

MITS DEEMED TO BE UNIVERSITY
(MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE)
MADANAPALLE - 517325

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



STAFF HANDBOOK SERVICE RULES
2026-27

(Effective from the academic year 2026-27)

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FOREWORD

We are happy to place the Staff Handbook Service Rules of MITS Deemed to be University, as approved by the Executive Council, as a reference guideline for all employees of the University. This Service Handbook will be useful for all stakeholders.



Registrar

A. SERVICE RULES

These Staff Handbook Service Rules are applicable to all employees of MITS Deemed to be University with effect from the academic year 2026-27. Every employee shall abide by the rules and regulations of the University, and by the regulations and norms of the UGC and AICTE as applicable, which are in force from time to time.

I. DEFINITION

1. **University** means MITS Deemed to be University (Madanapalle Institute of Technology & Science), Madanapalle, declared as an Institution Deemed to be University under Section 3 of the UGC Act, 1956.
2. **Chancellor** means the Chancellor of the University, who is the head of the University.
3. **Vice-Chancellor (VC)** means the Vice-Chancellor of the University, who is its principal executive and academic officer.
4. **Pro-Vice-Chancellor (Pro-VC)** means the Pro-Vice-Chancellor of the University, who exercises the powers delegated by the Vice-Chancellor and acts for the Vice-Chancellor in his or her absence.
5. **Registrar** means the Registrar of the University, who is the custodian of records and ex-officio Secretary of the Executive Council and the Academic Council.
6. **Finance Officer** and **Controller of Examinations** mean the officers so appointed by the Executive Council.
7. **Executive Council (EC)** means the Executive Council of the University, its highest governing body, constituted as per UGC regulations.
8. **Academic Council** means the Academic Council of the University, its principal academic body, constituted as per UGC regulations.
9. **Competent Authority** means any officer or body of the University in whom the relevant decision-making power has been vested by the Executive Council or by these Rules.
10. **Dean** means a senior faculty member appointed by the Vice-Chancellor to head a School or an area of academic administration, possessing experience in teaching, administration and research.
11. **Head of the Department (HoD)** means a senior faculty member appointed by the Vice-Chancellor to head a Department.
12. **Chair Professor** means a distinguished senior faculty member having specialised expertise and knowledge in an identified domain.
13. **Key Resource Person** means a person nominated to be academically resourceful and sound in research.

14. **Employee** means an employee of the University, whether temporary, probationary or permanent.
15. **Temporary employee** means an employee appointed through an explicit order, on a defined tenure, drawing a consolidated salary.
16. **Teaching Staff** means employees who are entrusted with the responsibility of teaching.
17. **Non-teaching Staff** means employees who are in a supporting role.

B. RECRUITMENT

Eligible candidates can apply at any time of the year. Vacant positions are advertised on the University website and the advertisement is ongoing and open-ended. The details and application form are given in the advertisement notice available at <https://mits.ac.in/positions offered>.

I. CADRE STRUCTURE

The officers of the University are the Chancellor, the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar, the Finance Officer and the Controller of Examinations, as per UGC regulations. There shall be a Dean for each School and a Head for each Department. There may be Deans for academic affairs, examinations, continuing education, research and development, student affairs, industry interaction, and training and placement, depending upon requirement. The faculty-student ratio and the cadre ratio shall be as specified by the UGC / AICTE from time to time. The qualification and experience for various faculty positions shall be as per UGC / AICTE norms.

II. REGULAR APPOINTMENTS

All recruitments are finalised by a Selection Committee duly constituted for the purpose as per UGC regulations, comprising the Vice-Chancellor (Chairperson), a nominee of the Chancellor, three subject experts drawn from a panel approved by the Executive Council, and the Dean or Head of the Department concerned.

Appointment orders will be issued to the selected candidates as per the merit list given by the Selection Committee, with the approval of the Executive Council. All appointments shall be subject to the following condition:

An appointee shall be on probation for one year, extendable by one year based on performance. In case of unsatisfactory performance or breach of discipline, the services of a probationer are liable to be terminated at a week's notice.

C. PROMOTION - TEACHING STAFF

An employee who records requisite performance, possesses / acquires the requisite qualification, and renders satisfactory service will have periodical career advancement opportunities. Career advancement or promotion provides for the progress of employees, as per the norms of the University in force from time to time and at the discretion of the Competent Authority, subject to satisfying the following parameters:

1. Annual appraisal reports
2. Student evaluation record of each year
3. Record of publications, reports, patents, etc.
4. Consultancy and training; R&D project proposals / grants
5. Contribution towards the development of the University
6. Recognitions received from outside agencies in the form of awards, projects, etc.

D. PERFORMANCE BASED EVALUATION FOR ALL STAFF

The University has established an open, transparent and objective Performance Based Appraisal System (PBAS) that includes both self-appraisal and student evaluation to ensure a comprehensive and fair assessment of faculty performance. The system is designed to foster continuous improvement and professional growth, with guidelines that will evolve over time to keep pace with institutional goals and academic advancements. As part of this appraisal process, the University incorporates 360-degree feedback from peers, students and other stakeholders, as per AICTE norms. This ensures a well-rounded view of faculty performance, emphasising their contributions to teaching, research and overall academic development.

To further enhance the appraisal system, the University assigns appropriate weightage to research activities alongside teaching and learning outcomes. This balanced approach not only recognises faculty for their teaching excellence but also acknowledges their research contributions, encouraging a well-rounded academic profile. In the event of non-satisfactory performance, faculty members will be provided with opportunities for improvement through Faculty Development Programmes (FDPs), enabling them to upgrade their skills and knowledge. These programmes aim to support faculty in their professional development and ensure that they continue to meet the high standards set by the University.

E. RESIGNATION

Applicability: All employees

1. An employee wishing to leave the services of the University may do so by tendering his / her resignation and by providing two months' notice to the Competent Authority. The employee can be relieved after the completion of his / her assigned responsibilities / duties, and during the period between 1st May and 30th June only, with prior intimation / notice of two months.
2. Where the employee fails to provide notice, such an employee shall be liable to pay the University an amount equal to two months' gross salary in lieu of the notice.
3. In case an employee leaves the University without serving notice, the University reserves the right to initiate legal action. The University also reserves the right to inform the new employer of such employee.
4. The services of any employee can be terminated by the University by giving a notice of one month or, in lieu, one month's salary.

F. TEACHING DAYS

The University will have at least 180 full teaching days per year (or 90 full teaching days per semester). "Teaching Days" here shall mean actual classroom / laboratory contact teaching days and shall not include days of examinations / tours / sports etc.

G. WORK LOAD

Workload of a faculty member shall be as per UGC / AICTE norms as applicable. Teaching contact hours should be as follows:

Designation	Teaching contact hours
Vice-Chancellor / Pro-Vice-Chancellor	As fixed by the Executive Council
Professors / Senior Professors / Research Professors / Distinguished Professors	Minimum of 12 hours / week
Associate Professors	Minimum of 14 hours / week
Assistant Professors / Sr. Assistant Professors	Minimum of 16 hours / week

I. FACULTY WORKLOAD DISTRIBUTION

This Section is prepared in order to ensure uniform understanding of the workload and other responsibilities of the faculty members of the University. The workload for different categories of faculty members shall be as per UGC / AICTE norms. The workload includes theory, lab, research, consultancy, training, testing and administration.

Theory load includes (a) preparing the lecture notes, e-notes and presentations (b) delivering the lectures (c) identifying and following up with slow learners (d) setting and grading the assignments (e) setting the test question papers and grading of test papers (f) preparing the teaching aids for the subject (g) arranging expert lectures for the subject (h) attending to the examination work of the University and of other institutions.

Lab load includes (a) delivering the lab instructions (b) grading the practical records (c) preparing the teaching aids (d) preparing the lab manuals with sample data and calculations (e) attending to the University examination work.

Research load includes (a) research and consultancy (b) publishing research papers (c) attending conferences (d) working towards patents (e) writing project proposals for funding (f) chairing technical sessions (g) delivering technical talks (h) working on technical committees (i) visiting institutes of higher learning / industry (j) guiding UG / PG projects (k) guiding research students (l) taking up other research-related work.

Administration load includes (a) heading the School / Department (b) working as lab in-charge (c) organising conferences / seminars / workshops (d) organising continuing education programmes (e) working as Class Teacher (f) working as Test Coordinator (g) working as Timetable Officer (h) coordinating seminars (i) coordinating ISTE and such other activities (j) coordinating e-content (k) coordinating University placement activities (l) coordinating industrial training for students (m) coordinating Department placement activities (n) coordinating University examinations (o) working on Hostel / Discipline / Anti-ragging and other committees (p) aiding the statutory inspections and other events (q) any other administrative duty assigned.

II. REDUCTION IN TEACHING LOAD

Faculty members working as principal investigators of sponsored project(s) may be exempted, depending upon availability of faculty members in the Department, from their teaching / lab load up to a maximum of 4 hours per week for the duration of the sanctioned project(s).

H. SHORT TERM ASSIGNMENTS

There are various schemes under which a person can take up an assignment on a short-term basis, such as Visiting / Adjunct faculty or Professor of Practice, for a period ranging from one month to a year, on terms approved by the Executive Council.

I. GUIDELINES FOR GRANT OF INCENTIVES

I. MONETARY INCENTIVE TO INVESTIGATORS OF FUNDED PROJECTS

10% of the total non-recurring grant of a funded research project will be paid as incentive to the Project Investigator / Investigators. 5% of such grant will be paid on receipt of the first instalment of the research project grant and the remaining 5% on completion and submission of all relevant documents to the funding agency and after receipt of the final instalment of the research grant.

II. INCENTIVES FOR RESEARCH PUBLICATIONS

Category A: High-quality journals (Nature Communications, IEEE, ISME, etc.)

The 1st author of the publication must be from the University. The incentive amount shall be Rs. 25,000/- per publication, which will be distributed in the ratio of 70:30. The 1st author, necessarily from the University, shall be eligible for 70% of Rs. 25,000/- and the balance amount shall be distributed amongst the remaining authors from the University. There shall be no limit to the number of authors. The 2nd publication from the same author shall be rewarded with Rs. 30,000/-, and the 1st author shall be eligible for 70% of Rs. 30,000/- and the balance amount shall be paid as referred above. The 3rd publication from the same author shall be rewarded with Rs. 50,000/- and the 1st author shall be eligible for 70% of Rs. 50,000/- and the balance shall be distributed as referred above.

Note: The following conditions are to be fulfilled for providing incentives under Category A:

1. Impact factor of the journal should be 4 and above (5-year average).
2. The h-index of the journal should be greater than 150.
3. The issues (annual) of the journal should be greater than 15.

Category B: Science Citation Index (SCI) and Science Citation Index Expanded (SCIE) journals

The incentive amount shall be Rs. 15,000/- per publication. If the paper is contributed by more than one author, the incentive amount will be distributed in the ratio of 70:30. The 1st author, necessarily from the University, shall be eligible for 70% of the amount and the balance amount shall be distributed amongst the remaining authors from the University.

Category C: Scopus-indexed journals

The incentive amount shall be Rs. 10,000/- per publication. If the paper is contributed by more than one author, the incentive amount will be distributed in the ratio of 70:30. The 1st author, necessarily from the University, shall be eligible for 70% of the amount and the balance amount shall be distributed amongst the remaining authors from the University.

Category D: 1st author not from the University

Articles published in journals as per Category A and Category B will get an incentive amount of Rs. 4,500/- per paper. Articles published in journals as per Category C will get an incentive amount of Rs. 3,000/- per paper. The amount shall be distributed amongst the authors from the University.

Category E: Book / book chapter publications in the Scopus database

The incentive amount shall be Rs. 6,000/- per book and Rs. 3,000/- per book chapter. If the book / book chapter is contributed by more than one author, the incentive amount will be distributed in the ratio of 70:30. The 1st author from the University shall be eligible for 70% of the amount and the balance amount shall be distributed amongst the remaining authors from the University.

Category F: Open-access journals and conference proceedings in the Scopus database

One research article needs to be published in Category A / B / C to claim incentive under this category. The incentive for articles published in open-access journals / conference proceedings shall be 50% of the amount specified for Categories B to E.

III. DECLARATION TO BE SIGNED BY THE AUTHOR(S)

The declaration (Form A) and the incentive claim application (Form B) are given at the end of these Rules.

IV. INCENTIVES FOR CONSULTANCY PROJECTS

1. If the faculty and staff contribute their knowledge, time and skill to consultancy projects without utilising the resources of the University (such as laboratory, equipment, computers, software, etc.), they will get an incentive of 70% of the net amount earned through the project.
2. If the resources of the University (such as laboratory, equipment, computers, software, etc.) and other facilities such as on-duty leave have been utilised for the execution of consultancy projects, the faculty and staff involved in such projects will get 50% of the net amount earned from the project.

J. SPONSORSHIP TO CONFERENCES / SEMINARS / WORKSHOPS / SYMPOSIUM

Full sponsorship (limited to Rs. 15,000/- each) is provided to all faculty members after completion of the probation period for a maximum of two conferences / seminars / workshops / symposiums per year held within India, during vacation time, at IITs, NITs and institutions of similar standing. Beyond the stipulated two opportunities, only the registration fee may be payable at the discretion of the Vice-Chancellor.

K. LEAVE RULES

I. EXPLANATION / DEFINITION

Leave: Leave is permission to stay away from work. Leave is categorised under various heads.

Leave as a matter of right: Leave cannot be claimed as a right, and when the exigencies so demand, leave of any description may be refused or revoked by the Competent Authority.

Vacation: Vacation is a planned period of permitted absence from work for permanent staff. The planning is to be based on administrative, academic and other considerations.

II. CONDITIONS

1. An application for leave must be made in writing in the prescribed form and can be availed only after it has been sanctioned by the Competent Authority.
2. An employee who absents himself / herself from duty without leave will not be entitled to any salary for the days of such absence.
3. Except in an emergency, leave should be applied for in advance.
4. Absence beyond the sanctioned leave period, or absents when leave is not sanctioned, will be treated as leave without pay and will attract disciplinary action.

III. TYPES OF LEAVE

The following categories of leave are permissible: (1) Casual Leave (2) Compensatory Casual Leave (3) Academic Leave (4) Vacation Leave (5) Marriage Leave (6) On Duty Leave (7) Any other kind of leave admissible under applicable law and UGC norms.

1. Casual Leave (CL)

Casual Leave is for meeting any exigency and to be away from duty for a specified period. In a calendar year an employee shall be eligible for 15 (fifteen) days of Casual Leave.

1. As a general rule, Casual Leave should be availed only after obtaining sanction from the Competent Authority.
2. The specific reason for availing Casual Leave should be mentioned in the leave application along with the number of CLs already availed.
3. Casual Leave should be availed only after making alternative arrangements for the assigned task.
4. Un-availed CL shall lapse at the end of the year.
5. If an employee joins in between the year, he / she shall be entitled to 1 day of CL for each completed month of service.
6. If an employee joins duty in the second fortnight of a month, he / she shall not be eligible for any Casual Leave for that month.

2. Compensatory Casual Leave

Staff members who work on Sundays or on any other University holidays purely for University-related work will be sanctioned Compensatory Casual Leave subject to the following conditions:

1. Compensatory Casual Leave should be registered with proper prior permission from the HoD and the Registrar when attending duty on holidays, and should be availed within 4 months after the actual date of working, with prior sanction.

2. If the work has been performed in the University, it shall be mandatory to record a minimum of 7 hours of work as per the biometric attendance. If the work is outside but related to University work, the minimum hours shall not be applicable.
3. Compensatory Casual Leave cannot be accumulated beyond 4 days in a period of 4 months, and it shall lapse on completion of 4 months from the day of holiday working.
4. For any financial benefit / incentive-related work, if any staff member requests prior permission to work on holidays on the campus, the same will be permitted but no compensatory holiday will be granted.

3. Academic Leave

Academic Leave of a maximum of 6 days (including travel) in one year (January to December) may be granted by the Competent Authority for the following purposes:

1. Attending a Ph.D. viva-voce examination as Guide / External Examiner, other than for University scholars.
2. Attending conferences, symposiums, workshops and seminars on self-nomination.
3. Delivering lectures in reputed institutions and universities.
4. Participating in a delegation, attending a meeting or working on a committee appointed by the Central Government, State Government, UGC, AICTE, DST or any other academic body.
5. Attending a Faculty Development Programme on self-nomination.
6. Any project / patent / research-related work.

Conditions: (1) To be eligible to avail Academic Leave, a teaching staff member must have completed 6 months of service in the University on the date of application; those who have not completed 1 year of service will be entitled to 3 days of Academic Leave. (2) As a special case, for a Ph.D. defence viva a maximum of 2 (two) days of Academic Leave shall be granted, and in such case condition (1) shall not be applicable. (3) Academic Leave shall not be combined with Vacation Leave or Casual Leave; as a special case, such a request may be considered based on the situation with prior approval.

4. Vacation Leave

Teaching staff and non-teaching staff who have served for over six months in a calendar year shall be eligible for Vacation Leave as notified on a year-to-year basis, subject to the following conditions: (a) Vacation Leave can be availed only after the guideline has been notified. (b) Employees are required to submit the duly filled vacation form before availing the vacation. (c) It shall be mandatory for an employee to attend the University as and when his / her presence is required

for any specific purpose, such as inspections, during the vacation.

5. Marriage Leave

An unmarried staff member who has served for more than 1 year in the University is eligible for 6 days of Marriage Leave on submission of the marriage invitation card. Marriage Leave can be combined with CL. The staff member shall apply for Marriage Leave at least 15 days in advance, along with the evidence.

6. On Duty Leave

On Duty Leave to teaching and non-teaching staff shall be granted only with prior permission in writing from the HoD and on approval by the Registrar / Vice-Chancellor, purely for University-related work, or when nominated to attend a viva examination as a guide of a University research scholar, a scholars' meeting, conference, seminar, workshop, FDP or administrative work.

7. Any Other Kind of Leave

All other kinds of leave, including leave admissible under applicable statutes and UGC norms, shall be granted as per the rules in force from time to time, as deemed fit by the authority so empowered.

IV. GENERAL CLAUSE

1. These rules shall be subject to the terms and conditions in force from time to time, and any change in the rules shall be amended and notified.
2. Leave is not a matter of right, and approval of any such leave shall be at the discretion of the authority so empowered.
3. In view of any exigency at the University, the authority so empowered shall have the prerogative to cancel any such leave, and the employee has to report for duty forthwith.
4. Availed leave (all kinds of leave except Vacation Leave, On Duty Leave, Marriage Leave and leave admissible under applicable statutes) should not, under any circumstances, exceed 9 days at a stretch. If this happens, the entire duration including any holiday shall be treated as CL if available, or as loss of pay.
5. If a faculty member receives a fellowship or honorarium or any other financial assistance of not less than Rs. 10,000/-, only then can an On Duty Leave request be considered, and 40% of the amount so received shall be deposited with the University.
6. In case of any clarification / dispute, the decision given by the Competent Authority shall be binding.

V. VACATION AND LEAVE SALARY

An employee, during the period of permitted vacation or leave with pay, shall be entitled to full pay and allowances as drawn by him / her in the regular course.

L. HEALTH & ACCIDENT INSURANCE BENEFITS

Interested employees (including dependants) are provided with contributory cashless health insurance (Star Health). Teaching and non-teaching staff are covered under the Group Accident Policy.

M. SPECIAL BENEFITS FOR Ph.D. HOLDERS

A CUG SIM with internet facility is provided on request.

N. REPEAL AND SAVINGS, INTERPRETATION AND AMENDMENTS

Repeal and savings: These Rules supersede the Staff Handbook Service Rules 2025-26. Notwithstanding anything contained in these Rules, the provisions of any guidelines, orders, rules or regulations in force at the University shall be inapplicable to the extent of their inconsistency with these Rules. The University shall issue such orders / instructions, and prescribe such formats / procedures, as it may deem fit to implement the provisions of these Rules.

Interpretation: Any question as to the interpretation of these Rules shall be decided by the Vice-Chancellor, whose decision shall be final. The University shall have the power to issue clarifications to remove any doubt, difficulty or anomaly which may arise during the implementation of these Rules.

Amendments clause: Any of these Rules may be amended or changed partially or completely by the Executive Council, and any such change comes into effect when it is placed on the University website or a circular, including an e-circular, is issued in this regard. Statutory regulations, as applicable, shall be implemented forthwith.

O. SERVICE & CONDUCT RULES

Every employee shall at all times (i) maintain absolute integrity and (ii) maintain devotion to duty. If any question arises relating to the interpretation of the following rules, it shall be referred to the Vice-Chancellor, whose decision shall be final.

1. ACADEMIC RESPONSIBILITIES FOR THE FACULTY MEMBERS

1. To maintain strict confidentiality towards question papers for internal and external examinations.
2. Faculty should reach the class 5 minutes before it starts. In exceptional cases this may not happen; however, faculty should not leave the class until the next faculty member has arrived.
3. Faculty members should not carry their mobile phones to the classrooms.
4. Faculty members should not allow late-coming students into the class beyond 10 minutes.
5. Faculty members should become role models, present themselves in class in proper attire and handle the class professionally.
6. It is the responsibility of faculty members to involve the students in the class, make the class interesting and ensure that students look forward to attending the class with enthusiasm.
7. Faculty members should motivate students and, if need be, provide hand-holding and mentoring for their overall development.
8. If there are students with low marks in the mid-semester examinations, faculty members should take additional remedial classes so that such students improve their subject knowledge and perform better in subsequent examinations.
9. In the laboratory, faculty members should explain the experiments properly and ensure that students carry out the experiments as stipulated. They must be present in the lab for the entire 3-hour session, which is mandatory. They should ensure updating of lab observations / records in the session itself, which may be randomly verified by the Dean (Academics).
10. Apart from the above responsibilities, there is other regular work which faculty members are required to carry out.
11. HoDs and / or higher authorities may assign any other work as required from time to time.

2. LATE COMING / EARLY LEAVING

All employees are to adhere to the office timings as a mark of punctuality.

3. ASSOCIATIONS

No employee shall form, join or continue to be a member of any association whose objects or activities are prejudicial to the interests of the University, public order or morality.

4. DEMONSTRATIONS AND STRIKES

No employee shall engage or participate in any demonstration that is prejudicial to the interests of the University, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence. He / she shall not resort to, or in any way instigate, incite or abet, any form of strike by any employee of the University.

5. EVIDENCE BEFORE A COMMITTEE OR ANY OTHER AUTHORITY

No employee shall, except with the previous sanction of the University, give evidence in connection with any enquiry conducted by any person, committee or authority, except when he / she is summoned by a statutory / judicial authority.

6. UNAUTHORISED COMMUNICATION OF INFORMATION

No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him / her, communicate, directly or indirectly, any official document or any part thereof or information to any employee of the University or any other person to whom he / she is not authorised to communicate such document or information.

7. CANVASSING OR OTHER INFLUENCE

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his / her interests in respect of matters pertaining to his / her service under the University.

8. POLITICAL ACTIVITY AND ELECTIONS

No employee shall engage in any political activity on the University premises, in the name of the University, or using its resources, or in any manner that interferes with his / her duties or is prejudicial to the interests of the University. An employee wishing to contest any election to a legislature or local body shall obtain the prior written permission of the Competent Authority; an employee elected to such office shall proceed on leave without pay or resign, as the Competent Authority may decide. Any breach of this rule shall be treated as misconduct.

9. SMOKING; CONSUMPTION OF INTOXICATING DRINKS AND DRUGS

An employee (a) shall not indulge in intoxicating drinks or drugs or contraband substances in any area of the University (b) shall not appear in a public place in a state of intoxication (c) shall strictly abide by the rule of no smoking inside the University campus. Any employee found in breach of the above shall be liable to disciplinary action, including termination of service, after due enquiry.

10. SEXUAL HARASSMENT

No employee shall subject any employee and / or student to sexual harassment. For the purpose of this rule, "sexual harassment" includes such unwelcome sexually determined behaviour (whether directly or by implication) as (1) physical contact and advances (2) a demand or request for sexual favours (3) sexually coloured remarks (4) showing pornography (5) any other unwelcome conduct of a sexual nature. If such a matter is reported, it will be forwarded to the Internal Committee constituted under the POSH Act, 2013 and the UGC Regulations, 2015. Affected students, faculty members or staff can lodge a sexual harassment complaint at posh@mits.ac.in or contact the Internal Committee Presiding Officer or the Registrar.

11. BETTING, GAMBLING, MONEY LENDING, CHIT FUNDS

No employee shall indulge in any type of betting, gambling or money lending, or participate in any chit fund activity.

12. SUSPENSION, DISMISSAL & REMOVAL

1. An employee may be placed under suspension on grounds of misconduct as interpreted in these Conduct Rules, normally for a period of up to six months or such further period as the Competent Authority may decide, during which time the Competent Authority is expected to complete the process of enquiry to establish the charges.
2. An employee may also be placed under suspension when proceedings have been taken for his / her arrest or judicial detention on a civil or criminal charge. During such suspension the employee shall not be entitled to any pay or subsistence allowance, unless the Competent Authority decides otherwise.
3. An employee placed under suspension under clause 1 above may, at the discretion of the Competent Authority, be granted a subsistence allowance not exceeding 50% of the basic / consolidated salary drawn at the time of suspension plus applicable Dearness Allowance (DA) and House Rent Allowance (HRA). The Competent Authority may, for reasons recorded in writing, increase, reduce, withhold or discontinue the subsistence allowance for any period, having regard to whether the suspension or its extension is attributable to the employee. An employee under suspension shall not seek any employment or business during the suspension period; any breach shall

result in forfeiture of the subsistence allowance and disciplinary action.

4. Save for any subsistence allowance granted under clause 3 above, the pay and allowances of an employee who is suspended, dismissed, removed or compulsorily retired or asked to resign from service will cease from the date of such suspension, dismissal, removal, compulsory retirement or resignation. Any subsistence allowance paid during suspension shall not be treated as pay for any purpose.

13. PENALTIES FOR DIFFERENT TYPES OF OFFENCES

An indicative list of penalties for misconduct is given in Annexure – I. Employees should be aware that not all types of misconduct can be envisaged in the rule book. Any additional penalties may be imposed by the University at its sole discretion.

"The Service Rules mentioned above apply until further amendments are made".



ANNEXURE - I : INDICATIVE LIST OF PENALTIES

S. No.	Complaints / Allegations proved against an Employee	Penalties that may be imposed by the Competent Authority
1	Absent from the class / lab without prior approval and without suitable arrangements for the class work	Such days will be treated as leave without pay
2	Misconduct of a non-serious nature	Warning letter
3	Unauthorised absence for more than seven days	Warning letter and loss of pay
4	Misuse of University funds less than Rs. 10,000/- (imprest or advance, research grant, etc.)	Warning letter and debarment from promotion for 3 years
5	Temporary misuse of funds more than Rs. 10,000/- (conference grant / research grant, etc.)	Warning letter and debarment from promotion for 5 years
6	Mistakes in execution of duties which affect the reputation of the University or the career of students	First offence: warning. Repeat offence: reduction of basic pay to the next lower slab, or termination from service
7	Misuse of official position to secure jobs for family members	Warning letter and stoppage of increment for 5 years
8	Instigating or participating in a strike or demonstration prejudicial to the University, in breach of the Conduct Rules (Rule 4)	Warning letter and stoppage of increments for 3 years
9	Contesting an election or taking part in political activity in breach of Rule 8 of the Conduct Rules	Termination of employment
10	Misappropriation of University funds (fees, imprest)	Termination of employment

The above penalties are indicative. The actual penalty, after enquiry, will be commensurate with the gravity of the misconduct, and the decision of the Competent Authority shall be final and binding.

FORM A

DECLARATION TO BE SIGNED BY THE AUTHOR(s)

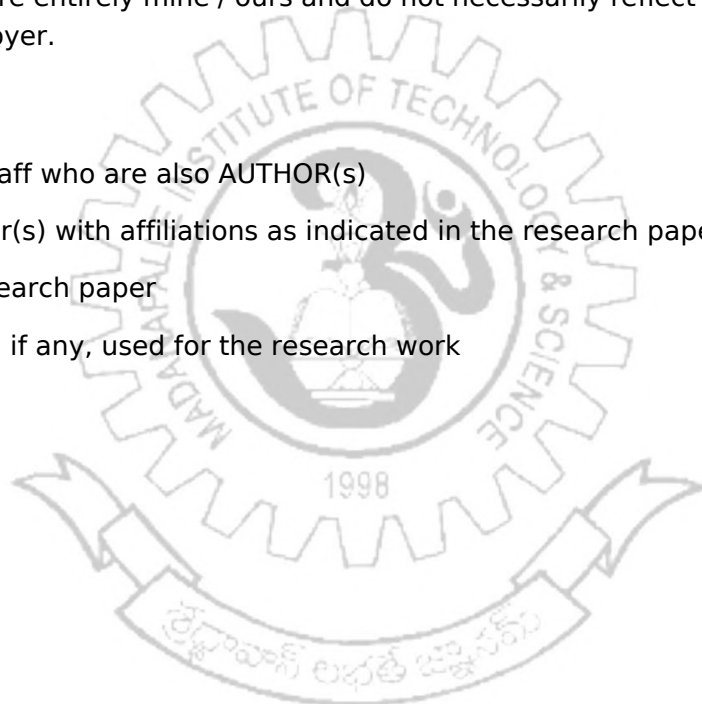
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Signature of staff who are also AUTHOR(s)

Name of Author(s) with affiliations as indicated in the research paper

Title of the research paper

Research fund, if any, used for the research work



FORM B
CLAIM FOR PUBLICATION INCENTIVE

To,
The Registrar,
MITS Deemed to be University, Madanapalle.
Through: HoD

Dear Sir / Madam,

I am pleased to inform you that my Research Publication(s) have been published in the journal(s) as mentioned below during the period from _____ to _____.

S. No	Title of the Paper	Author position	Name of the Journal	Volume No, Month, Year and Place of Publication	Indexed in SCI / Scopus / SCIE	Paid / Un paid
1.						

I also declare that I am the 1st / 2nd / 3rd Author of the Publication at serial No. ____ and I attach a copy for the University's record. I also declare that neither I nor any of my co-authors have paid any amount towards publication of the same. As per the scheme of the University, I may kindly be paid incentive in line with University policy.

I also hereby declare that if my Research Publication is debarred due to any reason, I am liable to return the incentive amount so paid to me as well as other consequential benefits, and am also liable for disciplinary action as deemed fit by the University.

Thanking you,

Yours faithfully,

Signature : _____

Name : _____

Designation : _____

Department : _____