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Internal Quality Assurance Cell (IQAC) initiative programmes in Bharat institute of Technology in the Acedemic year 2023-2024 .

S.NO	Title of the programme	Date	Name of the organizer of the programe	No.of Participants
1.	Vision, mission, initiation of Industry Mentor cell	03-06-23	Reddy Nazemoon ,Dr.Asra	30
2.	Workshop on CADD	10-07-23 to15-07-23	Dr. Dr.Karunakar Director, QSTATIX,Hyderabad	40
3.	Orientation Programme of IMC Cell	22-07-23	Dr.Reddy Nazemoon ,Dr.Asra	40
4.	Visit to CCMB	27-09-23	Mrs.Sandya 60 ,Mr.Arun,Dr.Reddy Nazemoon,Dr.Praveen	
5.	Induction Programme	15-11-23	Dr.Reddy Nazemoon ,Dr.Asra Dr.Praveen,Dr.Likelesha	80
6.	Smart Bridge Software Test Automation Virtual Intership Program (TASK)	04-12-23 to 04-02- 24	TASK Trainer	49
7.	Orientation Day	10-12-23	Mrs.Sandya,Mrs.Ayesha Dr.Baskar	60
8.	Medical Coading & Billing(TASK)	11-12- 23to16-12- 23	Mr.B.Baskar Task Trainer	89
9	Workshop on CPR &First Aid Training	22-12-23	Dr.Swathi ,Mrs,Azka Fathima	40
10	Pharmacovigilance	05-02-24 to10-02-24	Mr.M.Satish Kumar Task Trainer	89
11	Industrial Visit to Bell Pharmaceuticals	14-02-24	Mrs.Azka fathima 60 Mrs.Shireesha	
12	Workshop on Clinical Research	22-04-24 to 27-4-24	Mr.Vamsi(AlconLaboratorie Banglore	41
13	Social innovation Hackathon	27-04-24	MS.Rachel Nivedita Mrs.Azka	50

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14.	Traffic Awareness	30-04-24	MS.Rachel Nivedita Mrs.Azka	60
14.	Programme Programme	30-04-24	fathima,Dr.Baskar,Dr.Usha Rani	00

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ENTREPRENEURSHIP DEVELOPMENT CELL

In India a large number of technical institutions and institutions of higher learning have emerged since Independence as a result of systematic and conscious intervention of the Government. Many of these are comparable to the best institutions in the world. These institutions are churning out large number of trained manpower, thus fulfilling the need of the industry, R&D institutions and other sectors of economy. In the wake of economic liberalization during the 1990s, significant number of institutions of higher learning has also been promoted by the private sector. In order to make optimal use of facilities, expertise and know-how available in these institutions for the benefit of the society, it is necessary that appropriate links are established between them and the industry. In addition, young technocrats are also looking out for opportunities to exploit their full potential by setting up their own ventures thus becoming "job generators" rather than "job seekers". This necessitates systematic interventions and new instruments which could facilitate the development and growth of new ventures by technocrats. In this context, some of the mechanisms which have become popular the world over include Science Parks, Technology Parks, Technology Business Incubators, Techno polis, Schools of Small Business Development, Innovation Centers, etc.

The post independence era required rapid industrialization and self-reliance and the small scale sector played a vital role in shaping the destiny of Indian economy. It emerged as a vibrant and dynamic sector since independence. This was made possible with the support of government both in terms of finance as well as policies and programmes. The Govt. of India has been constantly encouraging the development of small-scale industries by providing a wide range of policy measures, concessions, exemptions and incentives that enable them to withstand competition from large-scale manufacturers. In fact, it is one of the success stories of modern India. Today, the sector accounts for about 95% of the industrial units and contributes about 40% of value addition in the manufacturing sector and 33% of national exports. There are about 28 Lakh units spread all over the country which provide employment to 160 Lakh people. The indirect employment created through forward and backward linkages is also equally important. The sector now produces over 7500 items. Industrial clusters such as foundry in Agra, hand tools in Jallandhar, lock industry in Aligarh, brassware in Muradabad, hosiery in Tripur and Kanpur, sports goods in Jallandhar, sewing machine components in Ludhiana, pottery in Khurja, etc. have emerged as new economic temples of India. The new education policy of 1986 has emphasized the need for vocationalisation of technical education at various levels. Thus, it is necessary to develop mechanisms so that academic institutions could focus their attention on entrepreneurship & self-employment in addition to their present mandate of churning out trained manpower. Adequate infrastructure is available at most of the academic institutions for promoting Entrepreneurship. What is required is to fill the gaps in the form of trained faculty and

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focused programmes to inculcate entrepreneurial spirit amongst the Science and Technology (S&T) persons. The academic institutions, which are leaders in developing human resources, with some modulation and change in focus, could then churn techno entrepreneurs on a continuous basis, which would accelerate the process of economic development and growth. Academic institutions must undertake this role and blend their technical inputs with entrepreneurial and managerial skills in their academic programmes and train S&T person for entrepreneurial challenges. If India were to assume leadership in industrial production of even a few items of sophisticated nature in the 21st century, it will be essential that a considerable cross section of S&T community (scientists, technologists, engineers) choose Entrepreneurship as their vocation rather than merely assuming supervisory/managerial positions in various enterprises. By opting Entrepreneurship as their careers, these persons would be able to influence decisions with regard to products and processes of their ventures. Thus, they would be able to participate directly in the economic development of the country. Hence the need to promote Entrepreneurship among science, technology and management students. The Department of Science & Technology, Government of India set up the National Science & Technology Entrepreneurship Development Board (NSTEDB) in the year 1982. The Board has been trying to set up institutional mechanisms which could act as support system for technocrat entrepreneurs. The scheme for establishment of Entrepreneurship Development Cells (EDCs) in academic institutions was one such initiative taken by the NSTEDB in 1986-87. Already, EDCs have been established in more than 50 academic institutions. It is now felt to look at the concept of EDCs afresh so that these could meet the challenges posed by the current era of economic liberalisation and globalization. Thus, the new/revised guidelines have been evolved.

Vision of the EDC:

- 1. To act as an institutional mechanism for providing various services including information on all aspect of enterprise building to budding S&T entrepreneurs.
- 2. To create Entrepreneurial culture in the Parent Institution and other institutions in the region and to promote the objectives of NSTEDB, including programmes related to women and weaker sections of the society.
- 3. To foster better linkages between the Parent Institution, Industries and R&D institutions in the region and other related organizations engaged in promoting Small & Medium Enterprises (SMEs) and Non- 4. To catalyze and promote development of S&T knowledge-based enterprises and promote employment opportunities in the innovative areas.
- 5. To respond effectively to the emerging challenges and opportunities both at national and international level relating to SMEs and micro enterprises.

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Mission of EDC

- 1. To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes and Faculty Development Programs in the region for the benefit of S&T persons.
- 2. To develop and introduce curriculum on Entrepreneurship Development at various levels including degree/diploma courses of the parent institution and other institutes in the region.
- 3. To conduct research work and survey for identifying entrepreneurial opportunities (particularly in S&T areas and service sector).
- 4. To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support system, information on technologies, etc.
- 5. To organise guest lectures, TV & Radio talks, Seminars, etc. for promotion and growth of S&T based entrepreneurship.
- 6. To arrange visits to industries for prospective entrepreneurs.
- 7. To extend necessary guidance and escort services to the trainees in obtaining approval and execution of their projects.
- 8. To act as a Regional Information Centre on business opportunities, processes, technologies, market, etc. by creating and maintaining relevant data bases.
- 9. To provide testing, calibration, quality assurance, design, tool room, pilot plant and other facilities for entrepreneurs besides expertise in intellectual property rights, patents search, etc.
- 10. To render advice to sick enterprises and assist the entrepreneurs in rehabilitating them.
- 11. To conduct skill development training programmes leading to self/wage employment.

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Institutional EDC Committee

S.NO	NAME OF MEMBER	DESIGNATION	POSITION
1.	Dr. Anuvrath Sharma	Principal/ Director BIT	EDC Chairman
2.	Dr. Arifa Begum	Academic Incharge	EDC President
3.	Hafiz Basha	Manager OTBI from Osmania University	EDC Member
4.	Dr. Sherin Zafar	HOD CSE Jamia Hamdard	EDC Member
5.	Mrs. Sundara Krishna Soujanya	Managing director Business	EDC Member
6.	Mrs. P. Haritha	Associate Professor	EDC Faculty member
7.	Mrs. Teja Sri Soumya Kari	Asst Professor	EDC Faculty member

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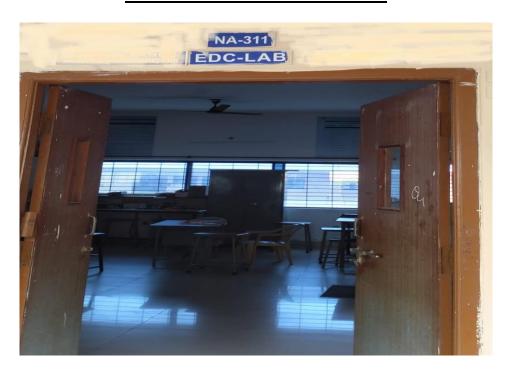
Bharat Institute of Technology

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BHARAT INSTITUTION EDC LAB



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R.R. Dist - 501 510. Telangana.



Arifa begum SK <arifabegum@bitpharmacy.org>

Request to provide your consent to affiliate as a Executive Member in Entrepreneurship Development Cell-Reg

messages

krifa begum SK <arifabegum@bitpharmacy.org> o: "Dr. Hafeez Basha" <im.tbi@osmania.ac.in> c: director bit <director@bitpharmacy.org>

3 November 2022 at 14:1

4 November 2022 at 10

With reference to the subject above, we would like to bring to your kind notice that Bharat Institute of Technology, established in the year 1999 at Mangalpally, Ranga Reddy, Telangana has taken an initiative to establish the Entrepreneurship Development Cell.

In this Connection we would be glad to have you as an Executive Member in our Entrepreneurship Development Cell. Looking forward to your kind consent for the same

Thanking you

Regards Dr Arifa Begum SK Academic Incharge Bharat Institute of Technology, Mangalpally Ranga Reddy, Telangana

Dr. Hafeez Basha <im.tbi@osmania.ac.in>

To: Arifa begum SK <arifabegum@bitpharmacy.org>

Cc: director bit <director@bitpharmacy.org>, Community Manager OTBI <cm.tbi@osmania.ac.in>

Dear Madam.

Please go ahead and add my name as the Executive Member Also add Mr. Rohan Ande, Community Manager, OTBI

Thank you,

Dr. R. Hafeez Basha, Ph. D (Japan) Manager - Incubator Osmania Technology Business Incubator, (Funded by RUSA 2.0, MoE, Govt. of India)

Mobile: 8309304298, WA: 9866587053

Email: im.tbi@osmania.ac.in

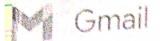
Website: https://www.osmania.ac.in/

Address: Room No. S1, Second Floor,

Central Facilities for Research and Development,

Osmania University, Hyderabad - 500007, Telangana, India

s://mail.google.com/mail/u/0/?ik=afc3d4885d&view=pt&search=all&permthid=thread-a%3Ar-176806700404602065&simpl=msg-a%3Ar-69772880



Arifa begum SK <arifabegum@bltpharmacy.org

Request to provide your consent to affillate as a Executive Member In Entrepreneurship Development Cell-Reg

-t message

Arifa begum SK <arifabegum@bitpharmacy.org> To: vijayalakshmiayanam@gmail.com c: director bit <director@bitpharmacy.org>

3 November 2022 at 14:2

Dear Madam

With reference to the subject above, we would like to bring to your kind notice that Bharat Institute of Technology, established in the year 1999 at Mangalpally, Ranga Reddy, Telangana has taken an initiative to establish the Entrepreneurship Development Cell.

In this Connection we would be glad to have you as an Executive Member in our Entrepreneurship Development Cell.

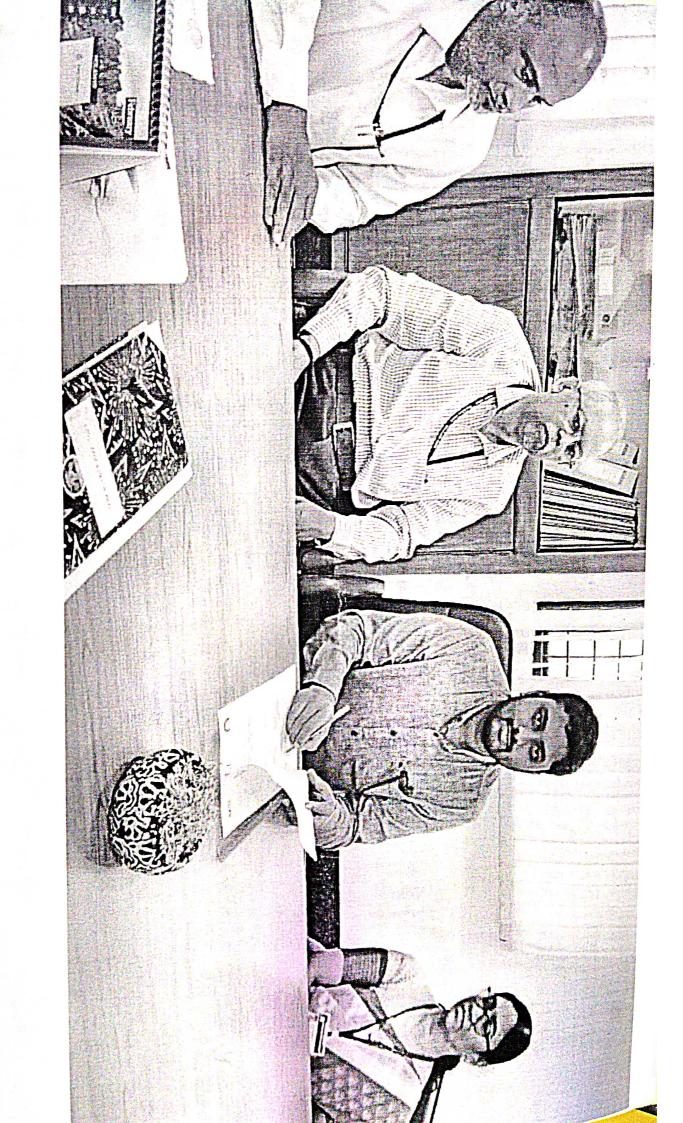
Looking forward to your kind consent for the same

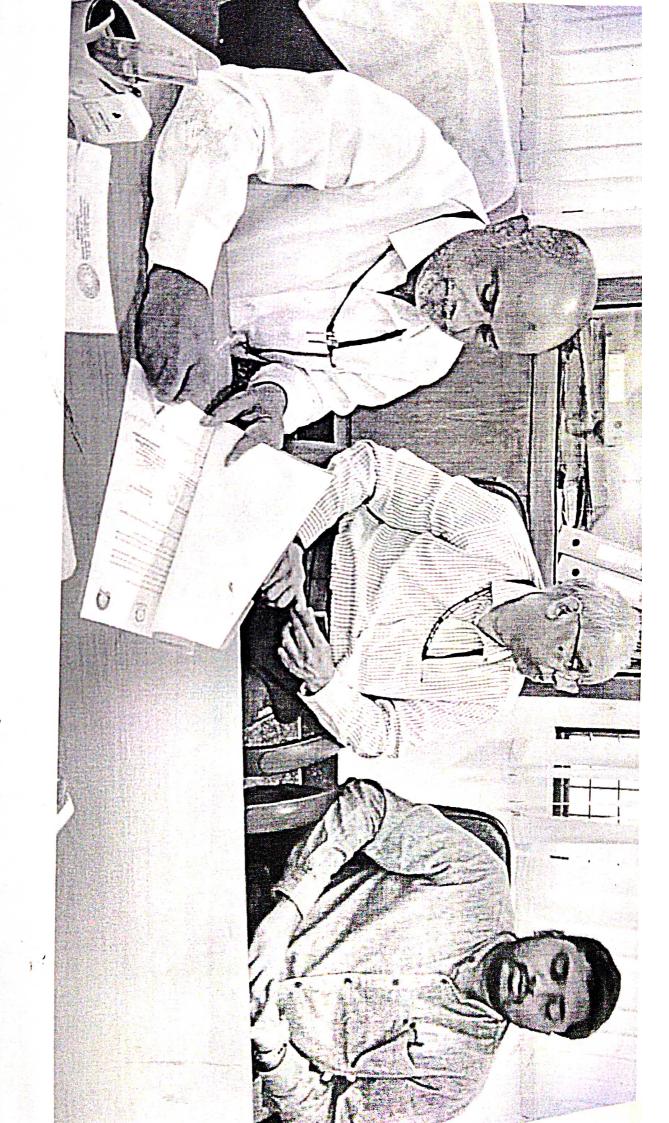
Regards

Dr Arifa Begum SK Academic Incharge

Bharat Institute of Technology, Mangalpally

Ranga Reddy, Telangana











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serial no : BIT2023-20

This certificate is issued to

BM. Jothsnavi

for successful

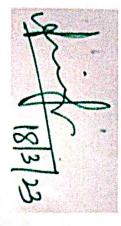
Completion of one week training program on Employability Skills From Mahindra

Pride in association with Telangana Academy for skill and knowledge (TASK) from

13/3/23 to 18/3/23

Trainer

Um prakash.G



Dr. Arifa Begum Academic I/C



Dr.Ann Vart Sin Director



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serial no : BIT2023-09

This certificate is issued to

G. Anvitha

for successful

Completion of one week training program on Employability Skills From Mahindra

Pride in association with Telangana Academy for skill and knowledge (TASK) from

13/3/23 to 18/3/23

6. Trainer
Om prakash.

EX [8] 21

Academic I/C Dr. Arifa Begum

1 To

Director

Dr.AnuVart Sharma

Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510 (Affiliated to JNTUH, Approved by AICTE and PCI, New Delhi. Accreditated by NAAC)

ENTREPRENEURSHIP DEVELOPMENT CELL (EDC)













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CERTIFICATE OF PARTICIPATION

This certificate is presented to Ms.P.Bhanu Preethi for his/her active participation in the Workshop on "Social Innovation Hackathon" organized by Bharat Institute of Technology in Association with Telangana State Inovation Cell on 27/04/2024-.



ACADEMIC INCHARGE





BHARAT INSTITUTE OF TECHNOLOGY

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CERTIFICATE OF PARTICIPATION

This certificate is presented to Ms S Tara for his/her active participation in the Workshop on "Social Innovation Hackathon" organized by Bharat Institute of Technology in Association with Telangana State Inovation Cell on 27/04/2024-.



ORGANIER



ACADEMIC INCHARGE

1126 PRINCIPAL



Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510 (Affiliated to JNTUH, Approved by AICTE and PCI, New Delhi. Accreditated by NAAC)

Fwd: Invitation for T-Innovation Mahotsavam and Social Innovation Hackathon PRINCIPAL BIT sprindpal.bit@blet.ac.ins To: nemraths samapsia snimmi.atun6@@gmail.coms Fri. Apr 19, 2024 at 10:50 AM Polity of the Apr 2024 at 3:47 PM Subject. Res: invitation for T-Innovation Mahotsavam and Social Innovation Hackathon Oc: steadsocial-taic@telangana.gov.ins. steadgrassroots-taic@telangana.gov.ins Dear Institution. Here's a reminder to our esteemed Academic Institutions who have played a key role in strengthening the innovation allocate an Hour for Innovation between 19th and 21st April 2024 and conduct a sensitisation program in your Institution. Flow of the Program: 1. Introduce the concept behind World Innovation Day and its importance 2. Invite a Guest speaker in your network to talk about Innovation. April 2024 and conduct a sensitisation program in your Institution. Findly developed idea or Proof of Concept 4. Have an open platform to encourage subject. Findly capture or document the programme in photographs and text and share it further on Social Media. Do tag the Social Media handlos of TSIC to emplify the program and ensure reaching the masses. In case of any doubts regarding the program, here's the meeting link to join tomorrow i.e. 17th April 2024 from 3:00 pm to 3:00 pm. Social Media handlos of TSIC to emplify the program and ensure reaching the masses. In case of any doubts regarding the program, here's the meeting link to join tomorrow i.e. 17th April 2024 from 3:00 pm to 3:00 pm. Social Media handlos of TSIC to emplify the program and ensure reaching the masses. In case of any doubts regarding the program, here's the meeting link to join tomorrow i.e. 17th April 2024 from 3:00 pm to 3:00 pm. Social Media handlos of TSIC to emplify the program and ensure reaching the masses. In case of any doubts regarding the program and ensure reaching the ensure and the program and ensure reaching the masses. In case of any doubts regarding the program and ensure reaching the program of the program of th

However, this year, not limiting ourselves to the Grassroots alone, we would like to see participation from our institutions especially colleges like you as well who have played a key role in strengthening the Innovation ecosystem

In Telegraphic To become a part of the T-Innovation Mahoteavam and Social Innovation Hackarton
in Telegraphic To the T-Innovation of the T-Innovation program in The T-Inn





CERTIFICATE OF PARTICIPATION

This is to acknowledge participation of

TEJA SRI SOUMYA KARI

in the Faculty Orientation Program (FOP) for Ignite Entrepreneurship Course conducted by Wadhwani Entrepreneur Network (NEN), Wadhwani Foundation from 27th March, 2024 to 23rd April, 2024.

Date of Issue: 30-04-2024

V//

Rajeev Warrier Executive Vice President, Wadhwani Entrepreneur





CERTIFICATE OF PARTICIPATION

This is to acknowledge participation of

Dr. Shanthi Lysetty

in the Faculty Orientation Program (FOP) for Ignite Entrepreneurship Course conducted by Wadhwani Entrepreneur Network (NEN), Wadhwani Foundation from 27th March, 2024 to 23rd April, 2024.

Date of Issue: 30-04-2024

\\/,

Rajeev Warrier Executive Vice President, Wadhwani Entrepreneur

INDUSTRY MENTORSHIP CELL (IMC)

VISION

To strengthen the relationship between Industry and our Institute, and provide an excellent platform for both the students as well as the faculty members to understand and meet industry expectations. Industry-Institute interaction is the most ideal platform for mutual growth of industries as well as institutions. The objective of the IMC is to reduce the gap between industry expectations (practice) and academic offerings (theory) by direct involvement of industry.

A Healthy interaction between Pharmacy institutions and industry is the need of the hour. This will have great bearing on the Pharma Curriculum, exposure of industrial practices to Pharmacy students and subsequent placement of young graduating Pharmacists in industries across the country. With the advent of globalization and opening up of Indian economy to outside world, competition among industries has grow up. To solve manufacturing problems they look up now to Pharma Institutions. Similarly, there is an urgent need to prepare Pharmacy students for jobs in multinational companies, by exposing them to newer technologies, and research methodologies. These objectives can only be achieved by bridging the gap between industry and the academic institute.

MISSION

- > To bridge the gap between Industry and Institute.
- > To give industry exposure to faculty and students, thus enabling them to tune their knowledge to cope with the industrial challenges.
- > To organize on site training for the students.
- > To arrange industry relevant seminars/ visits/ workshops/ guest lectures.
- > To have MoU's (Memorandum of Understanding) between the institute and industries to facilitate joint research work and interdisciplinary research work.
- > To share the experience and expertise between institutions and industry for mutual benefit.
- > To focus on the research areas that are relevant to the industry.

FUNCTIONS

- Establishment of Industry Mentorship Cell.
- Organizing Workshops, conferences and symposia with joint participation of the faculty, student and the industry.
- Encouraging experts from industry to visit our Institution and share their experiences and knowledge.
- Organizing visits of staff members to various industries.
- Promoting Professional consultancy by the faculty to industries.
- Visit of faculty & technicians at site in industry for collaborative research projects.
- Promoting collaborative research programmes and field studies by faculty and people from industries.
- Visits of faculty to industry for discussions/ delivering lectures on subjects of mutual interest.
- Memorandum of Understanding between the Institute and industries for mutual growth.
- Inviting guest faculty from industries.
- Inviting industries to sponsor scientific sessions/ worshops of Institute.
- Inviting industries to invest into R & D for collaborative research at the Institute.
- Promoting Scholarships/fellowships instituted by industries at the Institute for students.
- Organizing Industrial visits for practical training of students in industries. Such visits
 would help students to gain knowledge on various departments of the industry like
 manufacturing, quality control aspects of the formulation.
- To educate and train students on managerial and entrepreneurial skills.

CONSTITUTION OF INDUSTRY MENTORSHIP CELL

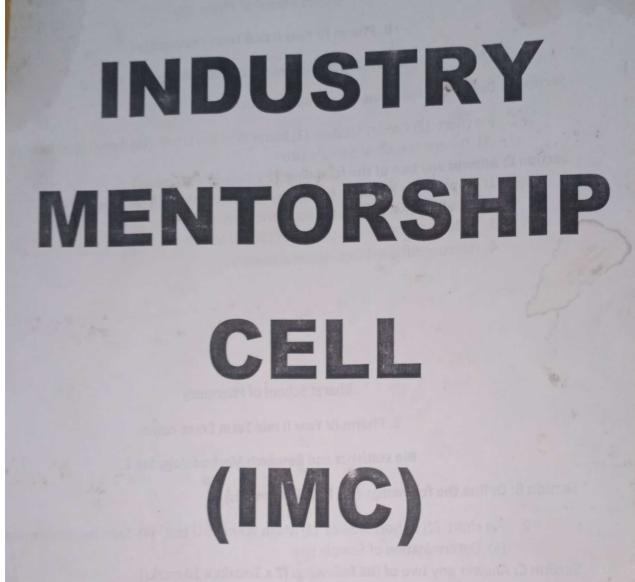
S.NO	NAME	DESIGNATION
1	Mr Ch Venugopal Reddy	Chairperson
2	Dr Anuvrat Sharma	President
3	Dr Arifa Begum	Vice President
4	Dr Reddy Nazemoon	Incharge
5	Dr Asra Jabeen	Deputy Incharge
6	Dr Nandan	Industry
		Representative
7	Mrs R Poornima	Industry
		Representative
8	Mrs B Kavita	Industry
		Representative
9	Mr Kamlakar Rao	Industry
		Representative
10	Mr Sharad Tekade	Industry
		Representative
11	Dr Namratha Sunkara	Faculty Member
12	Dr J Bhaskar	Faculty Member
13	Mr Gowtham	Student Member
14	Ms G Manisha	Student Member
15	Mr V K Madan Kumar	Student Member

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Bharat Institute of Technology

Mangelpally (V), Ibrahimpatnam (M),

R.R. Dist - 501 510. Telangana.





venugopal eix. Dr. Anavorat Sharma chair person Dr. Arifa Begum
Dr. Reddy Nazemoon
Dr. Asra Jabeen Co-president Co-ordinator Co- Ordinator

Ol meeting INDUSTRY MENTOR CELL (TMC)-801

Committee with the following members on 29/5/2023 at 10:30 HM

Agenda: A meeting regarding formation of TMC. Identify the required competencies and professional requirements Define the learning outcomes and their domains. Discurs about various departments to be involved in the

Discussion regarding formation of committee.

Step-1: Determine the mentoring goal

Step-2: Select a Sponson.

Step-3: Create a mentoring Committee.

Promoting the mentor program. Step-4:

Step-5: Match the mentors & Mentees

Step-6: Draft best practices & Mentoring arrangement 3 tep-7: Launch the program

Step - 8: Monitor the progress

Step- 9: Have a formal wrap up

Name of the facety siglate Designation pregident co-president (9) Mascoordinated Dr. As No jabean 13/ Co-coordinator. 4 facility (1) Mr. PN Deepale Varne Trainor/nector from prender 18-11-202 from Industry (6) from Freduty

- I Narist	my Mentor	Cey -05	17
, New batch of	IMC WY	started on	14/4/202s
A session was on 18/11/2023. bitle "Intro	Conducted wis 2:00 pm, sate	th my Deap urday with	ale varna the
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partipipat cettended the Signatu d orgibaletian Ul presidat Mati/23 121 co- president Nav 18/11/2015 3 coordinator Hine (41 co-cordinates ful 18/11/23 (1) facilities:-18/11/2023 [Breaker of the session ! - ((b) students-Nam of Studet Roll no signature Gowthand (1) S. Gowtham chan dra 2017 1800 82 Dauly 20CEIROO49 2 D. Vanshi Julay: 3. K. Vishnuvardhan 20 CELRO030 4. K. Saite ja 21CF1R0030 Soutera F. M. SomaRay M. Per 2166120038 G. No Around Ku-Roddy 21CROPUS N. Armiral 7. G. Mitchel Reddy 21171R0086 Q.12-Porb 101 8 Syed Nadeem 9. M. Sue Crassia reddy 21171R0069 8 Wal 211E120034 10. D. Raju 20CE1R0013 11 - Afreen Begun 12. Deva Stee Druga 21CEIRO001 Afren 21CEIROD3 rest

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BHARAT INSTITUTIONS

Mangalpatly(v), Herahimpatman(M), Ranga Reddy Dist(AP), 501510 (Approved by AICTE & PCLNew Delhi and Affiliated to INTU Hyderabad) Sponsored by CHMR EDUCATIONNAL SOCIATY Phone: 08414-252645, e-mail: http://mm2009@gmail.com

CIRCULAR

21-06-2023

This is to inform all the Faculty members and students that we Bharat Institutions are going to initiate the Industry Mentorship Cell (IMC) with the support and approval of Management. In this regard all the faculty members and B. Pharm students are hereby informed that the orientation programme of Industry Mentorship Cell (IMC) will be conducted on 24th June 2023 to strength the relationship between the Industry and our Institute. All are requested to kindly attend the program without fail.

Venue : Bharat Institutions Seminar Hall

Time : 2.00 PM

Coordinators

To DY. Nagemous (Now)

2. De. Asen Janeers (Ases)

ORIENTATION PROGRAMME OF INDUSTRY MENTORSHIP CELL (IMC)

Venue:Bharat Intitutions Seminar Hall

Date & Time:24/6/2023&2:00 PM



AWARENESS PROGRAMME OF INDUSTRY MENTORSHIP CELL (IMC)

Date & Time:20/09/2023 & 2:00 PM







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Mangalpally (14, Ibrahimpetnam (M),
R.R. Dist - 501 510. Telangana.

SESSION PROGRAMME OF INDUSTRY MENTORSHIP CELL (IMC)-01

GUEST: Mr.Deepak varma

Venue:Bharat Intitutions Seminar Hall

Date & Time:18/11/2023&2:00 PM







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Bharat Institute of Technology
Mangalpally (W, Ibrahimpetnam (M),
R.R. Dist - 501 510. Telangana.

Mangalpally, Ibrahimpatnam, R R Dist.

Departmental HOD's Meeting with Mr R.N Deepak Varma Competus Pharma Training Centre"

S No	Head of the Department	Name of the Faculty	Signature
1	Pharmaceutics	Dr. Nazimooi.	Nav glahar
2	Pharmaceutical Analysis	Dr. Namratha Sunkara	811 2/0/203
.3	Pharmaceutical Chemistry	Dr. Nikhat Farhana	0 19/2023
4	Pharmacology	Mrs. Haritha.P	Jeel 8 9/202
. 5	Pharmacy Practice	Dr. Tejaswi	on bear
6 .	Pharmacognosy	Dr.Asra Jabeen	Agna 12022.

Signature of Resource Person

Mr. R.N. Deepak Varma Competus pharma Training Centre.

Admin I/

Academic I



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

in association with



Telangana State Council of Higher Education DHARMA SEVA (CHARITABLE ORGANIZATION)

INVITATION

You are cordially invited to

AWARENESS PROGRAM ON

NARCOTIC DRUGS & ADVERSE EFFECTS

03rd June, 2023(Saturday) 09.30 AM Venue: J.N. Auditorium, JNTUH, Hyderabad.

Chief Guest

Sri B.Vijaysen Reddy

Honourable Justice of High Court, Telangana

Distinguished Speakers & Guests

Prof. R. Limbadri

Chairman, TSCHE

Prof. Katta. Narasimha Reddy

Vice-Chancellor, JNTUH

Sri Stephen Raveendra, IPS

Commissioner of Police, Cyberabad

Sri S. Goverdhan Reddy

Member Secretary, TSLSA

Sri Sarfraz Ahmad, IAS

Director, Prohibition & Excise, Telangana

Sri J.Nishanth Reddy

DHARMA SEVA

Prof. A. Govardhan

Rector, JNTUH

Prof. M. Manzoor Hussain

Registrar, JNTUH

Col.	
Ref.	Name of the College
No.	
1	Anurag Pharmacy
2	Avanthis Post Graduate & Research Academy
3	AVNIET (Institute of Engg & Tech)
4	Bharat Institute of Technolgy
	Bhasker Pharmacy College
6	Bojjam Narasimhulu Pharmacy College for Women
	Brilliant Grammer School of Educational Soceity
8	BVRIT (Narasapur)
9	BVRIT for Women
	CMR College of Pharmacy
	CVRCE
	Geethanjali College of Engg & Tech
-	Gland Institute of Pharmaceutical Science
	Global Institute of Engg & Tech
	Global Pharmacy
	Government Institute of Leather Technology, Hyderabad
	Govt.Polytechnic for women siddipet
	Govt. Polytechnic Chegunta
	Govt.Polytechnic, Medchal
	Hitam College
	INDURiet-College
	Jayamukhi Institute of technological sciences
	JB Institute of Engg & Tech
	JBREC
	Joginpally B.R Pharmacy College
	KasiReddy Narayanreddy College of Engg & Research
	Kommuri Pratap Reddy Institute of Technology.
	Kshatriya College of Engineering
	KVK College of Pharmacy Madhira Institute of Tech & Sci
	Mahatma Gandhi Intitute of Technolgy
	Mahaveer Institute of Science and Technology.
	Malla Reddy Engg college for Women
	Malla Reddy Engg College For Women(Autonomous)
	Malla Reddy Institute of Engg & Tech
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71 VNR JIET College 72 CVRCE	69	Vikas college of Pharmaceutical Sciences
72 CVRCE	70	Vision Pharmacy
	71	VNR JIET College
73 Vardhaman College of Engineering	72	CVRCE
	73	Vardhaman College of Engineering

74	Pallavi Engineering College
75	S R International Institute of Technology
76	Geethanjali College of of Pharmacy

PRINCIPAL
Bharat Institute of Technology
Mangalpally (1), Ibrahimpatnam (M),
R.R. Dist - 501 510. Telangana.



(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

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10	Sama Sai				3340423420	varaprasad3043@gmail.com
10	Krishna Reddy	19171R0073	B.PHARMACY	IV	8897026124	coi022lyish - O
	Thota Soumya				0037020124	sai833krishna@gmail.com
11	Rani	19171R0083	B.PHARMACY	IV	7989105013	soumyaranithota@gmail.com
12	K.Sai rupini	19171R0041	B.PHARMACY	IV	9849927549	sairupinikambhampati@gmail.com
13		19CE1R0038	B.PHARMACY	100000	8179585513	
	Bharadwaj				01/0000015	vennamallapraveen1@gmail.com
		19CE1R0007	B.PHARMACY	IV	9618011923	simranbharadwaj24@gmail.com
ww. 110	Dubashi charishma	19CE1R0010	B.PHARMACY		9963763907	charishmadubashi@gmail.com

Faculty Details:

SNO	DESIGNATION	NAME	PHONE NO	EMAIL-ID
1	Principal	Dr.Arifa begum s.k	9640909041	principal.bit@biet.ac.in
2	NSS.P.O	Mrs.Azka Fathima	7032502439	azkafathima@bitpharmacy.org
3	Faculty co- ordinator	Dr.Jimidi Bhaskar	9704333793	bhaskarbehappy@gmail.com

Mangalpally(v), Ibrahimpatnam(M), Ranga Reddy Dist(AP), 501510 (Approved by AICTE & PCLNew Delhi andAffiliated to JNTU Hyderabad) Sponsored by: CHMR EDUCATIOBNAL SOCIATY Phone:08414-252645,e-mail:bitpharm2009@gmail.com

CIRCULAR

DATE: 5-6-2022

ENVIRONMENT DAY

Warfeld annually and the property of the property of the service o since 1973, it has grown to be the largest global platform for environmental outreach. It is celebrated a by millions of people across the world. World

Environment Day 2022 is hosted by Sweden. "Only One Earth" is the campaign slogan, with the focus on "Living Sustainably in Harmony with Nature".

We are pleased to announce the following schedule for ENVIRONMENT DAY celebrations to be conducted on 5th JUNE 2022. We are glad to invite the B.Pharmacy and Pharm.D students for their active participation. Respective class in charges is requested to inform their class students regarding the participation in the program.

Venue : Bharat Institutions

Time : 2:30 to 4:15 pm

Club Activity Incharge

P.Twila Pushpa

Vision

To build the nation's one among the best centers of excellence engaged in providing overall Pharmaceutical education including training and research. Bharat Institute of technology (pharmacy) firmly believes that right knowledge and ethical responsibility drives individual commitment for the service of mankind.

Mission

M1: To bring to students India's best education, as a combination of teaching theory and practical application of knowledge, and research in pharmaceutical sciences in order to train them to many positions of leadership and responsibility in the pharmaceutical industry, in academic and health care sector.

M2: To impart education, in a conductive ambience, as comprehensive as possible, with the support of modern technologies and pedagogic tools, and thereby develop in students the abilities and passions to work wisely creatively and effectively for the betterment of the society.

M3: To impart a Value Based education, where the mind, body and the soul are holistically developed, and major purpose of life is seen by mankind and meeting the great challenges of the future.

BHARAT INSTITUTE OF TECHNOLOGY MANGALPALLY, IBRAHIMPATNAM, HYDERABAD

B. PHARM 1ST YR ATTENDANCE SHEET EVENT – ENVIRONMENT DAY

Sl. No.	Hall Ticket No	Name	Signature
1.	22171R0001	AGUR PAVAN KUMAR	planar lum
2.	22171R0002	ANEM PAVAN KUMAR	Daving burners
3	22171R0003	AVOTI NIKITHA	Chethan
4.	22171R0004	B SAI KIRAN	Kimn
5.	22171R0005	BAIRI HARIKA	Panka
6.	22171R0006	BAKKA UMAMANEESH A	Und
7.	22171R0007	BALUGULA BHASKAR	Phor von
8.	22171R0008	BANAVATH PRADEEPTHA	Vindesthal
9.	22171R0009	BANDARAPU TEJASWI	Legamin
10.	22171R0010	BANDI SAI VENKAT	Valley
11.	22171R0011	BIRADAR SHYAM	Shyan
12.	22171R0012	BOJANNAGARI	Betannani
13.	22171R0013	BOYAPALLY RAMYA	Rampe
14.	22171R0014	BURA SHIVA KUMAR	Shiret
15.	22171R0015	BUSSA MADHAVI	Madhair.
16.	22171R0016	C SHARATH CHANDRA	Chareal
17.	22171R0017	CHAKALIINDU	C. Broke
18.	22171R0018	CHAKALI PANDARI	Parlay
19.	22171R0019	CHAMALA KOMALI	Vemala
20.	22171R0020	CHEPURI MADHUSUDHA N	Cinhalate
21.	22171R0021	CHERLAKOLA GIRIJA	Cilhre,
22.	22171R0022	THRIVENI	Thethreat
23.	22171R0023	CHILUKURI DRONA	Pyena
24.	22171R0024	CHINNELUKA VAISHNAVI	Mashiner
25.	22171R0025	C ARPITHA	7
26.	22171R0026	VISHNUVARDH AN	Vilhnumarkha
27.	22171R0027	CHOUDARAPAL LY	Pally -
28.	22171R0028	DEVAYALA BHARGAVI	Bhirt
29.	22171R0029	NAGAJYOTHI	Navay roothi
30.	22171R0030	DHEERAVATH SNEHA	
31.	22171R0031	DONDA TEJASREE	(Tajnsree
32.	22171R0032	DONIKENA CHIRUBINDU	Chimitale
33.	22171R0033	EDIGI ARCHANA	Archenat
34.	22171R0034	GUJJULA KIRAN KUMAR	Wiran kun
35.	22171R0035	G PRAVALIKA	Prot
36.	22171R0036	GAIKAWADA JHANSI BAI	Thansella
37.	22171R0037	GANDLA LINGARAJU	Contraraju
38.	22171R0038	GODALA JYOSHNA	Typostin
39.	22171R0039	GONGIDI SANDHYA	Sarshyo
40.	22171R0040	JAMBULA NIKHITHA	Mitchitchel

41.	22171R0041	JAMMI SHIVANI	Show
42.	22171R0042	JATOTHU SWATHI	do Al.
43.	22171R0043	JEELLbnA ANIL	I will
44.	22171R0044	K. ARUN KUMAR	- James
45.	22171R0045	K. JHANSEE RANI	Throng P
46.	22171R0046	KADARI MAMATHA	, Comer
47.	22171R0047	KADUMURI AISHWARYA	Aishwane
48.	22171R0048	KALIKIRI NAVEEN	Mand.
49.	22171R0049	KALVAKOLU AKHILA	.01.6
50.	22171R0050	KANUGULA HARISH	Liou La
51.	22171R0051	KARNATI SATHVIKA	Cothulle
52.	22171R0052	KATARAM AKHIL	W . I
53.	22171R0053	KATREDDY LAHARISHA	Janaryh

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Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510 (Affiliated to JNTUH, Approved by AICTE and PCI, New Delhi. Accreditated by NAAC)

Green Audit Details

9. Campus details:

Total campus area: 120 Acres

Buildup area: 10 Acres

Total Car parking area: 1 Acre

10. List of flora and Fauna

Flora (Plant species) Quantity: 150	Fauna (Mammals, Birds and insects) Quantity:70
Azadirachta indica (Neem)	Calotes versicolor (garden Lizard)
Mangifera Indica (Mango)	Pavo Cristatus (peacock)
Carica Papaya	Naja Naja (Indian Cobra)
Coco nucifera (Coconut)	Pyrrhocoris apterus(fire bug)
Musa paradisiaca (Banana)	Funambulus palmarum (Squirrel)
Citrus sinensis	Omocestus viridulus(grass hopper)
Psidium Guajava	Lasius niger (black ant)
Prunica grantum	Craspidocephalus gramineus (Indian Green snake)
Hibiscus Rosa sinensis	Corvus(Crow)
Sygium cumini	Columba Livia (pigeon)
Bougainvillea glabra	Psittacula krameri (parrot)
Bougainvillea Spectabilis	Petronia Petronia (rock sparrow)
Tamarindus Indica	Passer domesticus (house sparrow)
Bambusa	Rattus rattus (rat)
Plumera Alba	Xylocopa (carpenter bee)
Ficus religiosa	Felius Catus (cat)
Annona squamosa	Hemidactylus Frenatus(lizard)
Butea Monosperma	Blatella Germanica (cockroach)
Terminalia Catappa	Cryptomphalus Aspersus (snail) in rainy season
Lawsonia Inermis	Polypedatus Maculatus (frog)
Ziziphus Mauritiana	Coptotermes formosanus (termite)
Emblica officinalis (Amla)	Chameleonidaea (chameleon)
Aloe Barbadensis Miller	Troides minos (butterfly)
Ocimum Sanctum	Lumbricus Terrestris (earthworm)
Eucalyptusglobules	Apis mellifera (honey bee)



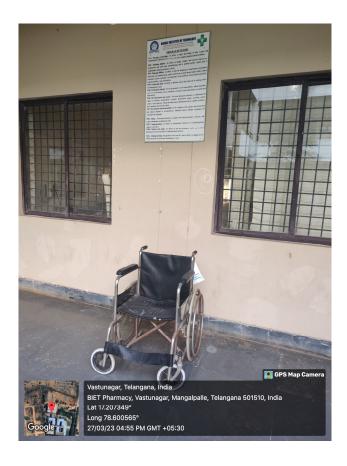
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Saraca Asoca	Harpaphe Hydeniana (millipede)
Terminalia Chebulia	Herpestes javanicus (mangoose)
Withiania Somniferum	Oryctolagus cuniculus (rabbit)
Piper longum	Xylocopa latipes (black bee)
Circuma longa	Sphaerotheca breviceps (frog)
Citrus Limonii (lemon)	Fowlea Piscator (water snake)
Plumeria Alba	Macaca Mulatta (monkey)

11. Details of documents records and Photos

1. Disability facilities





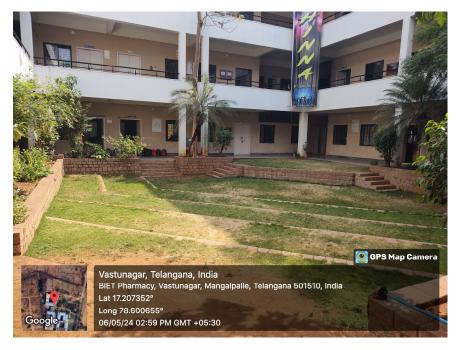
Wheel Chair facility in the campus

Ramp facility within the camps

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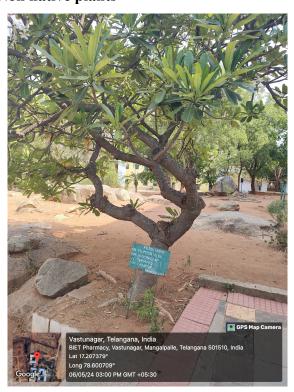
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2. Vegetation to maintain the indoor climate



Plants and Herbs, Garden near to the labs and class rooms to maintain indoor climate

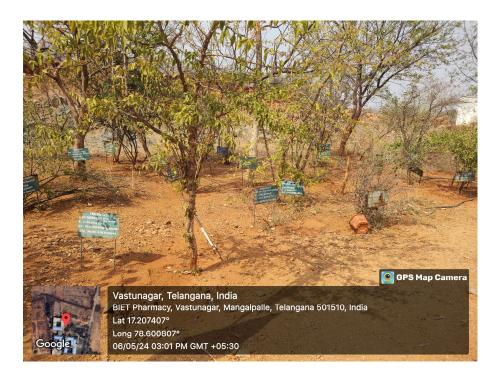
3. Presence of any Non native plants



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5. Establishment of gardens like Herbal vertical terrace, kitchen, ornamental etc





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MEDICINAL GARDEN

The well established medicinal plant garden is available in the area of about 200 sqmts. The objective of establishing this garden is to maintain conservatory of the most common and important species of medicinal plants which are being used in day-to-day primary health care

- ✓ Medicinal garden is maintained by department of pharmacognosy.
- ✓ The total area of the garden is 200 square meters.
- ✓ The boundary of the garden is well demarcated.
- ✓ The overlook of the garden gives an impression of a permanent arrangement.
- ✓ Various types of herbs, shrubs, trees, plants growing under shade have been planted in demarcated area
- ✓ Proper water supply, sufficient sunlight are maintained with sufficient shade.
- ✓ All the plants present in the medicinal garden are protected from weeds.
- ✓ Name boards are fixed by detailing the name of the plants.

List of Medicinal plants planted in the garden

Common name	Botanical name	Family	Parts Used	Medicinal Uses
Amla	Emblica officinalis	Euphorbiaceac	Fruit	Vitamin — C, cough , diabetes, cold, laxativ, hyper acidity.
Ashoka	Saraca asoca	Caesalpinanceac	Bark, Flower	Menstrual Pain, uterine, disorder, DeiEbetes.
Aswagandha	Withania somnifera	Solanaccac	Root, Leafs	Restorative Tonic, stress, nerves disorder, 2f)h rod i asiac.
Amla	Phyllanthous amarus	Euphorbiaccac	Whole Rant	Anaemia, jaundice, Dropsy
Brahmi	Bacopa monnieri	Scrophulariaccac	Whole plant	Nervous, Memory enhancer, mental disorder
Chi raita	Swertia chiraita	Gentianaccac	Whole Rant	Skin Desease, Burning, censation, fever
Gudmar	Gymnema sylvestre	Asclepiadaccac	Leaves	Diabetes, hydrocil, Asthama.
Guggul	Commiphora wightii	Burwraccac	Gum rasine	Rheuma tis3d, arthritis, paralysis, laxative
Guluchi/Giloe	Tinospora cordifolia	M enispermaceae	Gout, Pile,	General debility, fever, Jaundice,
Calihari	Gloriosa superb	Liliaccac	Seed, tuber	Skin Desease, Labour pain, Abortion
K al megh	Andrographis paniculata	Scanthaceae	Whole Rant	Fever, weakness, release of gas.
Long peeper	Peeper longum	Piperaccac	Fruit, Root	Appetizer, enlarged spleen, bronchities, Cold, antidote
M akoi	Solanum nigrum	Solanaccac	Fruit	Dropsy, General debility, Diuretic, anti dysenteric
Pashan Bheda	Coleus barbatus	Lamiaccac	Root	Kidney stone
Sarpa Gandha	Ranwolfia serpentine	Apocynaccac	Root	Hyper tendon, insomnia
Satavari	Asparagus acemosus	Liliaccac	Tuber, root	Enhance lactation, general weakness, fatigue, cough
Senna	Cassia augustifolia	Liliaceae	Dry Tubers	Rheumatism, general debility tonic, aphrodisiac
Tulsi	Ocimum sanclum	Lamiaccac	Leaves/Seed	Cough, Cold, bronchitis, expectorand
Vai Vidanka	Embelia Ribes	Myrsinaccac	Root, Fruit	Skin disease, Snake Bite, Helminthiasi
Pippermint	Mentha pipertia	Lamiaccac	whole plant	Digestive, Pain killer
Henna/M ehdi	Lawsennia iermis	Lytharaceae	whole plant	Burning, Steam, Anti Imflamatery
Gritkumari	Aloe Verra	Liliaceae	Fresh leaves	Laxative, wound healing, skin burns, ulcer, antidiEbetic
Sada Bahar	Vincea rosea	Apocyanace	Whole Rant	Leaukamia, hypotensiv, antispasmodic, antidote
Vringraj	Eclipta alba	Compositae	Seed	Anti-inflamatory, Digestive, hairtonic.
Swet chitrak	Plumbago Zeylanica	Plumbaginaceae	Root	Antibacterial, anticancer
Rakta Chitrak	Plumbago indica	Plumbaginaceae	Root	Indyspeipsia, colic, imflammation, cough.
Kochila	Strychinos nuxvomica	Loganiaceae	Seed	Nervous, Paralysis, healing wound
Harida	Terminalia chebula	Combretaceae	Seed	Wound ulcer, leprosy, inflammation, cough
Bahada	Terminalia bellerica	Comretaceae	whole paint	Cough, insomnia, dropsy, vomiting
Gokhur	Tribulus terrestris	Lygophyl laceae	Whole Rant	Sweet cooling, Aphrodisiac, appetizer, digestive, urinary
Neem	Azardirchata indica	M ahaceae	Whole plant	Analgesic, epilepsy, hypertensive
A nantamool	Hemibi sinus indicus	Asclepiadaceae	Root, leaf	Appetiser, Carminative, aphrodisiac, astringent
Nag Cha	Nag champa Mesua Ferrea	Guttiferae	Whole plant	Asthma, Skin, Burning, Vomiting, Dysentry, Piles
Khus-khus	Vetiveria ziziinoides	Toaceae	Root, Flower	Hyperdisia, Burning, ulcer, Skin, Vomiting
Mandukparni	Centella asiatica	Umdelliferae	Whole plant	Antiinflamatory, Jundice, Diuretic, Diarrhoea
Kaincha	Mucuna truriens	Fabaceae	Whole plant	Nervous, Disorder, Constipation, Nephromhy, Strangury, Drop
Dalchini	Cinnamomum zeylanicum	Lauraceae	Bark, Oil	Bronchitis, Asthma, Cardiac, Disorder, Fever
Kurai	Holorheena antidysentrica	Apocyaceaceae	Bark, Seed	Scabies, Antipyretic, Amoibic dysentery
Atis	Aconitum heterophyllum	Ranuncualceae	Root	Astringent, tonic, diarrhea, dyspepsia, cough
Shari	Apium graveolens	Umbelliferae	Root	Dropsy, laxative, appetizer anthelmintic antispasmodic
Sag-angur	Atropa acuminata	Solanaceae	Root	Neural gesia Local inflammation
Indrayan	Citrullus colocynthis	Curcurbitaceae	Root	Atipyretic, bronchitis, asthma jaundice anemia, elephantiasis

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Sterculia foetkla

Euphorbia milli

Alstonia Scholaris







Blyophyllant

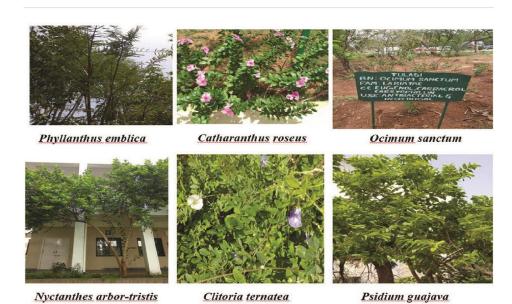
Coroupita Gulaneis

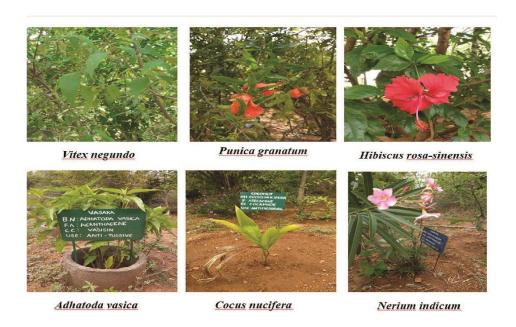
Bauhinia variegata

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6. Sign Boards of Green Campus, Go Green, Eco friendly Campus, etc., to create awareness among the stakeholders.





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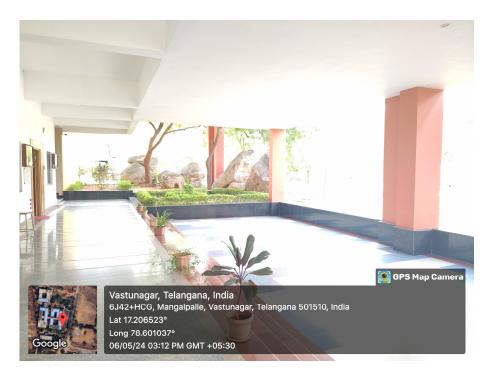
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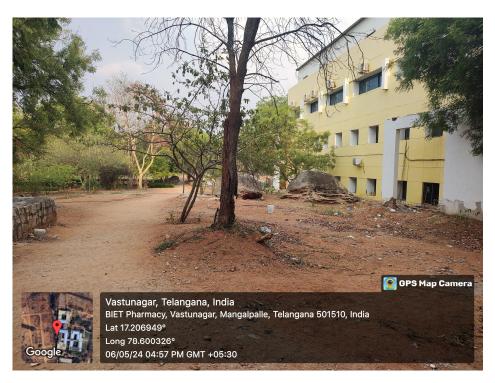
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7. Building plan and design document to verify whether the building is constructed without disturbing the endangered species, HVAC system, etc.,





The buildings were constructed without disturbing the natural rocks.

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Approved by AICTE, Pharmacy Council of India and Affiliated to JNTUH.

Sponsored by: CHINTA REDDY MADHUSUDHAN REDDY EDUCATIONAL SOCIETY
Mangalpally (Village), Ibrahimpatnam (Mandal), Ranga Reddy District - 501510
Accreditated by NAAC

R&D Policy

R&D Committee chaired by Principal and consists of the Coordinator research, Heads of the departments, and senior faculty members of the College. R&D division has structured Research Committees to monitor and address the issues of research in every department and entire institute. It provides advisory support in selecting the R&D proposals for implementing R&D activities through analysis of technological trends and identification of thrust areas.

Objectives:

- To inspire faculty and students to realize their research potential and improve their involvement in research and development activities.
- To support collaboration and interdisciplinary research projects.
- To support the students and faculty in their efforts to create, protect, andleverage Intellectual Property Rights.

Vision

To build the nation's one among the best centers of excellence engaged in providing overall Pharmaceutical education including training and research. Bharat Institute of technology(Pharmacy) firmly believes that right knowledge and ethical responsibility drives individual Commitment for the service of mankind.

Mission

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M3: To impart a Value Based education, where the mind, body and the soul are holistically developed, and major purpose of life is seen by mankind and meeting the great challenges of the future.

Recommendations of Research Committee:

- Informing the faculty members about various research schemes that are offered by the various government and other funding agencies.
- Encouraging faculty members to submit the research project proposals to the funding agencies.
- Promoting Research culture among the staff by conducting special sessions by eminent researchers in those areas.
- Encouraging faculty members to register for Ph.D.

Steps taken to Promote Research:

The policy to promote research culture in the college is given below:

- Faculty members are permitted to pursue their Ph.D & Incentives are offered for faculty members who are pursuing Ph.D.
- Faculty members pursuing Ph.D. can avail on duty leave for doing their Ph.D. coursework, to meet the supervisor, attending conferences/seminars and preparing their thesis.
- Research publication charges for journal publications are reimbursed to the faculty who has published their papers in reputed journals.
- Financial support is provided to the faculty members for attending National or International Conference or Workshop or Seminar etc.

R&D committee Experts form various departments of BIT

o Faculty Name	Designation	Branch
Dr.Anuvrat Sharma	Professor	Pharmaceutics
Dr. Namratha Sunkara	Asso.Professor	Pharmaceutical
		Analysis
Dr. Jimidi Bhaskar	Asso.Professor	Pharmaceutics
Dr. Alekhya Ketha	Asst.Professor	Pharmaceutical
		Chemistry
Dr. Asra Jabeen	Asso.Professor	Pharmacognosy
Dr. R Nazemoon	Asso.Professor	Pharmaceutics
Dr. Shanti Lysetty	Asst.Professor	Pharmaceutics
Dr.Praveen Kumar	Asst.Professor	Pharmaceutical
		Chemistry
Dr. R K Mutahar	Professor	Pharmaceutics
Dr. Shibnath Kamila	Professor	Pharmaceutics
Dr. Arifa Begum S K	Professor	Pharmaceutical
		Chemistry
Dr. Gatadi Srikanth	Asst.Professor	Pharmaceutical
		Chemistry
Dr. Gade Kalyani	Asst.Professor	Pharmacology
Dr. Baijayanti Mala Swain	Asst.Professor	Pharmaceutical
		Chemistry
	Dr. Anuvrat Sharma Dr. Namratha Sunkara Dr. Jimidi Bhaskar Dr. Alekhya Ketha Dr. Asra Jabeen Dr. R Nazemoon Dr. Shanti Lysetty Dr.Praveen Kumar Dr. R K Mutahar Dr. Shibnath Kamila Dr. Arifa Begum S K Dr. Gatadi Srikanth Dr. Gade Kalyani	Dr. Anuvrat Sharma Dr. Namratha Sunkara Dr. Jimidi Bhaskar Dr. Alekhya Ketha Asso.Professor Dr. Alekhya Ketha Asso.Professor Dr. Asra Jabeen Dr. R Nazemoon Dr. Shanti Lysetty Asst.Professor Dr. Praveen Kumar Asst.Professor Dr. R K Mutahar Dr. Shibnath Kamila Dr. Arifa Begum S K Dr. Gatadi Srikanth Asst.Professor Dr. Gade Kalyani Asst.Professor

Infra structure facilities for Researchers:

• The college takes efforts to facilitate research with resources like laboratories, digital library

and computer lab facilities especially for research and project works.

- Apart from software and hardware required for regular curriculum of UG and PG programmes, the departments have purchased the necessary hardware/software equipment which will be useful for pursuing research.
- Reputed journals like IEEE, Science Direct, Springer, ASME, ASCE, IEL online etc., are
 available in the library for the needs of the researchers. Central Library has separate sections
 for the display of research journals.
- In the Annual Budget, a considerable amount of fund is allotted for research activities.

Incentive Policy

This document presents the research incentives that are going to be issued by the Management for faculty publications, patents, funded projects and consultancy works and its implementation policy. The new incentive policy will be implemented from 1 st July, 2022.

Publication in Journal:

International Journal with IF > 8.1 or H-Index >226 Rs. 10,00	00/-				
International Journal 5.1< 8 or H-Index 151< HI <225 Rs. 5,000)/-				
International Journal 2.1< IF < 5 or H-Index 101<150 Rs. 4,500)/-				
International Journal 0.6< IF < HI < 100 Rs. 4,000)/				
International Journal IF < 0.5 or H-Index HI Rs. 3500					
International Journals (Indexed by Scopus and ESCI) Rs. 3,000	0/-				
International Journal (Scopus Indexed 1WOS indexed): Rs. 2,500)				
Scopus Indexed International Conference Registration Rs. 4,000	0/-				
(Max. of 2 Conferences per year per faculty)					
Book Chapter indexed in Scopus					
(Not through Conference, only direct submissions will be considered) Re	s.5,500/				
National Conference Registration Fee (Max.)					
UCCI riant I and Color B. W. L. C. W.	s.2,000/-				

Publishing textbook:

International Edition by top 60 Publishers in the world List enclosed in Annexure-I

:Rs.10000/-

Indian Edition Book should meet the criteria mentioned in guidelines :Rs. 7,000

Publishing Book Chapters in Non Scopus Editions :Rs.5,000/-

Publishing an article in a Magazine :Rs.2,000/-

Patents:

Publication of Patent : Rs. 4,000/Grant of Patent : Rs. 4,000/-

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Bharat Institute of Technology Mangalpally (V), Ibrahimpatnam (M),

R.R. Dist - 501 510. Telangana.

Mangalpally, Ibrahimpatnam, R.R. District, PIN-501510 (Affiliated to JNTUH, Approved by AICTE and PCI, New Delhi. Accreditated by NAAC)

Bharat Institute of Technology-SOP for the Induction of New Faculty

Context

Teaching is an ethically and intellectually demanding profession. New teachers need rigorous preparation and opportunities for continuous professional development along with academic and professional support.

Bharat Institute of Technology is the development and implementation of a high quality Faculty Induction Programme for newly recruited. This can help new teachers to improve their teaching and classroom management skills, adjust to the culture of higher education institutions and better understand their professional responsibilities.

Objectives

The Faculty Induction Programme aims to help new teachers:

- a. Understand their roles and responsibilities as faculty members
- b.Familiarize themselves with the structure, functioning and professional expectations in higher education institutions
- c.Explore pedagogical processes-curricular considerations, instructional planning, teaching methods, classroom management and transaction, use of resources and assessment
- d.Recognise the importance of self-development, socio-emotional development of students and of nurturing ethics and values in higher education

Guidelines

List of documents / forms to be filled by a new faculty as a part of his/her Induction

- 1. Employee Induction Check list
- 2. Undertaking to be given by the Employee's
- 3. Joining Report
- 4. EPF Form (Employ Provident Fund)
- 5. TDS declaration form
- 6. Introduction to Institution's Leave Policy
- 7. Applicable to Teaching Staff of Technical Institution
- 8. Job responsibilities of Teachers
- 9. General Rules, Regulations, Policies & Procedures
- 10.Steps involved in the Induction Process

PRINCIPAL

PRINCIPAL

Bharat institute of Technology (Pharmacu

Mangalpally (V), Ibrahimpatnam (M.

R.R. Dist - 501 510, Telangang.



BHARAT INSTITUTIONS

EMPLOYEE INDUCTION CHECK LIST (HR/F-12)

GUIDELINES: (1) College HR dept. should ensure or arrange for completing this form immediately by the employee and the concerned Incharge, as soon GUIDELINES: (1) College HR dept. should ensure or arrange to the college. (2) Verify HR Admin. Office Order / Proforma Appointment Order with office order as the new appointed / transferred employee reports to the college. (2) Verify HR Admin. Office Order / Proforma Appointment Order with office order accepting the Joining Report. (3) This form along with Original Joining report should be made in durilicate and the as the new appointed / transferred employee reports to the college. (2) Verily N.P. Admin. Office Order / Proforma Appointment Order with office order received through outward, before accepting the Joining Report. (3) This form along with Original Joining report should be made in duplicate and the original copies sent to Admin HR. (4) This form should be sent to Admin HR within 3 days of reporting and joining report should be sent on the same day.

Nam	e of the Employee :									Emp	oloyee	Code No. :				
Nam	Name of the College / Dept. Office Order No. & Date Date of Join								ing							
		st r ete	rea	nd bel and s	ow I	mentic again	oned st ea	points ch poi	after bei	ng ex nders	plaine tandir	d / Hande ig clearly	ed	over /	s	Employee ign. with date
1	Job completed and sign. against each point after understanding clearly COLLEGE HR: Joining Report obtained from employee in duplicate. Original forwarded to Admin HR & copy filed in Employee Personal File.															
1100000	Informed Dept. where he is placed and work place allocated as per instructions from Dean Admin./ Incharge Admin.															
	the temporal photographic rules regulations and procedures and obtained in										f conduct,					
4.	Explained the procedur Register, file numbering	e fo	or o	pening ndex, S	of fil afe c	les and ustody, l	regist locatio	ers by e on, discar	ntering into ding / scrap	File In	dex Re	gister and F	Rec	ord Index		
5.	Explained reference nur one dept. to other dept. through inward.	nbe wit	ering	g proce the or	dure ganis	for corre ation ar	espond nd out	dence an side) onl	d letters an y through o	d inform utward	ned to se and rece	end correspo eive correspo	onde	ence (from dence only		
6.	Explained filling up and for non-teaching staff.	mai	inte	enance	of "T	eacher's	's Diar	y" for tea	aching staff	and "Da	aily Wor	k Book"				
7.	Explained filling up of Op	enir	ng	and Cl	osing	Registe	er with	a demo	showing me	thod of	locking	and sealing	at v	work place.		
8.	If applicable, explained handedover to them.	abo	out F	PF & E	SI, its	proced	dure ar	nd benefi	ts. Copy of I	iterature	e related	to benefits a	& p	rocedures		
9.	Confirmed about openir obtaining Permanent ID				count	t in		**********		for sa	alary pur	pose and inf	forn	ned about		
10.	Issued Handing Over ar	nd T	Takii	ng Ove	er For	m to em	nployee	e. Form	No. :							
11.	Explained Handing Ove Temporary issue of or								OC, Conduc	t Certi	ficate in	the event o	of "	Transfer /		
	Area familiarization : I wash rooms, facilities de	ept i	(for	r transp	portati	ion).										
	Explained that the assi syllabus as per almana	c, pa	ayn	ment to	vend	dor withi	in time	, issuing	of certificat	to reli	eving en	nployees in t	ime	etc.		
14.	Explained Performance months. For Teaching st conducted after comple	aff-	ap	praisal	will b	e condu	ucted a									
15.	Explained that new empl after completion of every	oyee 1 yr	e sh	hould a service	pprais ever	se the pe y year. "I	erforma Perfor i	ance of hi mance A	s/her reporti	ng autho uperior	ority, afte s by sub	r first month ordinate" sh	of jo	oining and n.		
Na	me & Sign. of HR Asst	. wi	ith (date									Na	ame & Sian.	of H	IR I/c. with date
=	. STORES DEPT :													T	0, ,	True. With date
	Opened a Folio in Cust	odia	an	Ledge	r. (Custodia	an Led	ger Folio	No.							
2.	Handed over required a Ledger & obtained emp	sse	ts li	ike offic	ce equ	uipment tate det	t, electi	rical appl Handed	iances, seat	ing furn ose list	iture, en	tered details	s in	Custodian		
3.	Handedover Individual A Accessories of all assets	sse	t file	les cons	sisting	photoco	opies o	of Bills, D	C, PO, Suc	essful I	nstallatio	n, Warranty	car	ds, Manual,		
4.	Explained procedure for cum Receipt Slip, Ent	dra	awir	ng Con	suma	bles like	e Stati	onery, Ch	nemicals from	n Store	s - prepa	ring Interna	I Re	equisition		
5.	Explained procedure for	dra	awin	na Non-	-Cons	sumable	es like	Crockery	Electrical I	ems - P	reparing	Indents, Pu	rch	ase Order,		
	 Explained raising Budget proposals for Fixed Assets (Furniture, Computers, Office Automation, Lab/Dept. Equipment, Library Books), obtaining budget approval from concerned authorities, procedure for formation of Purchase committee, raising indents, obtaining quotations from vendors, preparing comparative statements, shortlisting vendors, based on price, quality, specification, brand, make, discount, warranty, after sales service, vat) making Purchase orders by including details like Warranty, Penalty, Clause, due date, taxes & duties, after warranty AMC charges, receiving stock as per PO, entries in Purchase Register, Fixed Asset Register, Asset Location Register, Lab/Dept. Asset Register, Purchase documents movement register, Scrap register, Successful Installation Certificate It is the responsibility of the custodian of the asset to keep track of expiry of warranty period/ AMC period of the asset. 							ommittee, based on orders by ving stock Register,								
	It is the responsibility of Before warranty expire them sanctioned for the	e sa	e cu expla ame	ustodiai lained p a.	in of the	ne asset lure for	to kee enterin	ep track ong into Al	f avaint of u			AMC period get proposals	of s ar	the asset. nd getting		
PO-N	guda/Aug-2015/Printing/Bajrang Gr	aphic	a(FF)	03/PO:008	Oty 1	Pade (W+C	G, 1+1, 56	D set)	-/				-		-	-

New Employee must read below mentioned points after being explained / Handed over / Job completed and sign. against each point after understanding clearly	Employee Sign. with date
maintenance.	
Explained upkeeping (always in working condition) of Office / Lab / Dept. Equipment & assets maintained by employee.	
Explained about Hate Contracts for chemicals, stationery, Library Books, preparing Internal Requisition cum Receipt, Indent, PO, entries in Stock Register, preparing Stock / Material Receipt Certificate.	
1. Issued Daily Work Book to non teaching staff and Teacher's Dairy to Teaching Staff, If required issued Opening and Closing Book.	
lame & Sign. of Stores Asst. with date Name & Sign. o	f Stores I/c. with date
17.6×14.6×27.7×27.2×	1 Stores ye. www.
II. COLLEGE / UNIT - ACCOUNTS: Explained Advance Settlements & Bills submission procedure with in the time stipulated.	
Explained procedure of raising budget proposals and getting them sanctioned for procurement of consumables, non-consumbales, assets for their depts. and adhering to budget guidelines, terms & conditions.	
Name & Sign. of Accountant with date Name & Sign. of Accountant	ccts. Officer with dat
IV. DEPARTMENT WHERE HE/SHE IS PLACED (MENTION DEPT. NAME)	
Introduced Employee to all Faculty / Employees and Related Staff in concerned Dept. 2. Handed over Job Profile, explained about Job description and his Job responsibilities	
(enclose Job Profile duly attested by Incharge)	
3. Explained about total department activities, procedures & Job responsibilities of other colleagues of the department.	
4. Handed over concerned files and registers as per Handing Over and Taking Over Form	
Explained that employee can leave the premises only for official duty by obtaining permission on OD Form.On Duty Form shown.	
Informed employee in the event of transfer / shifted to other depts./units, during the service period, it is his/her responsibility to obtain concerned Job profile.	
Name & Sign. of Dept. I/c. with date Name & Sign. of OS / AO / D	Dean Admin with date
V. TEACHING STAFF :- ACADEMICS	
 Explained about: (i) Work load, (ii) Papers allotted, (iii) Time Table, (iv) University Almanac, (v) Student Attendance Registers, (vi) Mentor Register & (vii) Teacher's Diary. Explained that the above mentioned documents along with answer scripts, results and result analysis should be submitted while handing over at the end of each semester to 	
department academic incharge 2. Explained the responsibilities of Faculty as per college / Institution policy and Appendix "F" from AICTE and handover both the copies.	
3. Explained about the Preparation & Maintenance of lesson plan, course material, lab manual, powerpoint presentation,	
question bank, syllabus completion report and attendance registers. 4. Explained about counseling responsibilities & procedure for maintaining mentor register & student file.	
Explained about courseling responsibilities a procedure for availing leave and class adjustment & showed Leave Application Form	
6. Explained the responsibilities as class/lab incharge.	
7. Explained about role in student discipline & regularity.	
8. Explained about faculty appraisal system based on designation and performance based increment policy.	
Name & Sign of Admin I/c. with Date Name & Sign of Dept. Acad. I/c. with Date Name & Sign. of Co.	llege Acad. I/c. with Dat
VI. LIBRARY (FOR TEACHING STAFF)	
Explained Library Books Procurement procedure, budgeing, Indent proforma, Library committee, books issue procedure for Teaching staff. Copy of Library books procurement policy given to new employee.	
Name & Sign of Library I/c. with Date Name & Sign of Asst. Library I/c. with Date Name & Sign. of Co.	llege Acad. I/c. with Dat
DECLARATION I hereby declare that the Induction is completed upto my satisfactory level and am Name & Signature of the organisation	gn. of Empl. with Dat
VII. ADMIN HR	
Verifie and Argument Completed	dmin HR Vc. with Date

	With correge attribution. 13. a) If I am Doctorate/Associate Professor/ Professor, I will apply for at least minimum of one Sponsored Project from Sponsored Project in Sponsore	5.
	a) If I am an Assistant Professor, I will publish minimum of one paper in each academic year/ two semesters in IEEE/EQUIVALENT (springer/Elsevier etc.) international conferences with college affiliation. c) If I am Doctorate/Associate Professor/Professor, I will publish minimum of one Paper in one semes academic year/ two semesters from the date of joining, in IEEE/EQUIVALENT (springer/Elsevier etc.)	12.
	academic year/ two semesters in UGC approved journals with college affiliation. b) If I am Doctorate/Associate Professor/Professor, I will publish one Paper in UGC approved by If I am Doctorate/Associate Professor/Professor, I will publish one Paper in UGC approved Journal, one paper in Scopus Indexed/SCI Indexed Journal in a semester. In each academic year/ two semesters from the date of joining, minimum of four papers to be published, at least two papers in UGC approved journals, two papers in Scopus indexed/SCI indexed journals with college affiliation.	=
	10. Within the span of one year i.e., two semesters, I will complete four Modules and by 2 years i.e., four semesters, I will complete all eight Modules of Teacher Training under NITTT	10
		.0
	8. I will submit the self-assessed/appraised Quality assessments of (i) Class work & its outcome (ii) R & D activity (iii) Consultancy (iv) Paper publications (v) Discharge of committee responsibilities and its outcome on quarterly basis.	.00
	7. Whatever the committee I have chosen as an In charge/Member at College level/Department level I will perform and ensure that the committee's performance shall be outstanding. I will submit my committee report, update the management regularly& Preserve it. In case if I change the committee or leave the Organization, the same committee report along with the supporting documents and proofs will be handed over to the next taking over faculty member of the committee.	7.
	6. Whichever the Students club I have chosen to be I/C facilitator, I will ensure effective functioning of that club i. e 1. Enrolment of students in the club, 2. Conducting elections for the posts of coordinator and deputy coordinator, 3. Maintenance of attendance 4. Motivating the coordinator and deputy coordinator to come up with novel and creative ideas, 5 Maintenance and updating of the minutes of those students clubs.	0
	4. I will submit lesson plans, course files, lab manuals etc. of subjects which I am handling, at least I week before the commencement of every semester to the Academic In charge of the department. 5. I will perform as per the requirements and norms of (i) NIRF (ii) NAAC (iii) NBA (IV) UGC-API as per my designation.	iv P
	I will strictly maintain and update the Mentor books for 20- Students.	143 8.
	m	٠.
Employee Signature with date	Charlestianing to be given by the faculty member as per NAAC, NBA, NIRF & UGC- API	

minimum of one Sponsored Projects from Government/Semi Government/ Corporate MNC/ Private sector which are having minimum of 25 Crore turn over and work along with project coordinators/investigators to complete the project successfully.	14. a) 11 1 am Doctorate/ Associate Professor/Professor, I solely/ in a team will get at least one sanctioned Project from Public/Private sector worth upto Rs.5 Lakhs for every two years/ Rs.5-10 Lakhs for every 4 years/ above ten lakhs for every 5 years from the date of joining.	Clause: One year extension can be given in any category with a valid reason b) If I am an Assistant Professor, I will associate and assist Doctorate/ Associate Professor/Professor in getting the Project sanctioned and work along with project coordinators/investigators to complete the project successfully.	15. a) If I am Doctorate/Associate Professor/Professor, I will develop a linkage /relationship between college and Industry by entering MOU with minimum of 15Crore turnover organization related to training for their employees/ Consultancy / Placements/internship for our students	b) If I am an Assistant Professor, I will associate and assist Doctorate/Associate Professor/Professor in developing a linkage /relationship between college and Industry by entering MOU with minimum of 15Crore turnover organization related to training for their employees/ Consultancy / Placements//internship for our students.	 a) If I am Doctorate/ Associate Professor/Professor, I will get at least one patent filed in every Academic year/ two semesters. b) If I am an Assistant Professor, I will assist Doctorate/ Associate Professor/Professor, in filing at least one patent in every Academic year/ two semesters. 	 17. a) If I am Doctorate/ Associate Professor/Professor, I will organize minimum of one Conference/ symposium/ workshop/ guest lecture for each academic year b) If I am an Assistant Professor, I will associate and assist in organizing minimum of one Conferences/ symposium/ workshops/ guest lecturer in each academic year 	 a) If I am Doctorate/ Associate Professor/Professor, I will contribute toward publication of minimum of one book/ chapters in books/ lab books with IBBN/ ISSN number for every two year from date of joining. b) If I am an Assistant Professor, I will associate and assist in publication of minimum of one book/ chapters in books/ lab books with IBBN/ ISSN number for every two years from date of joining. 	19. I will mandatorily register myself in at least two professional bodies and renew regularly.	

mentioned satisfactorily. Violating or nonperforming of any of the above mentioned, it will be treated as breach of contract/ Agreement violation/ action may be taken against me.

BHARAT INSITUTIONS HYDERABAD

JOINING REPORT

Name :	
Father's Name :	
Designation :	
Department :	Unit:
Cell No :	
Culti	The same of the sa
Present Address :	
	4 Y
San	
Emergency Contact No. :	
Aadhar No :	
Pan No :	
Appointment Order Ref No & Date:	
Posting Order Ref No & Date :	
Tosting Order Met 110	
Date of Reporting : -	
¥	
Thank you for providing me the opportunit sincerely, honestly and to the best of my abi	y to work at Bharat Institutions. I will perform my duties lities.
Request you to accept my Joining Report	
Employee Signature with Date :	
II-ia IID Cian	Admin HR Sign
Unit HR Sign	

EMPLOYEES' PROVIDENT FUND ORGANISATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and for EPS, 1995 is applicable)

1.	Name of the member	The state of the s					
2.	Father's Name Spouse's Name (Please tick whichever is applicable)						
3.	Date of Birth: (DD / MM / YYYY)						
4	Gender: (Male/Female/Transgender)						
5	Marital Status (Married/Unmarried/Widow/Widower/Divorce 2)	A COMPANY OF THE PROPERTY OF T					
3	(a) Email ID: (b) Mobile Nc.:						
7	Whether earlier a member of Employees' Provident Fund Scheme, 1952	Yes / No					
8	Whether earlier a member of Employees' Pension Scheme, 1995	Yes / No					
	Previous employment details: [if Yes to 7 AND/OR 8 above] a) Universal Account Number:						
)	b) Previous PF Account Number:						
6	c) Date of exit from previous employment: (DD/MM/YYYY)						
	d) Scheme Certificate No. (if issued)	1					
	e) Pension Payment Order (PPO) No. (if issued)						
	a) International Worker:	Yes / No					
	b) If yes, state country of origin (India/Name of other country)						
0	c) Passport No.						
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	CONTRACTOR					
	KYC Details: (attach self attested copies of following KYCs)	****					
1	a) Bank Account No. & IFS Code						
	b) AADHAR Number	ARTICLE AND ADDRESS AND ADDRES					
	c) Permanent Account Number (PAN), if available	1					
	1) Certified that the particulars are true to the best of my knowledge. 2) I authorize EPFC to use my Aadhar for verification/authentication/eKYC; 3) Kindly transfer the funds and service details, if applicable, from the previousing his Digital Signature Certificate) 4) In case of changes in above details, the same will be intimated to employee.	ous PF account as declared above to the present P.F. Account by previous employer has been verified by present employee					
	Date: Place: DECLARATION BY	Signature of Member PRESENT EMPLOYER					
	A. The member Mr./Ms./Mrs has joined	onand has been allotted PF Numi					
	B. In case the person was earlier not a member of EPF Scheme, 1952 a	nd EPS, 1995					
	(Post allotment of UAN) The UAN allotted for the member Please Tick the Appropriate Option: The KYC details of the above member in the UAN databated Have not been uploaded Have been uploaded but not approved Have been uploaded and approved with DSC.	is reministrative					
	C. In case the person was earlier a member of EPF Scheme, 1952 and E The above PF Account number/UAN of the member as men Member ID as declared by member. Please Tick the Appropriate Option:-	tioned in (A) above has been tagged with his/her UAN/Previo					
	The KYC details of the above member in the UAN datab transfer request has been generated on portal. As the DSC of establishment are not registered with EPF- 13) for transfer of funds from his previous establishment.	O, the member has been informed to file physical clair					

BHARAT INSTITUTIONS Nallakunta, Hyderabad – 500 044.

TDS DECLARATION FORM FOR THE FINANCIAL YEAR 2024-25

	Name of the College/Unit:										
	Name of the Employee Emp ID :										
	PAN No. :										
	Designation: Department: Date of Joining Date of Birth:										
S.N	PARTICULARS	AMOUNT (Rs.)									
1.	Gross Salary (12 months)										
2.	Other remuneration										
3	Total(1+2)										
4	Less: Professional Tax										
5.	Conveyance (Maximum of 19200/- per year)	•									
6.	Income Chargeable under the head Salaries (3-4-5)										
7.	Any other income reported by the employee										
.8.	Gross Total Income (6+7)										
9.	Actual rent paid during the current financial year										
	(Enclose Rental Agreement Copy)										
		20.									
	Housing Loan Interest (Previous year										
	certificate/Provisional Certificate given by the										
10	banker) Total Income (8-9)										
10. 11.	and a second policy in the sec										
j.	Insurance premium										
ii.	PPF Contribution										
iii.	Fixed Deposits not less than 5 years										
iv.	NSC Certificates										
v.	Children's tuition fee excluding donations/development fee/ bus fee for										
	any 2 children										
vi.	Housing Loan Principle										
vii.	Any other deductions under Sec 80C, 80CC, 80CCD										
	TOTAL INVESTMENTS										
12.	Medical Insurance premium under Section 80 D										
13.	Any Other Deductions / Investment (u/s 80E, 80G, 80 TTA, etc)										
14.	Are you opting out of 'new tax regime' u/s.115BAC of the Income tax Act, 1961										
The state of the s											
	out for 'new tax regime' you will get benefit of all the deduction under the	Yes/No									
	Income tax act and pay taxes as per the 'old tax regime' and you will have to										
	submit the Investment Declaration]										
	Submit the investment sectoration;										

NOTE: 1) Kindly enclose Xerox copies of PAN Card, Rent receipt/Rental Agreement and all other Investment Receipts
2) Submit TDS declaration form immediately to avoid excess deduction

Declaration

I hereby declare that the information given above is correct and true in all respects and I intend to make the investments declared above.

Date:

Signature of the Employee

BHARAT INSTITUTIONS

INTRODUCTION TO INSTITUTION'S LEAVE POLICY

- 1. These leave rules are applicable to all teaching and Non-teaching staff referred to as "Employees" here in after.
- 2. Organization understands the emergency / exigency needs of employees and the requirement of leaves to meet such situations. Hence this leave policy is designed to enhance work comfort of all the employees in the organization.
- 3. Leaves should be treated as a privilege offered to the employee but not as a right and should be availed in a professional manner.
- 4. It is highly advisable to the employees to be aware of the guidelines and conditions for availing leaves and are suggested to try and accumulate the leaves for any future emergencies/exigencies which are unpredictable.
- 5. During the first six months of service, an employee should not avail any kind of leave other than one Casual Leave (CL) per month and permissible Loss of Pay (LOP) Leaves i.e. 3 days in each quarter.
- 6. The Leave application form for less than 3 days should be submitted in a prescribed leave form along with hand written leave letter by the employee at least one day in advance and should get the leave sanctioned by the sanctioning authority.
- 7. Leave Application exceeding for more than 3 days will not be considered during the working days of the semester. Any employee in need of such requirement of leave for more than 3 days upto 10 days, they should avail in the semester/ academic year break after the completion of class work and lab exams along with examination branch work like invigilation duties etc. Leave application for such leaves should be submitted one week in advance (preferably 10 days) to the leave sanctioning authority for getting it sanctioned and it should be availed after it gets approved only.
- 8. Employee should get prior sanction of leave from the respective authorities to avail any kind of leave except in case of emergencies on medical grounds.
- 9. If the leave is both suffixed and prefixed with holidays, then holidays in between the leaves will also be counted as leave.
- 10. CL or LOP Leave will not be prefixed or suffixed with any other kind of leaves/vacation.
- 11. After an expiry of any kind of sanctioned leave period, employee should report back immediately on the next working day to the respective authorities of the college. Otherwise each day of extra availed leave will be treated as 2 days LOP.
- 12. Any type of Leave should not be availed/recommended/sanctioned/granted/permitted without ensuring the alternative arrangements.
- 13. Any kind of leave should be sanctioned by the College Leave Sanctioning Authorities only. Designation of leave sanctioning Authority should be availed from the Management from time to time in writing.
- 14. During the Resignation/Termination notice period, an employee is not eligible for availing accumulated CLs and LOPs leaves if any, except one CL of that particular month in order to complete the pending work and facilitate handing over by the relieving date. In case, employee avails more leaves during that month, 2 days LOP will be applied for each day of absence. In addition to this, they have to extend their notice period till completion of pending work and handing over process is completed.

15. Employee should not avail the leave without prior approval in a prescribed format from the Leave Sanctioning Authority. In case of emergency / exigency, once in a month an employee may avail leave up to 3 days through telephonic approval from concerned Department I/Cs, Leave Sanctioning Authority & HR Dept. In case the employee remains unauthorized absent on fourth day also, it will be treated as absconding of duties and each day of absence will be treated as 2 LOPs up to 6 days, even though CLs are available. If telephonic approval is also not taken then it will be treated as unauthorized absent and from 3rd day onwards each day of absent will be treated as 2 days of LOP up to 6 days, even though CLs are available. After 6th working day/one week, it will come under agreement violation and break in service.

16. If the employee repeats second time by being absent in the same month (Clause No.15), each day of unauthorized absence will be treated as 2 days LOP from 1st day onwards up to 4th day, even though CLs are available. Telephonic approval is not valid for second time in the same month. In case the employee remains unauthorized absent after 4 days also, it will be treated as absconding from duties and it will come under agreement violation and break in service.

17. In the event of service break if the employee request for joining back in the service (Employees who come under clause no. 15 & 16), they have to forego the seniority in the institution and they will be treated as fresh employee and they may also lose the benefits like vacation, increments etc

18. If employee avails more than 12 LOPs in an year or more than permissible leaves in his/her particular service period including the LOPs which can be availed in advance of that particular Quarter and if exceeding, from the next quarter then each day of LOP will be treated as 2 days LOP.

19. Employee can avail the permissible LOPs as follows:

a) 3 LOPs in the 1st quarter + 3 more LOPs with special request as 2 days of LOP for each day.

b) Up to 6 LOPs in 2nd quarter + 3 more LOPs with special request as 2 days of LOP for each day.

c) Up to 9 LOPs in 3rd quarter + 3 more LOPs with special request as 2 days of LOP for each day.

d) Remaining LOPs out of 12 in 4th quarter.

i.

20. In exigency conditions, an employee may be sanctioned up to a limit of 10 days LOP Leave in the leave calendar year, This leave includes CLs and LOPs credit up to that month. Such leaves can be availed in case of the following reasons only:

Employee is informed that he/she should produce the relevant proofs to leave sanctioning Authorities within 3 days of availing this leave for-

a) Demise of own family members (i.e. spouse of the employee, children, parents, in-laws and siblings.)

b) Health problems of employee or of his own family members

ii. Employee is informed that he/she should produce the relevant proofs to leave sanctioning Authorities at the time of prior approval at least 7days (preferably 10 days) in advance for-

a) Wedding of siblings and children of the employee

- b) Attend the examinations to improve the Educational qualifications of the employee
- 21. As the employee cannot accumulate leaves in the first quarter of leave calendar year and he/she wants to avail more than permitted leaves in the first quarter, to attend the above mentioned conditions/reasons, the employee can avail up to a maximum of 10 days Loss of Pay leave including permitted leaves in the first quarter itself, (1 CL for each month and 3

K. Karlu-

LOP leaves in first quarter). If CLs are not at credit, then the number of days that can be availed for leave is only 6. If it exceeds the 6th day, from 7th day onwards each day of absence will be considered for two days of LOP. Therefore, it is highly advisable/suggested to preserve the leaves (CL/LOP) for future needs.

22. An employee who avails less leaves and who does not violate above rules and regulations will

also be considered in increments and promotions in that particular year.

23. Employee should attend the inspections to give personal presence and in any emergency cases during any kind of leave/vacation period. In that case, no compensation and TA will be granted.

24. Management from time to time can issue amendments and clarifications to the prevailing leave rules. They will be chronologically numbered and form part of guidelines and

conditions for availing leave.

25. Each request of leave will be evaluated on its own merits and its approval will depend upon

the evidence provided by the employee.

26. While applying the leave application for more than 3 days, employee is instructed to provide permanent address and leave address with telephone numbers for communicating the employee during long leave period/vacation and is requested to be available on phone.

27. Leave policy, guidelines and conditions for availing leave will stay in operation until new

policy is promulgated.

28. Employees are encouraged to be aware of all these rules. Ignorance of these rules by the employee will not be considered as an excuse.

29. Management reserves the right to suspend/dissolve/review/modify/change part or whole of

these leaves rules for a certain period.

30. In case of any dispute on leave rules, the decision of management is final and all disputes are restricted to the Hyderabad jurisdiction only.

BHARAT INSTITUTIONS <u>LEAVE POLICY</u>

Kinds of leave permissible (Applicable to all the employees):

1. Specific rules for Casual leaves (hereinafter called as "CL") - PAID LEAVE

I. CL is a paid leave.

- II. 1 CL per month is permissible during a month i.e. total 12 CLs as per the leave calendar year.
- III. Any employee who works for at least 15 working days in his/her initial month of joining, will be eligible for one CL during that month and it will be carried forward for the upcoming months i.e. total 12 CLs as per the leave calendar year.
- IV. For the purpose of counting CLs, leave calendar year will commence from 26th May of every year and ends on 25th May of the succeeding year.
- V. CLs are calculated on pro-rata basis.
- VI. If an employee does not avail his/her monthly CL, the same CL will be carried forward to the next month.
- VII. CL can be accumulated up to the end of leave calendar year i.e. up to 25th May of succeeding year.
- VIII. CL should be applied in writing in the prescribed format in advance to the concerned HR Dept. and it should be approved by respective incharges of the department and the Leave Sanctioning Authority of the College. Such approval must specify the length of the leave which should not exceed for more than 3 days. The leave form must be enclosed with a covering letter from the employee indicating the dates of the leave, the purpose of the leave and the adjustment details of his/her work.
- IX. An employee can not avail more than 3 days leave in middle of the semester. More than 3 days up to 10 days of leave may be availed only in between the semester breaks that also only when they satisfy the following
 - a) If teaching, Completion of the syllabus as per lesson plans. If non-teaching, all the work is up to date and no pending work from the department.
 - b) No hindrance in the respective departmental works like: conduction of theory/practical examinations, invigilation duties, evaluation of answer scripts etc
- X. Employee should not avail the leave without prior approval in a prescribed format from the Leave Sanctioning Authority. In case of emergency / exigency, once in a month an employee may avail leave up to 3 days through telephonic approval from concerned Department I/Cs, Leave Sanctioning Authority & HR Dept. In case the employee remains unauthorized absent on fourth day also, it will be treated as absconding of duties and each day of absence will be treated as 2 LOPs up to 6 days, even though CLs are available. If telephonic approval is also not taken then it will be treated as unauthorized

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- absent and from 3rd day onwards each day of absent will be treated as 2 days of LOP up to 6 days, even though CLs are available. After 6th working day/one week, it will come under agreement violation and break in service.
- XI. If the employee repeats second time by being absent in the same month (Clause No.X), each day of unauthorized absence will be treated as 2 days LOP from 1st day onwards up to 4 days, even though CLs are available. Telephonic approval is not valid for second time in the same month. In case the employee remains unauthorized absent after 4 days also, it will be treated as absconding from duties and it will come under agreement violation and break in service.
- XII. Employees are advised not to apply leave as prefix or suffix of holidays except in case of emergency or very important work which has to verified and approved by the Leave Sanctioning Authority well in advance. If any employee avails such leave without proper approval, entire holidays will be treated as LOPs even if CLs are available at credit.
- XIII. If an employee avails CL as both suffix and prefix of holidays, then those holidays in between the leaves will also be counted as CLs. If CLs are not at credit, LOP will be applicable as per rules of LOP. (Refer point no 18 of common guidelines).
- XIV. CL should not be prefixed or suffixed with any other kind of leave/vacation except LOP leave. In case, if it is availed each day of absence will be considered for 2 days LOP.
- XV. CL can also be availed for half a day also i.e. Forenoon 9AM to 1 PM and Afternoon 1 PM to 5 PM with the approval of respective sanctioning authority by following leave taking procedure only.
- XVI. An employee is not eligible to avail his/her CL during the period of vacation.

2. Specific rules for Loss of pay Leaves (hereinafter called as "LOP")

- I. LOP leave one per month is permissible during a month i.e. total 12 LOP leaves as per the leave calendar year.
- II. For the purpose of counting LOP leaves, leave calendar year starts from 26th May of every year and ends on 25th May of succeeding year.
- III. LOP leaves are calculated on pro-rata basis.
- IV. Accumulated LOP leaves will lapse automatically after 25th May in each leave calendar year,
- V. LOP leave will be permitted on quarterly basis and it should not exceed 3 days in a quarter and 6 days in 2 quarters.
- VI. Employee can avail the permissible LOPs as follows:
 - a) 3 LOPs in the 1st quarter + 3 more LOPs with special request as 2 days of LOP for each day.
 - b) Up to 6 LOPs in 2nd quarter + 3 more LOPs with special request as 2 days of LOP for each day.

c) Up to 9 LOPs in 3rd quarter + 3 more LOPs with special request as 2 days of LOP for

d) Remaining LOPs out of 12 in 4th quarter.

VII. LOP leave should be applied in writing in the prescribed format in advance to the concerned HR Dept. and it should be approved by respective incharges of the department and the Leave Sanctioning Authority of the College. Such approval must specify the length of the leave which should not exceed for more than 3 days. The leave form must be enclosed with a covering letter from the employee indicating the dates of the leave, the purpose of the leave and the adjustment details of his/her work.

VIII. An employee can not avail more than 3 days leave in middle of the semester. More than 3 days up to 10 days of leave may be availed only in between the semester breaks that also only when they satisfy the following

c) If teaching, Completion of the syllabus as per lesson plans. If non-teaching, all the work is up to date and no pending work from the department.

d) No hindrance in the respective departmental works like: conduction of theory/practical examinations, invigilation duties, evaluation of answer scripts etc

- IX. Employee should not avail the leave without prior approval in a prescribed format from the Leave Sanctioning Authority. In case of emergency / exigency, once in a month an employee may avail leave up to 3 days through telephonic approval from concerned Department I/Cs, Leave Sanctioning Authority & HR Dept. In case the employee remains unauthorized absent on fourth day also, it will be treated as absconding of duties and each day of absence will be treated as 2 LOPs up to 6 days, even though CLs are available. If telephonic approval is also not taken then it will be treated as unauthorized absent and from 3rd day onwards each day of absent will be treated as 2 days of LOP up to 6 days, even though CLs are available. After 6th working day/one week, it will come under agreement violation and break in service.
- X. If the employee repeats second time by being absent in the same month (Clause No.IX), each day of unauthorized absence will be treated as 2 days LOP from 1st day onwards up to 4 days, even though CLs are available. Telephonic approval is not valid for second time in the same month. In case the employee remains unauthorized absent after 4 days also, it will be treated as absconding from duties and it will come under agreement violation and break in service.
- XI. If an employee is not availing quarterly LOP leave, the same will be carried forward to the next quarter and so on till 25th May of succeeding year.
- XII. Employees are advised not to apply leave as prefix or suffix of holidays except in case of emergency or very important work which has to verified and approved by the Leave Sanctioning Authority well in advance. If any employee avails such leave without proper approval, entire holidays will be treated as LOPs even CLs are available at credit.
- XIII. If an employee avails LOP leave as both suffix and prefix of holidays, then holidays in between the leaves will also be counted as LOP leave(s).

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- XIV. LOP leave should not be prefixed or suffixed with any other kind of leave/vacation except CL.
- XVII. LOP can also be availed for half a day also i.e. Forenoon 9AM to 1 PM and Afternoon 1 PM to 5 PM with the approval of respective sanctioning authority by following leave taking procedure only.

Other Types of Leave:

1. Medical Leave:

1. Paid Medical Leave:

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- i. Paid medical leave will be sanctioned to the employee who has completed 3 continuous years of satisfactory service without any note, memo or charge sheet at Bharat Institutions.
- ii. Employee should intimate the medical leave in the prescribed leave format along with the leave requisition letter to the authority concerned in advance or immediately(within 3 days of availing such leave) submit leave application along with the medical certificate by person/courier/mail along with scanned medical documents duly signed by authorized medical practitioner.
- iii. Paid medical leave will be sanctioned to the employees based on the severity of the ailment and it is subject to the maximum of 7 days once in a year or 10 days once in 2 years.
- iv. After completion of medical leave, employee should submit the photocopy of necessary evidences like hospital admission card, discharge summary and complete copy of the case sheet. If needed, the employee has to attend the panel of doctors proposed by the management and should submit fitness certificate to perform their duties further.
- v. In case if any employee does not report back after the completion of sanctioned medical leave, he/she will not be entitled for paid medical leave. Thereafter it will be treated as unauthorized absence, agreement violation and break in service.

2. Medical Leave on Loss of Pay:

- i. Medical Leave will be sanctioned on Loss of Pay for those who have not completed three years of Service.
- ii. Employee should intimate the medical leave in the prescribed leave format along with the leave requisition letter to the authority concerned in advance or immediately after hospitalization, he/she should submit leave application along with the medical certificate and send it across by person/courier/mail along with scanned medical documents duly signed by authorized medical practitioner.
- iii. The medical leave will be sanctioned only after establishing that leave applied is genuine. If required, the employee has to attend the panel of doctors proposed by the management.

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iv. At the time of resuming duty after availing medical leave, the employee should submit fitness certificate from the competent authority.

2. Paid leave for Marriage:

- An Employee is eligible for one time paid Marriage Leave of six working days only, after the successful completion of One year satisfactory Service without any note, memo or charge sheet at Bharat Institutions.
- II. Employee should apply leave one week (preferably 10 days) in advance along with wedding card and it should be sanctioned by the concerned Authority.
- III. On 7th working day employee should report to the duty. In case, the leave is availed for more than 6 working days, employee will not be eligible for paid marriage leave and the period of leave will be regularized by deducting CLs at their credit. Apart from the CLs adjustment the remaining days will be regularized by LOP leaves upto a maximum of 10 days all together.
- IV. From 11th day onwards each day of absence will be treated as 2 days LOP up to a maximum of 15 days all together. Thereafter it will be treated as unauthorized absence, agreement violation and it will be considered as break in service.
- V. Employee is not eligible for any kind of other leaves during that particular month.

3. Maternity Leave:

- I. All women employees who have completed three years and above of satisfactory service without any note, memo or charge sheet in the institution are eligible for maximum of 90 days maternity leave as a onetime benefit, for the first child only. It can be extended for another 90 days on LOP basis. For the second child maternity leave is allowed only on LOP basis. For the 3rd child no leave will be sanctioned. It will be considered as break in service.
- II. Any women employee on family way irrespective of their Service/Tenure will be sanctioned of satisfactory service without any note, memo or charge sheet in the institution are eligible for maximum of 90 days maternity leave as a onetime benefit, for only one child.
- III. Prior to proceeding on maternity leave she should apply for the maternity leave in the prescribed leave form along with leave request letter to the concerned authorities and get the sanctioned well in advance i.e. 3 months along with medical certificate.
- IV. During the maternity leave the employee will be paid half the emoluments of the salary provided, she joins back on duty immediately after 90 days of leave and should serve the organization for a minimum period of Two years from the date of rejoining.
- V. If any female employee wants to avail the maternity leave, it is suggested to avail organization to appoint substitute employee to compensate their work.
- VI. If any female employee applies for the maternity leave after completion of semester and after availing the vacation, she should serve the organization for minimum of 2 years after returning from the maternity leave or else it will be treated as agreement violation.

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VII. In case of the employee not reporting back on completion of paid maternity leave, she will not be entitled for paid maternity leave. Thereafter it will be treated as unauthorized absence, agreement violation and break in service.

4. SUMMER VACATION:

(a) Teaching Staff: The teaching staff who have put in the service as mentioned below will be sanctioned summer vacation as mentioned against each with satisfactory service and without memos. While submitting application for summer vacation, they should submit an undertaking to work for the organization for one academic year on their re-joining after summer vacation. The remuneration will be released on re-joining after summer vacation.

Service with this institute in one complete semester	7 days
Service with this institute in two complete semesters If employee service with it with the complete semesters	14 days
If employee service with institute is more than one academic year	21 days
The teaching assistants are not eligible for summer vacation,	

(b) Non-Teaching staff: Non-teaching staff will be permitted to avail summer vacation upto a maximum of 7 days paid leave who have completed satisfactory service of 3 years without any Note, Memo or charge sheet in this institution. However, the management at its discretion may consider/reject the leave applied due to exigencies of service.

5. Special Leave on account of bandh, curfew, and environmental calamities***
Employees who could not attend the college / office on account of bandh, curfew and environmental calamity can be granted special leave with full emoluments but in compensation to his/her absence, the employee has to attend the duties on some Non Working day/Holiday as required and specified by the management committee.

6. Sabbatical leave

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

2. Eligibility for sabbatical leaves is as follows:

	Professor	Associate ' Professor with PhD	Associate Professor without PhD	Assistant Professor
	From day 1 of joining	After 1 year from the date of joining	After 2 years from the date of	After 2 years from the date of
nay	be availed for att	ending seminars/ workel	joining	joining

3. It may be availed for attending seminars/ workshops/ conferences/ symposiums organized by University campus colleges, IITs or equivalent, or Govt. / Public sector undertakings only.

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4. It may be availed up to a max limit. of 10 days in a year and it will be sanctioned with full pay to the teaching staff who have registered for / pursuing Ph.D (within 3 years from the date of registration only) to attend the Ph.D work, provided the employee submits relevant documents from the University like confirmation letter from the guide and their research scholar ID proof. It is to provide time off to continue their education and to enhance the value of the institution through their creative research.

5. If the sabbatical leave is availed for pursuing the PhD, such faculty should serve the

organization for at least 2 years after the award of PhD.

To obtain this type of leave an employee has to follow prescribed standard leave format and it is the responsibility of the employee to see to it that it should not hinder the departmental, works like conduction of the theory/practical class work, exams, evaluation of papers etc.

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BHARAT INSTITUTIONS NALLAKUNTA, HYDERABAD

ANNEXURE-1

APPLICABLE TO TEACHING STAFF OF TECHNICAL INSTITUTIONS

- I) ON DUTY: Whenever the teaching staff received written intimation from the university / institution for examination / spot valuation etc, they should obtain permission from Principal / Dean Admn. for which they should submit prescribed O.D. form available at College HR dept. along with the university allotment.
- II) <u>LATE REPORTING</u>: As against the prevailing rule of availing 2 late permissions, if the teaching staff is late even for the first time when they have class during first hour, it will be treated as ½ day leave.
- III) <u>ACADEMIC</u>: All the teaching staff are required to maintain teaching diaries / academic diaries (prescribed format) and academic / lesson plans.
 - *They should collect University almanac of the academic year from Incharge academics / principal / academic coordinator of the college and should follow it meticulously.
 - *They should fulfill all the job responsibilities in terms of Appendix-F stipulated by AICTE.

IV) STUDY LEAVE:

- (a) SSS Leave:
- 1. The Institution encourages teaching staff to improve their educational qualification and study further the courses like M.Tech, ME, Ph.D. Programs.
- 2. For teaching staff undergoing "SSS" program, every year a maximum of 2 months study leave, will be granted up to a maximum of three years. During the leave period the employee gets full emoluments. However, the employee is required execute agreement to serve the institute during the persuasion of the course and 2 years after completion of M.Tech course and should fulfill certain laid down norms stipulated by the Institution for the said type of leave.
- 3. If services are terminated due to the performance below the desirous level or due to misconduct or if the candidate resigns / violates the agreement, salary paid during "SSS" leave period will be recovered along with the compensation towards agreement violation.
 - *Teaching staff who are utilizing this leave are not entitled to separate vacation leave.
- (b) Part time P.G. / Evening P.G. Program: Teaching staff attending evening classes for M.Tech / M.E. at JNTU / Osmania University may be permitted by the Principal / Head of he Institution to leave the Institution one hour before the closing hours for a maximum of 3 days in a week. In return the teaching staff shall execute agreement that they will serve the Institution for a minimum period of one year after completion of M.Tech. / M.E.

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c) SABBATICAL LEAVE:

As a goodwill gesture, max, 10 days of sabbatical leave will be sanctioned to all teaching staff who has completed M.Tech/Ph.D. or doing part-time M.Tech/Ph.D. for attending refresher course / conferences / symposial/colloquium/Ph.D. exam, M.Tech exams conducted by reputed government or equivalent institute such as I.I.Sc, I.I.Ts, B.I.T.S, H.C.U, JN.N.T.U & O.U.

If services are terminated due the performance below the desirous level or due to misconduct or if the candidate resigns/violates the agreement, salary paid for sabbatical leave period will be recovered along with the compensation towards agreement violation.

d)CCC Leave:

Teaching staff who are undergoing M.Tech(CCC) run by JNTU, are entitled to attend the courses for a maximum period of one month in summer. Almanac about the conduct of course should be enclosed while applying for one month educational leave. However they should execute an agreement to the college stating that they would serve the institution during persuasion of the course and at least two years after passing the M.Tech/M.E. Teaching staff who are utilizing this leave are not entitled to separate vacation leave, however, the employee is required to fulfill certain laid down norms stipulated by the institution for the said type of leave.

- V) P.F. P.F. is not mandatory for teaching staff, however the desirous employees who have put in minimum 2 years of satisfactory service in the institution and wish to be covered under the scheme have to give it in writing which will be reviewed on a case-to-case analysis by a committee to be constituted for the said purpose by the management.
- VI) <u>VACATION:</u> As per the prevailing rules of institution, teaching staff of technical institutions that have successfully completed 1 semester are allowed to avail 10 days of paid vacation. For those who have completed 1 academic year or 2 complete semesters are entitled for total vacation period.
- VII) TRANSPORTATION: The management provides free transportation to all the teaching staff members.
- VIII) RESIGNATION: Teaching employees should give one-month notice prior to the last instruction day of the semester / academic year even though their actual agreement expiry date is falling between the last instruction day and commencement of the next semester / academic year. In case if his/her services are required to the organization beyond the last instruction day, the same should be certified by the HOD & College Academic Committee by mentioning the reason and the date till which his / her services are required salary also will be paid till the last date of reporting.

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	RESEARCH &	INICAL INSTITUTIONS)	
ACADEMIC	CONSULTANCY	ADMINISTRATION	EXTENSION
Class Room Instruction	Reserch & Development Activities & Guidance	Academic & Administrative	Extension Services
Laboratory instruction	Industry sponsored project	Policy Planning Monitoring & evaluation and promotional activities both at Departmental and institutional level	Interaction with Industry and Society
Curriculum Development	Providing Consultancy and Testing Services	Design and development of new programmes	Participation in Community Services
Developing, Learning, Resources, Material, boratory, Development	Promotion of Industry, Institution, Interaction and R & D	Preparing project proposals for funding in areas of R & D work Laboratory Development; Modernization, Expansion, etc.,	Providing R&D suppor and consultancy services to Industry and Others Use, Agencies.
Students Assessment & Evaluation including examination work of University		Administration both at Departmental & Institutional levels	Providing non-formal modes of education for the benefit of the community
Participation in the Co- curricular & Extra curricular Activities		Development, Administration & Management of institutional facilities	Promotion of entrepreneurship and job creation
Students, Guidance & Counseling & helping their personal ethical moral and overall character development		Monitoring and Evaluation of academic and research Activities	Dissemination of Knowledge
Continuing Education tivities		Participation in policy Planning at the Regional National level for development of technical education	
Keeping Abreast of new Knowledge & skills help generate new knowledge & help discrimination of such knowledge through books, publication, Seminars etc., Self development through upgrading qualification, experience & Professional Activities		Helping mobilization of resources for the institution Develop, update and maintain MIS Plan and implement staff Development activities Maintain accountability Conduct performace Appraisal	

AICTE - Notification on Revised Pay Scales & Services Conditions.

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BHARAT INSTITUTIONS

General Rules, Regulations,
Policies & Procedures

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BHARAT INSTITUTIONS

General Rules, Regulations, Procedures & Policies

All the new appointees, hereafter called as "Employees" should read and understand the contents of this Document and sign on each and every page of this document in having accepted all the General Rules, Regulations, Procedures & Policies of Bharat Institutions.

1) On joining the institution

- 1. The new appointees are required to execute a service agreement and should adhere to the rules, regulations, procedures & policies of the organization and also to the conditions mentioned in the agreement & appointment order.
- 2. At the time of joining, candidates should deposit the following documents
 - i. Original academic certificates, which would be returned at the time of relieving from the services of Bharat Institutions.
 - ii. Two sets of self attested photo copies of academic certificates.
 - iii. One set of photo copies of academic certificates with out self attestation.
 - iv. Self attested photo copies of Relieving letters/Conduct Certificates from all the previous employers/institutions, where he/she had worked, before joining the institution. (Original documents should be brought for verification).
 - v. Seven latest passport size colour photographs (Self attested).
 - vi. Self-attested photo copies of address proof like Ration card / Voter ID card / Pan Card / Driving Licence / Telephone Bill / Electricity Bill. (Originals of these documents should be brought for verification).
- 3.If the candidate is unable to submit any of the above mentioned certificates/documents, he/she should give an undertaking mentioning the due date of submission.
- 4.If the candidate is unable to submit Service certificates, Relieving certificates/Conduct certificates from any of the previous employers, candidates should submit the justification letter by giving a valid reason. If the candidate has not worked any where before joining this institution, he/she should give a declaration that he/she has not worked anywhere before.

2) At the time of Reporting

- 1. Newly appointed staff should submit a joining report in the College/unit HR dept. concerned.
- 2. Candidate should submit a taken over charge list to the College/HR department concerned mentioning the records, files, stationery, and assets etc., taken over by him/her.
- 3. An employee should accept & sign the job profile chart provided by the institution

3) Work load

For Teaching Staff: Work Load is as per the AICTE norms (Appendix F)/UGC Norms /Rules of Bharat Institutions

Specific Rules for teaching staff consists of

- ➤ Work load as per AICTE
- > Terms and Conditions of Service of Teachers as per AICTE (Appendix F)
- > Specific Job Profile for teachers

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The Work load, Terms and conditions as per AICTE should be obtained from Recruitment Department

Job Profile should be obtained from the Department Concerned.

For Non Teaching Staff:

Work Load & Job Profile consisting of Roles and Responsibilities should be obtained from the Dept. Concerned

4) Change of Employee Job Profile

If there is any change in the job profile, employee should accept & sign the changed job profile.

5) Transfer

An employee will be liable to transfer, if required, in such a capacity as the institution may from time to time determine to any place of work / department / establishment of Bharat Institutions. Failure to honour the above will amount to indiscipline.

6) Deputation

An employee should be agreeable to work on deputation (if required) at any place of work of Bharat Institutions. Failure to honour the above will amount to indiscipline.

7) Exclusivity

An employee should devote oneself exclusively to the services of the Bharat Institutions and should not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the institution without permission in writing from the management.

8) Confidentiality in salary matters

Salary/ benefit related details are very confidential and employees should avoid discussing the same with other employees. Employees are also advised not to indulge in matters pertaining to the salary of others.

9) Contact Information

Employee should keep the institution informed of the postal address, telephone number, fax, email or any other means for communication including the changes that may occur during the period of his/her services. Any communication sent to last informed address is deemed as served.

10) ID card

Employee should collect their ID card from the College/Unit HR dept concerned. During working hours, it is mandatory for all the employees to wear ID card within and outside the premises in a manner that the details and photograph is clearly visible. Failure to honour the above will amount to indiscipline.

11) Dress Code

Institution expects all employees (Teaching and Non Teaching) to adhere to grooming and general appearance, standards that are appropriate to the situations. All employees are expected to be in Formals. Failure to honour the above will amount to indiscipline.

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Dress Code for teaching Staff (Specifically)

Male faculty are expected to be dressed in Full / half sleeved shirt, Full trousers and Leather shoes (Black / Brown).

Female Faculty are expected to be in Sarees (Preferably) or Salwar kameez with Duppatta.

12) Discipline

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Employees will be governed by General Rules, Regulations, Policies and Procedures of Bharat Institutions, which will be promulgated from time to time.

13) Attendance & Punctuality

- 1. Every employee should sign in the respective Attendance Register twice a day, while entering & leaving the work place & also record their attendance in the Biometric system wherever provided.
- 2. Staff should make every effort to be punctual to work. Every staff member should report to the office/College on or before time & should not leave before time.

14) Leave

An employee is governed by the Leave Policy of Bharat Institutions that will be in force from time to time. (Separate annexure for the same can be availed from the dept. concerned)

15) Official Duty(OD)

- 1. If an employee is required to attend other places on official duty such as for Valuation of exam papers, as an External Examiner, to attend meetings conducted by Affiliated University or if an employee has to attend duties at other Colleges/offices of the Bharat Institutions specified by the Management, he/she should obtain prescribed OD (On Duty) Form from HR dept. of College/office and should obtain prior permission as mentioned in the OD Form before leaving the premises.
- 2. The number of ODs will be prescribed by the management from time to time.
- 3. Before leaving the premises on official duty, employee has to sign in the <u>Movement Register</u> maintained at the College/ Unit HR Dept. concerned.

16) Late reporting

- 1. In a month, all employees are considered twice to report late up-to ½ an hour from the actual time of reporting and every third (3rd) late reporting in a month will be treated as ½ a day leave.
- 2. For teaching staff if he/she has first hour class as per Department Timetable, even the first late arrival on that particular day will be treated as half a day leave. Otherwise as explained above every third late mark will be treated as half a day leave.
- 3. Even for the first time, arriving beyond ½ an hour from the actual time will be treated as ½ a day leave.

17) Maintenance of assets, equipment and stocks:

1. Every employee has to properly handle the assets of the institution.

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- 2. Assets, Equipment should not be used for personal work /personal use. One should be aware of the fact that if any of the office property is used for the personal work, an amount equivalent to three times the actual cost of usage will be recovered.
- 3i. Employee should see that the equipment/machinery, viz., lab equipment, computers, printers, copiers, fax, modem, UPS, phone etc, provided to him/her or in his/her custody are handled properly and should maintain them in working condition and it is their responsibility to see that the AMC is renewed before the expiry.
- ii. Logbooks and Assets files must be maintained properly. Assets files should contain purchase details, maintenance contract details, and details of repairs carried out from time to time. While taking the charge in the institution, it is the responsibility to demand and obtain the above details from the respective authorities of the College/office, where, he/she is posted and at the time of leaving the organisation, he/she should hand over all the above files & records.
- 4.If any damage/loss is caused to the equipment, assets etc. of the institution due to an employee's negligence / intentionally, the cost/damages will be recovered from him/her.

18) Maintenance of Files & Records:

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Files and Records should be maintained wherever necessary and prior permission should be obtained for opening of files and records from the concerned authority. All the files should have a file Index. All the files and records should be numbered appropriately and details of all the files should be maintained in a file index register and records in record index register.

19) Maintenance of daily work book by non-teaching staff:

A "Daily work book" will be issued to all the non-teaching staff by the authorities concerned. This workbook should be maintained properly.

20) Maintenance of Teacher's dairy /Teaching dairy by teaching staff:

A Teacher's Dairy will be issued to all the teaching staff by the authorities concerned. This dairy should be maintained properly.

21) Temporary issue of certificates:

Employee should apply for temporary issue stating the reason and mentioning the date of return recommended by Dean Admin and Dean Academics, at least before 4 days from the actual date of their requirement.

Original certificates will be issued on temporary basis only on the following grounds

- a. To pursue higher studies.
- b. To obtain passport/visa.
- c. To attend Govt./P.S.U/University interviews.
- d. Any other genuine reasons as recommended by Principal/Dean admn.

Requirements for temporary issue of certificates

- a. Obtaining No Dues Cum NOC and outstanding dues from College/Unit concerned.
- b. Submission of two undated cheques one for an amount i.e., equivalent to six months salary and another for an amount of Rs 5000/-.

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22) Performance Appraisal

An open, transparent and objective performance appraisal system comprising of self appraisal and appraisal by subordinates and superiors will be implemented periodically to evaluate the performance of employees which forms the basis for PROMOTIONS and INCREMENTS.

23) Policy on Promotion

MERIT, SENIORITY, AGE, EXPERIENCE & QUALIFICATION are the basis for promotion. Promotion involves an increase in status, responsibilities and pay. If the employee meets the criteria for promotion he/she will be considered for promotion to next level.

Criteria for teaching staff

- Satisfactory Performance Appraisal. And feedback from the students
- Acquiring the required Educational Qualification & prior Experience and stipulated no. of years
 of service with the Bharat Institutions as per the Norms of AlCTE, UGC and such governing
 bodies.
- Putting in a minimum satisfactory service of one year in Bharat Institutions.

Criteria for Non-Teaching staff

- Satisfactory Performance Appraisal and Performance of jobs effectively, according to the
 performance criteria in administration, service, creative activity and leadership in the
 organization.
- Evaluation through tests and interviews to ascertain whether an employee is up to the job expectations.
- Criteria like age, experience & qualifications

24) Policy on Increments

Apart from the regular yearly increments, if an employee's performance is found to be exceptionally good, increment may be extended earlier.

Policy provides for Fair & Equitable method of rewarding and encouraging a diverse range of employees who put themselves forward. On successful completion of 1(One) year of satisfactory service in the organisation, all the employees will be considered for extending increments.

Criteria for teaching staff

• Satisfactory Performance Appraisal and feedback from the students.

Criteria for Non-Teaching staff

- Satisfactory performance Appraisal.
- Performance of jobs effectively according to the performance criteria in administration, service, creative activity and leadership in organization.
- Professional activity which is intended to serve the organization.

As the institution grows, the management may extend more benefits and higher salaries to the deserving candidates for acquiring higher qualification and efficiency.

Management reserves the Authority to change or modify the policy pertaining to the increments and promotions.

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Employee may be denied Increments & Promotions in the following cases:

- Employees who have been issued Memos during the tenure.
- Negligent and careless behaviour on part of the employees like, irregularities in maintaining the records, non-compliance to norms, not accepting the responsibilities, etc.
- Improper maintenance of assets/equipment/stocks by the employees with respect to following issues.
 - 1. Not bothering to get them repaired/serviced, whenever they break down / require service.
 - 2. Not bothering to get the AMC renewed.
 - 3. Miss-handling of assets / equipment /stocks.
- Indifferent & inconsistent behaviour with respect to work, colleagues, superiors, students, and sub-ordinates.
- Not completing the assigned work/tasks in time.
- · Being disloyal to the organization i.e. by being unfaithful, creating an environment of distrust by de-motivating others at workplace.

In the event of an employee not adhering to the rules, regulations, policies and procedures, the College management committee at its discretion may demote, reduce/withdraw the increment sanctioned or terminate the service of such employee.

25) Salary Review

Salaries will be reviewed periodically as per the increment policy of the Bharat Institutions. Increments in grades of salary are subject to the discretion of the management and will be based on effective performance and results during the period.

Management may extend more benefits and higher salaries to the deserving candidates for acquiring higher qualification and professional achievements.

26) Policy on Incentives

Apart from the Promotion and Increments, the management will extend incentives to the deserving employees (both teaching & non-teaching) to encourage them to put themselves forward for institutional building activities.

An employee who exhibits extra ordinary performance and creativity in institution building activities will be considered for extending incentives.

27) Other Benefits:

Fee Concession:

At the discretion of management fee concession, will be extended to the children of employees or siblings, who have completed 3 yrs of satisfactory service in the institution, based on the merits of the case.

PF & ESI

Staff of Bharat institutions are provided PF and ESI benefits as per the statutory norms.

Norms can be availed from HR Dept. concerned.

For teaching Staff whose salary is over and above the statutory norms of PF, if they request for PF Facility, will be considered only after completion of two years of satisfactory service at Bharat Institutions.

K. K July 01/09/2023

28) Continuity of Service with the organisation:

<u>Teaching staff:</u> As per the agreement all teaching staff should serve for minimum period of one year and after this tenure, if resignation is not submitted within the stipulated period (29-A, 1&2), he/she is deemed to continue for the next year.

Non Teaching staff: As per the agreement all non teaching staff should serve for minimum period of two years and after this tenure, if resignation is not submitted within the stipulated period (as detailed below in 29-A, 3,4&5), he /she is deemed to continue for the next two years.

29) Resignation of employee:

- A) Resignation due to Agreement Expiry:
- 1) Teaching staff during 1st two years:
- i) If agreement expiry date falls just after the last instruction day of the semester / academic yr: Employee should give resignation one month before last instruction day of that semester
- ii) If agreement expiry date falls just before the first instruction day of the next semester/academic yr:

Employee should give resignation one month before last instruction day of the previous semester/ previous academic year.

iii) If agreement expiry date falls just after the first instruction day of semester or any day during the semester/academic year: Employee should continue till the last instruction day of that semester/ academic year and should submit the resignation one month before the last instruction day of that semester/ academic yr.

2) Teaching staff after completion of two years:

Employee can give resignation 2 weeks before the last instruction day of any semester / academic year.

If employee does not give resignation on stipulated time as specified above (1&2), his/her service agreement is deemed to continue for further period.

3) Non-Teaching staff after completion of 1st two years:

If the employee intends to discontinue the services, he/she should give resignation one month before the agreement expiry date, other wise his/her agreement is deemed to continue for another 2 years.

4) Non-Teaching staff after completion of 1st 4 years:

If the employee intends to discontinue the services he/she should give resignation any time by giving 3 months prior notice and should serve the organization till the knowledge is transferred completely to the deputee / new employee.

5) Non-Teaching staff from 5th year onwards:

If the employee intends to discontinue, he/she should give resignation any time by giving 3 months prior notice, agreement violation clauses will not be applicable in such cases.

Note: During the notice period, an employee should stay till such a period till knowledge is completely transferred to the new deputee / joinee, and also should stay till all the bills and accounts are settled and all the pending work is completed, even after the expiry of notice period.

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B) Resignation by violating the agreement:

1) Violating the agreement by serving one month notice

If the employee intends to discontinue during the agreement by serving one month notice, he/she is liable to pay an amount i.e. equivalent to 3months salary.

2) Violating the agreement without serving one month notice/absconds/deserts

If the employee discontinues service during the agreement without serving one month notice/absconds, he / she is liable to pay an amount i.e. equivalent to 6 months salary.

3) Violating the agreement after availing the vacation /any paid leaves

If the employee avails paid vacation /paid leaves (other than CLs) and thereafter he /she discontinue services by violating the agreement then he/she is liable to pay an amount of 6 months salary even though he/she gives prior written notice.

C) Resignation of Women employees due to marriage during agreement:

If a women employee gets married and has to relocate during agreement, following procedure is to be followed.

- i) Women Employee should serve at least one month's notice.
- ii) Should submit the following documents.
 - a) self attested copies of wedding card and marriage certificate
 - b) self attested copy of address proof (Husband's voter I.D card/Ration card / any proof supporting that her husband is working in the city/town where she is supposed to relocate)

D) Resignation of employees on getting a permanent government job:

If any employee gets permanent government job (Govt. job on adhoc or contract basis is not considered) following procedure is to be followed.

- i) Employee should serve minimum one month notice.
- ii) Employee should submit the relevant proof of government appointment.

30) Termination of the employee services:

At any stage, if the management is not satisfied with the work performance/ discipline, services of an employee can be terminated without notice.

An employee joining back after availing Vacation/Paid leave, creates indiscipline, does not perform well deliberately and tries to instigate the management and creates a situation for his/her termination deliberately, this also will be treated as agreement violation. He/she is liable to pay an amount equivalent to six months salary.

31) During the notice period (Termination / Resignation):

The institution may at its discretion relieve an employee from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reason thereof

32) Handing over and exit procedure:

If the employee is not continuing services with the institution, he/she should hand over all the files, records and other equipment /assets in possession to the authorized person and should settle all the

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dues immediately. It is the responsibility of the employee to follow up with the authority/dept concerned so that No Dues cum NOC are forwarded to the admin office and get relieved.

All the employees should be aware of the fact that the conduct certificate and exit conduct pro-forma which consists of information about an employee's conduct will be maintained in the internal records of the institution for the future references i.e., i) to consider an employee for re-entry into the organization ii) to provide information for background verification by other organizations.

33) On separation:

On separation from the institution, before getting relieved, an employee should handover, all correspondence, specifications, books, documents, accounts related data, literature, records etc belonging to the institution and should not retain any copies of these items.

34) Issue of Service cum Conduct Certificate:

One must be aware of the fact that Service certificate also contains matters related to conduct and in case of employee termination, the reason for termination shall also be mentioned.

All the employees who have completed agreement tenure, who comply with the agreement conditions (even in case of agreement violation) and who were loyal, honest and sincere during their tenure and who leave the organization with genuine domestic/health reasons during or after the agreement period by obtaining prior approval from the management will be issued service certificate mentioning their Good conduct.

In case of employee termination

In case an employee is terminated on grounds of Indiscipline, or Under performance or Violating the rules and regulations or Misconduct or Agreement Violation, Service certificate will be issued by clearly mentioning the reason for Termination.

35) Collecting Back of Original Certificates:

The employees who resign / are terminated / abscond from services / violate the agreement have to collect original certificates with in the span of 2 months from the last date of attending the duties by fulfilling all the agreement conditions, handing over the assets and responsibilities and by producing original certificates receipt. After 2 months from the last date of reporting, the institution is not responsible for his/her original certificates.

36) Code of Conduct:

It is not possible to list all the forms of behaviour that are considered unacceptable in the work place. The following are the examples of desirable behaviours by the employees.

- 1. Every employee should work in the interest and growth of the organization.
- 2. They should be punctual, regular, loyal, committed and sincere to their duties.
- 3. They should follow the dress code and should wear the ID card prominently in working hours.
- 4. They should obey the superior's orders without any hesitation/prejudice.
- 5. They should not reveal, divulge and utilize any confidential matters of the institution to any outsiders or non-concerned individuals.
- 6. They should not discuss or encourage unnecessary talks that tarnish the image of the institution/ organization and affects the morale of other employees.
- 7. They should ensure cleanliness of their work place.

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- 8. Staff members should not be involved in any kind of business activities / profession like teaching in Private Tutorials, giving Private Tuitions or engage in any part time employment in any capacity with any other firm/company/person while in the service of the institution. He/she should devote full time and attention to the institution and promote the interest of the institution.
- 9. They have to strictly abide by all the agreement conditions executed and signed by them, & also abide to the General Rules, Regulations, Procedures & Policies of the Institution.
- 10. It is mandatory on the part of the employee to attend National Festivals like Independence Day / Republic day etc, in the College/office and also Employee development /orientation programs conducted by the institution from time to time.
- 11. They should behave decently and ensure decorum while dealing with their colleagues and other associates like students, parents, vendors/suppliers.
- 12. No employee should de-motivate colleagues, sub-ordinates or staff.
- 13. They should not utilize the office telephone and office equipment for personal use.
- 14. They should maintain drug-free work place and smoke-free work environment.
- 15. Employee should not damage the reputation and prestige of the institution by making bad publicity/speaking adversely about the institution.
- 16. Employee shall not encourage the students nor shall they directly or indirectly instigate or motivate the students and other employees a) to go on a strike b) demand a holiday c) seek suspension of work

37) Disciplinary proceedings

- 1.If, at any stage the service of the employee is not found satisfactory or below the desired level of performance, the College management committee at its discretion may demote, reduce/withdraw the increment sanctioned or terminate the service of such employee.
- 2. If any employee misappropriates the funds of the institution like deviating from the approved budgets and spending beyond the management approved budgets, spending for the purpose other than the sanctioned purpose, a criminal case will be filed against the employee to recover the loss and liability. Legal expenses incurred by the Institution for the same will also be recovered along with the penalty.
- 3. The appointment is being made relying upon the information furnished by him/her in the application and such information, may be verified by the Institution at any point of time. If any information is found to have been suppressed by him/her or found false, the Institution will have the right to terminate his/her services forthwith and take appropriate legal action.
- 4. Penalty for delay of statutory submission like submission of compliance report etc., Penalty imposed by affiliating universities / statutory bodies / AICTE / UGC due to non submission or delayed submission of statutory requirements will be recovered from the employee who is responsible for delay / lapse. Further it will also be treated as indiscipline.

Following procedure is followed for initiating disciplinary action:

a) Oral/Verbal warning: (first time)

i) If performance of any employee is below the satisfactory level, he/she would be warned orally about their erroneous work and will be advised to improve the standard of work.

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b) Written warning/show cause notice:

- i)After such oral warning, if an employee is reluctant to improve/correct his work standard (i.e., taking verbal warnings casually), then a written warning/ show cause notice will be issued asking the employee to give written explanation with in 24hrs.
- ii) If the explanation given by the employee is satisfying/ unobjectionable, further disciplinary actions will be ceased, otherwise a Memo will be issued.

c) Memo:

If the employee does not respond to any of the above a) & b) then, a memo will be issued asking the employee to give written explanation with in 24hrs

Overlooking the above procedure cited above, HR / authorities concerned may directly issue a memo based on the gravity of the situation.

If necessary, disciplinary actions may be recommended in writing like 1) Withdrawal of increment 2) Demotion 3) Salary under abeyance 4) Reduction of no. of eligible leaves 5)Monetary pénalty recovery 6)Agreement Violation/Termination from services

All the employees have the right to express their opinions, feelings, emotions with the management in matters related to work atmosphere, their personal growth, organizational growth and any other grievances by taking prior appointment.

Management can modify, introduce any other rules at its discretion in the best interest of the institution

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BHARAT INSTITUTE OF TECHNOLOGY

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

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

Steps involved in the induction process of New Faculty

The purpose of this document is to educate and prepare a new faculty to handle the assigned tasks successfully

Part A

- a) Various Orientation sessions will be conducted in the first month of joining to develop awareness, towards various regulatory compliances like, PCI, JNTUH, NAAC [check list attached]. Assistant Professor, Associate Professor, Professor
- b) Awareness on the Academic and administrative regulations of the institutions [Admin diary, Academic diary, PCR, Mentor books]
- c) Awareness on the significance of API as per UGC guideline [one UGC document to be referred by Director Sir]
- d) Awareness on the Dress code and Discipline Policy
- e) Lesson Plan and course file

Role of a class In-charge Role of Class representative Role of HOD Role of Invigilator

Step1

Orientation of the new faculty with a special focus on the code of Professional Ethics for a faculty

Registration of faculty to various regulatory portals [JNTU-H,PCI]

Step2

Induction of the faculty to various sectors related to teaching and administrative aspects.

FN: Interaction with academic i/c and Awareness on the Teacher's academic diary session

AN: Interaction with admin I/c followed by Awareness session on the admin dairy

Step 3

FN: Interaction with academic audit cell or coordinator followed by session on significance of lab execution plan, lesson plan and course file, Bridge classes etc

AN: Induction to HR policies and allotment of subjects

Step 4

FN: Class work

AN: Interaction with HR [Feedback from new faculty, observing their level of confidence, etc]

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Step 5

FN: Class work

AN: Awareness on the API score as per UGC- API of Assistant, Associate and Professor

Part- B

- 1. Probation period (PP)- 12 months from DOJ
- 2. During PP the performance will be reviewed quarterly
- 3. Faculty will be constantly under the scrutiny of his/her students.
- 4. The faculty should inculcate within himself/herself the national ideals of education so that they can impart the same to the students.
- 5. Performance will include student feedback and senior faculty [committee members 2 teams] inputs
- 6. Based on the quarterly feedback, the work load will be decided by the academic and audit departments after due approval from the principal and management
- 7. Based on the feedback, the faculty will be called for a committee meeting with board members [Including HR, Principal, Academic i/c, Admin i/c and Management Representative or BOG member]
- 8. The faculty feedback score will be considered for any future roles/assignments.
- 9. Awareness or FDP's sessions of faculty based on pedagogy will be conducted within academic Schedule.
- 10. The faculty will be encouraged to participate in various FDP's related to development of teaching skills
- 11. After completion of a semester the faculty feedback will be again reviewed by the Scrutiny committees and the examination result analysis will also be considered for the further considerations of faculty.

BHARAT INSTITUTE OF TECHNOLOGY

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Quality Improvement Forum for Faculty

Purpose: To inculcate the best practices among faculty members

- 1. Monthly interaction and presentations by the faculty
- 2. Monthly orientation to all faculty by the Director or resource person on the Performance/Improvements/Effective communication
- 3. A Vigilance team to monitor execution of activities as per schedules and submit report to Principal
- 4. Monthly Updation on NPTEL/ Online or refresher Course/ NITTR/Swayam/ MOOCs
- 5. Monthly review of the Criteria '3' of API / (R & D)

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Bharat institute of Technology (Pharmacy)

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BHARAT INSTITUTIONS

EMPLOYEE INDUCTION CHECK LIST (HR/F-12)

GUIDELINES: (1) College HR dept. should ensure or arrange for completing this form immediately by the employee and the concerned Incharge, as soon GUIDELINES: (1) College HR dept. should ensure or arrange to the college. (2) Verify HR Admin. Office Order / Proforma Appointment Order with office order as the new appointed / transferred employee reports to the college. (2) Verify HR Admin. Office Order / Proforma Appointment Order with office order accepting the Joining Report. (3) This form along with Original Joining report should be made in durilicate and the as the new appointed / transferred employee reports to the conlege. (c) formy first Admin. Once Order / Proforma Appointment Order with office order received through outward, before accepting the Joining Report. (3) This form along with Original Joining report should be made in duplicate and the original copies sent to Admin HR. (4) This form should be sent to Admin HR within 3 days of reporting and joining report should be sent on the same day.

Nam	e of the Employee :							Emp	loyee (Code No. :			
Nam	lame of the College / Dept. Office Order No. & Date Date of Join							ining					
		st re	ead bel	ow me ign. ag	ntione painst o	d points af	ter bei after u	ng ex nders	plaine tandin	d / Hande ig clearly	d over /	s	Employee ign. with date
1	COLLEGE HR: Joining Report obtained Employee Personal File.	from	employe	ee in dup	olicate. C	riginal forward	ded to Ad	lmin HF	R & cop	by filed in			
	Informed Dept. where he is placed and work place allocated as per instructions from Dean Admin./ Incharge Admin												
177850	The Employee had been same at the time of recreteave rules, maintenant	uitme	ent. Once	e again e	explained	General rule	s, regula	ations	& proce	dures, code	of conduct.		
4.	Explained the procedure Register, file numbering	e for	opening index, S	of files afe custo	and reg ody, loca	isters by enter tion, discardin	ring into g / scrap.	File In	dex Re	gister and R	ecord Index		
	Explained reference nun one dept. to other dept. through inward.	with	in the or	ganisatio	on and o	outside) only th	rough ou	utward	and rece	eive correspo	ndence (from indence only		
	Explained filling up and for non-teaching staff.	main	itenance	of "Teac	cher's Di	ary" for teach	ing staff a	and "Da	aily Wor	k Book"			
7.	Explained filling up of Op	ening	g and Cl	osing Re	egister w	ith a demo sho	wing me	thod of	locking	and sealing a	it work place.		
	If applicable, explained a handedover to them.	abou	it PF & E	SI, its pr	ocedure	and benefits.	Copy of li	terature	related	to benefits &	procedures		
	Confirmed about openin obtaining Permanent ID			count in			************	for sa	alary pur	pose and info	ormed about		
10.	Issued Handing Over an	id Ta	king Ove	er Form t	o employ	ee. Form No.	:						
	Explained Handing Ove Temporary issue of or						Conduc	t Certif	icate in	the event of	"Transfer /		
	Area familiarization : In wash rooms, facilities de					tution, Dean A	dmin, HO	D, Stor	es, Cant	teen, refreshr	ment rooms,		
	Explained that the assign syllabus as per almanad	c, pay	yment to	vendor	within tir	ne, issuing of	certificate	to relie	eving em	ployees in ti	me etc.		
	14. Explained Performance Appraisal procedure: For all new employees, appraisal will be done every month for first two months. For Teaching staff- appraisal will be conducted after every semester. For Non-teaching staff - appraisal will be conducted after completion of every 1 yr of service.												
15.	Explained that new emplo after completion of every	oyee 1 yr c	should a of service	ppraise to every ye	he perfor ear. " Perf	mance of his/he ormance Appr	er reportir aisal of s	ng autho uperior	ority, afte s by sub	r first month o ordinate" sho	of joining and own.		
Nai	me & Sign. of HR Asst.	. witl	h date								Name & Sig	n. of I	HR I/c. with date
=	STORES DEPT :						_					_	
	Opened a Folio in Custo	odiaı	n Ledge	r. Cus	todian L	edger Folio No							
2.	Handed over required assets like office equipment, electrical appliances, seating furniture, entered details in Custodian Ledger & obtained employee signature. (State details of Handed over & enclose list).												
3.	Accessories of all assets in his custody. Further explained the same procedure to be followed whenever a new asset is received.												
4.	 Explained procedure for drawing Consumables like Stationery, Chemicals from Stores - preparing Internal Requisition cum Receipt Slip, Entries in Internal Consumption Register, Stock Register, maintenance of consumables. 												
5.	 Explained procedure for drawing Non-Consumables like Crockery, Electrical Items - Preparing Indents, Purchase Order, entries in Non-consumables Register, Maintenance of Non-consumables. 												
6.	6. Explained raising Budget proposals for Fixed Assets (Furniture, Computers, Office Automation, Lab/Dept. Equipment, Library Books), obtaining budget approval from concerned authorities, procedure for formation of Purchase committee, raising indents, obtaining quotations from vendors, preparing comparative statements, shortlisting vendors, based on price, quality, specification, brand, make, discount, warranty, after sales service, vat) making Purchase orders by including details like Warranty, Penalty, Clause, due date, taxes & duties, after warranty AMC charges, receiving stock as per PO, entries in Purchase Register, Fixed Asset Register, Asset Location Register, Lab/Dept. Asset Register, Purchase documents movement register, Scrap register, Successful Installation Certificate.								e committee, rs, based on se orders by selving stock set Register,				
	It is the responsibility on Before warranty expires them sanctioned for the	e san	ne.	nocedure	or ente	ring into AMC	opiry of wand raisi	rarranty ng ann	period/ ual budg	AMC period get proposals	of the asset. and getting		
DO: No	uda/Aug-2015/Printing/Bajrang Gri	Mar savine		city 10 Pac	ts (W+G, 1+1	. 50 set)			-			-	NAME AND ADDRESS OF THE OWNER, TH

New Employee must read below mentioned points after being explained / Handed over / Job completed and sign. against each point after understanding clearly	Employee Sign. with date
maintenance.	
Explained upkeeping (always in working condition) of Office / Lab / Dept. Equipment & assets maintained by employee.	
 Explained about Hate Contracts for chemicals, stationery, Library Books, preparing Internal Requisition cum Receipt, Indent, PO, entries in Stock Register, preparing Stock / Material Receipt Certificate. 	
1. Issued Daily Work Book to non teaching staff and Teacher's Dairy to Teaching Staff, If required issued Opening and Closing Book.	
lame & Sign. of Stores Asst. with date Name & Sign. o	f Stores I/c. with date
77.00 (1997)	1 Stores I/C. With 221
II. COLLEGE / UNIT - ACCOUNTS: Explained Advance Settlements & Bills submission procedure with in the time stipulated.	
Explained procedure of raising budget proposals and getting them sanctioned for procurement of consumables, non-consumbales, assets for their depts. and adhering to budget guidelines, terms & conditions.	
Name & Sign. of Accountant with date Name & Sign. of Accountant	ccts. Officer with dat
IV. DEPARTMENT WHERE HE/SHE IS PLACED (MENTION DEPT. NAME)	
Introduced Employee to all Faculty / Employees and Related Staff in concerned Dept. 2. Handed over Job Profile, explained about Job description and his Job responsibilities	
(enclose Job Profile duly attested by Incharge)	
3. Explained about total department activities, procedures & Job responsibilities of other colleagues of the department.	
Handed over concerned files and registers as per Handing Over and Taking Over Form	
Explained that employee can leave the premises only for official duty by obtaining permission on OD Form.On Duty Form shown.	
Informed employee in the event of transfer / shifted to other depts./units, during the service period, it is his/her responsibility to obtain concerned Job profile.	
Name & Sign. of Dept. I/c. with date Name & Sign. of OS / AO / L	Dean Admin with date
V. TEACHING STAFF :- ACADEMICS	
 Explained about: (i) Work load, (ii) Papers allotted, (iii) Time Table, (iv) University Almanac, (v) Student Attendance Registers, (vi) Mentor Register & (vii) Teacher's Diary. Explained that the above mentioned documents along with answer scripts, results and result analysis should be submitted while handing over at the end of each semester to 	
department academic incharge 2. Explained the responsibilities of Faculty as per college / Institution policy and Appendix "F" from AICTE and handover both the copies.	
3. Explained about the Preparation & Maintenance of lesson plan, course material, lab manual, powerpoint presentation,	
question bank, syllabus completion report and attendance registers. 4. Explained about counseling responsibilities & procedure for maintaining mentor register & student file.	
Explained about courseling responsibilities of procedure for availing leave and class adjustment & showed Leave Application Form	
6. Explained the responsibilities as class/lab incharge.	
7. Explained about role in student discipline & regularity.	
8. Explained about faculty appraisal system based on designation and performance based increment policy.	
Name & Sign of Admin Vc. with Date Name & Sign of Dept. Acad. Vc. with Date Name & Sign. of Co.	llege Acad. I/c. with Dat
VI. LIBRARY (FOR TEACHING STAFF)	
Explained Library Books Procurement procedure, budgeing, Indent proforma, Library committee, books issue procedure for Teaching staff. Copy of Library books procurement policy given to new employee.	
Name & Sign of Library I/c. with Date Name & Sign of Asst. Library I/c. with Date Name & Sign. of Co.	llege Acad. I/c. with Dal
DECLARATION I hereby declare that the Induction is completed upto my satisfactory level and am aware of the organisation. Name & Signature.	gn. of Empl. with Dat
VII. ADMIN HR	
Verifie and American	dmin HR Vc. with Dat

	13. a) If I am Doctorate/Associate Professor/ Professor, I will apply for at least minimum of one Sponsored Project from Covernment/Scmi Government/ Corporate MNC/ Private sector which are having minimum of 25 Crore turn over). Government/Scmi Government/ Corporate MNC/ Private sector which are having minimum of 25 Crore turn over).	5.
	a) If I am an Assistant Professor, I will publish minimum of one paper in each academic year/ two semesters in IEEE/EQUIVALENT (springer/Elsevier etc.) international conferences with college affiliation. c) If I am Doctorate/Associate Professor/Professor, I will publish minimum of one Paper in one semes academic year/ two semesters from the date of joining, in IEEE/EQUIVALENT (springer/Elsevier etc.)	12.
	academic year/ two semesters in UGC approved journals with college affiliation. b) If I am Doctorate/Associate Professor/Professor, I will publish one Paper in UGC approved by If I am Doctorate/Associate Professor/Professor, I will publish one Paper in UGC approved Journal, one paper in Scopus Indexed/SCI Indexed Journal in a semester. In each academic year/ two semesters from the date of joining, minimum of four papers to be published, at least two papers in UGC approved journals, two papers in Scopus indexed/SCI indexed journals with college affiliation.	=
	10. Within the span of one year i.e., two semesters, I will complete four Modules and by 2 years i.e., four semesters, I will complete all eight Modules of Teacher Training under NITTT	10
		.0
	8. I will submit the self-assessed/appraised Quality assessments of (i) Class work & its outcome (ii) R & D activity (iii) Consultancy (iv) Paper publications (v) Discharge of committee responsibilities and its outcome on quarterly basis.	.00
	7. Whatever the committee I have chosen as an In charge/Member at College level/Department level I will perform and ensure that the committee's performance shall be outstanding. I will submit my committee report, update the management regularly& Preserve it. In case if I change the committee or leave the Organization, the same committee report along with the supporting documents and proofs will be handed over to the next taking over faculty member of the committee.	7.
	6. Whichever the Students club I have chosen to be I/C facilitator, I will ensure effective functioning of that club i. e 1. Enrolment of students in the club, 2. Conducting elections for the posts of coordinator and deputy coordinator, 3. Maintenance of attendance 4. Motivating the coordinator and deputy coordinator to come up with novel and creative ideas, 5 Maintenance and updating of the minutes of those students clubs.	0
	4. I will submit lesson plans, course files, lab manuals etc. of subjects which I am handling, at least I week before the commencement of every semester to the Academic In charge of the department. 5. I will perform as per the requirements and norms of (i) NIRF (ii) NAAC (iii) NBA (IV) UGC-API as per my designation.	iv P
	I will strictly maintain and update the Mentor books for 20- Students.	143 8.
	m	٠.
Employee Signature with date	Charlestianing to be given by the faculty member as per NAAC, NBA, NIRF & UGC- API	

minimum of one Sponsored Projects from Government/Semi Government/ Corporate MNC/ Private sector which are having minimum of 25 Crore turn over and work along with project coordinators/investigators to complete the project successfully.	14. a) 11 1 am Doctorate/ Associate Professor/Professor, I solely/ in a team will get at least one sanctioned Project from Public/Private sector worth upto Rs.5 Lakhs for every two years/ Rs.5-10 Lakhs for every 4 years/ above ten lakhs for every 5 years from the date of joining.	Clause: One year extension can be given in any category with a valid reason b) If I am an Assistant Professor, I will associate and assist Doctorate/ Associate Professor/Professor in getting the Project sanctioned and work along with project coordinators/investigators to complete the project successfully.	15. a) If I am Doctorate/Associate Professor/Professor, I will develop a linkage /relationship between college and Industry by entering MOU with minimum of 15Crore turnover organization related to training for their employees/ Consultancy / Placements/internship for our students	b) If I am an Assistant Professor, I will associate and assist Doctorate/Associate Professor/Professor in developing a linkage /relationship between college and Industry by entering MOU with minimum of 15Crore turnover organization related to training for their employees/ Consultancy / Placements//internship for our students.	 a) If I am Doctorate/ Associate Professor/Professor, I will get at least one patent filed in every Academic year/ two semesters. b) If I am an Assistant Professor, I will assist Doctorate/ Associate Professor/Professor, in filing at least one patent in every Academic year/ two semesters. 	 17. a) If I am Doctorate/ Associate Professor/Professor, I will organize minimum of one Conference/ symposium/ workshop/ guest lecture for each academic year b) If I am an Assistant Professor, I will associate and assist in organizing minimum of one Conferences/ symposium/ workshops/ guest lecturer in each academic year 	 a) If I am Doctorate/ Associate Professor/Professor, I will contribute toward publication of minimum of one book/ chapters in books/ lab books with IBBN/ ISSN number for every two year from date of joining. b) If I am an Assistant Professor, I will associate and assist in publication of minimum of one book/ chapters in books/ lab books with IBBN/ ISSN number for every two years from date of joining. 	19. I will mandatorily register myself in at least two professional bodies and renew regularly.	

mentioned satisfactorily. Violating or nonperforming of any of the above mentioned, it will be treated as breach of contract/ Agreement violation/ action may be taken against me.

BHARAT INSITUTIONS HYDERABAD

JOINING REPORT

Name :	
Father's Name :	
Designation :	
Department :	Unit:
Cell No :	
Present Address :	
Emergency Contact No. :	
Aadhar No :	- American Company
Pan No :	4. Y
Appointment Order Ref No & Date:	
Posting Order Ref No & Date :	
Date of Reporting :	
Thank you for providing me the opportu sincerely, honestly and to the best of my	unity to work at Bharat Institutions. I will perform my duties abilities.
Request you to accept my Joining Repor	
Employee Signature with Date :	
	Charles Arm Class
Unit HR Sign	Admin HR Sign

EMPLOYEES' PROVIDENT FUND ORGANISATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and for EPS, 1995 is applicable)

1.	Name of the member	The state of the s
2.	Father's Name Spouse's Name (Please tick whichever is applicable)	
3.	Date of Birth: (DD / MM / YYYY)	
4	Gender: (Male/Female/Transgender)	
5	Marital Status (Married/Unmarried/Widow/Widower/Divorce 2)	A COMPANY OF THE PROPERTY OF T
3	(a) Email ID: (b) Mobile Nc.:	
7	Whether earlier a member of Employees' Provident Fund Scheme, 1952	Yes / No
8	Whether earlier a member of Employees' Pension Scheme, 1995	Yes / No
	Previous employment details: [if Yes to 7 AND/OR 8 above] a) Universal Account Number:	
)	b) Previous PF Account Number:	
6	c) Date of exit from previous employment: (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	1
	e) Pension Payment Order (PPO) No. (if issued)	
	a) International Worker:	Yes / No
10	b) If yes, state country of origin (India/Name of other country)	
	c) Passport No.	
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	CONTRACTOR
	KYC Details: (attach self attested copies of following KYCs)	****
1	a) Bank Account No. & IFS Code	
	b) AADHAR Number	ARTICLE AND ADDRESS AND ADDRES
	c) Permanent Account Number (PAN), if available	1
	1) Certified that the particulars are true to the best of my knowledge. 2) I authorize EPFC to use my Aadhar for verification/authentication/eKYC; 3) Kindly transfer the funds and service details, if applicable, from the previousing his Digital Signature Certificate) 4) In case of changes in above details, the same will be intimated to employee.	ous PF account as declared above to the present P.F. Account by previous employer has been verified by present employee
	Date: Place: DECLARATION BY	Signature of Member PRESENT EMPLOYER
	A. The member Mr./Ms./Mrs has joined	onand has been allotted PF Numt
	B. In case the person was earlier not a member of EPF Scheme, 1952 a	nd EPS. 1995:
	(Post allotment of UAN) The UAN allotted for the member Please Tick the Appropriate Option: The KYC details of the above member in the UAN databated Have not been uploaded Have been uploaded but not approved Have been uploaded and approved with DSC.	is reministrative
	C. In case the person was earlier a member of EPF Scheme, 1952 and E The above PF Account number/UAN of the member as men Member ID as declared by member. Please Tick the Appropriate Option:-	tioned in (A) above has been tagged with his/her UAN/Previo
	The KYC details of the above member in the UAN datab transfer request has been generated on portal. As the DSC of establishment are not registered with EPF- 13) for transfer of funds from his previous establishment.	O, the member has been informed to file physical clair

BHARAT INSTITUTIONS Nallakunta, Hyderabad – 500 044.

TDS DECLARATION FORM FOR THE FINANCIAL YEAR 2024-25

	Name of the College/Unit:									
	Name of the Employee Emp ID :									
	PAN No. :									
	Designation: Department: Date of Joining Date of Birth:	•								
S.N	PARTICULARS	AMOUNT (Rs.)								
1.	Gross Salary (12 months)	•								
2.	Other remuneration									
3	Total(1+2)									
4	Less: Professional Tax									
5.	Conveyance (Maximum of 19200/- per year)	•								
6.	Income Chargeable under the head Salaries (3-4-5)									
7.	Any other income reported by the employee									
.8.	Gross Total Income (6+7)									
9.	Actual rent paid during the current financial year									
	(Enclose Rental Agreement Copy)									
	1/0	26.)								
	Housing Loan Interest (Previous year									
	certificate/Provisional Certificate given by the									
10	banker) Total Income (8-9)									
10. 11.	and a second process of the second process o									
j.	Insurance premium									
ii.	PPF Contribution									
iii.	Fixed Deposits not less than 5 years									
iv.	NSC Certificates									
v.	Children's tuition fee excluding donations/development fee/ bus fee for									
	any 2 children									
vi.	Housing Loan Principle									
vii.	Any other deductions under Sec 80C, 80CC, 80CCD									
	TOTAL INVESTMENTS									
12.	Medical Insurance premium under Section 80 D									
13.	Any Other Deductions / Investment (u/s 80E, 80G, 80 TTA, etc)									
14.	Are you opting out of 'new tax regime' u/s.115BAC of the Income tax Act, 1961									
	for the purpose of deduction of tax at source for the FY 2023-24? [In case you opt	Yes/No								
	out for 'new tax regime' you will get benefit of all the deduction under the	163/140								
	Income tax act and pay taxes as per the 'old tax regime' and you will have to									
	submit the Investment Declaration]									
	Submit the investment sectoration;									

NOTE: 1) Kindly enclose Xerox copies of PAN Card, Rent receipt/Rental Agreement and all other Investment Receipts
2) Submit TDS declaration form immediately to avoid excess deduction

Declaration

I hereby declare that the information given above is correct and true in all respects and I intend to make the investments declared above.

Date:

Signature of the Employee

BHARAT INSTITUTIONS

INTRODUCTION TO INSTITUTION'S LEAVE POLICY

- 1. These leave rules are applicable to all teaching and Non-teaching staff referred to as "Employees" here in after.
- 2. Organization understands the emergency / exigency needs of employees and the requirement of leaves to meet such situations. Hence this leave policy is designed to enhance work comfort of all the employees in the organization.
- 3. Leaves should be treated as a privilege offered to the employee but not as a right and should be availed in a professional manner.
- 4. It is highly advisable to the employees to be aware of the guidelines and conditions for availing leaves and are suggested to try and accumulate the leaves for any future emergencies/exigencies which are unpredictable.
- 5. During the first six months of service, an employee should not avail any kind of leave other than one Casual Leave (CL) per month and permissible Loss of Pay (LOP) Leaves i.e. 3 days in each quarter.
- 6. The Leave application form for less than 3 days should be submitted in a prescribed leave form along with hand written leave letter by the employee at least one day in advance and should get the leave sanctioned by the sanctioning authority.
- 7. Leave Application exceeding for more than 3 days will not be considered during the working days of the semester. Any employee in need of such requirement of leave for more than 3 days upto 10 days, they should avail in the semester/ academic year break after the completion of class work and lab exams along with examination branch work like invigilation duties etc. Leave application for such leaves should be submitted one week in advance (preferably 10 days) to the leave sanctioning authority for getting it sanctioned and it should be availed after it gets approved only.
- 8. Employee should get prior sanction of leave from the respective authorities to avail any kind of leave except in case of emergencies on medical grounds.
- 9. If the leave is both suffixed and prefixed with holidays, then holidays in between the leaves will also be counted as leave.
- 10. CL or LOP Leave will not be prefixed or suffixed with any other kind of leaves/vacation.
- 11. After an expiry of any kind of sanctioned leave period, employee should report back immediately on the next working day to the respective authorities of the college. Otherwise each day of extra availed leave will be treated as 2 days LOP.
- 12. Any type of Leave should not be availed/recommended/sanctioned/granted/permitted without ensuring the alternative arrangements.
- 13. Any kind of leave should be sanctioned by the College Leave Sanctioning Authorities only. Designation of leave sanctioning Authority should be availed from the Management from time to time in writing.
- 14. During the Resignation/Termination notice period, an employee is not eligible for availing accumulated CLs and LOPs leaves if any, except one CL of that particular month in order to complete the pending work and facilitate handing over by the relieving date. In case, employee avails more leaves during that month, 2 days LOP will be applied for each day of absence. In addition to this, they have to extend their notice period till completion of pending work and handing over process is completed.

15. Employee should not avail the leave without prior approval in a prescribed format from the Leave Sanctioning Authority. In case of emergency / exigency, once in a month an employee may avail leave up to 3 days through telephonic approval from concerned Department I/Cs, Leave Sanctioning Authority & HR Dept. In case the employee remains unauthorized absent on fourth day also, it will be treated as absconding of duties and each day of absence will be treated as 2 LOPs up to 6 days, even though CLs are available. If telephonic approval is also not taken then it will be treated as unauthorized absent and from 3rd day onwards each day of absent will be treated as 2 days of LOP up to 6 days, even though CLs are available. After 6th working day/one week, it will come under agreement violation and break in service.

16. If the employee repeats second time by being absent in the same month (Clause No.15), each day of unauthorized absence will be treated as 2 days LOP from 1st day onwards up to 4th day, even though CLs are available. Telephonic approval is not valid for second time in the same month. In case the employee remains unauthorized absent after 4 days also, it will be treated as absconding from duties and it will come under agreement violation and break in service.

17. In the event of service break if the employee request for joining back in the service (Employees who come under clause no. 15 & 16), they have to forego the seniority in the institution and they will be treated as fresh employee and they may also lose the benefits like vacation, increments etc

18. If employee avails more than 12 LOPs in an year or more than permissible leaves in his/her particular service period including the LOPs which can be availed in advance of that particular Quarter and if exceeding, from the next quarter then each day of LOP will be treated as 2 days LOP.

19. Employee can avail the permissible LOPs as follows:

a) 3 LOPs in the 1st quarter + 3 more LOPs with special request as 2 days of LOP for each day.

b) Up to 6 LOPs in 2nd quarter + 3 more LOPs with special request as 2 days of LOP for each day.

c) Up to 9 LOPs in 3rd quarter + 3 more LOPs with special request as 2 days of LOP for each day.

d) Remaining LOPs out of 12 in 4th quarter.

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20. In exigency conditions, an employee may be sanctioned up to a limit of 10 days LOP Leave in the leave calendar year, This leave includes CLs and LOPs credit up to that month. Such leaves can be availed in case of the following reasons only:

Employee is informed that he/she should produce the relevant proofs to leave sanctioning Authorities within 3 days of availing this leave for-

a) Demise of own family members (i.e. spouse of the employee, children, parents, in-laws and siblings.)

b) Health problems of employee or of his own family members

ii. Employee is informed that he/she should produce the relevant proofs to leave sanctioning Authorities at the time of prior approval at least 7days (preferably 10 days) in advance for-

a) Wedding of siblings and children of the employee

- b) Attend the examinations to improve the Educational qualifications of the employee
- 21. As the employee cannot accumulate leaves in the first quarter of leave calendar year and he/she wants to avail more than permitted leaves in the first quarter, to attend the above mentioned conditions/reasons, the employee can avail up to a maximum of 10 days Loss of Pay leave including permitted leaves in the first quarter itself, (1 CL for each month and 3

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LOP leaves in first quarter). If CLs are not at credit, then the number of days that can be availed for leave is only 6. If it exceeds the 6th day, from 7th day onwards each day of absence will be considered for two days of LOP. Therefore, it is highly advisable/suggested to preserve the leaves (CL/LOP) for future needs.

22. An employee who avails less leaves and who does not violate above rules and regulations will

also be considered in increments and promotions in that particular year.

23. Employee should attend the inspections to give personal presence and in any emergency cases during any kind of leave/vacation period. In that case, no compensation and TA will be granted.

24. Management from time to time can issue amendments and clarifications to the prevailing leave rules. They will be chronologically numbered and form part of guidelines and

conditions for availing leave.

25. Each request of leave will be evaluated on its own merits and its approval will depend upon

the evidence provided by the employee.

26. While applying the leave application for more than 3 days, employee is instructed to provide permanent address and leave address with telephone numbers for communicating the employee during long leave period/vacation and is requested to be available on phone.

27. Leave policy, guidelines and conditions for availing leave will stay in operation until new

policy is promulgated.

28. Employees are encouraged to be aware of all these rules. Ignorance of these rules by the employee will not be considered as an excuse.

29. Management reserves the right to suspend/dissolve/review/modify/change part or whole of

these leaves rules for a certain period.

30. In case of any dispute on leave rules, the decision of management is final and all disputes are restricted to the Hyderabad jurisdiction only.

BHARAT INSTITUTIONS <u>LEAVE POLICY</u>

Kinds of leave permissible (Applicable to all the employees):

1. Specific rules for Casual leaves (hereinafter called as "CL") - PAID LEAVE

I. CL is a paid leave.

- II. 1 CL per month is permissible during a month i.e. total 12 CLs as per the leave calendar year.
- III. Any employee who works for at least 15 working days in his/her initial month of joining, will be eligible for one CL during that month and it will be carried forward for the upcoming months i.e. total 12 CLs as per the leave calendar year.
- IV. For the purpose of counting CLs, leave calendar year will commence from 26th May of every year and ends on 25th May of the succeeding year.
- V. CLs are calculated on pro-rata basis.
- VI. If an employee does not avail his/her monthly CL, the same CL will be carried forward to the next month.
- VII. CL can be accumulated up to the end of leave calendar year i.e. up to 25th May of succeeding year.
- VIII. CL should be applied in writing in the prescribed format in advance to the concerned HR Dept. and it should be approved by respective incharges of the department and the Leave Sanctioning Authority of the College. Such approval must specify the length of the leave which should not exceed for more than 3 days. The leave form must be enclosed with a covering letter from the employee indicating the dates of the leave, the purpose of the leave and the adjustment details of his/her work.
- IX. An employee can not avail more than 3 days leave in middle of the semester. More than 3 days up to 10 days of leave may be availed only in between the semester breaks that also only when they satisfy the following
 - a) If teaching, Completion of the syllabus as per lesson plans. If non-teaching, all the work is up to date and no pending work from the department.
 - b) No hindrance in the respective departmental works like: conduction of theory/practical examinations, invigilation duties, evaluation of answer scripts etc
- X. Employee should not avail the leave without prior approval in a prescribed format from the Leave Sanctioning Authority. In case of emergency / exigency, once in a month an employee may avail leave up to 3 days through telephonic approval from concerned Department I/Cs, Leave Sanctioning Authority & HR Dept. In case the employee remains unauthorized absent on fourth day also, it will be treated as absconding of duties and each day of absence will be treated as 2 LOPs up to 6 days, even though CLs are available. If telephonic approval is also not taken then it will be treated as unauthorized

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- absent and from 3rd day onwards each day of absent will be treated as 2 days of LOP up to 6 days, even though CLs are available. After 6th working day/one week, it will come under agreement violation and break in service.
- XI. If the employee repeats second time by being absent in the same month (Clause No.X), each day of unauthorized absence will be treated as 2 days LOP from 1st day onwards up to 4 days, even though CLs are available. Telephonic approval is not valid for second time in the same month. In case the employee remains unauthorized absent after 4 days also, it will be treated as absconding from duties and it will come under agreement violation and break in service.
- XII. Employees are advised not to apply leave as prefix or suffix of holidays except in case of emergency or very important work which has to verified and approved by the Leave Sanctioning Authority well in advance. If any employee avails such leave without proper approval, entire holidays will be treated as LOPs even if CLs are available at credit.
- XIII. If an employee avails CL as both suffix and prefix of holidays, then those holidays in between the leaves will also be counted as CLs. If CLs are not at credit, LOP will be applicable as per rules of LOP. (Refer point no 18 of common guidelines).
- XIV. CL should not be prefixed or suffixed with any other kind of leave/vacation except LOP leave. In case, if it is availed each day of absence will be considered for 2 days LOP.
- XV. CL can also be availed for half a day also i.e. Forenoon 9AM to 1 PM and Afternoon 1 PM to 5 PM with the approval of respective sanctioning authority by following leave taking procedure only.
- XVI. An employee is not eligible to avail his/her CL during the period of vacation.

2. Specific rules for Loss of pay Leaves (hereinafter called as "LOP")

- I. LOP leave one per month is permissible during a month i.e. total 12 LOP leaves as per the leave calendar year.
- II. For the purpose of counting LOP leaves, leave calendar year starts from 26th May of every year and ends on 25th May of succeeding year.
- III. LOP leaves are calculated on pro-rata basis.
- IV. Accumulated LOP leaves will lapse automatically after 25th May in each leave calendar year,
- V. LOP leave will be permitted on quarterly basis and it should not exceed 3 days in a quarter and 6 days in 2 quarters.
- VI. Employee can avail the permissible LOPs as follows:
 - a) 3 LOPs in the 1st quarter + 3 more LOPs with special request as 2 days of LOP for each day.
 - b) Up to 6 LOPs in 2nd quarter + 3 more LOPs with special request as 2 days of LOP for each day.

c) Up to 9 LOPs in 3rd quarter + 3 more LOPs with special request as 2 days of LOP for

d) Remaining LOPs out of 12 in 4th quarter.

VII. LOP leave should be applied in writing in the prescribed format in advance to the concerned HR Dept. and it should be approved by respective incharges of the department and the Leave Sanctioning Authority of the College. Such approval must specify the length of the leave which should not exceed for more than 3 days. The leave form must be enclosed with a covering letter from the employee indicating the dates of the leave, the purpose of the leave and the adjustment details of his/her work.

VIII. An employee can not avail more than 3 days leave in middle of the semester. More than 3 days up to 10 days of leave may be availed only in between the semester breaks that also only when they satisfy the following

c) If teaching, Completion of the syllabus as per lesson plans. If non-teaching, all the work is up to date and no pending work from the department.

d) No hindrance in the respective departmental works like: conduction of theory/practical examinations, invigilation duties, evaluation of answer scripts etc

- IX. Employee should not avail the leave without prior approval in a prescribed format from the Leave Sanctioning Authority. In case of emergency / exigency, once in a month an employee may avail leave up to 3 days through telephonic approval from concerned Department I/Cs, Leave Sanctioning Authority & HR Dept. In case the employee remains unauthorized absent on fourth day also, it will be treated as absconding of duties and each day of absence will be treated as 2 LOPs up to 6 days, even though CLs are available. If telephonic approval is also not taken then it will be treated as unauthorized absent and from 3rd day onwards each day of absent will be treated as 2 days of LOP up to 6 days, even though CLs are available. After 6th working day/one week, it will come under agreement violation and break in service.
- X. If the employee repeats second time by being absent in the same month (Clause No.IX), each day of unauthorized absence will be treated as 2 days LOP from 1st day onwards up to 4 days, even though CLs are available. Telephonic approval is not valid for second time in the same month. In case the employee remains unauthorized absent after 4 days also, it will be treated as absconding from duties and it will come under agreement violation and break in service.
- XI. If an employee is not availing quarterly LOP leave, the same will be carried forward to the next quarter and so on till 25th May of succeeding year.
- XII. Employees are advised not to apply leave as prefix or suffix of holidays except in case of emergency or very important work which has to verified and approved by the Leave Sanctioning Authority well in advance. If any employee avails such leave without proper approval, entire holidays will be treated as LOPs even CLs are available at credit.
- XIII. If an employee avails LOP leave as both suffix and prefix of holidays, then holidays in between the leaves will also be counted as LOP leave(s).

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- XIV. LOP leave should not be prefixed or suffixed with any other kind of leave/vacation except CL.
- XVII. LOP can also be availed for half a day also i.e. Forenoon 9AM to 1 PM and Afternoon 1 PM to 5 PM with the approval of respective sanctioning authority by following leave taking procedure only.

Other Types of Leave:

1. Medical Leave:

1. Paid Medical Leave:

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- i. Paid medical leave will be sanctioned to the employee who has completed 3 continuous years of satisfactory service without any note, memo or charge sheet at Bharat Institutions.
- ii. Employee should intimate the medical leave in the prescribed leave format along with the leave requisition letter to the authority concerned in advance or immediately(within 3 days of availing such leave) submit leave application along with the medical certificate by person/courier/mail along with scanned medical documents duly signed by authorized medical practitioner.
- iii. Paid medical leave will be sanctioned to the employees based on the severity of the ailment and it is subject to the maximum of 7 days once in a year or 10 days once in 2 years.
- iv. After completion of medical leave, employee should submit the photocopy of necessary evidences like hospital admission card, discharge summary and complete copy of the case sheet. If needed, the employee has to attend the panel of doctors proposed by the management and should submit fitness certificate to perform their duties further.
- v. In case if any employee does not report back after the completion of sanctioned medical leave, he/she will not be entitled for paid medical leave. Thereafter it will be treated as unauthorized absence, agreement violation and break in service.

2. Medical Leave on Loss of Pay:

- i. Medical Leave will be sanctioned on Loss of Pay for those who have not completed three years of Service.
- ii. Employee should intimate the medical leave in the prescribed leave format along with the leave requisition letter to the authority concerned in advance or immediately after hospitalization, he/she should submit leave application along with the medical certificate and send it across by person/courier/mail along with scanned medical documents duly signed by authorized medical practitioner.
- iii. The medical leave will be sanctioned only after establishing that leave applied is genuine. If required, the employee has to attend the panel of doctors proposed by the management.

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iv. At the time of resuming duty after availing medical leave, the employee should submit fitness certificate from the competent authority.

2. Paid leave for Marriage:

- An Employee is eligible for one time paid Marriage Leave of six working days only, after the successful completion of One year satisfactory Service without any note, memo or charge sheet at Bharat Institutions.
- II. Employee should apply leave one week (preferably 10 days) in advance along with wedding card and it should be sanctioned by the concerned Authority.
- III. On 7th working day employee should report to the duty. In case, the leave is availed for more than 6 working days, employee will not be eligible for paid marriage leave and the period of leave will be regularized by deducting CLs at their credit. Apart from the CLs adjustment the remaining days will be regularized by LOP leaves upto a maximum of 10 days all together.
- IV. From 11th day onwards each day of absence will be treated as 2 days LOP up to a maximum of 15 days all together. Thereafter it will be treated as unauthorized absence, agreement violation and it will be considered as break in service.
- V. Employee is not eligible for any kind of other leaves during that particular month.

3. Maternity Leave:

- I. All women employees who have completed three years and above of satisfactory service without any note, memo or charge sheet in the institution are eligible for maximum of 90 days maternity leave as a onetime benefit, for the first child only. It can be extended for another 90 days on LOP basis. For the second child maternity leave is allowed only on LOP basis. For the 3rd child no leave will be sanctioned. It will be considered as break in service.
- II. Any women employee on family way irrespective of their Service/Tenure will be sanctioned of satisfactory service without any note, memo or charge sheet in the institution are eligible for maximum of 90 days maternity leave as a onetime benefit, for only one child.
- III. Prior to proceeding on maternity leave she should apply for the maternity leave in the prescribed leave form along with leave request letter to the concerned authorities and get the sanctioned well in advance i.e. 3 months along with medical certificate.
- IV. During the maternity leave the employee will be paid half the emoluments of the salary provided, she joins back on duty immediately after 90 days of leave and should serve the organization for a minimum period of Two years from the date of rejoining.
- V. If any female employee wants to avail the maternity leave, it is suggested to avail organization to appoint substitute employee to compensate their work.
- VI. If any female employee applies for the maternity leave after completion of semester and after availing the vacation, she should serve the organization for minimum of 2 years after returning from the maternity leave or else it will be treated as agreement violation.

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VII. In case of the employee not reporting back on completion of paid maternity leave, she will not be entitled for paid maternity leave. Thereafter it will be treated as unauthorized absence, agreement violation and break in service.

4. SUMMER VACATION:

(a) Teaching Staff: The teaching staff who have put in the service as mentioned below will be sanctioned summer vacation as mentioned against each with satisfactory service and without memos. While submitting application for summer vacation, they should submit an undertaking to work for the organization for one academic year on their re-joining after summer vacation. The remuneration will be released on re-joining after summer vacation.

Service with this institute in one complete semester				
Service with this institute in two complete semesters If employee service with it is institute in two complete semesters				
If employee service with institute is more than one academic year				
The teaching assistants are not eligible for summer vacation,				

(b) Non-Teaching staff: Non-teaching staff will be permitted to avail summer vacation upto a maximum of 7 days paid leave who have completed satisfactory service of 3 years without any Note, Memo or charge sheet in this institution. However, the management at its discretion may consider/reject the leave applied due to exigencies of service.

5. Special Leave on account of bandh, curfew, and environmental calamities***
Employees who could not attend the college / office on account of bandh, curfew and environmental calamity can be granted special leave with full emoluments but in compensation to his/her absence, the employee has to attend the duties on some Non Working day/Holiday as required and specified by the management committee.

6. Sabbatical leave

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

2. Eligibility for sabbatical leaves is as follows:

	Professor	Associate ' Professor with PhD	Associate Professor without PhD	Assistant Professor
	From day 1 of joining	After 1 year from the date of joining	After 2 years from the date of	After 2 years from the date of
nay	be availed for att	ending seminars/ workel	joining	joining

3. It may be availed for attending seminars/ workshops/ conferences/ symposiums organized by University campus colleges, IITs or equivalent, or Govt. / Public sector undertakings only.

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4. It may be availed up to a max limit. of 10 days in a year and it will be sanctioned with full pay to the teaching staff who have registered for / pursuing Ph.D (within 3 years from the date of registration only) to attend the Ph.D work, provided the employee submits relevant documents from the University like confirmation letter from the guide and their research scholar ID proof. It is to provide time off to continue their education and to enhance the value of the institution through their creative research.

5. If the sabbatical leave is availed for pursuing the PhD, such faculty should serve the

organization for at least 2 years after the award of PhD.

To obtain this type of leave an employee has to follow prescribed standard leave format and it is the responsibility of the employee to see to it that it should not hinder the departmental, works like conduction of the theory/practical class work, exams, evaluation of papers etc.

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BHARAT INSTITUTIONS NALLAKUNTA, HYDERABAD

ANNEXURE-1

APPLICABLE TO TEACHING STAFF OF TECHNICAL INSTITUTIONS

- I) ON DUTY: Whenever the teaching staff received written intimation from the university / institution for examination / spot valuation etc, they should obtain permission from Principal / Dean Admn. for which they should submit prescribed O.D. form available at College HR dept. along with the university allotment.
- II) <u>LATE REPORTING</u>: As against the prevailing rule of availing 2 late permissions, if the teaching staff is late even for the first time when they have class during first hour, it will be treated as ½ day leave.
- III) <u>ACADEMIC</u>: All the teaching staff are required to maintain teaching diaries / academic diaries (prescribed format) and academic / lesson plans.
 - *They should collect University almanac of the academic year from Incharge academics / principal / academic coordinator of the college and should follow it meticulously.
 - *They should fulfill all the job responsibilities in terms of Appendix-F stipulated by AICTE.

IV) STUDY LEAVE:

- (a) SSS Leave:
- 1. The Institution encourages teaching staff to improve their educational qualification and study further the courses like M.Tech, ME, Ph.D. Programs.
- 2. For teaching staff undergoing "SSS" program, every year a maximum of 2 months study leave, will be granted up to a maximum of three years. During the leave period the employee gets full emoluments. However, the employee is required execute agreement to serve the institute during the persuasion of the course and 2 years after completion of M.Tech course and should fulfill certain laid down norms stipulated by the Institution for the said type of leave.
- 3. If services are terminated due to the performance below the desirous level or due to misconduct or if the candidate resigns / violates the agreement, salary paid during "SSS" leave period will be recovered along with the compensation towards agreement violation.
 - *Teaching staff who are utilizing this leave are not entitled to separate vacation leave.
- (b) Part time P.G. / Evening P.G. Program: Teaching staff attending evening classes for M.Tech / M.E. at JNTU / Osmania University may be permitted by the Principal / Head of he Institution to leave the Institution one hour before the closing hours for a maximum of 3 days in a week. In return the teaching staff shall execute agreement that they will serve the Institution for a minimum period of one year after completion of M.Tech. / M.E.

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c) SABBATICAL LEAVE:

As a goodwill gesture, max, 10 days of sabbatical leave will be sanctioned to all teaching staff who has completed M.Tech/Ph.D. or doing part-time M.Tech/Ph.D. for attending refresher course / conferences / symposial/colloquium/Ph.D. exam, M.Tech exams conducted by reputed government or equivalent institute such as I.I.Sc, I.I.Ts, B.I.T.S, H.C.U, JN.N.T.U & O.U.

If services are terminated due the performance below the desirous level or due to misconduct or if the candidate resigns/violates the agreement, salary paid for sabbatical leave period will be recovered along with the compensation towards agreement violation.

d)CCC Leave:

Teaching staff who are undergoing M.Tech(CCC) run by JNTU, are entitled to attend the courses for a maximum period of one month in summer. Almanac about the conduct of course should be enclosed while applying for one month educational leave. However they should execute an agreement to the college stating that they would serve the institution during persuasion of the course and at least two years after passing the M.Tech/M.E. Teaching staff who are utilizing this leave are not entitled to separate vacation leave, however, the employee is required to fulfill certain laid down norms stipulated by the institution for the said type of leave.

- V) P.F. P.F. is not mandatory for teaching staff, however the desirous employees who have put in minimum 2 years of satisfactory service in the institution and wish to be covered under the scheme have to give it in writing which will be reviewed on a case-to-case analysis by a committee to be constituted for the said purpose by the management.
- VI) <u>VACATION:</u> As per the prevailing rules of institution, teaching staff of technical institutions that have successfully completed 1 semester are allowed to avail 10 days of paid vacation. For those who have completed 1 academic year or 2 complete semesters are entitled for total vacation period.
- VII) TRANSPORTATION: The management provides free transportation to all the teaching staff members.
- VIII) RESIGNATION: Teaching employees should give one-month notice prior to the last instruction day of the semester / academic year even though their actual agreement expiry date is falling between the last instruction day and commencement of the next semester / academic year. In case if his/her services are required to the organization beyond the last instruction day, the same should be certified by the HOD & College Academic Committee by mentioning the reason and the date till which his / her services are required salary also will be paid till the last date of reporting.

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	RESEARCH &	RESEARCH & RESEARCH &						
ACADEMIC	CONSULTANCY	ADMINISTRATION	EXTENSION					
Class Room Instruction	Reserch & Development Activities & Guidance	Academic & Administrative	Extension Services					
Laboratory instruction	Industry sponsored project	Policy Planning Monitoring & evaluation and promotional activities both at Departmental and institutional level	Interaction with Industry and Society					
Curriculum Development	Providing Consultancy and Testing Services	Design and development of new programmes	Participation in Community Services					
Developing, Learning, Resources, Material, boratory, Development	Promotion of Industry, Institution, Interaction and R & D	Preparing project proposals for funding in areas of R & D work Laboratory Development; Modernization, Expansion, etc.,	Providing R&D suppor and consultancy services to Industry and Others Use, Agencies.					
Students Assessment & Evaluation including examination work of University		Administration both at Departmental & Institutional levels	Providing non-formal modes of education for the benefit of the community					
Participation in the Co- curricular & Extra curricular Activities		Development, Administration & Management of institutional facilities	Promotion of entrepreneurship and job creation					
Students, Guidance & Counseling & helping their personal ethical moral and overall character development		Monitoring and Evaluation of academic and research Activities	Dissemination of Knowledge					
Continuing Education tivities		Participation in policy Planning at the Regional National level for development of technical education						
Keeping Abreast of new Knowledge & skills help generate new knowledge & help discrimination of such knowledge through books, publication, Seminars etc., Self development through upgrading qualification, experience & Professional Activities		Helping mobilization of resources for the institution Develop, update and maintain MIS Plan and implement staff Development activities Maintain accountability Conduct performace Appraisal						

AICTE - Notification on Revised Pay Scales & Services Conditions.

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BHARAT INSTITUTIONS

General Rules, Regulations,
Policies & Procedures

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BHARAT INSTITUTIONS

General Rules, Regulations, Procedures & Policies

All the new appointees, hereafter called as "Employees" should read and understand the contents of this Document and sign on each and every page of this document in having accepted all the General Rules, Regulations, Procedures & Policies of Bharat Institutions.

1) On joining the institution

- 1. The new appointees are required to execute a service agreement and should adhere to the rules, regulations, procedures & policies of the organization and also to the conditions mentioned in the agreement & appointment order.
- 2. At the time of joining, candidates should deposit the following documents
 - i. Original academic certificates, which would be returned at the time of relieving from the services of Bharat Institutions.
 - ii. Two sets of self attested photo copies of academic certificates.
 - iii. One set of photo copies of academic certificates with out self attestation.
 - iv. Self attested photo copies of Relieving letters/Conduct Certificates from all the previous employers/institutions, where he/she had worked, before joining the institution. (Original documents should be brought for verification).
 - v. Seven latest passport size colour photographs (Self attested).
 - vi. Self-attested photo copies of address proof like Ration card / Voter ID card / Pan Card / Driving Licence / Telephone Bill / Electricity Bill. (Originals of these documents should be brought for verification).
- 3.If the candidate is unable to submit any of the above mentioned certificates/documents, he/she should give an undertaking mentioning the due date of submission.
- 4.If the candidate is unable to submit Service certificates, Relieving certificates/Conduct certificates from any of the previous employers, candidates should submit the justification letter by giving a valid reason. If the candidate has not worked any where before joining this institution, he/she should give a declaration that he/she has not worked anywhere before.

2) At the time of Reporting

- 1. Newly appointed staff should submit a joining report in the College/unit HR dept. concerned.
- 2. Candidate should submit a taken over charge list to the College/HR department concerned mentioning the records, files, stationery, and assets etc., taken over by him/her.
- 3. An employee should accept & sign the job profile chart provided by the institution

3) Work load

For Teaching Staff: Work Load is as per the AICTE norms (Appendix F)/UGC Norms /Rules of Bharat Institutions

Specific Rules for teaching staff consists of

- ➤ Work load as per AICTE
- > Terms and Conditions of Service of Teachers as per AICTE (Appendix F)
- > Specific Job Profile for teachers

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The Work load, Terms and conditions as per AICTE should be obtained from Recruitment Department

Job Profile should be obtained from the Department Concerned.

For Non Teaching Staff:

Work Load & Job Profile consisting of Roles and Responsibilities should be obtained from the Dept. Concerned

4) Change of Employee Job Profile

If there is any change in the job profile, employee should accept & sign the changed job profile.

5) Transfer

An employee will be liable to transfer, if required, in such a capacity as the institution may from time to time determine to any place of work / department / establishment of Bharat Institutions. Failure to honour the above will amount to indiscipline.

6) Deputation

An employee should be agreeable to work on deputation (if required) at any place of work of Bharat Institutions. Failure to honour the above will amount to indiscipline.

7) Exclusivity

An employee should devote oneself exclusively to the services of the Bharat Institutions and should not take up any other work for remuneration or work on advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the institution without permission in writing from the management.

8) Confidentiality in salary matters

Salary/ benefit related details are very confidential and employees should avoid discussing the same with other employees. Employees are also advised not to indulge in matters pertaining to the salary of others.

9) Contact Information

Employee should keep the institution informed of the postal address, telephone number, fax, email or any other means for communication including the changes that may occur during the period of his/her services. Any communication sent to last informed address is deemed as served.

10) ID card

Employee should collect their ID card from the College/Unit HR dept concerned. During working hours, it is mandatory for all the employees to wear ID card within and outside the premises in a manner that the details and photograph is clearly visible. Failure to honour the above will amount to indiscipline.

11) Dress Code

Institution expects all employees (Teaching and Non Teaching) to adhere to grooming and general appearance, standards that are appropriate to the situations. All employees are expected to be in Formals. Failure to honour the above will amount to indiscipline.

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Dress Code for teaching Staff (Specifically)

Male faculty are expected to be dressed in Full / half sleeved shirt, Full trousers and Leather shoes (Black / Brown).

Female Faculty are expected to be in Sarees (Preferably) or Salwar kameez with Duppatta.

12) Discipline

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Employees will be governed by General Rules, Regulations, Policies and Procedures of Bharat Institutions, which will be promulgated from time to time.

13) Attendance & Punctuality

- 1. Every employee should sign in the respective Attendance Register twice a day, while entering & leaving the work place & also record their attendance in the Biometric system wherever provided.
- 2. Staff should make every effort to be punctual to work. Every staff member should report to the office/College on or before time & should not leave before time.

14) Leave

An employee is governed by the Leave Policy of Bharat Institutions that will be in force from time to time. (Separate annexure for the same can be availed from the dept. concerned)

15) Official Duty(OD)

- 1. If an employee is required to attend other places on official duty such as for Valuation of exam papers, as an External Examiner, to attend meetings conducted by Affiliated University or if an employee has to attend duties at other Colleges/offices of the Bharat Institutions specified by the Management, he/she should obtain prescribed OD (On Duty) Form from HR dept. of College/office and should obtain prior permission as mentioned in the OD Form before leaving the premises.
- 2. The number of ODs will be prescribed by the management from time to time.
- 3. Before leaving the premises on official duty, employee has to sign in the <u>Movement Register</u> maintained at the College/ Unit HR Dept. concerned.

16) Late reporting

- 1. In a month, all employees are considered twice to report late up-to ½ an hour from the actual time of reporting and every third (3rd) late reporting in a month will be treated as ½ a day leave.
- 2. For teaching staff if he/she has first hour class as per Department Timetable, even the first late arrival on that particular day will be treated as half a day leave. Otherwise as explained above every third late mark will be treated as half a day leave.
- 3. Even for the first time, arriving beyond ½ an hour from the actual time will be treated as ½ a day leave.

17) Maintenance of assets, equipment and stocks:

1. Every employee has to properly handle the assets of the institution.

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- 2. Assets, Equipment should not be used for personal work /personal use. One should be aware of the fact that if any of the office property is used for the personal work, an amount equivalent to three times the actual cost of usage will be recovered.
- 3i. Employee should see that the equipment/machinery, viz., lab equipment, computers, printers, copiers, fax, modem, UPS, phone etc, provided to him/her or in his/her custody are handled properly and should maintain them in working condition and it is their responsibility to see that the AMC is renewed before the expiry.
- ii. Logbooks and Assets files must be maintained properly. Assets files should contain purchase details, maintenance contract details, and details of repairs carried out from time to time. While taking the charge in the institution, it is the responsibility to demand and obtain the above details from the respective authorities of the College/office, where, he/she is posted and at the time of leaving the organisation, he/she should hand over all the above files & records.
- 4.If any damage/loss is caused to the equipment, assets etc. of the institution due to an employee's negligence / intentionally, the cost/damages will be recovered from him/her.

18) Maintenance of Files & Records:

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Files and Records should be maintained wherever necessary and prior permission should be obtained for opening of files and records from the concerned authority. All the files should have a file Index. All the files and records should be numbered appropriately and details of all the files should be maintained in a file index register and records in record index register.

19) Maintenance of daily work book by non-teaching staff:

A "Daily work book" will be issued to all the non-teaching staff by the authorities concerned. This workbook should be maintained properly.

20) Maintenance of Teacher's dairy /Teaching dairy by teaching staff:

A Teacher's Dairy will be issued to all the teaching staff by the authorities concerned. This dairy should be maintained properly.

21) Temporary issue of certificates:

Employee should apply for temporary issue stating the reason and mentioning the date of return recommended by Dean Admin and Dean Academics, at least before 4 days from the actual date of their requirement.

Original certificates will be issued on temporary basis only on the following grounds

- a. To pursue higher studies.
- b. To obtain passport/visa.
- c. To attend Govt./P.S.U/University interviews.
- d. Any other genuine reasons as recommended by Principal/Dean admn.

Requirements for temporary issue of certificates

- a. Obtaining No Dues Cum NOC and outstanding dues from College/Unit concerned.
- b. Submission of two undated cheques one for an amount i.e., equivalent to six months salary and another for an amount of Rs 5000/-.

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22) Performance Appraisal

An open, transparent and objective performance appraisal system comprising of self appraisal and appraisal by subordinates and superiors will be implemented periodically to evaluate the performance of employees which forms the basis for PROMOTIONS and INCREMENTS.

23) Policy on Promotion

MERIT, SENIORITY, AGE, EXPERIENCE & QUALIFICATION are the basis for promotion. Promotion involves an increase in status, responsibilities and pay. If the employee meets the criteria for promotion he/she will be considered for promotion to next level.

Criteria for teaching staff

- Satisfactory Performance Appraisal. And feedback from the students
- Acquiring the required Educational Qualification & prior Experience and stipulated no. of years
 of service with the Bharat Institutions as per the Norms of AlCTE, UGC and such governing
 bodies.
- Putting in a minimum satisfactory service of one year in Bharat Institutions.

Criteria for Non-Teaching staff

- Satisfactory Performance Appraisal and Performance of jobs effectively, according to the
 performance criteria in administration, service, creative activity and leadership in the
 organization.
- Evaluation through tests and interviews to ascertain whether an employee is up to the job expectations.
- Criteria like age, experience & qualifications

24) Policy on Increments

Apart from the regular yearly increments, if an employee's performance is found to be exceptionally good, increment may be extended earlier.

Policy provides for Fair & Equitable method of rewarding and encouraging a diverse range of employees who put themselves forward. On successful completion of 1(One) year of satisfactory service in the organisation, all the employees will be considered for extending increments.

Criteria for teaching staff

• Satisfactory Performance Appraisal and feedback from the students.

Criteria for Non-Teaching staff

- Satisfactory performance Appraisal.
- Performance of jobs effectively according to the performance criteria in administration, service, creative activity and leadership in organization.
- Professional activity which is intended to serve the organization.

As the institution grows, the management may extend more benefits and higher salaries to the deserving candidates for acquiring higher qualification and efficiency.

Management reserves the Authority to change or modify the policy pertaining to the increments and promotions.

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Employee may be denied Increments & Promotions in the following cases:

- Employees who have been issued Memos during the tenure.
- Negligent and careless behaviour on part of the employees like, irregularities in maintaining the records, non-compliance to norms, not accepting the responsibilities, etc.
- Improper maintenance of assets/equipment/stocks by the employees with respect to following issues.
 - 1. Not bothering to get them repaired/serviced, whenever they break down / require service.
 - 2. Not bothering to get the AMC renewed.
 - 3. Miss-handling of assets / equipment /stocks.
- Indifferent & inconsistent behaviour with respect to work, colleagues, superiors, students, and sub-ordinates.
- Not completing the assigned work/tasks in time.
- · Being disloyal to the organization i.e. by being unfaithful, creating an environment of distrust by de-motivating others at workplace.

In the event of an employee not adhering to the rules, regulations, policies and procedures, the College management committee at its discretion may demote, reduce/withdraw the increment sanctioned or terminate the service of such employee.

25) Salary Review

Salaries will be reviewed periodically as per the increment policy of the Bharat Institutions. Increments in grades of salary are subject to the discretion of the management and will be based on effective performance and results during the period.

Management may extend more benefits and higher salaries to the deserving candidates for acquiring higher qualification and professional achievements.

26) Policy on Incentives

Apart from the Promotion and Increments, the management will extend incentives to the deserving employees (both teaching & non-teaching) to encourage them to put themselves forward for institutional building activities.

An employee who exhibits extra ordinary performance and creativity in institution building activities will be considered for extending incentives.

27) Other Benefits:

Fee Concession:

At the discretion of management fee concession, will be extended to the children of employees or siblings, who have completed 3 yrs of satisfactory service in the institution, based on the merits of the case.

PF & ESI

Staff of Bharat institutions are provided PF and ESI benefits as per the statutory norms.

Norms can be availed from HR Dept. concerned.

For teaching Staff whose salary is over and above the statutory norms of PF, if they request for PF Facility, will be considered only after completion of two years of satisfactory service at Bharat Institutions.

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28) Continuity of Service with the organisation:

<u>Teaching staff:</u> As per the agreement all teaching staff should serve for minimum period of one year and after this tenure, if resignation is not submitted within the stipulated period (29-A, 1&2), he/she is deemed to continue for the next year.

Non Teaching staff: As per the agreement all non teaching staff should serve for minimum period of two years and after this tenure, if resignation is not submitted within the stipulated period (as detailed below in 29-A, 3,4&5), he /she is deemed to continue for the next two years.

29) Resignation of employee:

- A) Resignation due to Agreement Expiry:
- 1) Teaching staff during 1st two years:
- i) If agreement expiry date falls just after the last instruction day of the semester / academic yr: Employee should give resignation one month before last instruction day of that semester
- ii) If agreement expiry date falls just before the first instruction day of the next semester/academic yr:

Employee should give resignation one month before last instruction day of the previous semester/ previous academic year.

iii) If agreement expiry date falls just after the first instruction day of semester or any day during the semester/academic year: Employee should continue till the last instruction day of that semester/ academic year and should submit the resignation one month before the last instruction day of that semester/ academic yr.

2) Teaching staff after completion of two years:

Employee can give resignation 2 weeks before the last instruction day of any semester / academic year.

If employee does not give resignation on stipulated time as specified above (1&2), his/her service agreement is deemed to continue for further period.

3) Non-Teaching staff after completion of 1st two years:

If the employee intends to discontinue the services, he/she should give resignation one month before the agreement expiry date, other wise his/her agreement is deemed to continue for another 2 years.

4) Non-Teaching staff after completion of 1st 4 years:

If the employee intends to discontinue the services he/she should give resignation any time by giving 3 months prior notice and should serve the organization till the knowledge is transferred completely to the deputee / new employee.

5) Non-Teaching staff from 5th year onwards:

If the employee intends to discontinue, he/she should give resignation any time by giving 3 months prior notice, agreement violation clauses will not be applicable in such cases.

Note: During the notice period, an employee should stay till such a period till knowledge is completely transferred to the new deputee / joinee, and also should stay till all the bills and accounts are settled and all the pending work is completed, even after the expiry of notice period.

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B) Resignation by violating the agreement:

1) Violating the agreement by serving one month notice

If the employee intends to discontinue during the agreement by serving one month notice, he/she is liable to pay an amount i.e. equivalent to 3months salary.

2) Violating the agreement without serving one month notice/absconds/deserts

If the employee discontinues service during the agreement without serving one month notice/absconds, he / she is liable to pay an amount i.e. equivalent to 6 months salary.

3) Violating the agreement after availing the vacation /any paid leaves

If the employee avails paid vacation /paid leaves (other than CLs) and thereafter he /she discontinue services by violating the agreement then he/she is liable to pay an amount of 6 months salary even though he/she gives prior written notice.

C) Resignation of Women employees due to marriage during agreement:

If a women employee gets married and has to relocate during agreement, following procedure is to be followed.

- i) Women Employee should serve at least one month's notice.
- ii) Should submit the following documents.
 - a) self attested copies of wedding card and marriage certificate
 - b) self attested copy of address proof (Husband's voter I.D card/Ration card / any proof supporting that her husband is working in the city/town where she is supposed to relocate)

D) Resignation of employees on getting a permanent government job:

If any employee gets permanent government job (Govt. job on adhoc or contract basis is not considered) following procedure is to be followed.

- i) Employee should serve minimum one month notice.
- ii) Employee should submit the relevant proof of government appointment.

30) Termination of the employee services:

At any stage, if the management is not satisfied with the work performance/ discipline, services of an employee can be terminated without notice.

An employee joining back after availing Vacation/Paid leave, creates indiscipline, does not perform well deliberately and tries to instigate the management and creates a situation for his/her termination deliberately, this also will be treated as agreement violation. He/she is liable to pay an amount equivalent to six months salary.

31) During the notice period (Termination / Resignation):

The institution may at its discretion relieve an employee from such date as it may deem fit even before the expiry of notice period without compensating for the unexpired period and is not bound to give any reason thereof

32) Handing over and exit procedure:

If the employee is not continuing services with the institution, he/she should hand over all the files, records and other equipment /assets in possession to the authorized person and should settle all the

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dues immediately. It is the responsibility of the employee to follow up with the authority/dept concerned so that No Dues cum NOC are forwarded to the admin office and get relieved.

All the employees should be aware of the fact that the conduct certificate and exit conduct pro-forma which consists of information about an employee's conduct will be maintained in the internal records of the institution for the future references i.e., i) to consider an employee for re-entry into the organization ii) to provide information for background verification by other organizations.

33) On separation:

On separation from the institution, before getting relieved, an employee should handover, all correspondence, specifications, books, documents, accounts related data, literature, records etc belonging to the institution and should not retain any copies of these items.

34) Issue of Service cum Conduct Certificate:

One must be aware of the fact that Service certificate also contains matters related to conduct and in case of employee termination, the reason for termination shall also be mentioned.

All the employees who have completed agreement tenure, who comply with the agreement conditions (even in case of agreement violation) and who were loyal, honest and sincere during their tenure and who leave the organization with genuine domestic/health reasons during or after the agreement period by obtaining prior approval from the management will be issued service certificate mentioning their Good conduct.

In case of employee termination

In case an employee is terminated on grounds of Indiscipline, or Under performance or Violating the rules and regulations or Misconduct or Agreement Violation, Service certificate will be issued by clearly mentioning the reason for Termination.

35) Collecting Back of Original Certificates:

The employees who resign / are terminated / abscond from services / violate the agreement have to collect original certificates with in the span of 2 months from the last date of attending the duties by fulfilling all the agreement conditions, handing over the assets and responsibilities and by producing original certificates receipt. After 2 months from the last date of reporting, the institution is not responsible for his/her original certificates.

36) Code of Conduct:

It is not possible to list all the forms of behaviour that are considered unacceptable in the work place. The following are the examples of desirable behaviours by the employees.

- 1. Every employee should work in the interest and growth of the organization.
- 2. They should be punctual, regular, loyal, committed and sincere to their duties.
- 3. They should follow the dress code and should wear the ID card prominently in working hours.
- 4. They should obey the superior's orders without any hesitation/prejudice.
- 5. They should not reveal, divulge and utilize any confidential matters of the institution to any outsiders or non-concerned individuals.
- 6. They should not discuss or encourage unnecessary talks that tarnish the image of the institution/ organization and affects the morale of other employees.
- 7. They should ensure cleanliness of their work place.

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- 8. Staff members should not be involved in any kind of business activities / profession like teaching in Private Tutorials, giving Private Tuitions or engage in any part time employment in any capacity with any other firm/company/person while in the service of the institution. He/she should devote full time and attention to the institution and promote the interest of the institution.
- 9. They have to strictly abide by all the agreement conditions executed and signed by them, & also abide to the General Rules, Regulations, Procedures & Policies of the Institution.
- 10. It is mandatory on the part of the employee to attend National Festivals like Independence Day / Republic day etc, in the College/office and also Employee development /orientation programs conducted by the institution from time to time.
- 11. They should behave decently and ensure decorum while dealing with their colleagues and other associates like students, parents, vendors/suppliers.
- 12. No employee should de-motivate colleagues, sub-ordinates or staff.
- 13. They should not utilize the office telephone and office equipment for personal use.
- 14. They should maintain drug-free work place and smoke-free work environment.
- 15. Employee should not damage the reputation and prestige of the institution by making bad publicity/speaking adversely about the institution.
- 16. Employee shall not encourage the students nor shall they directly or indirectly instigate or motivate the students and other employees a) to go on a strike b) demand a holiday c) seek suspension of work

37) Disciplinary proceedings

- 1.If, at any stage the service of the employee is not found satisfactory or below the desired level of performance, the College management committee at its discretion may demote, reduce/withdraw the increment sanctioned or terminate the service of such employee.
- 2. If any employee misappropriates the funds of the institution like deviating from the approved budgets and spending beyond the management approved budgets, spending for the purpose other than the sanctioned purpose, a criminal case will be filed against the employee to recover the loss and liability. Legal expenses incurred by the Institution for the same will also be recovered along with the penalty.
- 3. The appointment is being made relying upon the information furnished by him/her in the application and such information, may be verified by the Institution at any point of time. If any information is found to have been suppressed by him/her or found false, the Institution will have the right to terminate his/her services forthwith and take appropriate legal action.
- 4. Penalty for delay of statutory submission like submission of compliance report etc., Penalty imposed by affiliating universities / statutory bodies / AICTE / UGC due to non submission or delayed submission of statutory requirements will be recovered from the employee who is responsible for delay / lapse. Further it will also be treated as indiscipline.

Following procedure is followed for initiating disciplinary action:

a) Oral/Verbal warning: (first time)

i) If performance of any employee is below the satisfactory level, he/she would be warned orally about their erroneous work and will be advised to improve the standard of work.

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b) Written warning/show cause notice:

- i)After such oral warning, if an employee is reluctant to improve/correct his work standard (i.e., taking verbal warnings casually), then a written warning/ show cause notice will be issued asking the employee to give written explanation with in 24hrs.
- ii) If the explanation given by the employee is satisfying/ unobjectionable, further disciplinary actions will be ceased, otherwise a Memo will be issued.

c) Memo:

If the employee does not respond to any of the above a) & b) then, a memo will be issued asking the employee to give written explanation with in 24hrs

Overlooking the above procedure cited above, HR / authorities concerned may directly issue a memo based on the gravity of the situation.

If necessary, disciplinary actions may be recommended in writing like 1) Withdrawal of increment 2) Demotion 3) Salary under abeyance 4) Reduction of no. of eligible leaves 5)Monetary pénalty recovery 6)Agreement Violation/Termination from services

All the employees have the right to express their opinions, feelings, emotions with the management in matters related to work atmosphere, their personal growth, organizational growth and any other grievances by taking prior appointment.

Management can modify, introduce any other rules at its discretion in the best interest of the institution

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

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Steps involved in the induction process of New Faculty

The purpose of this document is to educate and prepare a new faculty to handle the assigned tasks successfully

Part A

- a) Various Orientation sessions will be conducted in the first month of joining to develop awareness, towards various regulatory compliances like, PCI, JNTUH, NAAC [check list attached]. Assistant Professor, Associate Professor, Professor
- b) Awareness on the Academic and administrative regulations of the institutions [Admin diary, Academic diary, PCR, Mentor books]
- c) Awareness on the significance of API as per UGC guideline [one UGC document to be referred by Director Sir]
- d) Awareness on the Dress code and Discipline Policy
- e) Lesson Plan and course file

Role of a class In-charge Role of Class representative Role of HOD Role of Invigilator

Step1

Orientation of the new faculty with a special focus on the code of Professional Ethics for a faculty

Registration of faculty to various regulatory portals [JNTU-H,PCI]

Step2

Induction of the faculty to various sectors related to teaching and administrative aspects.

FN: Interaction with academic i/c and Awareness on the Teacher's academic diary session

AN: Interaction with admin I/c followed by Awareness session on the admin dairy

Step 3

FN: Interaction with academic audit cell or coordinator followed by session on significance of lab execution plan, lesson plan and course file, Bridge classes etc

AN: Induction to HR policies and allotment of subjects

Step 4

FN: Class work

AN: Interaction with HR [Feedback from new faculty, observing their level of confidence, etc]

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Step 5

FN: Class work

AN: Awareness on the API score as per UGC- API of Assistant, Associate and Professor

Part- B

- 1. Probation period (PP)- 12 months from DOJ
- 2. During PP the performance will be reviewed quarterly
- 3. Faculty will be constantly under the scrutiny of his/her students.
- 4. The faculty should inculcate within himself/herself the national ideals of education so that they can impart the same to the students.
- 5. Performance will include student feedback and senior faculty [committee members 2 teams] inputs
- 6. Based on the quarterly feedback, the work load will be decided by the academic and audit departments after due approval from the principal and management
- 7. Based on the feedback, the faculty will be called for a committee meeting with board members [Including HR, Principal, Academic i/c, Admin i/c and Management Representative or BOG member]
- 8. The faculty feedback score will be considered for any future roles/assignments.
- 9. Awareness or FDP's sessions of faculty based on pedagogy will be conducted within academic Schedule.
- 10. The faculty will be encouraged to participate in various FDP's related to development of teaching skills
- 11. After completion of a semester the faculty feedback will be again reviewed by the Scrutiny committees and the examination result analysis will also be considered for the further considerations of faculty.

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Quality Improvement Forum for Faculty

Purpose: To inculcate the best practices among faculty members

- 1. Monthly interaction and presentations by the faculty
- 2. Monthly orientation to all faculty by the Director or resource person on the Performance/Improvements/Effective communication
- 3. A Vigilance team to monitor execution of activities as per schedules and submit report to Principal
- 4. Monthly Updation on NPTEL/ Online or refresher Course/ NITTR/Swayam/ MOOCs
- 5. Monthly review of the Criteria '3' of API / (R & D)

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