



BHARAT INSTITUTE OF TECHNOLOGY

Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510

(Affiliated to JNTUH, Approved by AICTE and PCI, New Delhi. Accredited by NAAC)

SERVICE RULES, CODE OF CONDUCT, AND DISCIPLINE FOR STAFF, STUDENTS, AND ADMINISTRATION

These rules are called "BIT Employees Service and Conduct Rules",
Cadres of Staff

The staff comprises the following categories.

A. Teaching Staff:

S. No	Designation
1	Principal
2	HOD's
3	Professors
4	Associate Professor
5	Assistant Professor
6	Librarian
7	Physical Director

B. Supporting Staff:

S. No	Designation
1	System Administrators
2	Lab Assistants
3	Lab Technicians
4	Drivers

C. Supporting staff (Non-technical)

S. No	Designation
1	Administrative Officer
2	Senior Assistant
3	Record Assistant
4	PA Steno
5	Junior Assistant
6	Attenders
7	Aayahs
8	Gardeners



PRINCIPAL
Bharat Institute of Technology (Pharmacy)
Mangalpally (V), Ibrahimpatnam (M),
R.R. Dist 501 510, Telangana.



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QUALIFICATION AND EXPERIENCE:

The qualifications and experience required for the candidates to fill various posts shall be as per the norms prescribed by the PCI AICTE/ Affiliating University/State Government.

1. PAY, ALLOWANCES, INCREMENTS:

- i. Scales of pay, allowances and other financial benefits for various categories of staff shall be as decided by the Governing Body, keeping in view the scales suggested by AICTE PCI/Affiliating University/Government.
- ii. Annual increments shall be sanctioned by the principal on satisfactory performance of the employee based on the recommendations of Head of the Department or In-charge of section. In the case of Principal, Chairman/Secretary is the sanctioning authority.
- iii. The management shall have the authority to withhold an increment for a certain period but not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend himself/herself.

2. RECRUITMENT AND SELECTION:

- i. The recruitment and selection of faculty members is need-based. HOD projects the requirement based on workload.
- ii. The rules prescribed for selection of employees from time AICTE/PCI/University/Government of TS shall be followed.
- iii. Staff selection committee shall be constituted to time by
- iv. A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by Governing body.
- v. The Management/Governing body may in special circumstances appoint persons by invitation/deputation/contract basis.
- vi. The candidates for Assistant professor and Associate professor are selection



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terminated at any time without any notice and without assigning any reason thereof.

6. RESIGNATION, RELIEVE, TERMINATION:

Resignation and Relieve:

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as mentioned below:

S. No	Category	Notice Period
1	HODs and Professors	One month notice or salary in lieu of notice at the discretion of Principal
2	Teaching Staff	One month notice or salary in lieu of notice at the discretion of Principal
3	Technical Staff	One month notice or salary in lieu of notice at the discretion of Principal
4	Administrative Staff	One month notice or salary in lieu of notice at the discretion of Principal

In case applications are submitted through the institution seeking outside employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic programme in the college.

7. TERMINATION:

The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason in such cases as under-performance, misconduct etc.

8. MOTIVATIONAL INCENTIVES:

Employee Provident Fund (EPF):

The eligible members of the staff are enrolled under EPF scheme and the contribution as fixed by the GOI is deducted from their salary. This amount together with the management



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contribution will be deposited in the bank account of the Government department concerned within the stipulated time.

Incentives and Rewards:

Awards are instituted for the faculty as well as supporting staff members. In case of faculty members, variables considered are academic performance measured by student feedback, student pass percentage, student grades/marks obtained by the student, no. of top ranks at university level secured by students in their respective subjects. These awards are in the form of cash, appreciation letter, commending letters, promotions, increments, interest free loans for computers etc. There is an institutional incentive for bright and meritorious students by way of fee waivers, merit scholarships, attendance awards, year and programme wise institution rankers and university rankers in any subject and/or year.

9. LEAVE RULES AND POLICIES:

General:

- i. Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- ii. An employee shall not take up any service or accept any employment, while on leave. by the competent.
- iii. Leaves, of any kind, can be taken only after they are sanctioned authority. Even for CLs, intimation by telephone, SMS or E-Mail is to be given to the Head of the department / Institution, if prior sanction cannot be obtained for justifying reasons.
- iv. Leave accounts of all staff members are maintained in the Office of the Principal. v. Sanctioning Authority: Principal of the college is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to heads / in charges for administrative convenience. Secretary (Chairman) of the college competent authority to sanction leave of the Principal.
- v. All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules. The total number of leaves taken in an Academic year will be considered in the performance appraisal at the end of the year.

CASUAL LEAVE:

- i. All the regular employees of the college are entitled to fifteen in a calendar year days of casual leave
- ii. The total number of CL's used in one spell shall not exceed 06 days and the



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- total period including prefixed, suffixed and intervening holidays shall not exceed 10 days.
- iii. The total number of CLs used shall not exceed 4 at the end of I Quarter, 8 at the end of II quarter, and 12 at the end of III quarter.
 - iv. Unused CLs at the end of a calendar year are NOT carried forward to the next year.
 - v. Casual leave cannot be combined with any other type of leave.
 - vi. Casual leave for half a day may also be granted for fore-noon or after-noon.

HALF-PAY LEAVE (HPSL)

All employees are entitled to 10 days of half pay leave on medical grounds.

HPL may be commuted on medical grounds subject to the following conditions:

- i. Employees are eligible to commute HPL to a maximum extent of half of the HPL accrued.
- ii. When commuted leave is granted / used twice the amount of such leave shall be debited against the HPL accrued (due).
- iii. HPL for more than 2 days will be granted against production of medical certificate from a registered medical practitioner.

SPECIAL LEAVES:

- i. All regular faculty members are eligible for leave up to 8 days in a calendar year for performing university examination duties as observer / evaluator/ examiner.
- ii. All regular faculty members are eligible for leave up to 06 days in a calendar year for in National / International seminars/ participation and /or presentation of paper Conferences / Symposium / Workshops.
- iii. All the regular staff members of the college, who have put in not less than one year of service in the college and who marry while service in the college is eligible for 05 days' leave, including the day of marriage. This leave can be used with public holidays prefixed and / or suffixed.

SABBATICAL LEAVES:

Maximum 10 days of sabbatical Leaves may be availed by the teaching staff in one academic year.

Eligibility for Sabbatical Leaves is as follows:

Professor	Associate Professor	Assistant Professor with PhD	Assistant Professor
From day 1 of Joining	After 1 year from the date of joining	After 2 years from the date of joining	After 2 years from the date of joining



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It may be availed for attending seminars/Workshops/Conferences/Symposiums organized by university campus colleges, IITs or equivalent or Govt./Private sector undertakings only.

If the sabbatical Leave is availed for pursuing PhD, such faculty should serve the organization for at least two years after the award of PhD.

COMPENSATORY CASUAL LEAVE (CCL):

All the regular staff members who work on public holidays are eligible for one day's compensatory leave for each day of work. This leave must be used within 3 months of the date of work/eligibility.

i. Fractional CCL will not be granted. Remunerative work is excluded from the provision.

STUDY LEAVE

Study leaves with/without pay may be granted to deserving employees for pursuing higher studies at the discretion of the management. The terms of the leave will be worked out on case-to-case basis.

MATERNITY LEAVE

A regular eligible female employee is entitled to maternity leave up to six weeks with pay and an additional 6 weeks on half-pay. This leave is granted only once during the service at the college. The employee taking this leave has to give an undertaking (on Rs. 100/- stamp paper) at the time of applying for the leave that she would work for a minimum period of 02 years after return from leave. Maternity leave not exceeding two weeks may be granted in case of miscarriage or confinement including induced abortion. Maternity leave applications must be accompanied by medical certificates.

VACATION LEAVE

All the regular faculty members (vacation staff) who have put in not less than one year of service in the college and who undertake to continue in service for the next academic year are eligible for up to six weeks' vacation leave. This six-week period split up as follows:

04 weeks during summer

01 week each during Dussehra and Sankranthi festivals.

Where the period of service in the college is less than one year but 06 months or more,



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vacation leave may be granted on pro-rata basis. The faculty members whose service in the college is less than 06 months are not eligible for vacation leave.

For the purpose of computing the service period the cutoff date would be the first day of vacation period notified by the Principal at the end of the academic year.

Un used vacation leaves are not carried forward to the next academic year. However, where a vacation staff member is required to attend to official duty during vacation as per the directions of the Head of the Institution, the unused vacation leave is converted as EL in the ratio of 07 (VL): 05 (EL).

EARNED LEAVE (EL):

- i. All the non-teaching staff members (non vacation staff) are eligible for accrued Earned leaves of 15 days in a calendar year @ 1.25 leaves per each completed month of service. Gardeners are eligible for 5 days' Earned leave in a calendar year. The leaves will not be credited at the beginning of the year.
- ii. Un used EL's would be carried forward to the next calendar year.
- iii. EL's will not be granted on more than three occasions in a calendar year.
- iv. EL's will not be granted for less than 05 days.
- v. In certain cases, unused vacation leaves of vacation staff may be converted to EL's as provided for in, clause VIII above.

All human situations have their inconveniences. We feel those of the present but neither see nor feel those of the future; and hence we often make troublesome changes without amendment, and frequently for the worse". - Benjamin Franklin



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10. CODES OF CONDUCT AND DISCIPLINE:

All employees of the institution in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:

DO's:

- i. Maintain absolute integrity and devotion to duty
- ii. Attend the college regularly and punctually
- iii. Engage classes, both theory and lab records systemically
- iv. Correct the assignments and lab records systemically
- v. Be meticulous in submitting the question papers and marks of the internal tests
- vi. Conduct guest/expert lectures with academic/industry professionals
- vii. Valuation of internal and external examinations
- viii. Attend internal and external invigilation and observer duties
- ix. Attend guest lectures, FDPs, Workshops, Seminars, Industrial Visits and Tours.
- x. Downloading c-material from digital library, authorized online journals and legitimate sites
- xi. Preparing soft/hard copy of course files, delivery sheets and web materials
- xii. Monitoring and Counseling of student academic performance and mentoring
- xiii. Be honest, impartial in dealings and courteous with others
- xiv. Abide by the rules and regulations of the institution
- xv. Promote decency, decorum, dignity and discipline among staff and students.
- xvi. Institute devices and mechanisms to improve academic standards.
- xvii. Acquire and develop professional/interpersonal competence to enhance skills of
- xviii. students
- xix. Building team work, team efficiency and reinforcement of skills/knowledge in
- xx. students
- xxi. Administrative compliance
- xxii. Authoring/Coauthoring of text books with other college professionals
- xxiii. Publication of papers in Seminars/Conferences/Conventions/Journals/Magazines.
- xxiv. Publication and attending FDPs/Workshops/Conferences/Symposiums/Conventions
- xxv. Chairing Sessions and Delivering Keynote Address in any FDP/WS/



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Seminar/Conference

- xxvi. Professional, rational and intellectual behavior like an academician.

DON'T's:

- i. Gross negligence of duties and responsibilities
- ii. Propagation of religious, communal, anti-social, terrorist activities in the campus.
- iii. Discriminate by caste, creed, religion, language, domicile, social and cultural background.
- iv. Encouraging any form of 'malpractice/unfair practices' in connection with exams
- v. Leaving the campus without proper prior permission of the Head of the Institution.
- vi. Absconding from the institution
- vii. Undertake private assignments whether remunerative or not
- viii. Enter into any monetary transactions with any stakeholder of the institution
- ix. Cause damage to institution or stakeholders' property in any form.
- ix. Encourage or involve in immoral practices with stakeholders
- x. Organize, attend, involve in any duty outside the college without proper approval
- xi. Passing comments on religious, regional, personal, racial and cultural sentiments

11. DISCIPLINARY ACTION:

All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.

Complaints of misconduct by a staff member are investigated by a disciplinary committee or adhoc committee constituted for the purpose by the Principal.

An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The Principal is empowered to suspend any employee if it is in the interest of the college and report his action to the management, and the University as the case may be.



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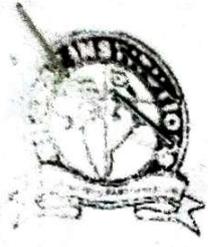
As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.

- i. Censure
- ii. Withholding increments/promotion
- iii. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
- iv. Suspension
- v. Removal from service



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BHARAT INSTITUTE OF TECHNOLOGY

(Approved by AICTE, Accredited by NAAC & Accredited by NBA: , Recognized by Govt. of TS and Affiliated to JNTUH, Hyderabad)

Mangalpally (Village), Ibrahimpatnam (Mandal), RangaReddy District-501510.

CIRCULAR AS PER THE COLLEGE DISCIPLINE COMMITTEE

- All the students of B.Pharmacy, Pharm D and M. Pharmacy should strictly adhere to dress code policy as per the college norms.
- The violation of policy will be punishable offence; with a fine amount enclosed in Annexure-1.
- Discipline committee is common for entire college and Pharmacy students also follow their rules and instructions.
- College gate will also be closed at 9.20 AM and no student will be allowed to enter the campus if they come late. (No permissions from teacher in charges will be entertained).
- Teacher in charges inform their respective class students and instruct them very seriously.

Chelvar
Discipline Committee

[Signature]
Academic I/C

[Signature]
Principal



[Signature]
Principal
Bharat Institute of Technology
Mangalpally (V),
Ibrahimpatnam (M), R. R. Dist.

BHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY

Mangalpally (V), Ibrahimpatnam (M), Ranga Reddy (Dt), Hyderabad-501510

Date: 03/01/2023

CIRCULAR

DRESS CODE POLICY

All the students are hereby instructed to adhere to the below guidelines regarding Dress Code Policy of the Institution during the college hours and whenever they are representing the institution:

Dress code for Male students:

Students are expected to wear formal trousers, shirt & formal socks & shoes. All clothing should be clean, ironed and in good shape. Hair must always be in good condition and well styled. Hair length must be above the shirt collar.

Avoid wearing jeans and tight fit/ short length shirts, shirts with any written matter, terms, logos, floral, animals pictures and cartoons. Footwear like Sandals, chappals, slippers, flashy shoes, flip-flops, are not allowed, unless there is a valid medical reason supported by Doctor's written certificate with prior permission.

Wearing ID Card is Mandatory

Dress code for Female students:

Students are expected to wear salwar below ankle length & kameez below knee length with dupatta (two sides). Hair should be braided tied, neat and maintained. Loose hair with clutch clip is allowed.

Avoid wearing transparent, tight and revealing cloths. Deep neck/ pot neck/ dori, thread/ back less/openback clothing are not allowed. No jegging / 3/4th length leggings tights are not allowed. Flip-flops, flashy shoes, loose footwear, pointed heels, sound making footwear is not allowed. Loose hair without band/ Clutch is not allowed.

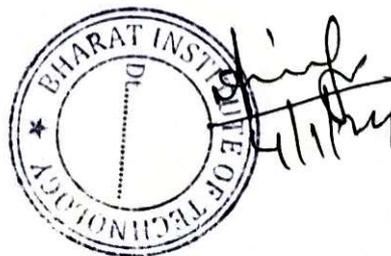
Wearing ID Card is Mandatory

Note: The above instructions are to be followed strictly by all the students. If any student is found violating the above dress code, fine will be applicable as per Annexure -I.


3.1.2023
College Admin Incharge

Cc:

1. All department Admin Incharges (CSE,ECE,EEE,MECH,CIVIL,H&S, and MBA)
2. All Notice Boards




Bharat Institute of Engineering and Technology
Mangalpally (V),
Ibrahimpatnam (M), R.R. Dist.

Annexure-I

Fine Amount

Jeans - Rs100/-

Floral/ Funky Shirts/ Any Matter written on Shirts- Rs100/-

Jean Shirt and Jean pant- Rs 200/-

¾ length Leggings/ ¾ length Jeggings for girls – Rs 100/-

Without Dupatta- Rs100/-

Short length Kurti- Rs 100/-

Informal Shoes- Rs100/-

Flipflop/flashy shoes/Slippers/Pointed heels for both boys and girls- Rs 100/-

Jumping wall and escaping from afternoon class Session if caught- Rs 1,000/- and above

Damaging College Property- Based on the decision by Discipline Committee and Management - heavy fine will be imposed from Rs 2,000/- and above

~~Drunk alcohol caught in Campus – Rs 5,000/- and above with Suspension/ Rustication based on decision by Management~~

Abusive language- Rs 1,000/- and above based on Discipline committee decision.

Anti Ragging – Rs 5,000/- and above based on Discipline committee decision.

Littering Garbage – Rs 100/- (like empty chips pockets, Plastic bottle, Chocolate wafers, Straws, Plastic covers. etc.)



Handwritten signature
4/1/23

Handwritten signature
3.1.2023
Principal
Bihar Institute of Technology
Muzaffarpally (V),
Muzaffarpally (M), B.B. Dist

BHARAT INSTITUTIONS

COVID- 19 LEAVE POLICY

PURPOSE

Bharat Institutions is committed to support its employees in all situations , Covid 19 leave policy is designed to ensure the safety of all employees during COVID-19 Pandemic.

SCOPE

- ❖ This is applicable to all the teaching staff of the organization who intend to take online classes but only with proper authentic reason and authorized permission.
- ❖ This policy is applicable only during online classes period , this will not be applicable during Face- Face class period
- ❖ This policy is applied to those employees who fall under following categories
- ❖ **Category A:**
 - Employee with COVID-19 Positive report (Rapid Covid Test)
 - i) An employee with COVID-19 Positive report (Rapid Covid Test) may be sanctioned leave up to a limit of 15 days Loss of Pay. This includes CLs of that month. Employee is informed to produce the relevant proofs to leave sanctioning authorities within 3 days of availing leave (RT PCR report)
 - ii) Can avail online class facility up to 3 weeks from the date he/she is tested Covid Negative, will be paid 50% of their salary.
 - iii) Employee who tested positive should resume to college only after 21 days from the date tested Negative. Employee is informed to produce the relevant proofs of Covid Negative report through official mail (RT PCR report) 3 days before his/her resuming to college.



(Signature)
Principal
Bharat Institute of Technology
Mangalpally (V),
Muttamman (M), R.R. Dhu

❖ **Category B:**

Employee who is intended to take **3-6 days of online classes** because of any authentic reason and authorized permission

- i) Employee who is intended to take **3 days** online classes will be paid one day salary (or) he /she can forego 2 Casual leaves
- ii) Employee who is intended to take online classes for **4-5 days** will be paid 35% of their salary.
- iii) Employee availing **6 days** online classes will be paid 2 days salary or can forego 4 CLs

Category -C:-

Employees availing online class **more than a week up to one month**

- Employees under this category will be paid 50% of their salary and should forego CL of that month.

❖ **There is no online class facility for 2 days or alternate days .**

Any employee willing to extend their leave (**both category A, B & C**) is instructed to provide the application for the extension, with proper proofs of the medical records for not more than **3 working days**. Such kind of extension can be sanctioned only after proper approval of the management.

After an expiry of the sanctioned leave (**both category A, B & C**), an employee should report back immediately on the next working day to the respective authorities of the institution. If any employee fails to do so then each day of the extra availed leave will be treated as Unauthorized leave.

Work Expectations

- Employees availing online classes should mandatorily adhere to their scheduled classes, update their attendance registers, teaching dairies, mentor books etc
- Employees should continue with their mentoring sessions on any online platform with their respective students
- Employees should be easily approachable to communicate any important information .
- Employees should work for a period of minimum 3.5 hr a day including their classes and any assigned responsibilities, should update to the Academic in charge or whom so ever is concerned.
- Those who fail to fulfill their responsibility or fail to take classes without prior intimation will be considered as Unauthorized absent.



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Leave Policy For Teaching Staff (during face -face class period) and Non Teaching Staff

- Employees who are tested positive will be sanctioned leave up to 36 days LOP, includes their CL. Employee is informed to produce the relevant proofs to leave sanctioning authorities within 3 days of availing leave (RT PCR report)
- Employee who tested positive should resume to college only after 21 days from the date they tested Positive. Employee is informed to produce the relevant proofs of Covid Negative report through official mail (RT PCR report) 3 days before his/her rejoining.
- Employees availing leave should make necessary alternative adjustments to the academic work/respective work during their absence due to leave, and ensure to compensate for the same once they rejoin. This communication should be done through email as well as telephonic conversation with the corresponding leave sanctioning authority.
- After an expiry of the sanctioned leave, an employee should report back immediately on the next working day to the respective authorities of the institution. If any employee fails to do so then each day of the extra availed leave will be treated as Unauthorized leave.

Note:

Employees who are willing to opt for work from home (category A, B & C), should take permission from their respective admin and Academic in charges, head of the department and college admin in charge.



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BHARAT INSTITUTIONS

PRIOR APPROVED LEAVE PETITION FOR TEACHING STAFF

(Employee should avail the leaves with prior approval only, availing leaves without prior approval will be treated as unauthorised absence. Unauthorised absence should be regularised by using this form.)

To
The Principal / Dean Admin. / U/c. Admin.
College BIT

No. : _____
Date: 05/01/20

Sir / Madam,

I P. Twila Pushpa

Empl. No. _____

Dept. Pharmacy

Designation Assistant prof.

request you to kindly sanction leave on/ from

29/01/2021 to

3/02/2021

i.e. for 6 day

days (no. of days) as I am unable to attend my duties due to

My marriage.

Thanking You,

Yours faithfully : Sign. : _____

TO BE FILLED BY COLLEGE/UNIT HR DEPARTMENT

No. of times Leave availed without Prior Approval

In this Month	In this Academic Yr.

Previous Regularisation of Unauthorised absence

Form No.	Dated

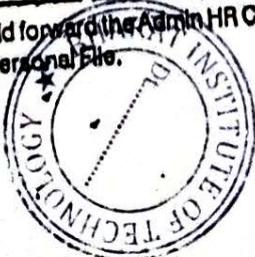
Last leave details	No. of leaves availed till date		CL at Credit	Leave accrued during the month	Total leaves available	Leaves applied		Balance CL available after present applied leaves	Sign. HR Per
	Petition No.	Dated				No. of days	Type of leave eligible		
	CL	LOP				CL	LCP		

CLASS ADJUSTMENT

Date	Class	Subject	Faculty Accepting Class Work			DETAILS OF CLASS COMPENSATION		Specify if or record no. of days Sign. with
			Name	Dept.	Sign.	Date	Time	
Monday 29/01/21	Phar.D II	CP	Aseer	Ph. log.	Aseer	29/1/21	1:30 to 2:20pm	5
Monday 29/01/21	Phar.D I	HAP	M. T. Manoj	Ph. chem stry	T. gaj	29/1/21	3:20 to 4:00	
Wednesday 31/01/21	Phar.D BIP B-Phar. Cakes	HAP Lab	Dr. J. T. Gajani	Pharmacy practice	T. gaj	31/1/21	9:30 to 12:00	Dept. Ac Inchr
Thursday 7/02/21	Phar.D BIT B-Phar. Cakes	HAP Lab	T. Manoj	Ph. chem stry	T. gaj	07/02/21	9:30 to 12:00	
Friday 2/02/21	Phar.D I	HAP	M. Raja	Pharmacy	T. gaj	02/02/21	9:30 to 12:00	
Friday 2/02/21	Phar.D II	CP	M. Dr. Praveen	Pharmacy	T. gaj	02/02/21	3:20 to 4:00	
Friday 2/02/21	Phar.D II	CP	M. Dr. Praveen	Pharmacy	T. gaj	02/02/21	1:30 to 2:20	Dept. Inchr

College Academic V/c.		Dean Admin / College Admin V/c.		Reason	Applicable clause of Leave Policy
Specify: Rejected or if recommended no. of days	Sign. with date	Is the employee regular to duties and has completed the work entrusted till the date of leave application	Specify: Rejected or if recommended no. of days		

NOTE: The College HR should forward the Admin HR Copy on the same date of sanction / rejection to HR (HO), retaining the Coll in the concerned Employee Personal File.



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FOR GUIDELINES SEE O.V

BHARAT INSTITUTIONS

ADMIN HR COPY
COLLEGE COPY

PRIOR APPROVED LEAVE PETITION FOR TEACHING STAFF (HR/TF-25)

(Employee should avail the leaves with prior approval only, availing leaves without prior approval will be treated as unauthorised absence. Unauthorised absence should be regularise by using separate form.)

To
The Principal / Dean Admin. / I/c. Admin.

No. :

College BIT

Date : 4/12/17

Sir / Madam,

I S. Namratha

Empl. No. TDECISF1895E146 Dept. Analysis

Designation Asst. Prof

request you to kindly sanction leave on / from 8/12/17 to 13/12/17 i.e. for 5

days (no. of days) as I am unable to attend my duties due to

Pb.D Methodology EXAM (Sabbatical leaves)

Thanking You,

Yours faithfully : Sign. :

TO BE FILLED BY COLLEGE/UNIT HR DEPARTMENT

No. of times Leave availed without Prior Approval	In this Month	In this Academic Yr.	Previous Regularisation of Unauthorised absence	Form No.	Dated

Last leave details	No. of leaves availed till date		CL. at Credit	Leave accrued during the month	Total leaves available	Leaves applied		Balance C.L. available after present applied leaves	Sign. of HR Person
	Petition No.	Dated				CL	LOP		

CLASS ADJUSTMENT						DETAILS OF CLASS COMPENSATION		Specify (Rejected or If recommended no. of days) and Sign. with date
Date	Class	Subject	Faculty Accepting Class Work			Date	Time	
			Name	Dept.	Sign.			
8/12/17	PharmD BIT	PA	Uma Ramesh	Biotech	BIT			Recd
9/12/17	PharmD BIT	PA	Kireety	Phol				
11/12/17	Bpharm IYCA BSP	PIC Lab	Uma Ramesh	Biotech	BIT			Dept. Academic Incharge
12/12/17	PharmD BIT	PIC Theory	Anandkumar	Phol				Recd
13/12/17	PharmD BIT	PIC Theory	Kireety	APLIE				
	NB							Dept. Admin Incharge

College Academic I/c.		Dean Admin / College Admin I/c.				
Specify : Rejected or If recommended no. of days	Sign. with date	Is the employee regular to duties and has completed the work entrusted till the date of leave application	Specify : Rejected or If recommended no. of days	Reason	Applicable clause of Leave Policy	Sign. with date
Recd		Yes	Recd			

NOTE : The College HR should forward the Admin HR Copy on the same date of sanction / rejection to HR (HO), retaining the College copy in the concerned Employee Personal File.



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FOR GUIDELINES SEE OVERLEAF

Mangalpally
8/12/17

Anapoli
Bharat Institute of Technology
Mangalpally

Respected Sir,

I, S. Namratha working as
Asst. Professor in pharmaceutical Analysis
department

AS I received one hour
permission to leave the college. as I
am attending methodology exam
in Chennai

please grant me one
hour permission

Thanking You Sir

HR,

Permit her today
at 3:15 PM to leave the
college



Yours faithfully
Namratha Sankara
8/12/17

PRINCIPAL
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R.R. Dist - 501 510, Telangana

To
HR
BIT

Respected Madam,

J. S. Namratha. Working as Asst. Professor
in Bharat Institute of Technology in
Ph. Analysis Department.

As I am applying leave
for 2 days 1/3/21 and 2/3/21 for submission
of my PhD thesis at Chennai Vel's
University. Kindly consider 2 days of
leave as Subarticle leave. as I
took permission from Honourable
Chairman Sir.

Thank you

Your's faithfully
Namratha Sunkar
26/2/21



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ADMIN HR COPY
COLLEGE COPY

PRIOR APPROVED LEAVE PETITION FOR TEACHING STAFF (HR/TF-25)

(Employee should avail the leaves with prior approval only, availing leaves without prior approval will be treated as unauthorised absence. Unauthorised absence should be regularise by using separate form.)

Principal / Dean Admin. / I/c. Admin.

B.T.T

No. :

Date : 26 / 2 / 21

Name: S. Namradha

Empl. No. :

Dept: Ph. Analysis

Signature: Aest. P. Govil

request you to kindly sanction leave on / from 11 / 3 / 21 to 2 / 3 / 21 i.e. for 2 Days

no. of days) as I am unable attend my duties due to

PHD Thesis Submission at Chennai

Thanking You,

Yours faithfully : Sign. : [Signature]
26/2/21

TO BE FILLED BY COLLEGE/UNIT HR DEPARTMENT

No. of times Leave availed without Prior Approval	In this Month	In this Academic Yr.	Previous Regularisation of Unauthorised absence	Form No.	Dated

Last leave details Emp. No. / Dated	No. of leaves availed till date		CL at Credit	Leave accrued during the month	Total leaves available	Leaves applied		Balance C.L. available after present applied leaves	Sign. of HR Person
	CL	LOP				No. of days	Type of leave eligible CL LOP		

CLASS ADJUSTMENT

DETAILS OF CLASS COMPENSATION

Specify (Rejected or If recommended no. of days) and Sign. with date.

Date	Class	Subject	Faculty Accepting Class Work			Date	Time	Specify (Rejected or If recommended no. of days) and Sign. with date.
			Name	Dept.	Sign.			
	Bpharm 1 st year	Class	will be taken Online					

Recommended 2 days
CL file - 26/2/21

Dept. Academic Incharge
Recommended 2 days
[Signature]
26/2/21

Dept. Admin Incharge

Dean Admin / College Admin I/c.

College Academic I/c.	Specify : Rejected or If recommended no. of days	Sign. with date	Is the employee regular to duties and has completed the work entrusted till the date of leave application	Specify : Rejected or If recommended no. of days	Reason	Applicable clause of Leave Policy	Sign. with date
<u>[Signature]</u>	<u>2 days</u>	<u>[Signature]</u>	<u>Yes</u>	<u>Recommended 2 days</u>			<u>[Signature]</u> 2/21

NOTE : The College HR should forward the Admin HR Copy on the same date of sanction / rejection to HR (HO), retaining the College copy in the concerned Employee Personal File.



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CURE HOSPITAL

Regd no.: 414/DM&HO/RR/18
L.B. Nagar, Ph No.: 040-24031499

Dr. Harish Ibrahim

MD DGO

Consultant Gynaecologist

MRS Swetha

AGE: 32y / F

27/11/23

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Vandh...

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+ Methylcobalamin

Q 2 Dns 10 + Zofan

2 + Pantoprazole

10 Sep 9 1/0 (20)



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6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from

Policies, administrative setup, appointment and service rules, procedures, etc.

Governing Body of the college meets biannually in order to discuss various issues related to the development of the college and its academic standards. It includes approval of the strategic plan of the college which sets aim and objectives and identifies the financial, infrastructure and staffing needs of the college. The IQAC, various development committees in consultation with principal take the required decisions through participative work culture model. Detailed plan that takes care of the short term as well as long term goals of the college with execution plan is developed in association with senior faculty members, HOD's, IQAC members. All administrative matters including compliances of various regulatory bodies, establishment, campus maintenance, student admissions, scholarship are handled by the Principal and office administrative staff. Student activities are handled by respective committees. The examinations related work is handled by College Examination In charge (CEI), under the guidance of the principal. Grievance Redressal committees are constituted to provide a mechanism for Redressal of student/staff grievances. As per the guidelines, Women Grievance cell comprising of senior teaching members is also established. The management promotes participative work culture which involves students as well.


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ERP (Enterprise Resource Planning) Document

To use a system of integrated applications to manage and automate all the activities concerning Academic, Administrative, and other tasks in the college. It is done with support from different resources like our own website, university website, state government, and various type of software

Implementation of ERP in Academic Process

- The following areas of the Teaching-Learning process were taken for partial automation.(Staff& Student)

Syllabus, lesson plan, planning of teaching hours, teaching methods and aids, Student database and creation of learning resources)

Student Attendance (Daily attendance, weekly attendance, and master attendance for monitoring the student performance)

Student support activities (internal mark entry, compilation, and conversion of internal marks, log in Email creation, online fee payment, choice of open elective and feedback system, development of student

Staff support activities (creation of database, staff personal/official portal, attendance, MIS staff android app, MIS linked to salary and compensation, leave entry, payroll connectivity, and performance appraisal)

Administrative Area (Admission, Enquiry, Selling/Processing of application, student database, Transfer certificate, Project Bonafide certificates etc.)

Finance area-Accounting and report generation, payroll, online fee payment, mobilization of funds using ERP

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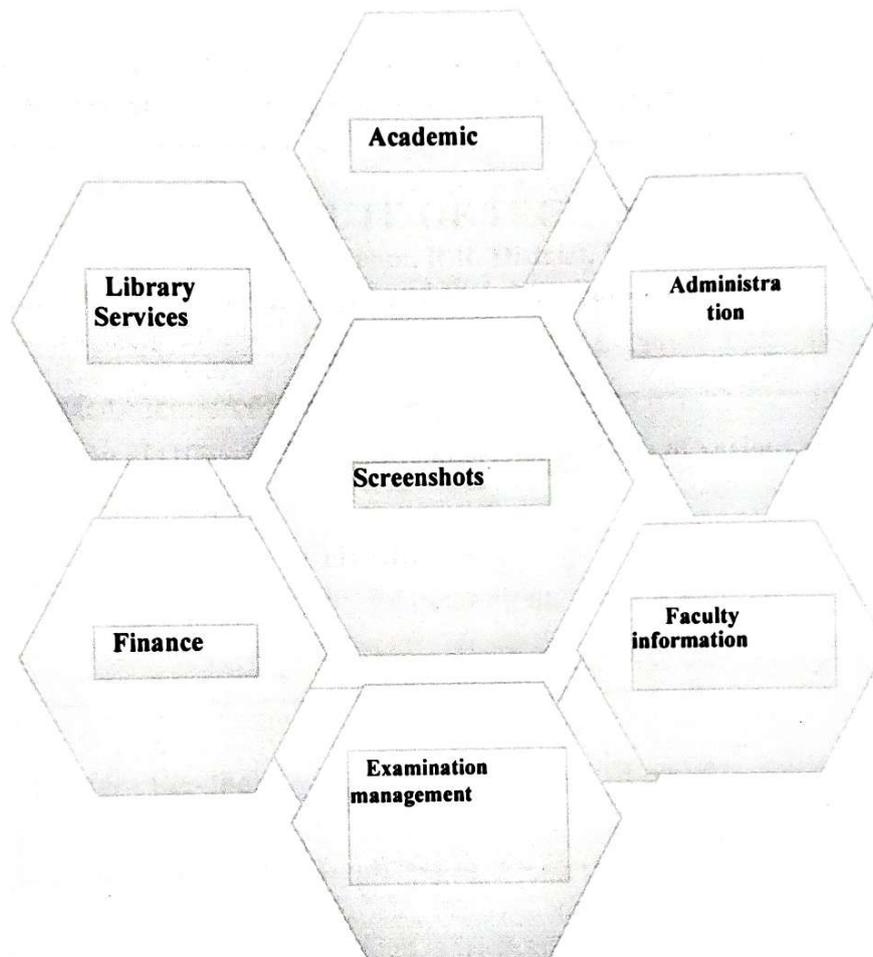
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Partial Automation of Office and Administration (Generation of various reports, Fee, Exam, Admission, etc.)

ERP Documents and Screenshots are classified



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Academic

Admission	Student Information System	Learning Management
Examination Management	Automated Online Examination-Online Test	Admin Module System Administration
Staff Information	Facility Management	Notice Board - e-Notice / e-Communication e-circular
Student Feedback	Human Resources	Fee Management

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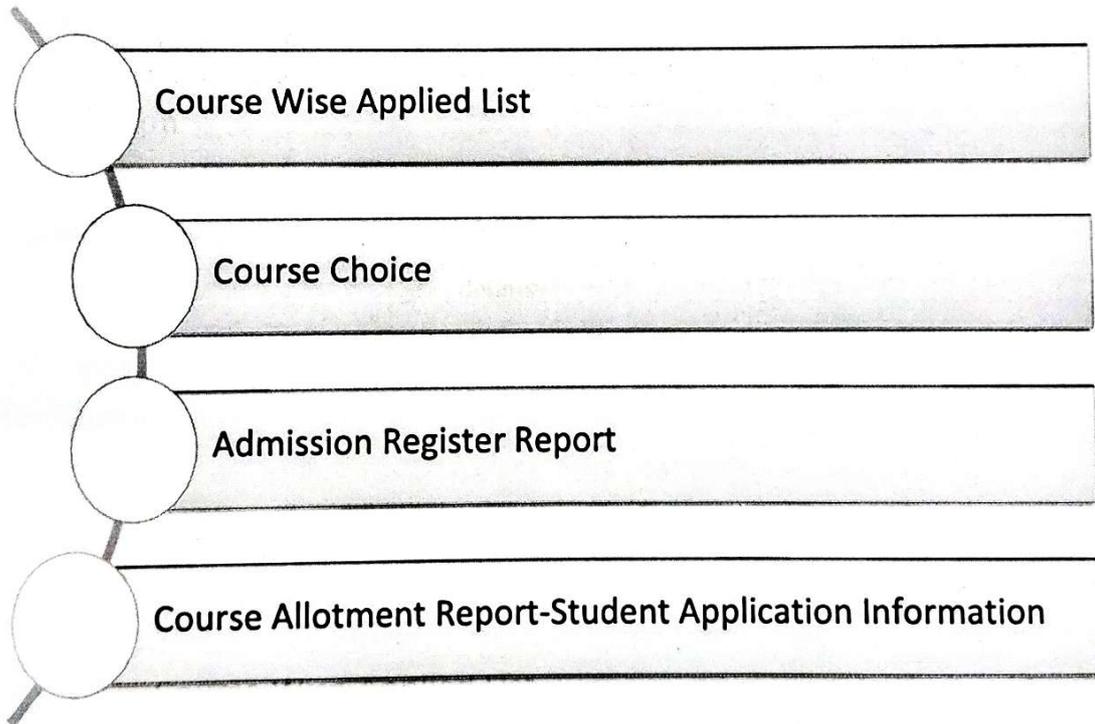
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Admission



Automated Reports on admission inquiries



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Updation /Import of shortlisted Student Data into database along with

Course applied	
Gender Data	
State	
Nationality	
Qualification	
Category (Gen/SC/ST etc.)	
Postal Address	

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Pedagogy (learning Management)

Course, subjects, batches, etc. can be added, edited, removed, etc. as per institutional need

Approved Syllabus is uploaded by each faculty to view and verify online.

Defining Learning pedagogy like CO & LO and mapping of PO with CO is done.

Project and Assignments are assigned by faculty and the same can be intimated to the students.

Date of submission of assignments is defined by the faculty

Evaluation and marks submission is done by faculty

Time tables is prepared & viewed for each elective subject and student group

Event Creation & management.

Lesson Plan is prepared for each subject

Remedial Classes & counseling

Study Materials are circulated for flipping classrooms, during study, post study.

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Examination Management User Login with specific rights:

Generat Exam Application form for downloading	Issuance of Hall tick with Downloading option	Enter examination attendance	Conduct Examination of
Enter Grade	Generate Results	Promote and demote Student	Semester Wise Student Performance
Exam fee applied Report	Exam fee Paid and pending student details Report	Session wise Exam Time Table	Overall Exam time table
Exam Absentee Report Arrangement Board Copy	Exam Room Allotment Details	Exam Hall Ticket	Student Status Report
Exam attendance	Exam attendance summary	Semeste Exa Absentees	Consolidated Practical Exam Absentees report Internal marks
Internal Report Marks	Mark Sheets	Semester Mark sheet	
Duplicate Semester Mark Sheet	Consolidated Mark Sheet	Duplicate Consolidated Mark sheet	

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E-GOVERNANCE POLICY

To be recognized nationally and internationally, every educational institution must have a good E-Governance Policy, a good Governance Document, and good Government initiatives. BIT has established an excellent E-Governance Document and has been implementing several good E-Governance initiatives to maintain and make its mark as one of the country's Institutes of Excellence among the Higher education institutions. For the system to run smoothly, governance must be made inclusive, participatory, accountable and transparent.

Objectives:

1. Incorporate e-governance in to several departments of the organization.
2. To enhance the effectiveness of the operations.
3. To encourage transparency and accountability.
4. To minimize the use of paper in office administration.
5. To facilitate internal and external communication among the various departments of the institute connected through internet.
6. To ensure easily accessible information

Policy:

E-Governance policy is implemented in the following areas

1. Planning and development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination

E-Governance must be followed in order to create an honest and effective governance system within the institution

Website:

The website must be functioning and reflect the operations of the institution. Offers an easy access to information on all activities, changes, and other important information to the visitor. For updating information, maintaining and working of website, the institution needs a service provider and a system administrator.

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Accounts:

Tally Gold software is used by BIT (Pharmacy) to keep track of finances and accounting. Appropriate security measures should be adopted to ensure transaction confidentiality. Existing workers must be trained, and existing software must be updated on a regular basis. For financial management, the office will continue to use Tally Gold software.

Library:

For the benefit of students, the institution has a large library with more e-learning facilities. Teachers and students are also involved. BIT (Pharmacy) uses Delplus, Digital Library, DELNET to gain easy access to library services. In the same vein, newer e-subscriptions to learning materials and journals are required based on the Library Committee's recommendations.

Examinations:

BIT is an affiliated college to JNTUH. Hence all the examinations are conducted as per the notifications given by JNTUH. Admissions, attendance, exam registrations, hall tickets, and marks uploading will be completed via JNTUH website. The college Exam Incharge is responsible for managing the entire examination process under the supervision of the Principal, and while handling examinations, secrecy and confidentiality is maintained and work will be completed with great care and attention.


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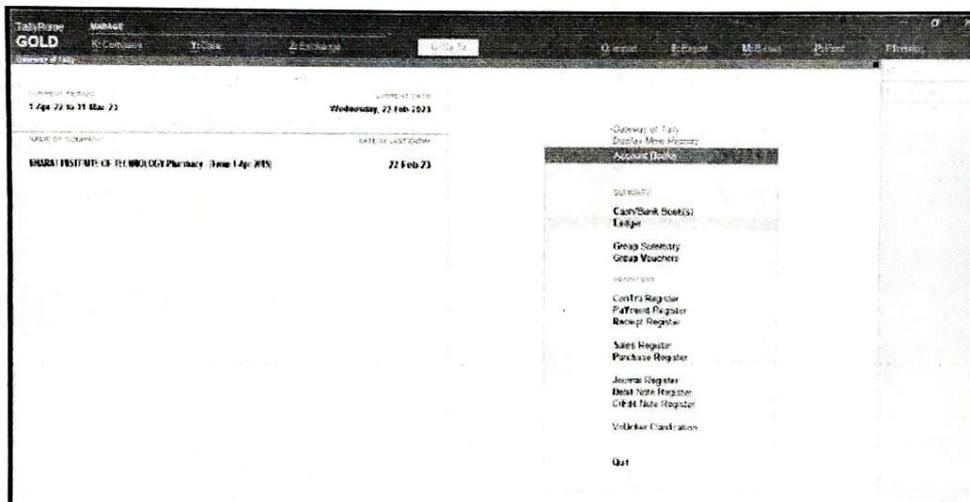
ERP DOCUMENT

IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATION

S.No	Areas of e-Governance	Software
1.	Finance and Accounts	Tally Prime Gold
2.	Student Support	Delplus, DELNET,NDL
3.	Examination Work	JNTU Website

1. FINANCE AND ACCOUNTS

Tally Prime Gold is used for finance and accounts. It is used for final accounts purposes, payments, Receipts



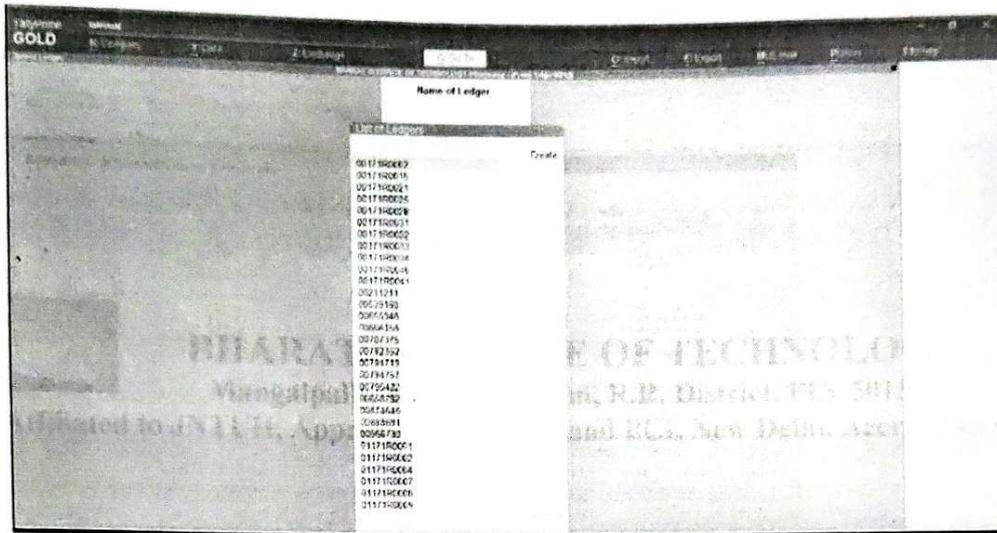
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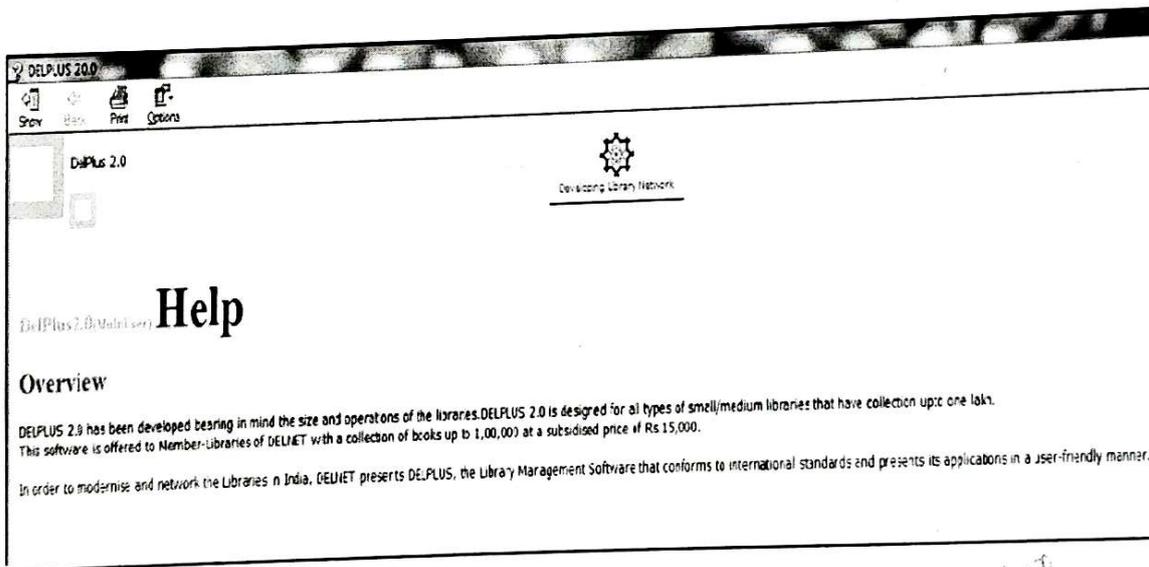
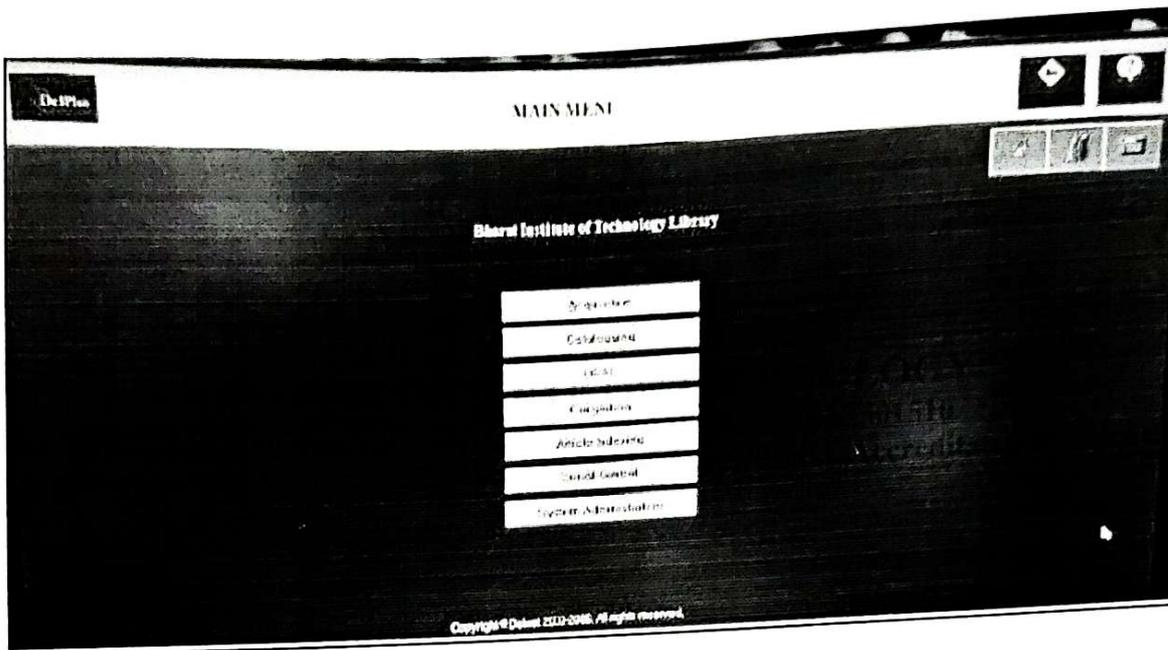




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[Signature]
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Navigation: Browse, Search, Video (Hindi), Video (English), Disability Knowledge, NDLI Club, Language, Bharat Institute of Technology

Ministry of Education, Government of India

National Digital Library of India

One Library All of India

Search: Search over 31,35,887 resources

NEW TEST PREPARATION

- CBSE Examination Preparatory
- IT/JEE and NEET
- Joint Admission Test for Masters (JAM)
- Graduate Aptitude in Engineering (GATE)
- National Eligibility (UGC NET)
- Career Development and Recruitment

STUDY AT HOME

- School
- Engineering
- Science
- Pharmacies
- Literature
- Law & Management

Navigation: Browse, Search, Video (Hindi), Video (English), Disability Knowledge, NDLI Club, Language, Bharat Institute of Technology

NEW TEST PREPARATION

- CBSE Examination Preparatory
- IT/JEE and NEET
- Joint Admission Test for Masters (JAM)
- Graduate Aptitude in Engineering (GATE)
- National Eligibility (UGC NET)
- Career Development and Recruitment

STUDY AT HOME

- School
- Engineering
- Science
- Pharmacies
- Literature
- Law & Management

COVID-19 RESEARCH REPOSITORY

- Scholarly Publications
- Data Sets
- Documents & Videos
- Journals & Conferences
- Ideas & Funding
- Challenges & Startup

FEATURED COLLECTIONS

- Birds: Centenary of Satyagrah
- On this Day
- Person of the Week: Nikola Tesla
- Topic of the Week: Seven Wonders of the W...
- Talks & Webinars

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3. EXAMINATIONWORK

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- 17- SubjectWiseStudentList.pdf
- Pharm.D-1-CollegeReportRCRY.pdf
- AMOUNT TO BE PAID_1_Year_Supplementary_17.pdf
- 17-1-Year-HUMAN ANATOMY & PHYSIOLOGY LAB (PH108)- External Marks Report.pdf
- 17-1-Year-PHARMACEUTICS LAB (PH109)- External Marks Report.pdf
- 17-1-Year-MEDICINAL BIOCHEMISTRY LAB (PH110)- External Marks Report.pdf
- 17-1-Year-PHARMACEUTICAL ORGANIC CHEMISTRY LAB (PH111)- External Marks Report.pdf
- 17-1-Year-PHARMACEUTICAL INORGANIC CHEMISTRY LAB (PH112)- External Marks Report.pdf
- 21 - AllStudentsProfile.pdf
- 22 - AllStudentsProfile.pdf
- 20 - AllStudentsProfile.pdf
- 19 - AllStudentsProfile.pdf
- 18 - AllStudentsProfile.pdf
- 17 - AllStudentsProfile.pdf
- 16 - AllStudentsProfile.pdf
- 15 - AllStudentsProfile.pdf

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Ministry of Education
Government of India



Indian Institute of Technology
Kharagpur



National
Digital Library
of India



CERTIFICATE OF REGISTRATION



This is to certify that "**Bharat Institute Of Technology**" is registered as a
NDLI Club under the National Digital Library of India.

Registration Number:

INTGNC4PZWX|WHK

Date Of Registration: 24/11/2023

Valid Upto: 23/11/2024

पार्थप्रतिम दास

Dr. Partha Pratim Das

Joint Principal Investigator
National Digital Library of India Project
Indian Institute of Technology
Kharagpur



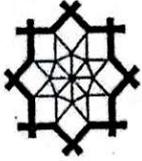
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Mangalagiri (M), Brahmapetnam (M),
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Receipt

Received with thanks from : BHARAT INSTITUTE OF TECHNOLOGY
MANGALPALLY VILLAGE, IBRAHIMPATNAM MANDAL
R.R. DIST. - 501510, TELANGANA
[DELNET MEM NO. IM-8765]

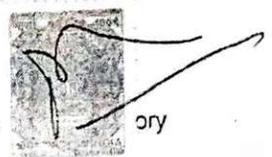
The sum of : Indian Rupees Thirteen Thousand Five Hundred Seventy Only

By : BHARAT INSTITUTE OF TECHNOLOGY; State Bank of India (India)
Inter Bank Transfer ~~XXXXXXXXXX~~ 11-Aug-23 13,570.00

Remarks : AMOUNT RECEIVED TOWARDS ANNUAL INSTITUTIONAL MEMBERSHIP FEES
FOR THE PERIOD 26.08.2023 TO 25.08.2024

**₹ 13,570.00/-

**Subject to Realisation

Auth:  ory



PRINCIPAL
Bharat Institute of Technology (Pharmacy)
Mangalpally (V), Ibrahimpattanam (M)
R.R. Dist - 501 510, Telangana.

TAX INVOICE

Synergy Soft Solutions B. 305 Mahalaxmi Centre Premises CHSL Opp Balbharti School, S V Road , Kandivali west, Mumbai -67. GSTIN/UIN: 27AGJPT0132F2ZJ State Name : Maharashtra, Code : 27 E-Mail : Info@synergysoft.in	Invoice No. SSS/2131/23-24	Dated 14-Feb-24
	Delivery Note	Mode/Terms of Payment
Buyer (Bill to) Bharat Institute of Engineering & Technology Bangaluru to Mangalpally Village, Ibrahimpatnam, Ranga Reddy District - 501510 State Name : Telangana, Code : 36 Contact person : Mr. Alok Contact : 9100391662 E-Mail : bietaccounts@biet.ac.in	Reference No. & Date. SSSO/2073/23-24 dt. 14-Feb-24	Other References Chhaya
	Buyer's Order No. SSSO/2073/23-24	Dated 14-Feb-24
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
	Terms of Delivery	

SI No.	Description of Services	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	Tally Software Services- Gold 713149119 733143663 723143664 753149115 793143666 713143665 ✓ 771089508 725549850 732137157 743149116 Exp.28.02.2025	997331	10 no.	10,800.00	no.	50 %	54,000.00
	IGST						9,720.00
	Total		10 no.				₹ 63,720.00

Amount Chargeable (in words) **INR Sixty Three Thousand Seven Hundred Twenty Only**

HSN/SAC	Taxable Value	Integrated Tax Rate	Integrated Tax Amount	Total Tax Amount
	997331	54,000.00	18%	9,720.00
Total	54,000.00		9,720.00	9,720.00

Tax Amount (in words) : **INR Nine Thousand Seven Hundred Twenty Only** For Synergy Soft Solutions

BANK ACCOUNT DETAILS :-
 SYNERGY SOFT SOLUTIONS
 BANK NAME : HDFC BANK LTD. Kandivali West
 IFSC : HDFC0000288
 A/C NO. : 59204900000000000000

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 Mangalpally (V), Ibrahimpatnam (M)
 R.R. Dist - 501 510. Telangana.
 Authorized Singnatory

1) Warrantly void if payment return, 1000/- debit note raised on client if the cheque dishonours due to any reasons.
 2) Declaration For Non-Deduction Of TDS: We hereby confirm that software supplied vide this invoice is acquired in a subsequent transfer and it is transferred without any modification and tax has been deducted under section 194J/Section 195 deposited under PAN No. AAACP7879D by the Holder Hence, no TDS is to Deducted on this Invoice, Company PAN : AAGCV7544P
 We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
 3) If payment overdue is above 10 days then 10% Interest will be calculated on Invoice Value as per day basis.



BHARAT INSTITUTE OF TECHNOLOGY

(Approved by AICTE & PCI, New Delhi and Affiliated to JNTU, Hyderabad)

Sponsored by : CHINTA REDDY MADHUSUDHAN REDDY EDUCATIONAL SOCIETY

Mangalpally (Village), Ibrahimpatnam (Mandal), Ranga Reddy District - 501 510, Telangana.

Ph : 08414-252265, Fax : 08414-252645, E-mail : bitpharm@yahoo.com

Ref.:

Institutional Expenditure Statement for budget heads of e-governance implementation ERP document

S.NO	Budget Heads	2023-2024
1	DEL NET	13,570/-
2	Tally software services- Gold	6,372/-
3	JNTUH Examination- DD	17,59,354/-



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