Moodlakatte Institute of Technology

(A Unit of Moodlakatte Nagarathna Bhujanga Shetty Trust (R.))

(Approved by AICTE, New Delhi & Affiliated to V.T.U., Belagavi)
Moodlakatte - 576 217, Kundapura Taluk, Udupi District, Karnataka

A WIDE
HORIZON OF
OPPORTUNITIES

GENDER POLICY DOCUMENT

Gender policy is framed to Promote equality, addressing discrimination, enhancing economic development, social justice, fostering Diversity and Inclusion, improving health and well-being. Actively implementing the policy will reduce the gender gap and help create a gender-neutral institution.

Policy Objectives:

a) To fulfil the National commitment to gender equality.

b) To prevent violations of National Acts that prohibit gender injustices, aim to redress any violations of gender-based rights and to work towards the empowerment of women.

c) To create a gender sensitive environment that respects gender diversity and the intersectionality of other marginalities.

d) To ensure equal opportunity to all women without any discrimination.

e) To evolve mechanisms for the prevention and redressal of gender-based violence and discrimination, including sexual harassment at the institution.

f) Implementation of ICC & Vishakha guidelines as per government regulations.

Policy application in the following areas:

1. Recruitment
2. Promotions and Leadership. Staff Development Opportunities
3. Formation of Committees
4. Leave
5. Admission Process and Enrolment
6. Curriculum
7. Evaluation
8. Student-Teacher Relationship
9. Events and Programmes

10. Research and Teaching

11. Facilities and Resources

12. Training

13. Participation

Values:

- Both female and male students should value each other and be valuedequally in all aspects of Campus life.

- High quality education for female students as well as for male students is aprofessional responsibility for all the faculty members, support staff and others involved with academics.

- Campus life for girls and boys should reflect the entitlements of all women to personal respect and personal safety, economic security, and participation in and influence over decisions making which affect their lives.

Implementation on the campus:

1. Gender stereotyping will be prohibited.

2. All forms of bias and discrimination including unconscious bias against women will not be tolerated.

3. Gender sensitivity will be employed in all recruitment, promotions and opportunity for leadership, to uphold the policy of equal representationof men and women.

4. In selection of staff for professional development opportunities andtraining, there will be no gender-biased discrimination.

5. In formation of any Committee, the representation of women is mandatory.

6. No student will be denied admission on the grounds of gender.

7. Gender sensitivity will be employed in the design of curriculum and whereverapplicable agender specific analysis will be included in all disciplines.

8. In evaluating students, a policy of fair treatment of male and female studentsalike will be employed.

9. In organizing any event or programme, including meetings and conferences, a gender sensitive approach will be undertaken and women staff and students will be given due respect and representation.

Gender Sensitization Plan:

1. Each year a gender sensitization plan will be made and will have at least 2 to 3 events for students, teachers and staff.
2. A gender sensitization report will be prepared of conducted activities.
3. Necessary infrastructural changes and expenses would be done on genders.
4. Gender audits be conducted once every two years.

Principal

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E-Governance Policy

Creating an e-governance policy for a higher education institution involves several key steps:

1. **Assessment and Planning**: Evaluate the institution's current governance processes and identify areas where digitization can improve efficiency and transparency.

2. **Stakeholder Involvement**: Engage with faculty, staff, students, and administrators to understand their needs and concerns regarding e-governance.

3. **Policy Development**: Draft policies and procedures outlining how electronic systems will be used for various governance functions such as admissions, registration, academic records, finance, and human resources.

4. **Legal and Regulatory Compliance**: Ensure that the e-governance policy complies with relevant laws and regulations related to data privacy, security, and accessibility.

5. **Technology Infrastructure**: Invest in the necessary technology infrastructure, including hardware, software, and networking capabilities, to support e-governance systems.

6. **Training and Capacity Building**: Provide training and support to staff and stakeholders to ensure they are proficient in using the new e-governance systems.s

7. **Monitoring and Evaluation**: Regularly monitor the implementation of the e-governance policy and evaluate its effectiveness in achieving the desired outcomes.

8. **Continuous Improvement**: Developments on the e-governance policy based on feedback and emerging best practices in the field of digital governance.

By following these steps, a higher education institution can develop a comprehensive e-governance policy that enhances efficiency, transparency, and accountability in its operations.

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INNOVATION AND INCUBATION POLICY

Introduction:

Entrepreneurship forms the backbone of the nation's economy. The youth of today needs to be more inclined towards creating jobs rather than getting one. Therefore, to assist the youth to become self-employed and create employment opportunities, the college has come forward with Incubation and Innovation Cell whichwill work as a catalyst for entrepreneurship development within the college.

Vision:

To be a hub of higher education in Technology and Management by imparting quality education with a focus on creativity, innovation and social values to inspire, motivate and empower the young minds..

Scope of the Policy:

All stakeholders who are willing to promote an innovation and entrepreneurship culturein the college are subject to this policy.

Purpose Of the Policy:

- To strengthen entrepreneurship ecosystem in the college by giving opportunity to prospective students to bring out innovative ideas through competitions and brainstorming.

- To develop and provide a platform for the creative aspirants, where their ideation will be incubated and realized.

- Acting as a support system by providing assistance like infrastructure (space), technical expertise,mentoring and educational programmes that will help young entrepreneurs develop their talent.

- Creating awareness among students regarding various aspects of entrepreneurship with a support from technical as well as creative experts of the concerned fields.

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Student Welfare Policy

Aim: The aim of this policy is to provide holistic development of students to enable them to make informed decisions, build stronger networks for community and economy.

1. **Student Support: -**

    a) **Scholarships, free ships, fee waivers and concessions:**

    - The college will support government & nongovernmental Scholarships for financially deprived students including deprived category.
    - Financial relief in fees to the needy and deserving through fee concessions.

    b) **Fee payment in instalments:**

    - Students who cannot pay fees in one instalment are given the provision to pay fees in multiple instalments.

    c) **Short term courses:** Free and moderately paid short-term courses designed by the institution for upskilling will be conducted by the institutions.

    d) **Academic Advising for program choices:** Students are counselled for the choice of the right course. This helps them excel better in their careers.

    e) **Mentoring:** The institution provides mentoring to students. Teachers facilitate the teaching, learning and personal issues.

    f) **Accessibility services:** Divyang students, student who need accommodations, giving extra time in examinations.

    g) **Diversity and inclusion provisions:** Institution has a great diversity in terms of economic situation, languages, community diversity, etc. this promotes them learning better and learning life.

    h) **Student success workshops, events and activities:** Soft skill programs, life skill programs, various types of activity enrichments, cultural and sports activities shall be conducted.

2. **Student Progression: -**

    - The institute will promote Higher education of outgoing students by providing them with LOR (Letter of Recommendation).
    - Conduct of lectures and sessions by experts and teachers to advance the cause of education.

- Progress monitoring: Mentoring and CO -PO mapping helps the institution understand the student better.
- Seminars and workshops are conducted to expose students to various career progression available within India and abroad.
- Promoting students to join institutional Masters and Ph.D. programs by starting new programs.

3. Inclusivity and Diversity

- Equal Opportunity: The college will ensure equal opportunities for all students, regardless of their background, gender, or ethnicity.
- Cultural Sensitivity: The college will promote a culturally sensitive environment that celebrates diversity and encourages respect for different perspective.

4. Programs and Activity: -

- The college will conduct various programs to promote fitness and well-being of the students.
- It will also promote upgradation of students with respect to digital environment and Various Computing skills.

5. Alumni Engagement: -

- College alumni will be engaged in overall development of the college by taking active part in various activities.
- College alumni will provide inputs for quality enhancement of academic and administrative activities.

6. Capacity Building and Skill Development: -

- The college will organize various programmes for capacity building and skill enhancement which includes Soft Skills, Language and communication skills, Life Skills and Computing Skills.

7. **Placements:** institutional placement cell promotes on campus and off campus placement drives and pre-placement activities.it takes care of employer relations, job posting and recruitment events, career counselling and advising, skill development activities, internship programs and connect with the employers and the employed.

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Resource Mobilization Policy

Reason for Resource Mobilization Policy:

The Resource Mobilization Policy of our Institution is prepared to identify the resources available for various program to ensure efficient management of funds.

The Resource Mobilization Policy focuses on achieving the strategic plans, goals and activities for the overall growth of the Institution.

The policy documents for the resource mobilization help to identify and analyse the institution's current sources of funds and resource availability for institutional Financial and other requirements or priorities and efficient budget allocation in view of application of funds.

Finally, it outlines the procedures for optimum utilization of generated funds while ensuring accountability and transparency.

Introduction:

The Institution has a transparent financial management system in which Government and Management are the main sources of funds. The harmonized Governing body coordinates and monitors the optimal utilization of the funds for the promotion of learner-centric ecosystem. Institution has adopted a well-organized procedure for funds and resource mobilization. It includes the involvement of various college level committees, head of the academic and administrative departments, accountant and Principal of the college. The institute has framed certain rules for the utilization of funds and usage of resources.

Part A: Resource Mobilization Policy and Procedure

- At the commencement of financial year, Principal, as a head of the institution Office Superintendent/Accountant in consultation with Heads of Department prepare the budget at the level of the institution.
- The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary and other maintenance costs. It includes planned expenses like purchase of laboratory material and equipment's, furniture and developmental Expenses.
- The budget is scrutinized and approved by the top management. Accounts department and purchase committee will monitor whether expenses are exceeding budgetary provision.
- The Institution is a centrally managed non-profit organization with honorary governing body members which ensures the income generated is spent optimally in the institution itself.
- Funds are provided to meet the infrastructure requirement of the institution while starting new programmes and centres.
- The management provides financial supports to seminars/workshops/Guest lectures/Faculty Development programs.
- The extracurricular activities of the students are a major concern and adequate funds provide for Sports and Cultural activities
- Scholarships and free ships to the deserving students.

Financial Resources of the institution are as under:
- Tuition fee
- Government grants
- Funds from parent body

Part B: Monitoring Utilization of funds and Financial Audit:

All accounts are audited by charted accountant.

The Institution adopts the following mechanism for conducting financial audit.

1. Institute has established a mechanism for conducting Internal and External Financial audit every year to ensure Financial Compliance.

2. The Management has appointed a Chartered Accountant as the external auditor of the Management accounts. The statutory financial audit of all accounts of the Institute is conducted after the end of the financial year. Finalization of accounts is completed by June

and the audited statement is prepared. The audited statement is duly signed by Principal, , Trustee and Chartered Accountant.

3. The Government Audit to check the admissibility of expenditure as per the pattern of assistance is carried out periodically by the concern Govt. Authorities.

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OPPORTUNITIES

Academic Governance Policy

The Academic governance policy establishes a structured framework for transparent decision making, enduring accountability and defining roles in faculty and students' rights, curriculum implementation and short-term course designing. It facilitates Andragogical learning, clear mapping and attainment of course and program outcomes, enhancing the precision of learning evaluation.

Areas of Policy Governance:

1)   Curriculum planning & Implementation: Timetables, Academic calendars, lesson plan, attendance policy.

2)   Faculty Appointments, Faculty rights, Faculty promotions,

3)   Professional development: Training, Faculty Development Programs, workshops, conferences.

4)   Teaching methods, Technology integration, and CO- PO Mapping & Attainments.

5)   AICTE mandate and its considerations

6)   Inclusivity

7)   Community involvement

8)   Student Assessment & Results

Academic governance is concerned with the integrity and quality of the core higher education activities of teaching, student learning, research (including research training) and scholarship. It refers to framework that regulates a provider's academic decisions and quality assurance, incorporating policies, processes, definitions of roles, relationships, specifications of delegations, systems, strategies and resources that ensure academic quality and continuous improvement.

1. Curriculum planning & Implementation:

Curriculum will be followed as per the recommendations of Visvesvaraya Technological University, Belgaum. The pattern is CBCS semester pattern. Choices available, marking scheme, pattern of examination and beginning and completion of academic calendar will be as per the guidelines of affiliating university.

1.1 Academic Calendar:

The institution will prepare an academic calendar each year. The academic calendar will be including the term beginning and term closure dates as per the affiliating university. The academic calendar shall be displayed on the website before its implementation.

The academic calendar shall mention the internal examinations semester wise. Other activities such as events of institutional importance must reflect in the calendar. IQAC shall monitor the preparation and implementation of the academic calendar.

1.2 Time table:

Academic timetable faculty wise, subject wise, hall wise will be prepared by the time-table committee and will look after its timely implementation. The timetable will be prepared each year at the beginning of academic year.

1.3 Lesson Plan:

Every teaching faculty will prepare his/ her owns teaching plan. This plan will be verified by the Head of the department. The implementation of the plan will be monitored by the head of the department.

1.4 Attendance Policy:

Regular attendance, analysis of attendance, 85% attendance as per the University guidelines is followed.

1.6 Feedbacks:

The other feedbacks include feedback on the teaching by the students. Performance and appraisal of teachers done via Annual Performance Evaluation Committee.

2. Professional development:

2.1 Training: Small formal and informal training sessions for teachers.

2.2 Faculty Development Programs, workshops, conferences.: The institution will arrange/ promote teachers to attend Faculty Development Programs for continuous

improvements. Institution will conduct and also help teacher to update and to present in conferences, workshops by providing necessary support.

3.   **Teaching methods and CO- PO Mapping & Attainments:**

3.1 The program outcomes of the institution will be mapped and attainments will be an important part of the learning culture in this institution for quality enhancement.

3.2. Student Assessment & Results:

The students' assessment is taken care through a dedicated examination cell with a Controller of Examination. The examination committee will monitor the process effectively which includes conduct of continuous internal examinations, practical examinations, variety of examination methods, external examinations, assessments, result analysis and declaration of results. Result analysis will relate to attainments.

4.   **AICTE Quality mandate and its considerations:**

The institution is bound to the provisions made by AICTE quality mandate and will follow all the five aspects to bring it into practice.

5.   **Community involvement:**

Learning with community. Internships, Projects, solo small activities to involve students in the community will be a part of learning.

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Innovative and Best Practices Policy

Introduction:

Innovative and Best Practices Policy involves establishing guidelines and strategies to foster an environment of continuous improvement, creativity, and excellence in teaching, learning, co-curricular and extra-curricular activities and administration. This policy aims to enhance the overall educational experience for students as well to develop overall personality of the students while preparing them for the challenges of the future. Here are the key components of a policy:

1. Fostering an Innovative Culture

Encourage Experimentation: Create an environment where faculty and staff feel safe to experiment with new teaching methods, technologies, and administrative processes.

Recognize and Reward Innovation: Implement a system to acknowledge and reward innovative practices among faculty, staff, and students.

Professional Development: Offer regular workshops, seminars, and conferences focused on the latest educational trends, technologies, and pedagogical methods. And the registration fees are reimbursed by the institution.

2. Technology Integration

Adaptive Learning Technologies: Utilize AI and machine learning tools to provide personalized learning experiences for students.

Digital Resources: Increase access to digital libraries, online databases, and other e-resources to support learning and research.

3. Curriculum Development

Inter disciplinary Programs: Encourage the development of interdisciplinary programs that combine skills and knowledge from different fields, preparing students for complex real-world problems.

Life-Long Learning: Incorporate courses and workshops that promote life-long learning skills, such as critical thinking, adaptability, and problem-solving.

Community Engagement: Design projects and programs that solve local community issues, enhancing students' civic and social responsibilities.

4. Best Practices in Teaching and Learning

Active Learning: Promote teaching methods that engage students actively in their learning process through discussions, problem-solving, and collaborative projects, surveys etc.

Feedback and Assessment: Implement continuous and multifaceted feedback mechanisms for students, including peer reviews, self-assessments, and instructor evaluations.

Inclusive Education: Ensure that teaching methods, curriculum design, and campus policies support diversity and inclusion, accommodating the needs of all students.

5. Research and Collaboration

Cross-Institutional Partnerships: Foster partnerships or MoU's with other institutions, industries, and communities to provide students with real-world research and learning opportunities.

Faculty Research: Support faculty research that contributes to the academic field, enhances teaching, and involves students in meaningful research projects.

6. Sustainability Initiatives

Green Campus: Promote sustainability through campus operations, including energy efficiency, waste reduction, and sustainable food practices.

Sustainability Curriculum: Integrate sustainability into the curriculum, preparing students to contribute to a sustainable future in their personal and professional lives.

7. Monitoring and Evaluation

Continuous Improvement: Regularly review and assess the effectiveness of educational practices, making adjustments based on data and feedback.

Stakeholder Feedback: Engage students, alumni, employers, and faculty in the evaluation process to gain a comprehensive understanding of the strengths and areas for improvement.

By creating an Innovative and Best Practices Policy -The institution has displayed a commitment to continuous improvement, openness to change, and a focus on preparing students for a rapidly evolving world. By implementing these strategies, the college enhances its educational offerings, better serve its students, and make a significant contribution to society.

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Infrastructure Development and Maintenance Policy

Introduction: The College is endowed with infrastructure pertaining to instructional, administrative and amenities besides furniture, equipment and other physical material. They must be maintained properly and kept in good condition for the best use of the stakeholders of the Institution. The college has an extensive infrastructure to facilitate its teaching, learning and research programmes. There are well defined and established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Objectives:

To provide ambient environment for teaching – learning, research, faculty and student development activities, conducive facilities for administrative activities besides best-in-class amenities to immediately address the issues of maintenance, if any, through a proper systematic work flow

Overall maintenance: The Building and Infrastructure Maintenance Section headed by the establishment officer of the college is responsible for overall maintenance of the physical infrastructure of the institution in coordination with the heads of the Department, Maintenance of the buildings such as, electrical works, minor civil works, plumbing works, uninterrupted water facility, maintenance of generator, Fire equipment, white washing and campus cleanliness shall be conducted regularly..

Process for maintenance: The heads of departments/vice principals shall inform the Building and Infrastructure Maintenance section for any kind of repair/breakdown in writing.

The carpenter/technician/electrician should intimate to the Building and Maintenance Section to purchase and provide within an approximate time frame to complete the work.

All the condemned items should duly be reported to the Principal, under whose purview such items will either be discarded or put into auction/scrap scale once in a year.

All the departments and sections must maintain proper stock registers and the college shall constitute a committee for stock verification every year and report the same to the governing Body.

Maintenance of Academic facilities in the Department: The Heads of the Departments are responsible for optimum utilization and maintenance of the classrooms/smart classrooms, Seminar/Lecture Halls, equipment, furniture, department labs, research labs and other academic infrastructure The Heads of the Departments must ensure that the classrooms/laboratories and other academic facilities have adequate furniture, lighting, and uninterrupted electrical and water supply. Any repair work/service must be performed by the designated staff only. Cleanliness and hygiene must be given utmost priority.

Maintenance of IT facilities: Computer systems, Servers, Internet and Wi-Fi facility, Smart Boards, LCD projectors, Computer Hardware, CCTV and other ICT equipment shall be maintained by the qualified technical staff. The college Centralized data centre provides internet, surveillance and data management services through air-based Wi-Fi network well connected through an optical fiber cable to all UG/ PG departments and administrative offices.

Maintenance of Library: Access, issue and return of the books must be under careful vigilance of the Librarian. The racks and furniture in reading hall should always be kept clean and the librarian monitors periodically the maintenance of racks, almirahs, books, computers and other material in the library. Librarian must ensure that the books be organized as per the standard library practices for the easy access of the users. Online and offline catalogues is updated periodically and as a when a new addition is made. Stock Register is maintained and verified during the audit. The Accession Register, Gate Entry Register, Circulation Register, Fine Register, Missing Books, No Dues applications, E-Journal usage Statistical Reports, Issue Register of all the visitors/users of the library shall be maintained up to date.

Maintenance of Sports Infrastructure

The Physical Education Director is in-charge of the proper utilization and maintenance of the sports Infrastructure, facilities and material. Regular practice to students on sports and games should be provided to the students in the respective fields and courts. Sports equipment should be maintained in good condition by the Physical Education Director for regular use by the students. All the data pertaining to the achievements of students, conduction of events, list of students participated outside and other reports related to sports activities must be maintained properly for audit.

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Date: 11/09/2023

GREEN INITIATIVES POLICY

Vision:

To foster a sustainable and environmentally conscious learning environment at MIT Kundapura by promoting resource conservation, reducing waste, and adopting eco-friendly practices.

Mission:

- To continuously improve the efficiency of energy and water consumption on campus.
- To minimize waste generation and promote a culture of reuse and recycling.
- To raise awareness and encourage active participation from students, faculty, and staff in green initiatives.

Policy Guidelines:

1. Energy Conservation:

- Implement energy audits to identify areas for improvement.
- Promote the use of LED lighting throughout the campus.
- Encourage use of natural light and ventilation whenever possible.
- Install energy-efficient appliances and equipment.
- Power down electronics and lights in unoccupied rooms.
- Installation of Solar grid and solar water heaters.
- Implement a policy for responsible air conditioner usage.

2. Water Conservation:

- Install low-flow faucets, showerheads, and toilets.
- Fix leaky faucets and pipes promptly.
- Promote rainwater harvesting for irrigation and other non-potable uses.
- Educate students and staff on water conservation practices.

3. Waste Management:

- Reduce paper consumption through double-sided printing.
- Implement a comprehensive recycling program for paper, plastic, metal, and e-waste.
- Encourage the use of reusable water bottles and lunch containers.
- Organize workshops on waste minimization and composting techniques.

4. Sustainable Practices:

- Promote sustainable landscaping practices that require less water and maintenance.
- Develop and implement green building standards for new construction and renovations.
- Integrate sustainability principles into relevant engineering curricula and research projects.

5. Monitoring and Evaluation:

- Regularly monitor and track progress towards green goals.
- Collecting feedback from the campus community and stakeholders to identify areas for improvement.
- Conduct periodic reviews of the Green Initiative Policy for improvement.

Implementation:

- A Green Committee will be established to oversee the implementation and effectiveness of this policy.
- The committee will comprise representatives from faculty, staff, and students.
- The college administration will allocate necessary resources to support green initiatives such as celebration of World Environment Day, Creating green space on campus by planting trees, shrubs, and native plants.

- Sign boards will be Installed in the campus with slogan such as "Save Water" "Save Trees and Save The Planet".
- The college administration will install Solar water heater in hostels, Solar lights in campus

This Green Initiative Policy is a commitment by MIT Kundapura to environmental responsibility. Through collaborative efforts, we can create a sustainable learning environment that benefits our college community and the planet for generations to come.

11/09/23

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GRIEVANCE REDRESSAL CELL

Preamble

The Grievance Redressal Cell at Moodlakatte Institute of Technology is constituted with the mission of developing a responsible and positive attitude among students in order to maintain a harmonious educational atmosphere in the College. The cell has a committee which functions as per the policy and guidelines of the University Grants Commission Grievance Redressal Regulations, 2012, All India Council for Technical Education (Redressal of Grievance of students) Regulations, 2019 and the circulars/notices issued by UGC/AICTE/VTU from time to time.

Objectives
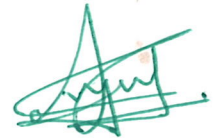
• To uphold the dignity of the college by ensuring healthy and peaceful atmosphere in the College through promoting cordial relationships among the students and between students and teachers.

• To support students to access services and benefits offered by the college without any difficulty.

• To make teaching and supporting staff responsive, accountable, and courteous in dealing with the students.

• To investigate the reason of dissatisfaction of students.

• To ensure effective solution to the student grievances with an impartial and fair approach.

• To encourage the students to express their grievance/problems freely and frankly without any fear of being victimized.

Procedure of Operation

The Grievances committee shall deal with any types of grievances of the students.

1. An aggrieved student who has the Grievance or Grievances shall lodge the grievance in the format available with the Convenor or by downloading from the college website or online through the website.

2. The Grievances Committee shall hear and settle grievances, as far as may be practical, within 10 days after the grievance is lodged. Procedure for Redressal of Grievances (ROG) is as under.

2.1. The Convenor, after verifying the facts, will try to redress the grievance within a reasonable time, preferably within a week of the receipt of application of the student. If the student is not satisfied with the verdict or solution of the Convenor, then the same should be placed before the committee members.

2.2. The Chairman, after verifying the facts and the papers concerned, the matter will be placed before the Committee Members for discussion, which shall submit a report, after discussion to the Principal, either endorsing the decision of the Convenor or with a recommendation of action preferably within 10 days of receipt of application.

2.3. Based on the recommendation of the committee, Principal will take a final decision, recorded and shall be communicated to the student.

2.4. The Committee, if needed, may recommend to the Principal, necessary corrective action as it may deem fit, to ensure avoidance of recurrence of similar grievance at Institution.

3. While dealing with the complaint, the Committee observes law of natural justice and hears the complainant and concerned people.

4. While passing an order on any Grievance, the relevant provisions of the Act/Regulations would be kept in mind and no such order would be passed in contradiction of the same.

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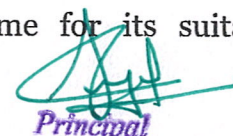
LIBRARY POLICY

1.	Administrative Policy Number (APN): 06/2018-19	**Functional Area:** Utilizations of various documents available in the library
2.	Brief Description of the Policy:	Purpose: Promoting users to use the library facility for their study and research purposes. Audience: Student and Staff Members
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization.
4.	Effective from the Date:	1st September 2018
5.	Approved by:	College Management Committee (CDC)
6.	Responsible Authority	Librarian
7.	Superseding Authority	Principal
8.	Last Reviewed / Updated:	New Policy
9.	Reason for the policy	Effective use of Library
10.	Reference for the policy	UGC/NAAC/University etc.

I. **Introduction:** The library is called the heart of any organization and institution. According to Bharat Ratna and our ex-president Dr. A.P.J. Kalam, "One Best Book equals to 100 best friends". Books enable users to view the past, use the experience for the present, and dream for the future. The library plays a vital role in the academic development of the students as well as faculty members. Library policy encourages the user to use the library for their study and research purposes.

II. **Policy Statement:** The institution is committed to imparting quality in every process with continual improvement. The quality policy is concerning the organizational Vision, Mission, Goals, and Objectives. The Quality policy is framed, finalized, communicated, and understood by all stakeholders within the institutions and will be reviewed from time to time for its suitability and effectiveness.

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III. **Aim:** To provide comprehensive resources and services in support of the learning, teaching, and research needs of the students and faculty members in all formats.

IV. **Objectives:**

1) Commits to:
   - Providing a user-cantered learning environment that delivers information and services to its users where and when they need it.
   - Empowering users to locate, evaluate, and use information available in various traditional and modern sources.
   - Develop and maintain a balanced and up-to-date collection.
   - Establishing itself as a leader in knowledge management.
   - Fostering a workplace culture where library staff are valued for their knowledge and contributions.
   - Developing a culture of resource sharing within and beyond the various organizations to satisfy information needs.

V. **Library Policies:**

A) Document Procurement and Collection Development Policy

   - The library has a balanced and up-to-date collection development policy.
   - Every academic year, the library receives a requisition from the faculty members and departments for procuring books, journals, and magazines.
   - The library committee scrutinizes the received requisition.
   - Orders for the books are placed with the vendor.
   - After receiving the order, the book is thoroughly checked, and put due date slip, book pocket, and book card are put in it. The processing work is finished in one or two days.
   - General and reference books are displayed on the new arrival rack.
   - After processing Textbooks are immediately available for home lending

B) Maintenance Policy

- The library has the 'Vriddhi' software for the library management system.
- Books and Journals are entered into the LMS.
- Each document has a barcode and position.
- Books are shelved according to the position given to them at the time of data entry.
- Stock Verification of Library material has been carried out every year.
- The old/ damaged books will be withdrawn from the library or sent for binding based on their utilization.
- The Annual Maintenance Contract (AMC) procedure has been followed every year to update the software.
- E-access Books and Journals are available in the library for the students and faculty members. Every year the college has renewed the subscription.
- The library is kept clean and tidy by regular cleaning service.

C) Document Utilization Policy

- At the beginning of each academic year, an I-card with a barcode will be issued to all the students who have enrolled their Names for UC and PG courses.
- On all working days the library is open from 8.30 a.m. to 5.30 p.m. for the users.
- The library has Open Access to students and faculty members.
- Students are allowed to borrow one book at a time for a week duration.
- Students must Return /Change the book on or before the due date.
- Reissue of the Book is possible by checking the availability/demand of the book.
- Overdue charges may be applicable for delayed books.

D) E-Library using Policy:

- The library is a member of the National Library and Information Services Infrastructure for Scholarly Content (N-LIST).

- Users are provided an authentic login ID and password for browsing.
- The user can browse the e-resources remotely.
- It is available for academic purposes only.
- Users strictly follow the utilization policy of N-LIST
- External hardware and pen drives are not allowed.
- Browsing non-academic sites or social media sites is not permitted.

E) Policy for physically challenged users.

- The library is situated centrally on the ground floor of the college building for the convenience of Divyang students.
- The college has allotted a separate section in the central library for persons with disability.
- A book bank facility is provided.

F) Utilization of Research Cell Policy

- The library has a separate cell with an internet facility.
- Reference research sources are available in the cell.

G) Library Security Policy:

- The library is under the coverage of CCTV cameras.
- Students are not allowed in the library without his/her Identity Card.
- Readers should deposit their belongings at the place provided for the same.
- E-access is available only for Study and Research.
- The library has two emergency exit doors and a firefighting system for the security of the library.

H) Weeding Out Policy:

A committee will be formed whenever there is a need to weed out obsolete books and other materials. Weeding of books will be approved by the Principal.

I) Rule and Regulation for library users:

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Udupi Dist, Karnataka

- An I-Card is necessary to issue a book from the library.
- Chewing Chui gums, Smoking, Spitting, Loud conversation, mobiles, and similar objectionable practices are forbidden in the library.
- Readers are responsible for any damage done by them to the books and others.
- Property of the library and shall be required to replace such books or other property damaged.
- The Library Attendant at the Entrance and Exit Counter is authorized to examine anything that passes into or out of the library.
- The Librarian has the authority to withdraw the library card of any reader or deny the use of the library if found neglecting to comply with any Library rules.

J) Reading Hall Policy :

- The library has a well-furnished reading hall for the students and faculty members.
- Users must enter their names in the user access register at the counter.
- The reading hall has a provision for charging the laptop.

K) Visitors Statistics:

The separate entry registers are kept for the library visitors (students and staff) maintained.

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Udupi Dist, Karnataka
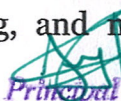
IT POLICY

1.	Administrative Policy Number	**Functional Area:** IT infrastructure and support for the institutional governance
2.	Brief Description of the Policy:	Purpose: Providing quality in IT infrastructure and security Audience: All stakeholders of the organization.
3.	Policy Applies to:	All academic, administrative, and managerial processes in the organization
4.	Effective from the Date:	1st september 2018
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	Lab Administrator
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	Security and IT Infrastructure Management, Support and promoting speed to institutional governance
10.	References for the policy	UGC/ NAAC/ University/ RUSA, etc

1. Need of It Policy

Moodlakatte institute of technology Kundapur is an institute which focus on technology and it maintain, and ensure legal and appropriate use of Information Technology.

The college offers courses affiliated to VTU Belagavi are aligned to industry needs and have adapted the latest tools in learning. With the advancement of technology, there is a greater need for a legal and safe process for procuring, using, and maintaining IT infrastructure. Thus, the college has developed its IT policy.

Following infrastructure resources are covered in IT policy-

- Server
- Network Devices - Routers / Switches
- Computer Hardware
- Computer Software
- Security Cameras
- ICT Infrastructure Tools

2. Software And Hardware Purchase Policy

Procurement of any new product is monitored by the Purchase Committee. The IT purchase involves the following members.

- Management
- Principal and Vice Principals
- Network Administrator
- Website and Domain Administrator
- Staff members with IT Expertise

Steps for Purchase:

1. The Staff / Department has to submit application with detail requirement.
2. The requirement has been checked by the higher authorities and forwarded.
3. At least two different quotation is called from the different vendors for said requirement.
4. Purchase committee finalizes the received quotation and if required can make negotiation with vendors.
5. After finalization a purchase order is given to the vendor.

3. Hardware Resources

- Server
- Networking Devices
- Desktop Computers

- Laptop Computers
- Printers / Scanners
- ICT tools
- Security Cameras
- Biometric Machine.

4. Software Resources

- OS License
- Other Software Licenses
- Open-Source software products
- Antivirus Software.
- College Domain (for college website)

For the new purchase of any product above mentioned process is followed.

NOTE:

- The concerned Head of Department and Subject Teacher will inform lab administrator to download and install open-source software's on required computer systems.
- To upload any new information on college site, staff have to mail on dedicated domain mail-ID or hardcopy application with signed authorities should be submitted to domain administrator.
- To create any new employee mail-ID or program mail-ID, staff have to mail on dedicated domain mail-ID or hardcopy application with signed authorities should be submitted to domain administrator.

5. Set-Up Policy

After successful delivery and basic installation from the vendor, the product is tested and stock entry should me marked in the register by office administrator.

6. Device Allocation Policy

- After stock entry, the product is labelled for the concerned department. The

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![Moodlakatte Institute of Technology logo] **Moodlakatte Institute of Technology**
(A Unit of Moodlakatte Nagarathna Bhujanga Shetty Trust (R.))
(Approved by AICTE, New Delhi & Affiliated to V T U , Belagavi)
Moodlakatte - 576 217, Kundapura Taluk, Udupi District, Karnataka

in-charge of the department will receive the product.

- Hardware devices are installed in departments.
- According to device, training program can be arranged to make usage awareness in faculties.
- Software packages are downloaded and installed by the lab administrator only. A schedule for installation is prepared in collaboration with concerned staff members / department heads, so that the regular work in the office / laboratory is not affected.

7. Software License and Installation Policy

The college is using authentic licensed software products.

Prepare list of licenses and open-source software as per the academic and administrative requirement and sanctioned it from Principal.

License Software:

After a purchase, the lab administrator will install the license software, and an entry into the office register is required.

Open-Source Software:

The lab administrator will download and install open-source software with the concerned Head of Department's approval.

- After installation, concerned staff members tested for software installation and execution.
- Depending on the terms of the purchase agreement, software licenses frequently need to be renewed after a set amount of time, such as one or three years.
- Updates are installed in the same way following the renewal.
- LAB ASSISTANT IS ASSIGNED TO MAINTAIN THE RECORD OF REGULAR REQUIREMENT AND ISSUES.

8. Security Policy

Internet Firewall is installed using a router.

- DHCP configuration
- Blocking of sensitive content
- User creation and user permissions
- Bandwidth control policy
- Antivirus

IP address is required for every system connected to the network. IP addresses are assigned for every laboratory, office, library.

Sensitive content and certain keywords are blocked for students. Social media websites and searchengines can also be disabled for the time of examinations.

Separate users for students and staff members are created.

9. User Policy

Following different users are created with their roles and responsibilities.

User1 - Student

- Students use computer laboratories for practical assignments or projects.
- Username and password are allocated to students with required permissions on system.
- Students can access internet and can save their work.
- Access to Pen-drive or any external devices without permission is strictly prohibited to students.

User2 - Teachers

- Teachers can use computer laboratory or assigned desktop or laptop for academic or college work.
- Username and password are allocated to teachers with required permissions on system.
- they are the end users of the system. Like students, they also use the computer laboratory.
- Teacher can access internet, shared network resources like printer etc.
- With permission from the principal, teachers can also access security cameras with the assistance of the lab administrator.

User3 - Administrative Staff

- These are primary users of the system with hierarchical structure.
- Username and password are allocated to administrative staff with required permissions on system.
- Lab administrator has full access to all systems and network.

10. Software And Hardware Maintenance Policy

- Maintenance of IT infrastructure is taken up systematically by Lab administrator.
- Minor device repair or replacement is handled by lab administrator.
- Major device repair or replacement is sent outside the campus with gate pass entry to external agency.
- Any unusual hardware issues will be handled with the permission of Head of Department and Principal.

11. Hardware Maintenance

Before every semester's exam, all hardware equipment is inspected and cleaned. The lab administrator and assistants handle this task.

Every academic year, at the end, a routine stock update is taken. Peripheral device wear and tear is tracked.

To prevent any electrical problems like short circuits, all switches and electrical connections are regularly inspected.

Weekly checks are performed on the power backup.

Teaching staff members compile a list of any additional hardware device or component in accordance with the specifications of the syllabus for the following year.

12. Software Maintenance

Every day, software fixes are released. When the internet connection is active, some of them are installed automatically. It is necessary to manually update the software packages if the automatic update option is not selected. Lab assistants carry out the task.

Every day or every week, an automatic data backup is performed.

Regular upgrades are also necessary for open-source software.

The lab administrator will bring up the request with the principal if the license is

renewable and when the renewal is due.

Software updates and new licenses can be received if the request is granted.

All client computers and the server both have up-to-date antivirus software installed.

13. Security Camera Maintenance / Recording

A technician has been recruited to maintain the DVRs and security cameras.

After receiving approval from the relevant technical person, anyone wishing to examine a recording for any reason—such as material loss or damage—must submit an application to the principal or administrative officer. From there, the recording can be scheduled for viewing.

14. Disposal Policy

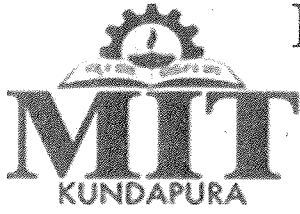Reusable parts can be reused, and any that aren't will be given to the waste management facility.

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Internal Complaints Committee

Preamble

This committee is constituted under the provisions of section 4 of Sexual Harassment of women at work place prevention, prohibition and redressal Act, 2013 and All India Council for Technical Education Regulations, 2016 for the benefit of women employees and students and some male students and students of the third gender. The committee will look into complaints received from women staff members and take necessary actions to ensure discrimination free, harassment-free campus.

Objective

- To develop a policy against sexual harassment of women at the institute.
- To ensure implementation of policy in letter and spent through proper reporting of complaints and then follow up procedures.
- To uphold the commitment of the institute to provide an environment free of gender discrimination and sexual harassment.

Responsibilities

- Organise Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations.
- Organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity.
- Act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation.

Policy

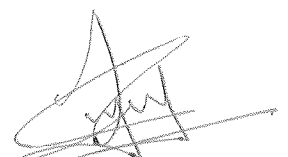No women shall be subject to sexual discrimination or harassment at work place.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment.

i.   Implied or explicit promise of preferential treatment in her employment

<div align="center">or</div>

ii. Implied or explicit threat of detrimental treatment in her employment

<div align="center">or</div>

iii. Implied or explicit threat about her present or future employment status

<div align="center">or</div>

iv. Interference with her work or creating an intimidating or offensive or hostile work environment for her

<div align="center">or</div>

v.   Humiliating treatment likely to affect her health or safety.

Procedure of Operation

The Internal Complaints committee shall deal with complaints of sexual discrimination/ harassment of women staff members.

1. An aggrieved staff member shall lodge the complaint in the format available with the Convenor.
2. The Internal Complaints committee shall hear and settle complaints, as far as may be practical, within seven days after the complaint is lodged. Procedure for disposal of complaints is as under:
   2.1. The Chairman, after verifying the facts and the papers concerned, will call for ICC meeting and place the matter before the Committee Members for discussion. The committee shall appoint an enquiry committee if needed to study the complaint.
   2.2. The enquiry committee will hear both the complainant and the accused person/s in details and prepare report along with the recommendation of action/punishment against the person found involved in sexual discrimination/harassments.
   2.3. Upon receiving the enquiry committee report, the Chairman shall call a meeting of ICC for studying the enquiry committee report and endorsing/recommending actions against the person found involved in sexual discrimination/harassments.
   2.4. The chairman shall present the report in the committee, discuss and forward the report with the recommendation of action/punishment to the Principal.
   2.5. Principal in consultation with the Management will take a final decision, recorded and shall be communicated to the complainant and the guilty. If the action is of criminal nature, the complaint may be reported to local Police authorities.
   2.6. The Committee, if needed, may recommend to the Principal, necessary corrective action as it may deem fit, to ensure avoidance of recurrence of similar complaint at the Institution.
3. While dealing with the complaint, the Committee observes law of natural justice and hears the complainant and concerned people.
4. While passing an order on any Grievance, the relevant provisions of the Act/Regulations would be kept in mind and no such order would be passed in contradiction of the same.

Principal

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KUNDAPURA

INTERNAL COMPLAINTS COMMITTEE

Format for Filing of Complaints of Sexual Harassment

I.   Complainant(s):

Name	
Department/Section	
Phone number and email	

II.   Person(s) against whom the complaint is being lodged:

Name(s)	
Department/Section	

III.   The Complaint:

1. Is the defendant known to the complainant?	
2. Is this the first incident of this kind? If yes, skip 3 and 4.	
3. Were exactly the same person(s) involved? If no, specify further.	
4. Was the first incident reported? To whom? When? What action, if any was taken?	
5. Approximate date(s), time(s) and location(s) of incident(s), starting from the most recent.	

Additional details of the complaint may be recorded here:

Complaint filed by: Name and Signature: Date: