

## **Criteria 6.2.2:**

**The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.**

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## **1. Organogram**

**<https://mite.ac.in/administration/>**

## **2. Service rules**

**[https://mite.ac.in/wp-content/uploads/2021/05/MITE Service Rules.pdf](https://mite.ac.in/wp-content/uploads/2021/05/MITE_Service_Rules.pdf)**

### 3. Governing Council

The Governing Council (GC) is the apex body constituted to oversee the various Institutional activities. The GC comprising the founding members, eminent administrators from reputed organizations, industry representatives and faculty members of the institute are steering the institute in a progressive path towards realizing the vision of the institute, since inception. The perspective plan for the growth and expansion of the institution, review of the progress, approval of annual budget and expenditure is encompassed by the Governing Council.

#### Governing Council Composition for the Academic Year 2019-20

Name and Designation	Role
Mr. Rajesh Chouta, President, Rajalaxmi Education Trust®, Mangalore	Chairman
Mrs Savitha Chouta, Trustee, Rajalaxmi Education Trust®, Mangalore	Member
Prof. N R Shetty Former Vice Chancellor, Bangalore University	
Prof. G R Rai, Former Principal NMAMIT, NITTE	
AICTE Nominee	Member (to be nominated by AICTE)
Govt. of Karnataka Nominee	Member (to be nominated by GOK)
VTU Nominee	Member (to be nominated by VTU)
Mr. Prashanth Chouta	Member
Dr. C R Rajashekar, Vice Principal, MITE (Faculty Representative)	
Dr. Divakara Shetty S, Dean (Academics), MITE	
Mr. Narendra U P, Dean (Placements and Training), MITE	
Dr. G L Easwara Prasad, Principal	Member Secretary

**The following are the members of Governing Council:**

Sl.No	Name	Nominated Position in Governing Council
1	Mr.Rajesh Chouta President, Rajalaxmi Education Trust @, Mangalore	Chairman
2	Mrs.Savitha Chouta Trustee, Rajalaxmi Education Trust @, Mangalore	Member
3	Prof. N.R.Shetty Former VC, Bangalore University	Member
4	Prof. G.R.Rai Former Principal, NMAMIT, NITTE	Member
5	AICTE Nominee	Member (To be nominated by AICTE)
6	Govt. of Karnataka Nominee	Member (To be nominated by GOK)
7	VTU Nominee	Member (To be nominated by VTU)
8	Mr.Prashanth Chouta Industry Representative	Member
9	Dr. C.R Rajashekhar Vice Principal, MITE(Faculty Representative)	Member
10	Dr.Divakar Shetty Dean Academics, MITE	Member
11	Mr.Narendra U P Dean Placements & Training, MITE	Member
12	Dr.G L Easwara Prasad Principal, MITE	Member & Secretary

  
**PRINCIPAL**  
Principal

Mangalore Institute of Technology & Engineering  
Badaga Mijar, MOODBIDRI - 574.225

Proceedings of Eleventh Meeting of the Governing Council held on 03-01-2020 at 11.00 AM at Mangalore Institute of Technology & Engineering, Badaga Mijar, Moodabidri-574 225

**Members Present:**

- 1) Sri.Rajesh Chowta – Chairman
- 2) Mrs.Savita Chowta – Vice Chairman-Member
- 3) Dr.N.R.Shetty – Member
- 4) Prof.G.R.Rai – Member
- 5) Dr. C.R.Rajashekhar – Member
- 6) Dr.Divakar Shetty.S – Member
- 7) Mr.Narendra U P – Member
- 8) Dr. G.L.Easwara Prasad – Member and Secretary

**Members Absent:**

- 1) Mr. Prashanth Chouta
- 2) Dr. S.C.Kamate

The Principal welcomed all the members of Governing Council and initiated the discussions of the Agenda.

The action taken on the proceedings of Tenth Governing Council Meeting were discussed and approved.

**Agenda discussed and approved in Eleventh GC Meeting:**

**1) Admissions to UG & PG Programs for the academic year 2019-20:**

The admissions to UG and PG courses in our Institution for the year 2019-20 were noted and resolved to approve the same with a suggestion to improve the admission status of Civil Engineering and Mechanical Engineering by step-up faculty background and industry 4.0 background.

**2) NBA Accreditation status:**

The Department of Aeronautical Engineering, Civil Engineering, Computer Science & Engineering and Mechanical Engineering are accredited by NBA. Further, the pre-qualifier for the accreditation of Electronics & Communication Engineering Department is accepted, SAR will be submitted shortly.

Application for continuation of accreditation status of Computer Science & Engineering and Mechanical Engineering Departments are submitted to NBA and visit of expert team is expected.



**3) Budget for the academic year 2019-20:**

The budget for the Academic year 2019-20 has been discussed and approved the same

**4) Participation in UNNATH BHARAT ABHIYAN (UBA) Scheme:**

Rs.50000/- fund is being released by Central Government for implementation of UBA by our institution in the five villages viz, 1.Kalmandkur 2.Paladka 3.Belvai 4.Kanthavara 5.Sooda. Recommended to focus on the basic needs of villages in the first phase.

**5) Faculty members recruited after the last GC meeting:**

The appointments in various departments after the last Governing Council meeting were noted and resolved to approve the same.

**6) Progress of NAIN Incubation Center in campus:**

The members visited the NAIN Incubation Centre of our Institution and appreciated the progress of the work suggested to find ideas for smart city and to identify the faculty who can participate in this initiative.

**7) Collaborative Research Grants to Dr.Raghavendra Sagar:**

The Governing Council Members appreciated the receipt of Collaborative Research Grants by Dr.Raghavendra Sagar.

**8) Students Achievements:**

Prof.N.R.Shetty appreciated the achievements of students.

**9) Completion and readiness of Innovation Center:**

Governing Council Members visited the Innovation Center and appreciated the development in the campus.

**10) Global Conference in the campus:**

The preparation and the progress of the Conference was discussed.

## 11) Audited Statement of Expenditure for the year 2018-19:

The audited statement of Expenditure for the year 2018-19 were noted and resolved to approve the same.

## 12) MOU with UI Path:

Suggested to work on getting employment benefit through UI path certification.

## 13) Details of the Results of academic year 2018-19:

The results of the VTU Examinations of final year B.E, MBA and MTech for the academic year 2018-19 were discussed. The four students who received university ranks were appreciated.

## 14) Campus Placement during the academic year 2018-19:

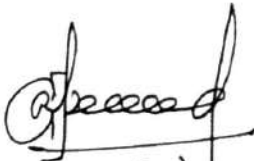
The Institution has recorded good placements in the last Academic year. Statistics of placements were presented.

## 15) Any other matters with the permission of the Chairman:

- Members visited Auditorium – 4 in PG block and Incubation Center which were developed in this academic year.
- Inclusion of Dr.Divakar Shetty.S, Dean Academics and Prof.Narendra U.P, Dean Training & Placements to Governing Council of our Institution is approved.

On behalf of all the members of the Governing Council (GC), Dr.N.R.Shetty has expressed his opinion that the discussion on the Research Account is not the part of Governing Council Meeting. This is because the Research Accounting will be verified by the Granting Agency. Hence, all the members of Governing Council concluded that the matter raised and written in the Governing Council Proceedings Book by Mrs.Savitha Chouta is not to be considered.

The above information's were noted by the members.



(Dr.G.L.Easwara Prasad)

Member Secretary / Principal

Principal

Mangalore Institute of Technology & Engineering

Badaga Mijar, MOODBIDRI - 574 225



(Sri Rajesh Chowta)

Chairman



## 4. Internal Quality Assurance Cell

The institute has established IQAC as per National Assessment and Accreditation Council (NAAC) guidelines in 2013. The IQAC is a part of the institution's system and works towards the realization of the goals of quality enhancement and its sustenance. The IQAC ensures the effective implementation of quality initiatives through continuous reviews and periodic meetings. The IQAC works towards attaining excellence in all the academic activities and for continuous improvement in teaching-learning process.

### Composition of the Internal Quality Assurance Cell for the Academic Year 2019-20

Name and Designation	Role
Dr. G L Easwara Prasad, Principal	Chairperson
Mr. Rajesh Chouta President, Rajalaxmi Education Trust®, Mangalore	Members
Prof. N R Shetty Former Vice Chancellor, Bangalore University	
Dr. C R Rajashekar, Vice Principal, MITE	
Dr. Ganesha Mogaveer, Prof. & Head, Dept. of Civil Engineering	
Dr. G Purushotham, Prof. & Head, Dept. of Aeronautical Engineering	
Prof. Jayadeva Prasad, Head, Dept. of Master of Business Administration	
Prof. Manjunath H, Head, Dept. of Information Science & Engineering	
Ms. Chaitra Taranath, Student	
Mr. Prajwal Hegde, Alumni	
Mr. Mohammed Azzan Patni, Employer	
Dr. Divakara Shetty S, Dean (Academics)	Convener

For additional information on the objectives, functions and structure and activity reports of the IQAC [Click here](#)

## 5. Academic Committee

The Academic Committee of MITE serves as an integral part in formulating, tracking and guiding the overall academic activities of the institution. The main responsibility of the academic committee is to encourage an intellectually stimulating environment within the campus and implementing all the academic guidelines issued by the university. The committee sets the academic calendar of the institution in line with the academic calendar of the university and oversees its implementation along with the smooth functioning of classes, examinations, and all other academic requirements.

### Composition of the Academic Committee for the Academic Year 2019-20

Name	Role
Dr. G L Easwara Prasad, Principal	Chairperson
Dr. Divakara Shetty S, Dean (Academics)	Members
Dr. C R Rajashekhar, Head, Dept. of Mechanical Engineering	
Dr. G Purushotham, Head, Dept. of Aeronautical Engineering	
Dr. Ganesha Mogaveera, Head, Dept. of Civil Engineering	
Dr. Venkataramana Bhat P, Head, Dept. of Computer Science & Engineering	
Dr. Vinayambika S Bhat, Head, Dept. of Electronics & Communication Engineering	
Head, Dept. of Information Science & Engineering	
Mr. Sathyanarayana, Head, Dept. of Mechatronics	
Dr. Vineetha Telma D'Souza, Head, Dept. of Chemistry	
Dr. Asha Crasta, Head, Dept. of Mathematics	
Dr. Raghavendra Sagar, Head, Dept. of Physics	
Mr. Jayadeva Prasad M, Head, Dept. of Master of Business Administration	

For additional information on the functions and responsibilities, structure of the committee and the activities reports [Click here](#)

## 6. Examination Committee

The Examination Committee provides guidelines and oversees the conduction of Internal Assessment (IA) Tests in a centralized manner and also monitors the conduction of Semester End Examination (SEE) as per the guidelines of the affiliating University. The main objective of the committee is to maintain the transparency in both internal and external examinations to the fullest satisfaction of every stakeholder.

### Composition of the Examination Committee for the Academic Year 2019-20

Name and Designation	Role
Mr. Sathisha, Dean (Examinations)	Chairperson
Dr. Anthoni Praveen Menezes Dept. of Physics	Coordinators
Mr. Guruprasad A M, Dept. of Chemistry	
Ms. Rashmi Praveen, Dept. of Mathematics	
Mr. Praneeth H R, Dept. of Aeronautical Engineering	
Mr. Guru Prasad, Dept. of Computer Science & Engineering	
Mr. Sandeep Kumar S, Dept. of Computer Science & Engineering	
Mr. Jayaprakash M C, Dept. of Civil Engineering	
Mr. Yashwanth M K, Dept. of Civil Engineering	
Ms. Sahana Devali, Dept. of Electronics & Communication Engineering	
Mr. Sanjeevi Kumar P, Dept. of Electronics & Communication Engineering	
Mr. Rajesh N Kamath, Dept. of Information Science & Engineering	
Mr. Suresh Kumar R, Dept. of Mechanical Engineering	
Mr. Purandara Naik, Dept. of Mechanical Engineering	
Ms. Ashwini T P, Dept. of Mechatronics Engineering	

For additional information on functions and responsibilities, structure of the committee and the annual reports [Click here](#)

## 7. Grievance Redressal Committee

MITE is committed to provide safe, fair and harmonious learning and working environment to the students and staff. In this regard, the Grievance Redressal Committee has been constituted at MITE as per the UGC/ AICTE Regulations. The committee has adopted a well-defined mechanism for redressal of the grievances. The Committee handles day-to-day grievances related to academics and other issues of the students and staff. The committee handles and discharges all the grievances in a fair and impartial manner within the scope of code of conduct set by the institution

### Composition of the Grievance Redressal Committee for the Academic Year 2019-20

<b>Name and Designation</b>	<b>Role</b>
Dr. G L Easwara Prasad, Principal	Chairperson
Dr. Divakara Shetty S, Dean (Academics)	Members
Dr. Jyothi S, Associate Professor, Dept. of Mathematics	
Mr. Sridhar D R, Assistant Professor, Dept. of Mechanical Engineering	
Ms. Aishwarya K, Fourth year student, Dept. of Computer Science & Engineering	Special Invitee
Mr. Krishnamoorthy K, Senior Assistant Professor, Dept. of Computer Science & Engineering	Convener

For additional information on functions and responsibilities, structure of the committee and the annual reports [Click here](#)



## 8. Internal Complaints Committee

The ICC was established to help maintain a congenial atmosphere at the Institute, to enable women to pursue their work with dignity and reassurance. The committee/Cell has been working to raise awareness on gender equality issues.

This Committee /Cell functions as required by the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013”.

Institute is committed to maintaining a professional learning and working environment for its students, employees, and guests. One of the committee/cells’ mandate is to prevent gender discrimination and inappropriate sexual conduct. This is best achieved through promoting gender sensitivity and justice amongst all.

### Composition of the Internal Complaints Committee for the Academic Year 2019-20

Name and Designation	Role
Dr. Asha Crasta, Associate Professor and Head, Dept. of Mathematics	Chairperson & Convener
Dr. Divakara S Shetty, Dean (Academic)	Members
Dr. C R Rajashekar, Professor and Head, Dept. of Mechanical Engineering	
Mrs. Rashmi Praveen, Assistant Professor, Dept. of Mathematics	
Ms. Jyothi G N, Assistant Professor, Dept. of Computer Science & Engineering	
Ms. Mallika Shetty, Accounts Head	
Ms. Shubha, Foreman, Dept. of Computer Science & Engineering	
Ms. Samiksha N, Dept. of Mechatronics Engineering	Student Members

Ms. Shraddha Mendon, Dept. of Information Science & Engineering	
Ms. Chaitra Shettigar, Dept. of Aeronautical Engineering	
Mrs. Rochana Surjit, Customer Service Relationship Executive	NGO Member

For additional information on functions and responsibilities, structure of the committee, annual gender sensitisation plan, and the annual reports [Click here](#)

## 9. Anti-Ragging Committee

According to the Honourable Supreme court of India- **“Ragging is any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing , treating or handling with rudeness to any student , indulging in rowdy or undisciplined activities which cause or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student.”**

To ensure completely ragging free environment in the campus and in compliance with the letter from UGC, Anti-Ragging Committee has been constituted. Anti-Ragging Committee is the supervisory and advisory committee which helps in preserving a Culture of Ragging Free Environment in the college Campus.

### Composition of the Anti-Ragging Committee for the Academic Year 2019-20

Name and Designation	Role
Dr. G L Easwara Prasad, Principal	Chairman
Dr. Divakara Shetty S, Dean (Academic)	Member
Dr. C R Rajashekar, Vice-Principal & HOD, Dept of Mechanical Engineering	
Inspector of Police, Moodabidri Police Station	
Mr. Sathisha, Associate Professor, Dept. of Electronic and communication Engineering	
Mrs. Vineetha T D’Souza, Head, Dept. of Chemistry	
Mr. Shreekumar T, Associate Professor, Dept. of Computer Science & Engineering & Chief Warden, Boys Hostel	
Mr. Yathin K L, Senior Assistant Professor, Dept. of Aeronautical Engineering	
Ms. Rachana, fourth year student, Dept of Information Science & Engineering	

Ms. Aishwarya K, Third year student, Dept of Computer Science & Engineering	
Ms. Shreya Rao, Second year student, Dept of Electronic and communication Engineering	
Ms. Vaishnavi Shenoy, First year student, Dept of Aeronautical Engineering	
Mr. Rakshith Babu, Fourth year student, Dept of Mechanical Engineering	
Mr. Akash Shetty, Third year student Civil Engineering Dept.	
Mr. Sumukha, Second year student, Dept of Mechatronics Engineering.	
Mr. Nishan, First year student, Dept of Mechanical Engineering	
Mr. Ganesh A Amin, Parent of Mr.Gangan - 7 th sem Mechanical Student	
Dr. Jyothi S, Associate Professor, Dept. of Mathematics & Chief Warden, Girls Hostel	Convener

For additional information on functions and responsibilities, structure of the committee, and the annual reports [Click here](#)



## 10. Career Guidance Cell

The Career Guidance Cell of MITE spearheads and conducts Skill Development programs through the Centers of Excellence established in the Institution, and also invites Industry stalwarts to deliver lectures about advancements in the latest technologies. This enables our students to be Innovators, and also excel in recruitment and be placed in Organizations of repute.

### Composition of the Career Guidance Cell for the Academic Year 2019-20

Name and Designation	Role
Dr G L Easwara Prasad, Principal	Chairperson
Mr. Narendra U P, Dean (Training & Placement)	Convener
Mr. Jinaprasad, Senior Associate, T&P	Member
Mr. Ramalingam, Sr. Asst. Prof, Department of Electronics & Communications Engineering	
Mr. Sandeep Kumar, Asst. Prof., Department of Computer Science & Engineering	
Mr Aveen K P, Asst Prof, Dept of Mechanical Engineering	
Mr. Glenson, Asst Prof, Dept of Mechatronics Engineering	
Mr. Ajith Kumar P N, General Manager, Digital Technologies, ITC Infotech	
Mr. Praveen Kamath K, General Manager & HR Head – Global Delivery & Enablement, Wipro Ltd	
Mr. Noel Fernandes, Manager, HR, ITC Ltd.	

For additional information on functions and responsibilities, structure of committee, and activity reports [Click here](#)

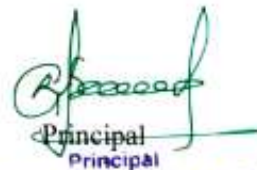
## 11 RECRUITMENT PROCEDURE

The appointment of faculty/staff at the Institution shall be made in accordance with the transparent selection procedure outlined below:

1. The requirement of the faculty/staff to different department will be ascertained by the administrative office of the institution.
2. An exclusive email account: [career@mite.ac.in](mailto:career@mite.ac.in) to receive the job application is in place from the inception of the institution.
3. The job application received through email are verified and scrutinized.
4. Further if additional applications are required, job vacancies are published in leading newspapers and linked in.
5. The eligible candidates to be called for interview will be shortlisted considering the qualification and experience of the applicants
6. The short listed candidates will be invited for interview process conducted by a panel.

### Interview Process Includes

- i. Topic Presentation in their specialization
  - ii. Q & A session
  - iii. HR Interview
- 7 The candidates selected by the panel will be recommended to the management for further processing.
- 8 The offer letter and appointment letter will be prepared by the trust office and sent to the principal for further action.



Principal  
Principal

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



# MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

(An ISO 9001:2015 Certified Institution)

(A unit of Rajalaxmi Education Trust ®)

Badaga Mijar Moodabidri 574225

To,

Date: 28/04/2019

The Principal,

Mangalore Institute of Technology and Engineering,  
Moodabidri.

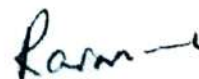
Respected Sir,

**Sub: Request to initiate the recruiting process for the Department of Mechanical Engineering.**

This is to bring to your kind notice that the department of Mechanical Engineering requires 11 faculty members for the academic year 2019-20. Kindly take the necessary action to recruit the vacant positions in the department.

Thanking you,

Yours Sincerely,

  
HOD

Head of the Dept. of Mechanical Engg.  
Mangalore Institute of Technology & Engineering  
Badaga Mijar, MOODABIDRI 574 225

To,  
The President,  
Rajalaxmi Education Trust,  
Souza Arcade, Mangalore.

Date: 15/05/2019

Respected Sir,

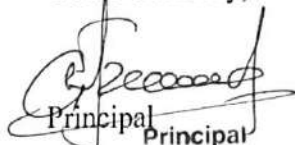
**Sub: Permission for filling up the vacant teaching faculty positions.**

We would like to thank the Management for the support extended in the activities at the institution. The guidance provided has been exemplary and has resulted the institution to scale newer heights.

In view of faculty recruitment for the academic year 2019-20, we wish to bring to your kind notice that as per the AICTE norms the total number of teaching faculty required is 173 and available are 141. Based on the request received from the Heads of the departments, I am enclosing the consolidated list of faculties required. Kindly permit us to fill up the vacant faculty positions from the available Data Bank for the smooth functioning of the academic activities.

Thanking you,

Yours Sincerely,



Principal

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

**Enclosed: Consolidated list of faculty members required for the academic year 2019-20**





# Mangalore Institute of Technology & Engineering

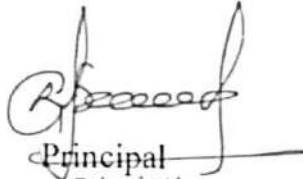
(An ISO 9001:2015 Certified Institution)

(A Unit of Rajalaxmi Education Trust)

Badaga Mijar, Moodbidri-574225

Consolidated list of faculty required for the Academic Year 2019-20

Sl No	Department	Required No
1	Aeronautical Engineering	4
2	Computer Science & Engineering	4
3	Civil Engineering	3
4	Electronics & Communication Engineering	3
5	Information Science & Engineering	2
6	Mechanical Engineering	11
7	Mechatronics Engineering	2
8	Physics	1
9	Master of Business Administration	2



Principal  
Principal

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



# RAJALAXMI EDUCATION TRUST (Regd.)

To,  
The Principal.  
Mangalore Institute of Technology & Engineering  
BadagaMijar, Moodabidre

Mangalore  
21.5.2019

Dear Sir,  
Sub: Permission for filling up vacant teaching faculty positions  
Ref: Your letter dated 15.05.2019 on the above subject

I am in receipt of your request for permission to fill up vacant teaching faculty positions for the year academic year 2019-20.

After due consideration, I am pleased to grant you permission to go ahead and fill up the vacancies as mentioned in your letter based on available data bank. However, please make sure to follow all the Institute norms during the selection process in order to recruit the right candidate for all the positions without compromising on academic performance of the Institute.

Regards,

President  
Rajalaxmi Education Trust  
Mangalore

### Advertisement for Faculty Positions

- Samples copies:

ಉದಯವಾಣಿ 26-8-2019  
UDAYAVANI - MANIPAL

**MITE**

**Mangalore Institute of Technology & Engineering**  
(A unit of Rajalaxmi Education Trust (R), Mangalore)  
(An ISO 9001:2015 Certified Institution)  
(Approved by AICTE, New Delhi & Affiliated to VTU, Belgaavi)  
Mijar, Moodabidri-574225, Ph:08258-362695/ 94/ 97/ 98/ 99  
www.mite.ac.in

**RECRUITMENT**

Applications are invited for the positions of  
**ASSISTANT PROFESSOR IN ENGLISH**  
for Department of Humanities in our Institution  
Qualification: MA in English with good communication and interpersonal skills, with flair to train students to improve listening, writing and presentation skills.

Mail your Resume within 7 days along with your latest photograph to career@mite.ac.in

**MITE**

**Mangalore Institute of Technology & Engineering**  
(An ISO 9001:2015 Certified Institution)  
(A unit of Rajalaxmi Education Trust, Mangalore)  
(Approved by AICTE, New Delhi & Affiliated to VTU, Belgaavi)  
Accredited by NAAC / Accredited by NBA  
Mijar, Moodabidri-574225, Ph:08258-362695/ 94/ 97/ 98/ 99  
E-mail: info@mite.ac.in, info@nit.ac.in, www.mite.ac.in

**REQUIRED**

**PROFESSORS / ASSOCIATE PROFESSORS**  
in the following departments:  
**Computer Science & Engg., Mechatronics,  
Mechanical Engg. & Aeronautical Engg.**  
Qualification:  
PhD (Doctoral Degree) from a premier institution with minimum of 16 years teaching experience in relevant discipline and strong inclination towards research. Experience in administrative positions is an added advantage.

Send your Resume within 7 days along with your latest photograph to career@mite.ac.in





# RAJALAXMI EDUCATION TRUST (Regd.)

## OFFER LETTER

DATE: 15-05-2019

To,  
Dr. Vignesh Nayak Ullal  
D.No 11-1-11-2  
Opp Nandadeep, Bhavanthi Street  
Mangalore-575001

Dear Dr. Vignesh Nayak Ullal,

Based on interview held on 10<sup>th</sup> May 2019, it gives us a great pleasure to offer you appointment as Senior Assistant Professor in the department of Mechanical Engg in our Engineering College "Mangalore Institute of Technology and Engineering" (MITE), Badaga Mijar, Moodabidri, Mangalore Taluk, with the following terms and conditions.

### 1.PROBATION:

You will be on probation for the period of 24 months (2 years) from the date of joining and your confirmation would be dependent on satisfactory completion of your probation period.

### 2.PAY SCALE:

Your Gross salary will be Rs.55,096/-(32,480+40%DA+5%HRA+8,000/- AGP)pm. Inclusive of all the benefits.

### 3.DATE OF JOINING:

You should join duty on 15<sup>th</sup> July 2019.

### 4.CONSENT LETTER:

If you agree to the above terms please issue your consent letter about joining "Mangalore Institute of Technology and Engineering" (MITE) immediately.

### 5.APPOINTMENT LETTER:

Detailed Appointment Letter with the service rules will be issued once we receive the consent letter from you.

For Rajalaxmi Education Trust (Regd)

President

Received Date: 16/5/2019  
ME





## Appointment letter

Date: 10/07/2019

Place: Mangalore

Dear Dr. Vignesh Nayak Ullal,

Ref: a) Your application dated 06/05/2019

b) Our Offer Letter Dated 15/05/2019

c) Your Consent letter dated 16/05/2019

Based on the interview held on 10/05/2019, we are pleased to inform you that you have been selected for the post of **Senior Assistant Professor** in the department of Mechanical Engineering in our Engineering College at "Mangalore Institute of Technology & Engineering" (MITE), Badagamijar, Moodabidri-574225.

Your Appointment is subject to the following Terms & conditions

### 1) Hours of work:

Standard hours of working are during Monday to Saturday, on all working days.

### 2) Conduct:

You shall conduct yourself in a befitting manner and abide all the conduct policy, the rules and regulations of the College.

### 3) Remuneration:

You will receive consolidated Gross Salary of Rs. 55,096/- (INR Fifty five thousand Ninety six only).

(Basic Pay: 32,480 ; AGP: 8,000 ; DA: 40% of Basic ; HRA: 5% ;

### 4) Method of Payment:

Salaries and wages will be paid monthly by electronic funds transfer to your Bank Account any day between 1<sup>st</sup> to 3<sup>rd</sup> day of each month in arrears. The college reserves the right to vary this procedure at its option. However, such variance will be communicated to you in advance.

### 5) Leaves:

You will be entitled to paid leaves as per the Leave Policy of the College which will be intimated to you at the time of joining. You should note here that leave without prior intimation will be considered as your unauthorised absence and will lead to Leave without Pay.

26/7/2019





# RAJALAXMI EDUCATION TRUST (Regd.)

## 6) Intellectual Property Rights:

All Industrial and Intellectual Property Rights, including but not limited to patent rights, design rights, copyrights and related rights, database rights, trademark rights and chip rights ensuring within the framework of the work performed by you pursuant to your employment contract will be exclusively vested in college.

## 7) Confidentiality:

You are aware that in the course of employment under this appointment letter you will have access to and may be entrusted with information in respect of the work and financing of the College and its dealings, transactions and affairs and intellectual property including patent, trade secrets and processes, all of which information is or may be confidential.

All confidential records, documents and other paper together with any copies or extracts thereof made or required by you in the course of your employment shall be the property of the College and must be returned on the termination of your employment.

It is condition of your employment that you will not, except as authorised by the College, or as required by your duties for the benefit of the College, make copies, compile, merge, assemble or process information, products or systems of the College or disassemble, reproduce or decompile the source code of the computer software included in those products or systems or attempt to deduce the source code of such software in any other manner.

Violation of any one of the prohibitions set out above during the term of employment will constitute an urgent reason for the College to summarily dismiss you and take sort of Legal Jurisdictions.

## 8) Probation:

You will be on probation for a period of Two Years. Your work will be reviewed and if found satisfactory, you will be confirmed, otherwise your probationary period will be extended for a period of three months or any such period deemed fit. During the extended period of probation if your work and conduct are not found to be satisfactory, your services will be terminated without giving any notice.

## 9) Resignation:

For resigning the post held by you in the College, you have to give a prior notice of one month during the probation period and thereafter prior notice of three months. The resignation shall be accepted and relieved at the end of the Academic Year (only at the end of the even semester).

## 10) Termination:

Your Employment may be terminated at any time of yourself, or by the College, upon providing one month written notice to the other party. In the case of College, termination may be effected by payment of salary(Basic+DA) equal to your notice period not worked as payment in lieu of notice. In the event that you seek to terminate your employment, the college shall have the sole discretion to terminate your employment with immediate effect, without making any payment.

The College may dismiss you from employment without notice or any payment or salary equal to notice period /in lieu of notice, if you:





# RAJALAXMI EDUCATION TRUST (Regd.)

- a) Engage in serious misconduct with your senior or any other employee harming the College's ambience and image.
- b) Commit a serious or persistent breach or non observance of any condition of your employment.
- c) Are convicted of an indictable offence.
- d) Knowingly or repeatedly act (1) in excess of your powers (2) in contravention of the instructions of the supervisor or the management.
- e) Knowingly or repeatedly fail to perform your duties as set out herein.

Upon termination of this agreement you will be obliged to immediately return to the college all the property belonging to the College including materials, documents and information copied in any form whatsoever (laid down in any form whatsoever. data carriers, computer software and data files), articles, keys and similar items.

## Miscellaneous:

You will participate in all curricular, extracurricular and co-curricular activities and contribute for the development of the College.

All your correspondence to the Management will be routed through proper channel, but if necessary advance copies of the same may be sent to the Management.

You will be governed by the Service Rules of the College.

This agreement of appointment is governed by and shall be construed in accordance with the laws of India.

The parties to this Agreement submit to the exclusive jurisdiction of the courts of Mangalore, India.

On termination of this agreement of appointment the College may deduct from any sums then owing from it to you by way of salary or otherwise any sums owing from you to it.

You also agree to stay with us for a minimum period of 2 years. If you quit the job before the mentioned period, the College/Trust is not liable to issue any experience /relieving letter to you.

*Mangalore Institute of Technology & Engineering welcomes you to our team and we are confident that you will make an effective contribution, we at college look forward to work with you. if you are agreeable to the above terms and conditions of appointment, then kindly confirm your acceptance of appointment by signing and returning the attached copy of this letter to the Trust Office within three days of receiving this letter.*

You will have to report to the Principal of the College with all your original documents on or before 15<sup>th</sup> of July 2019 sharp at 9:00 A.M.

For Rajalaxmi Education Trust (R)

President

To,  
Dr. Vignesh Nayak Ullal  
D.No 11-1-11-2  
Opp Nandadeep, Bhavanthi Street  
Mangalore-575001

CC TO: The Principal  
MITE  
Mijar  
Moodabidre



From,

Dr. Vignesh Nayak Ullal  
S/O Vasanth Nayak Ullal  
Dr. No. 11-1-11-2  
OPP. Nandadeepa  
Near Venkatramana Arcade  
Mangalore - 575001.

Date: 15-7-2019

To: O.S. / Ext. ce  
Permitted to report  
15/7/2019

To,

The Principle  
Mangalore Institute of Technology and Engineering  
Badaga Mijar  
Moodbidri  
Mangalore

Subject: Requesting joining letter

Dear Sir,

I Vignesh Nayak V., was offered appointment as Senior Assistant Professor in the dept. of Mechanical Engg. at your Institute on 15-5-2019.

With regard to the above I wish to inform acceptance of the offer and my delightful consent to join on 15-7-2019 as stated in the Institute offer letter.

Thanking you,

Yours faithfully

*Vignesh*

(Vignesh Nayak Ullal)

Reported to duty on 15/7/19  
Razak 15/7/19

## 12. SC/ST/OBC Cell

The Constitution of the country, promulgated in 1950, recognizes the scheduled castes and the scheduled tribes as the two most backward groups in Indian society needing special protection. India, a country of diversity, a mix of different religions, castes and cultures, is characterized by a highly-entrenched system of social stratification. They include all the castes, races or tribes, which have been socially, economically and educationally backward. Therefore, we, as an institute, have constituted an SC/ST/OBC Committee which would help in eliminating the social disparities in compliance with the Government of India and UGC guidelines.

### Composition of the SC/ST/OBC Cell for the Academic Year 2019-20

Name and Designation	Role
Dr. G L Easwara Prasad, Principal	Chairperson
Dr. Laxmi Gulappagol, Sr. Assistant Professor, Dept of Electronics & Communication Engineering	Member
Dr. Vijeth, Senior Assistant Professor, Dept. of Physics	
Mr. Sridhar D R, Assistant Professor, Dept. of Mechanical Engineering	
Mr. Surjit Ram, Assistant Professor, Dept. of Humanities	Convener

For additional information on functions and responsibilities, structure of committee, and details of scholarships sanctioned [Click here](#)

### 13. Purchase Committee

MITE has established the appropriate mechanism of “procurement and the financial powers” keeping in view of decentralization and participative management. The purchase committee is responsible for the procurement process right from the identification of potential suppliers to the comparison and evaluation of the responses for a recommendation.

#### Composition of the Purchase Committee for the Academic Year 2019-20

Name and Designation	Role
Mr. Rajesh Chouta President, Rajalaxmi Education Trust®, Mangalore	Chairperson
Dr. C R Rajashekar, Vice-Principal & HOD, Dept of Mechanical Engineering	Member
Dr. G Purushotham, Head, Dept. of Aeronautical Engineering	
Dr. Ganesha Mogaveera, Head, Dept. of Civil Engineering	
Dr. Venkataramana Bhat P, Head, Dept. of Computer Science & Engineering	
Dr. Vinayambika S Bhat, Head, Dept. of Electronics & Communication Engineering	
Head, Dept. of Information Science & Engineering	
Mr. Sathyanarayana, Head, Dept. of Mechatronics	
Dr. Vineetha Telma D’Souza, Head, Dept. of Chemistry	
Dr. Asha Crasta, Head, Dept. of Mathematics	
Dr. Raghavendra Sagar, Head, Dept. of Physics	
Mr. Jayadeva Prasad M, Head, Dept. of Master of Business Administration	
Dr. G L Easwara Prasad, Principal	Convener

For additional information on functions and responsibilities, structure of committee, and reports of purchases [Click here](#)



## 14. Disciplinary Committee

Education should bring in moral-ethical values of well-being to learners and every educator and educating institution should strive hard to bring in the core human values in the process of learning and focus on a quality approach to ensure better living with better-educated countrymen. The College Discipline Committee is constituted for the maintenance of discipline in the college and ensures that students follow the rules and remain orderly and peaceful in the pursuit of educational objectives/goals in the college community. The Committee aims to create a safe and motivating environment in the college and to bring professionalism among students by the inculcation of best practice.

### Composition of the Disciplinary Committee for the Academic Year 2019-20

Name and Designation	Role
Dr. G. L. Easwara Prasad, Principal	Chairperson
Dr. C.R Rajashekhar, Vice Principal	Member
Dr. Divakara S Shetty, Dean Academics	
Dr. Ganesha Mogaveera HOD Civil Engg. Dept.	
Mr. Annappa Swamy D R, Associate Prof., Computer Science Engg. Dept.	
Mr. Ravinarayana B Associate Prof., Computer Science Engg. Dept.	
Dr. Jayaprakash M C Senior Assistant Prof., Civil Engg. Dept.	
Mr. Ganesh VN Senior Assistant Prof., Electronics and Communication Engg. Dept.	
Mr. Sagar Ramesh Pujar Assistant Prof., Information Science Engg. Dept.	
Mr. Sujesh Kumar Assistant Prof., Aeronautical Engg. Dept.	
Mr. Bhanuprakash H S Assistant Prof., Mechanical Engg. Dept.	
Mrs. Vineetha Telma Dsouza Senior Assistant Prof., HOD Chemistry Dept.	
Dr. Asha Crasta Associate Prof., HOD Mathematics Dept	Convener

For additional information on functions and responsibilities, structure of committee, and annual reports [Click here](#)

## 15. Student Welfare Committee

Student Welfare Committee (SWC) strives to reach every student in raising their individual educational and personal aspirations and to excel in promoting active citizenship and social, economic, and moral responsibility. The committee endeavours to support the convenience of the students and intend to facilitate a friendly atmosphere for students' overall advancement.

SWC was developed at MITE to facilitate a positive, self-directed student experience by providing support, guidance, and development opportunities, empowering students to become proactive lifelong learners to achieve their full potential in society.

### Composition of the Student Welfare Committee for the Academic Year 2019-

20

Name and Designation	Role
Dr. G. L. Easwara Prasad, Principal	Chairman
Dr. M. Lokesha, Head, Dept. of Mechatronics	SWO & Convener
Mr. Praneeth	Member
Mrs. Swapna Srinivasan	
Mrs. Rumana Ali	
Dr. Jyothi	
Mr. Yeshwanth	
Mr. Shree Kumar	
Ms. Jayashree Hegde	
Mr. Pradeep Kumar	
Mr. Pradyumna	Student member (Mechanical)
Mr. Karthik T	Student member (E & C)

For additional information on functions and responsibilities, structure of committee, and activities reports [Click here](#)

## 16. Library Advisory Committee

Libraries play an important role in a Knowledge Institution. As gateways to knowledge and culture, the resources and services a library offers create immense opportunities for learning and help shape the new ideas and perspectives that are essential to a creative and innovative society. The library has to cater to the needs of students, research scholars and faculty members. A wide range of subject fields are represented in book stock with prime thrust for meeting the needs of all Stakeholders. The Library Advisory Committee is constituted to superintend the Process of the Library and act as a channel of communication and dialogue between the library and its users.

### **Composition of the Library Advisory Committee for the Academic Year 2019-20**

<b>Name and Designation</b>	<b>Role</b>
Dr. G.L. Easwara Prasad, Principal	Chairperson
Mr. Santhosh Kumar T.V., Librarian	Convener
Mr. Sathisha, Dean Examinations	Member
Mr. Ramananda Mallya, Dept. of ISE	
Mr. Guruprasad, Dept. of CSE	
Mr. Aveen K.P, Dept. of MEC	
Ms. Yashwanth M.K., Dept. of CIV	
Mr. Ganesh V.N, Dept. of ECE	
Mr. Sujesh Kumar, Dept. of AER	
Mr. Kiran Kumar M.V., Dept. of MTR	
Mr. Ajith D'Mello, Dept. of MBA	
Mr. Guruprasad A.M., Dept. of Chemistry	

For additional information on functions and responsibilities, structure of committee and annual reports [Click here](#)

## 17. Central Mentoring – Cum – Counseling Committee

The Central Mentoring – Cum – Counseling Committee was established to support the student in molding their character with self-confidence. To de-stress the students by listening to their problems and suggest solutions. To conduct periodical meetings to address issues related to student academics. To counsel and mentor the specific case of students for academic improvement, career advancement, and overall development. To conduct capacity building programmes on mental health of students. To review the counselling process conducted by faculty

### **Composition of the Central Mentoring – Cum – Counseling Committee for the Academic Year 2019-20**

<b>Name and Designation</b>	<b>Role</b>
Dr. G L Easwara Prasad, Principal	Chairperson
Dr. Lokesh M Professor, Dept. of ME (Student Welfare Officer)	Member
Mr. Shamith Rao, Physical Education Director	
Mr. Santhosh Kumar, Librarian	
Mr. Sathyanarayana, HoD, Dept. of Mechatronics (NSS officer)	
Dr. Asha Crasta, HoD, Dept. of Mathematics (Convener CICC)	
Dr. Suphala S Kotian, Professor, AJ Hospital and Research Centre, Mangaluru (Professional Counselor)	
Dr. Divakara Shetty S, Dean (Academics)	Convener

For additional information on structure of committee and annual reports [Click here](#)

## 18. Cultural Committee

The cultural committee at MITE has an objective to provide a platform for students to exhibit and develop their talents. The Committee through the cultural club Euphoria works at identifying the inherent talents and nurture them through professional training and provide opportunities to exhibit them. Euphoria is a conglomeration of Dance, Music, Theatre, Photography, speakers league and literary forums. The cultural committee plans, executes and organizes events to promote holistic development while taking cognizance to the fact that this imbibes in students the essential life skills and enrich their campus experience.

### Composition of the Cultural Committee for the Academic Year 2019-20

Name and Designation	Role
Dr. G L Easwara Prasad, Principal	Chairperson
Mr. Clavin Anton Rodrigues, Dept. of Aeronautical Engg.	Student Coordinator
Ms. Velsa Sophia Pinto, Dept. of Mechanical Engg.	
Mr. Ashil Sam, Dept. of Mechatronics & Engg.	Members
Mr. Deepak Baburaj, Dept. of Mechanical Engg.	
Ms. Savi Shetty, Dept. of Aeronautical Engg.	
Mr. Omkar Manjare, Dept. of Mechatronics Engg.	
Ms. Mahita Bangera, Dept. of Electronics and Communication Engg.	
Mr. Akshay, Dept. of Mechanical Engg.	
Ms. Fareen Sheikh, Dept. of Computer Science & Engg.	
Mr. Glenison Toney, Assistant Professor, Dept. of Mechatronics Engg.	Faculty Coordinator
Dr. Asha Crasta, Associate Professor and Head, Department of Mathematics	Convener

For additional information on functions and responsibilities, structure of committee, and annual reports [Click here](#)

## 19. Sports Committee

Sport is a competitive physical activity that aims to use, maintain or improve physical ability and skills. Sports and games are an essential part of an individual's life, contributing to enhancing the quality of life. Understanding the importance of sports, MITE promotes sports activities and ensures students' active participation. The Department of Physical Education, MITE aspires to inculcate qualities such as sportsmanship, team spirit and bonding in students. The Sports Committee conducts Cricket, Badminton, Football, Basketball, Volleyball, Table Tennis, Carrom, and many more events on the campus. The Sports Committee promotes women 's empowerment through exclusive sports such as Volleyball, Throwball and Basketball.

### Composition of the Sports Committee for the Academic Year 2019-20

Name and Designation	Role
Dr. G L Easwara Prasad, Principal	Chairperson
Mr. Shamith Rao, Physical education director	Convener
Mr Aveen K P Asst Prof, Dept of Mechanical Engg	Member
Mr. Abhideep S, Student	
Ms. Navya, Student	

For additional information on functions and responsibilities, structure of committee, and activity reports [Click here](#)



## 20. Alumni Committee

Alumni serve many valuable roles in building and growing an institution's brand. An Alumni adds a lot of value to the organization by providing mentoring, internships, and career opportunities to students. Creating an engaged, supportive alumni network is crucial to an institution's success. Alumni Association creates and maintains a life-long connection between alumni and alma mater. The Alumni Association works to connect alumni, support students and build an unforgettable Institute experience through a diversity of events and services.

Our alumni are actively involved in sharing knowledge by delivering talks on the latest trends and technologies, skill development programs, conducting hands-on workshop, guiding and providing opportunities for internship, projects and support for industrial visit. Four of our Alumni entrepreneurs have set up their start-ups on Campus. The family culture of MITE has encouraged Alumni to contribute towards setting up Innovation Centre at the cost of 2.5 Crores for nurturing the younger generation of MITE family.

### Composition of the Alumni Committee for the Academic Year 2019-20

Name and Designation	Role
Dr. G L Easwara Prasad, Principal	Chairperson
Dr. C R Rajashekar, Head, Dept. of Mechanical Engg	Member
Dr. Venkataramana Bhat P, Head, Dept. of Computer Sc. & Engg	
Dr. Vinayambika S Bhat, Head, Dept. of Electronics & Comm. Engg	
Dr. Ganesha Mogaveera, Head, Dept. of Civil Engg	
Dr. G Purushotham, Head, Dept. of Aeronautical Engg	
Mr. Jayadeva Prasad M, Head, Dept. of Master of Business Admin.	
Mr. Satyanarayana, Head, Dept. of Mechatronics	
Mr. Manjunath H. Head, Dept. of Information Science & Engg	Convener
Mr. Yajnesha P Shettigar, Alumni, Dept. of Mechanical Engg	Alumni Member
Mr. Sumith Shetty, Alumni, Dept. of Electronics & Comm. Engg	

For additional information on objectives, structure of committee, and activity reports [Click](#)

[here](#)