOLOGY AND ENGINEERING
(An ISO 9001:2015 Certified Institution)

MEDICAL FACILITY

MITE health care facilities are available in the institution campus as a basic need for students and staff. A Doctor has been appointed for the Health Center. The health center is located in the Post Graduate Block of MITE Campus. Health center provides free medical and counseling support on need basis. Medical facility is helpful for hostelites, day-scholars, faculties and staff in the campus. The health center functions to provide immediate medical and first-aid to the needy students and staff when the situation arises. The health center is well equipped with basic medical facilities and medicines to provide immediate treatment by the doctor.

PRINCIPAL,

Principal

Mangalore Institute of Technology & Engineering
Badaga Mijar, MOODBIDRI- 574 225



Health Center- Consultation Room



Health Center, MITE

1.10.19
Moodbidi

From

Dr Shanthashetty
201, Tiger Apt
Planter lane
Bunts Hostel circle
M'lore - 3

To
Ext Case
Permitted to report
G. S. S.

To

The Principal
MITE
Mijar, Moodbidi

Sub: Joining letter

Respected Sir,

As per your order letter 30-9-2019 I have
joined as Medical officer in your college on 1-10-19.
Kindly take this into consideration & do the
needful.

Thanking you.

Yours sincerely
Shantha



MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

(An ISO 9001: 2015 Certified Institution)

(A unit of Rajalaxmi Education Trust)

Affiliated to V.T.U., Belgaum, Approved by AICTE, New Delhi.

Date: May 03, 2019

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Dr. Joslita Rebello**, was working as campus Doctor, on part time basis in our College from 13th March 2018 till 30th April 2019.


PRINCIPAL

Mangalore Institute of Technology & Engineering
Badaga Mijar, MOODABIDRI - 574 225

Received


Josli

3/5/19.

(DR JOSLITA REBELLO)

Day-Care Center, MITE

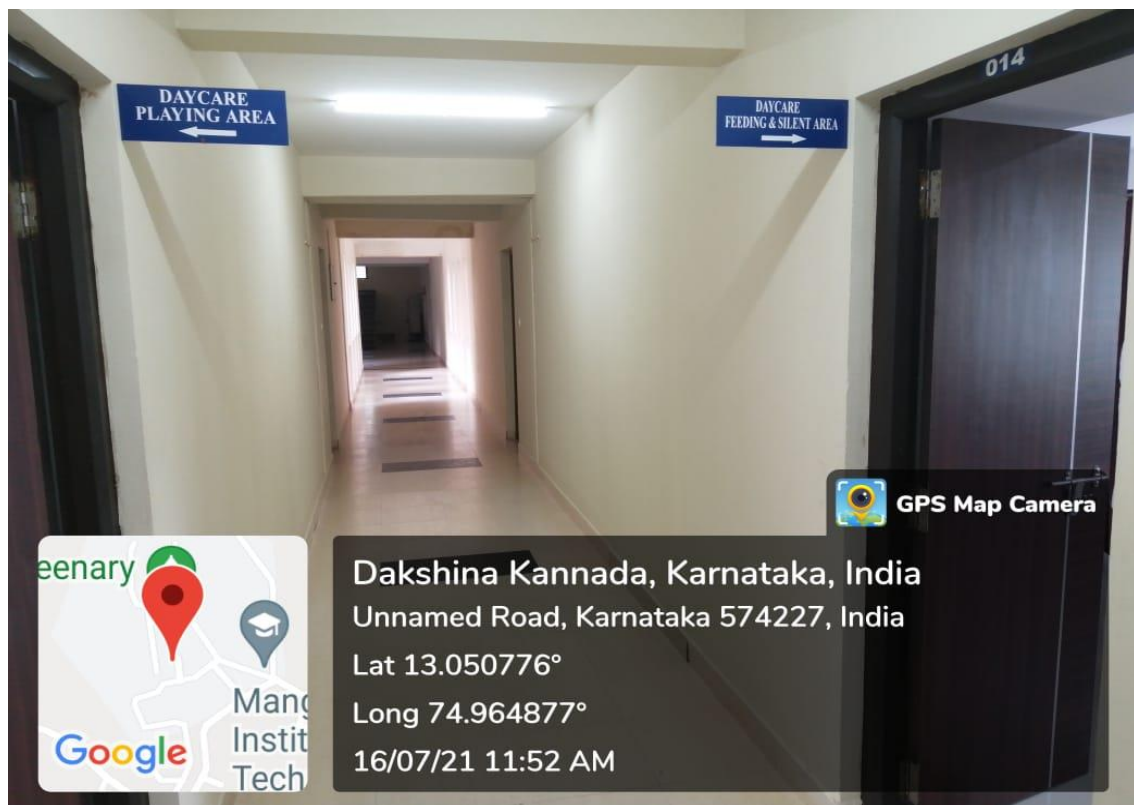
A full pledged Day-care center is provided in the institution for the benefit of all the female faculty members and for working couple having small children. The Day-care center is equipped with feeding room, wash room, storage areas, and silent room. A dedicated female staff member has been appointed to take care of the children during working hours of the employees. The photograph of the day care is enclosed for kind information.



PRINCIPAL
Principal
Mangalore Institute of Technology & Engineering
Barkaga Village, BODOLUR - 574 225



Day-Care Feeding and Silent Area



Day-Care Playing Area



MANGALORE INSTITUTE OF TECHNOLOGY AND ENGINEERING
(An ISO 9001:2015 Certified Institution)

FREE TRANSPORTATION FACILITY



Website Link: <https://mite.ac.in/transportation/>

Free Transportation Facility

Mangalore Institute of Technology and Engineering, Moodbidri has taken several welfare initiatives for its staff. In this direction, the institution has also provided FREE TRANSPORTATION facility to its Teaching, Non-Teaching staff and administrative staff travelling from different places to the institution every day. There are Eighteen Buses connecting major places around Dakshina Kannada and Udupi Districts. The list of employees benefited with the free transportation facility is enclosed below.


PRINCIPAL
Mangalore Institute of Technology & Engineering
Sadaga Mijar, MOODBIDRI - 574 225

LIST OF FACULTIES BENEFITED WITH FREE BUS TRANSPORTATION FACILITY

Sl.No.	Emp. Code	Employee Name	Designation
1	Basic Science	Dr. Anthoni Praveen Menezes	Associate Professor
2	BCSPH129	Dr. Vineetha Telma D'Souza	Senior Asst. Prof & HOD
3	BCSCH009	Ashwini A Kamath	Assistant Professor
4	BCSCH136	Dr. Asha Crasta	Associate Professor & HOD
5	BCSMT030	Rashmi Praveen	Assistant Professor
6	BCSMT457	Shamitha	Assistant Professor
7	BCSMT626	Girija K P	Assistant Professor
8	BCSMT811	Dr. Anthoni Praveen Menezes	Associate Professor
Mechanical Engg.			
1	MEC390	Dr. Neelakantha V Londe	Professor
2	MEC560	Dr. Mohan Kumar	Associate Professor
3	MEC495	Yajnesha P Shettigar	Assistant Professor
4	MEC498	Aveen K P	Assistant Professor
5	MEC755	Gautam S Shetty	Assistant Professor
Mechatronics Engg.			
1	MTR422	Dr. Lokesh M	HOD & Professor
2	MTR057	Ashwini T P	Senior Assistant Professor
3	MTR572	Glenison Toney	Assistant Professor
4	MTR625	Akshaya D Shetty	Assistant Professor
5	Civil Engg.		
6	CIV614	Dr. Umesh S S	Associate Professor
7	CIV301	Dr. Jayaprakash M C	Senior Assistant Professor
8	CIV758	Akshaya Krishna N	Assistant Professor
Computer Science & Engg.			
1	CSE220	Annappa Swamy D R	Associate Professor
2	CSE161	Ravinarayana B	Associate Professor
3	CSE100	Ashwin Kumar M	Senior Assistant Professor
4	CSE273	Sunil Kumar S	Senior Assistant Professor
5	CSE261	Guru Prasad	Assistant Professor
6	CSE308	Sandeep Kumar S	Assistant Professor
7	CSE599	Jyothi G N	Assistant Professor
8	CSE604	Sumalatha U	Assistant Professor
9	CSE636	Shivaprasad T K	Assistant Professor
10	CSE761	Sunitha N V	Assistant Professor
11	CSE762	Jeevitha Sampath	Assistant Professor
12	CSE824	Roopitha C H	Assistant Professor
Information Science & Engg.			
1	ISE806	Arjun P K	Senior Assistant Professor
Electronics & Communication Engg.			
1	ECE047	Ganesh V N	Senior Assistant Professor
2	ECE367	Swapna Srinivasan	Senior Assistant Professor

3	ECE326	Ranjith H D	Senior Assistant Professor
4	ECE171	Sanjeevi Kumar	Assistant Professor
5	ECE177	Sahana Devali	Assistant Professor
6	ECE434	Rishma Mary George	Assistant Professor
7	ECE708	Sumith Shetty	Assistant Professor
8	ECE739	Nischitha	Assistant Professor
9	ECE216	Ms. Bhavya S.	Assistant Professor
Aeronautical Engineering			
1	AER409	Sujesh Kumar	Assistant Professor
2	AER745	Akhila Rupesh	Assistant Professor
Master of Business Administration			
1	MBA543	Jayadeva Prasad M	Professor & Head
2	MBA647	Verina D'Souza	Assistant Professor
3	MBA816	Apoorva A Rao	Assistant Professor


PRINCIPAL,
 Principal
 Mangalore Institute of Technology & Engineering
 Badaga Mijar, MOODBIDRI- 574 225

List of Staff Availing Free Transportation Facility from MITE			
S.No.	Emp. Code	Employee Name	Designation
Administration			
1	ADM024	Prakash Devadiga	Office Superintendent
2	ADM681	Smitha Aithala	Admission Executive
3	ADM286	Mallika.Shetty	Accounts Head
4	ADM676	Ashwini Anchan	Account Executive
5	ADM656	Bhavya N S	Office Executive
6	ADM679	Chethana R Suvarna	Office Executive
7	ADM039	Ravindra Samanth	Attender
Information Technology			
8	ADMIT014	Subrahmanyam Anand	System Administrator
Maintenance			
9	ADMMN719	Vinaya Gopal	Cleaning & Maint Supervisor
Placement			
10	TAP736	Deepak Poojary	Executive Placement & Training
Basic Science			
11	BCSPH704	Bhavyashree	Lab Instructor
12	BCSCH766	Ashwitha Devadiga	Lab Instructor
13	BCSMT469	Nalini	Attender
Mechanical Engineering			
14	MEC012	Chandrashekar Shetty	Foreman
15	MEC489	Suvidha S	Lab Instructor
16	MEC277	Mr. Yogish P.	Asst. Lab Instructor
1	MEC718	Sowjanya Shetty	Assistant Lab Instructor
17	MEC726	Veekshitha S	Lab Assistant

	Mechatronics Engineering		
18	MEC709	Sapna	Lab Instructor
19	MTR798	Deeksha	Lab Instructor
20	MEC117	Madhumathi	Attender
	Computer Science & Engineering		
21	CSE379	Shubha	Foreman
22	CSE584	Pavithra	Lab Instructor
23	CSE493	Bhavya	Assistant Lab Instructor
24	CSE104	Shwetha	Lab Assistant
25	CSE550	Nishmitha	Lab Assistant
26	CSE251	Bhagyalaxmi	Attender
	Information Science & Engineering		
27	ISE772	Divya	Lab Assistant
28	ISE421	Latha	Assistant Lab Instructor
29	ISE111	Raghuveera P K	Attender
30	ISE729	Pooja D Suvarna	Attender
	Electronics & Communication Engineering		
31	ECE033	Srinivas Bhat M	Foreman
32	ECE793	Krishnaraj K S	Lab Instructor
33	ECE788	Bhoomika	Lab Instructor
34	ECE740	Raghavendra Rao	Lab Instructor
35	ECE238	Dharmaraja Devadiga	Lab Assistant
	Aeronautical Engineering		
36	MEC131	Richard Pais	Foreman
37	AER795	Hariprasad R Bhate	Lab Instructor
38	AER391	Ranjitha	Attender


PRINCIPAL.
 Principal
 Mangalore Institute of Technology & Engineering
 Badaga Mijar, MOOBBIDRI- 574 225

Other Facilities

ENCLOSURES:

Sl. NO.	PARTICULARS	Page No.
7.1	Food Court	50
7.2	Super Market & Photocopying Center	51-52
7.3	ATM in the Campus	53
7.4	Staff Lounge	54

FOOD COURT

MITE has a multicuisine Air-conditioned two floored Food Court with vegetarian and Non- vegetarian food. It provides food at subsidized rate



Outside view of Food Court



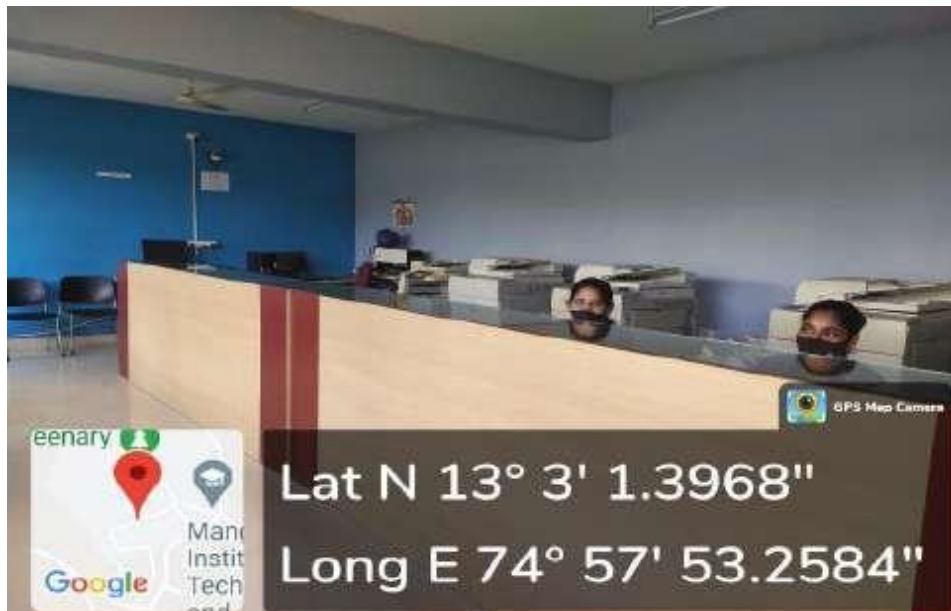
FOOD COURT, MITE

Supermarket and Photocopy center, MITE

MITE has a full pledged **Supermarket** situated centrally inside the Campus for the benefit of all Students, Hostelites, Visitors, Faculties and Staff. Stationery & basic essential items of daily needs are made available. Also, a **Photocopy center** is located on campus for the benefit of Students, Faculty.

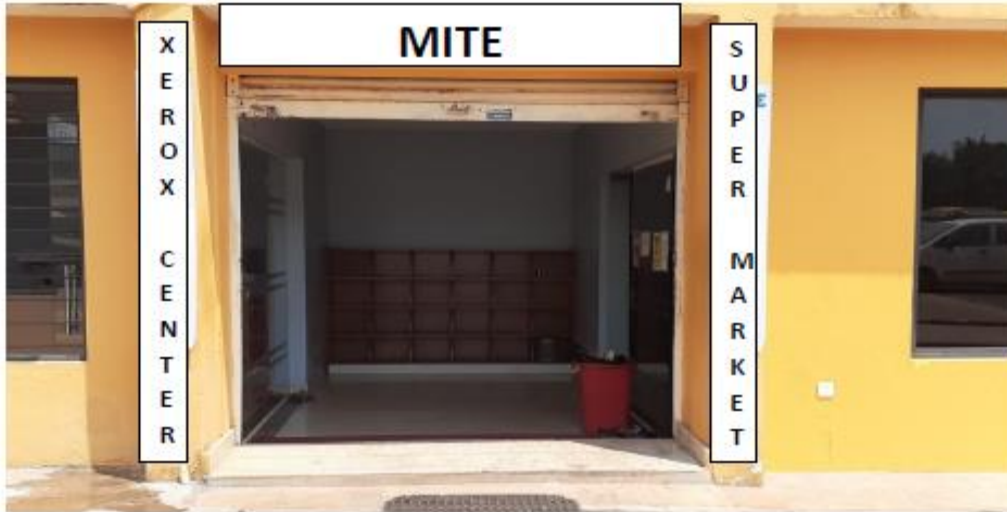


Supermarket-MITE



Photocopy Center-MITE

MANGALORE INSTITUTE OF TECHNOLOGY AND ENGINEERING
(An ISO 9001:2015 Certified Institution)



Supermarket and Photocopy center, MITE



ATM in Administrative Building



Canara Bank ATM in the Campus

MANGALORE INSTITUTE OF TECHNOLOGY AND ENGINEERING
(An ISO 9001:2015 Certified Institution)



STAFF LOUNGE