



BHARAT INSTITUTE OF TECHNOLOGY

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

(Affiliated to JNTUH, Approved by AICTE and PCI, New Delhi. Accredited 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 (Pharmacy)
Mangalpally (V), Ibrahimpatnam (M),
R.R. Dist - 501 510, Telangana.



BHARAT INSTITUTIONS

EMPLOYEE INDUCTION CHECK LIST (HR/F-12)

27029

GUIDELINES : (1) College HR dept. should ensure or arrange for completing this form immediately by the employee and the concerned Incharge, as soon as the new appointed / transferred employee reports to the college. (2) Verify HR 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.

Name of the Employee : Employee Code No. :
 Name of the College / Dept. Office Order No. & Date Date of Joining

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
I. COLLEGE HR :	
1. Joining Report obtained from employee in duplicate. Original forwarded to Admin HR & copy filed in Employee Personal File.	
2. Informed Dept. where he is placed and work place allocated as per instructions from Dean Admin./ Incharge Admin.	
3. The Employee had been explained about general rules, regulations and procedures and obtained signature on the same at the time of recruitment. Once again explained General rules, regulations & procedures, code of conduct, leave rules, maintenance of premises, while leaving switching off lights, covering equipments etc.	
4. Explained the procedure for opening of files and registers by entering into File Index Register and Record Index Register , file numbering, file index, Safe custody, location, discarding / scrap.	
5. Explained reference numbering procedure for correspondence and letters and informed to send correspondence (from one dept. to other dept. within the organisation and outside) only through outward and receive correspondence only through inward.	
6. Explained filling up and maintenance of " Teacher's Diary " for teaching staff and " Daily Work Book " for non-teaching staff.	
7. Explained filling up of Opening and Closing Register with a demo showing method of locking and sealing at work place.	
8. If applicable, explained about PF & ESI, its procedure and benefits. Copy of literature related to benefits & procedures handedover to them.	
9. Confirmed about opening of Bank Account in for salary purpose and informed about obtaining Permanent ID Card.	
10. Issued Handing Over and Taking Over Form to employee. Form No. :	
11. Explained Handing Over procedure, obtaining No-Dues Cum NOC, Conduct Certificate in the event of "Transfer / Temporary issue of originals / Permanent relieving" .	
12. Area familiarization : Introduced to Head of the Institution, Dean Admin, HOD, Stores, Canteen, refreshment rooms, wash rooms, facilities dept (for transportation).	
13. Explained that the assigned work should be completed within stipulated time without any delay. Eg.: Completion of syllabus as per almanac, payment to vendor within time, issuing of certificate to relieving employees in time 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 employee should appraise the performance of his/her reporting authority, after first month of joining and after completion of every 1 yr of service every year. " Performance Appraisal of superiors by subordinate " shown.	

Name & Sign. of HR Asst. with date

Name & Sign. of HR I/c. with date

II. STORES DEPT :	Custodian Ledger Folio No. <input type="text"/>	
1. Opened a Folio in Custodian Ledger .		
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. Handedover Individual Asset files consisting photocopies of Bills, DC, PO, Successful Installation, Warranty cards, Manual, 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. 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		
7. It is the responsibility of the custodian of the asset to keep track of expiry of warranty period/ AMC period of the asset. Before warranty expires, explained procedure for entering into AMC and raising annual budget proposals and getting them sanctioned for the same.		

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
8. For non AMC items, explained procedure for raising budget proposals and getting them sanctioned for repairs & maintenance.		
9. Explained upkeep (always in working condition) of Office / Lab / Dept. Equipment & assets maintained by employee.		
10. Explained about Rate Contracts for chemicals, stationery, Library Books, preparing Internal Requisition cum Receipt, Indent, PO, entries in Stock Register, preparing Stock / Material Receipt Certificate.		
11. Issued Daily Work Book to non teaching staff and Teacher's Dairy to Teaching Staff, If required issued Opening and Closing Book.		
Name & Sign. of Stores Asst. with date		Name & Sign. of Stores l/c. with date

III. COLLEGE / UNIT - ACCOUNTS :	
1. Explained Advance Settlements & Bills submission procedure with in the time stipulated.	
2. Explained procedure of raising budget proposals and getting them sanctioned for procurement of consumables, non-consumables, assets for their depts. and adhering to budget guidelines, terms & conditions.	
Name & Sign. of Accountant with date	Name & Sign. of Accts. Officer with date

IV. DEPARTMENT WHERE HE/SHE IS PLACED (MENTION DEPT. NAME)	
1. 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	
5. Explained that employee can leave the premises only for official duty by obtaining permission on OD Form. On Duty Form shown.	
6. 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. l/c. with date	Name & Sign. of OS / AO / Dean Admin with date

V. TEACHING STAFF :- ACADEMICS	
1. 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.	
5. Explained 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 l/c. with Date	Name & Sign of Dept. Acad. l/c. with Date
Name & Sign. of College Acad. l/c. with Date	

VI. LIBRARY (FOR TEACHING STAFF)	
1. 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 l/c. with Date	Name & Sign of Asst. Library l/c. with Date
Name & Sign. of College Acad. l/c. with Date	

DECLARATION	
I hereby declare that the Induction is completed upto my satisfactory level and am aware of all rules and regulations of the organisation.	Name & Sign. of Empl. with Date
VII. ADMIN HR	
Verified and found that all induction formalities are properly completed and original copy filed in Employee Personal File.	Name & Sign. of Admin HR l/c. with Date

Undertaking to be given by the faculty member as per NAAC, NBA, NIRF & UGC- API		Employee Signature with date
1. Every day I will strictly update and maintain Teacher's Diary, P.C.R. etc.		
2. I will be the mentor & counselor for at least 20 students.		
3. I will strictly maintain and update the Mentor books for 20- Students.		
4. I will submit lesson plans, course files, lab manuals etc. of subjects which I am handling, at least 1 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.		
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.		
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.		
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.		
9. I will submit customized self-appraisal report related to my individual performance/contribution towards NIRF, NBA, NAAC, and UGC-API. I have been given sample model Proforma appraisal form.		
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		
11. a) If I am an Assistant Professor, . I will publish minimum of one paper in each semester and minimum of two papers in each 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 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.		
12. a) If I am an Assistant Professor, I will publish minimum of one paper in each academic year/ two semesters from the date of joining in IEEE/EQUVALENT (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 semester and two papers in an academic year/ two semesters from the date of joining, in IEEE/EQUVALENT (springer/Elsevier etc.) international conferences with college affiliation.		
13. a) If I am Doctorate/Associate Professor/ Professor, I will apply for at least minimum of one Sponsored Project from Government/Semi Government/ Corporate MNC/ Private sector which are having minimum of 25 Crore turn over). b) If I am an Assistant Professor, I will associate and assist Doctorate/Associate Professor/ Professor, in applying for at least		

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) If I 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.	
16. 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	
18. 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.	
20. a) If I am Doctorate/ Associate Professor/Professor, I, in association with department members will conduct minimum of one certificate course in each academic year. b) If I am an Assistant Professor, I will associate and assist in conducting minimum of one certificate course in each academic year	

As a faculty member, I, Dr/Mr./Ms.....EmpID.....from.....Department, hereby Commit myself to fulfill the above 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.

Name and Signature of the Employee with D

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HYDERABAD**

JOINING REPORT

Name : _____

Father's Name : _____

Designation : _____

Department : _____ Unit: _____

Cell No : _____

Present Address : _____

Emergency Contact No. : _____

Aadhar No : _____

Pan No : _____

Appointment Order Ref No & Date: _____

Posting Order Ref No & Date : _____

Date of Reporting : _____

Thank you for providing me the opportunity to work at Bharat Institutions. I will perform my duties sincerely, honestly and to the best of my abilities.

Request you to accept my Joining Report

Employee Signature with Date : _____

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/or EPS, 1995 is applicable)

1.	Name of the member	
2.	Father's Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> (Please tick whichever is applicable)	
3.	Date of Birth: (DD / MM / YYYY)	
4.	Gender: (Male/Female/Transgender)	
5.	Marital Status (Married/Unmarried/Widow/Widower/Divorcee)	
6.	(a) Email ID: (b) Mobile No.:	
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
9.	Previous employment details: [if Yes to 7 AND/OR 8 above]	
	a) Universal Account Number:	
	b) Previous PF Account Number:	
	c) Date of exit from previous employment: (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	
	e) Pension Payment Order (PPO) No. (if issued)	
10.	a) International Worker:	Yes / No
	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)]	
11.	KYC Details: (attach self attested copies of following KYCs)	
	a) Bank Account No. & IFS Code	
	b) AADHAR Number	
	c) Permanent Account Number (PAN), if available	

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account.
(The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimate to employer at the earliest.

Date:

Place:

Signature of Member

DECLARATION BY PRESENT EMPLOYER

- A. The member Mr./Ms./Mrs. _____ has joined on _____ and has been allotted PF Number _____
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
- (Post allotment of UAN) The UAN allotted for the member is _____
 - Please Tick the Appropriate Option:
The KYC details of the above member in the UAN database
 - ☐ Have not been uploaded
 - ☐ Have been uploaded but not approved
 - ☐ Have been uploaded and approved with DSC
- C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:
- The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.
 - Please Tick the Appropriate Option:-
 - ☐ The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate transfer request has been generated on portal
 - ☐ As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (3) for transfer of funds from his previous establishment.

Date:

Signature of Employer

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.No.	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)	
	Housing Loan Interest (Previous year certificate/Provisional Certificate given by the banker)	
10.	Total Income (8-9)	
11.	80 C/ 80CCC & 80CCD Deductions	
i.	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 out for 'new tax regime' you will get benefit of all the deduction under the Income tax act and pay taxes as per the 'old tax regime' and you will have to submit the Investment Declaration]	Yes/No

- 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.
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:
 - i. 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. R. Arslan
01/07/2023

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 LEAVE POLICY

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

K. R. [Signature]
01/07/2022

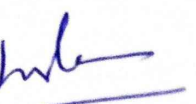
absent and from 3rd day onwards each day of absent will be treated as 2 days of LOP up to 6 days, even though CLs are available. After 6th working day/one week, it will come under agreement violation and break in service.

- 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 each day.
 - 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).

K. R. 
01/09/2023

- 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:

- 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.

K. R. Hb
01/09/2020

- 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 :

- I. 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 Maternity leave on loss of pay for 90 days, who have not 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 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 immediately after last instruction day of the semester or academic year and facilitate the 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.

- 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	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.
- 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 joining	After 2 years from the date of joining

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

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.
6. 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.

K. R. Wale
01/09/2023.

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) LATE REPORTING: 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) ACADEMIC: 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 the 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.

K. R. Sub
01/09/2017

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 / symposia/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, J.N.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) VACATION: 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.

K. R. 

01/09/2023

**JOB RESPONSIBILITIES OF TEACHERS
(DEGREE LEVEL TECHNICAL INSTITUTIONS)**

APPENDIX - F

ACADEMIC	RESEARCH & CONSULTANCY	ADMINISTRATION	EXTENSION
Class Room Instruction	Reserch & Development Activities & Guidance	Academic & Administrative Management of the Institution	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, Laboratory, 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 support 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 Activities		Participation in policy Planning at the Regional National level for development of technical education	Providing technical support in areas of social relevance
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	
<i>Any other work assigned by the Head of the Institutions</i>			

AICTE - Notification on Revised Pay Scales & Services Conditions.

K. R. Mule
01/09/2023

BHARAT INSTITUTIONS

General Rules, Regulations, **Policies & Procedures**

K.K.H.
01/07/2023

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 anywhere 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

K. K. Mule
01/05/2023

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, e-mail 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.

K. R. h
01/09/2023

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 Dupatta.

12) Discipline

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 Movement Register 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 $\frac{1}{2}$ an hour from the actual time of reporting and every third (3rd) late reporting in a month will be treated as $\frac{1}{2}$ 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 $\frac{1}{2}$ an hour from the actual time will be treated as $\frac{1}{2}$ a day leave.

17) Maintenance of assets, equipment and stocks:

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

K. R. Mule
01/09/2023

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:

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

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

Requirements for temporary issue of certificates

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

K. R. H
01/09/2023

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 AICTE, 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

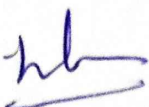
- Satisfactory Performance Appraisal and feedback from the students.

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:

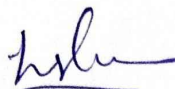
At the discretion of management fee concession, will be extended to the children of employees or siblings, who have completed 3 yrs of satisfactory service in the institution, based on the merits of the case.

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. 
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28) Continuity of Service with the organisation:

Teaching staff: 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 2years.

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 depute / 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 depute / 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 3 months 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 within 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 within 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 penalty 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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01/09/2023



BHARAT INSTITUTE OF TECHNOLOGY

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

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

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)

PRINCIPAL

PRINCIPAL

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



BHARAT INSTITUTIONS

EMPLOYEE INDUCTION CHECK LIST (HR/F-12)

27029

GUIDELINES : (1) College HR dept. should ensure or arrange for completing this form immediately by the employee and the concerned Incharge, as soon as the new appointed / transferred employee reports to the college. (2) Verify HR 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.

Name of the Employee : Employee Code No. :
 Name of the College / Dept. Office Order No. & Date Date of Joining

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
I. COLLEGE HR :	
1. Joining Report obtained from employee in duplicate. Original forwarded to Admin HR & copy filed in Employee Personal File.	
2. Informed Dept. where he is placed and work place allocated as per instructions from Dean Admin./ Incharge Admin.	
3. The Employee had been explained about general rules, regulations and procedures and obtained signature on the same at the time of recruitment. Once again explained General rules, regulations & procedures, code of conduct, leave rules, maintenance of premises, while leaving switching off lights, covering equipments etc.	
4. Explained the procedure for opening of files and registers by entering into File Index Register and Record Index Register , file numbering, file index, Safe custody, location, discarding / scrap.	
5. Explained reference numbering procedure for correspondence and letters and informed to send correspondence (from one dept. to other dept. within the organisation and outside) only through outward and receive correspondence only through inward.	
6. Explained filling up and maintenance of " Teacher's Diary " for teaching staff and " Daily Work Book " for non-teaching staff.	
7. Explained filling up of Opening and Closing Register with a demo showing method of locking and sealing at work place.	
8. If applicable, explained about PF & ESI, its procedure and benefits. Copy of literature related to benefits & procedures handedover to them.	
9. Confirmed about opening of Bank Account in for salary purpose and informed about obtaining Permanent ID Card.	
10. Issued Handing Over and Taking Over Form to employee. Form No. :	
11. Explained Handing Over procedure, obtaining No-Dues Cum NOC, Conduct Certificate in the event of "Transfer / Temporary issue of originals / Permanent relieving" .	
12. Area familiarization : Introduced to Head of the Institution, Dean Admin, HOD, Stores, Canteen, refreshment rooms, wash rooms, facilities dept (for transportation).	
13. Explained that the assigned work should be completed within stipulated time without any delay. Eg.: Completion of syllabus as per almanac, payment to vendor within time, issuing of certificate to relieving employees in time 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 employee should appraise the performance of his/her reporting authority, after first month of joining and after completion of every 1 yr of service every year. " Performance Appraisal of superiors by subordinate " shown.	

Name & Sign. of HR Asst. with date

Name & Sign. of HR I/c. with date

II. STORES DEPT :	Custodian Ledger Folio No. <input type="text"/>	
1. Opened a Folio in Custodian Ledger .		
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. Handedover Individual Asset files consisting photocopies of Bills, DC, PO, Successful Installation, Warranty cards, Manual, 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. 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		
7. It is the responsibility of the custodian of the asset to keep track of expiry of warranty period/ AMC period of the asset. Before warranty expires, explained procedure for entering into AMC and raising annual budget proposals and getting them sanctioned for the same.		

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
8. For non AMC items, explained procedure for raising budget proposals and getting them sanctioned for repairs & maintenance.		
9. Explained upkeeping (always in working condition) of Office / Lab / Dept. Equipment & assets maintained by employee.		
10. Explained about Rate Contracts for chemicals, stationery, Library Books, preparing Internal Requisition cum Receipt, Indent, PO, entries in Stock Register, preparing Stock / Material Receipt Certificate.		
11. Issued Daily Work Book to non teaching staff and Teacher's Dairy to Teaching Staff, If required issued Opening and Closing Book.		
Name & Sign. of Stores Asst. with date		Name & Sign. of Stores l/c. with date

III. COLLEGE / UNIT - ACCOUNTS :		
1. Explained Advance Settlements & Bills submission procedure with in the time stipulated.		
2. Explained procedure of raising budget proposals and getting them sanctioned for procurement of consumables, non-consumables, assets for their depts. and adhering to budget guidelines, terms & conditions.		
Name & Sign. of Accountant with date		Name & Sign. of Accts. Officer with date

IV. DEPARTMENT WHERE HE/SHE IS PLACED (MENTION DEPT. NAME)		
1. 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		
5. Explained that employee can leave the premises only for official duty by obtaining permission on OD Form. On Duty Form shown.		
6. 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. l/c. with date		Name & Sign. of OS / AO / Dean Admin with date

V. TEACHING STAFF :- ACADEMICS		
1. 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.		
5. Explained 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 l/c. with Date		Name & Sign of Dept. Acad. l/c. with Date
		Name & Sign. of College Acad. l/c. with Date

VI. LIBRARY (FOR TEACHING STAFF)		
1. 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 l/c. with Date		Name & Sign of Asst. Library l/c. with Date
		Name & Sign. of College Acad. l/c. with Date

DECLARATION		
I hereby declare that the Induction is completed upto my satisfactory level and am aware of all rules and regulations of the organisation.		Name & Sign. of Empl. with Date
VII. ADMIN HR Verified and found that all induction formalities are properly completed and original copy filed in Employee Personal File.		Name & Sign. of Admin HR l/c. with Date

Undertaking to be given by the faculty member as per NAAC, NBA, NIRF & UGC- API		Employee Signature with date
1. Every day I will strictly update and maintain Teacher's Diary, P.C.R. etc.		
2. I will be the mentor & counselor for at least 20 students.		
3. I will strictly maintain and update the Mentor books for 20- Students.		
4. I will submit lesson plans, course files, lab manuals etc. of subjects which I am handling, at least 1 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.		
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.		
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.		
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.		
9. I will submit customized self-appraisal report related to my individual performance/contribution towards NIRF, NBA, NAAC, and UGC-API. I have been given sample model Proforma appraisal form.		
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		
11. a) If I am an Assistant Professor, . I will publish minimum of one paper in each semester and minimum of two papers in each 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 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.		
12. a) If I am an Assistant Professor, I will publish minimum of one paper in each academic year/ two semesters from the date of joining in IEEE/EQUVALENT (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 semester and two papers in an academic year/ two semesters from the date of joining, in IEEE/EQUVALENT (springer/Elsevier etc.) international conferences with college affiliation.		
13. a) If I am Doctorate/Associate Professor/ Professor, I will apply for at least minimum of one Sponsored Project from Government/Semi Government/ Corporate MNC/ Private sector which are having minimum of 25 Crore turn over). b) If I am an Assistant Professor, I will associate and assist Doctorate/Associate Professor/ Professor, in applying for at least		

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) If I 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.	
16. 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	
18. 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.	
20. a) If I am Doctorate/ Associate Professor/Professor, I, in association with department members will conduct minimum of one certificate course in each academic year. b) If I am an Assistant Professor, I will associate and assist in conducting minimum of one certificate course in each academic year	

As a faculty member, I, Dr/Mr./Ms.....EmpID.....from.....Department, hereby Commit myself to fulfill the above 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.

Name and Signature of the Employee with D

**BHARAT INSTITUTIONS
HYDERABAD**

JOINING REPORT

Name : _____

Father's Name : _____

Designation : _____

Department : _____ Unit: _____

Cell No : _____

Present Address : _____

Emergency Contact No. : _____

Aadhar No : _____

Pan No : _____

Appointment Order Ref No & Date: _____

Posting Order Ref No & Date : _____

Date of Reporting : _____

Thank you for providing me the opportunity to work at Bharat Institutions. I will perform my duties sincerely, honestly and to the best of my abilities.

Request you to accept my Joining Report

Employee Signature with Date : _____

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/or EPS, 1995 is applicable)

1.	Name of the member	
2.	Father's Name <input type="checkbox"/> Spouse's Name <input type="checkbox"/> (Please tick whichever is applicable)	
3.	Date of Birth: (DD / MM / YYYY)	
4.	Gender: (Male/Female/Transgender)	
5.	Marital Status (Married/Unmarried/Widow/Widower/Divorcee)	
6.	(a) Email ID: (b) Mobile No.:	
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
9.	Previous employment details: [if Yes to 7 AND/OR 8 above]	
	a) Universal Account Number:	
	b) Previous PF Account Number:	
	c) Date of exit from previous employment: (DD/MM/YYYY)	
	d) Scheme Certificate No. (if issued)	
10.	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)	
	c) Passport No.	
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	
11.	KYC Details: (attach self attested copies of following KYCs)	
	a) Bank Account No. & IFS Code	
	b) AADHAR Number	
	c) Permanent Account Number (PAN), if available	

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account.
(The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimate to employer at the earliest.

Date:

Place:

Signature of Member

DECLARATION BY PRESENT EMPLOYER

- A. The member Mr./Ms./Mrs. _____ has joined on _____ and has been allotted PF Number _____
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
 - (Post allotment of UAN) The UAN allotted for the member is _____
 - Please Tick the Appropriate Option:
The KYC details of the above member in the UAN database
 - ☐ Have not been uploaded
 - ☐ Have been uploaded but not approved
 - ☐ Have been uploaded and approved with DSC
- C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:
 - The above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as declared by member.
 - Please Tick the Appropriate Option:-
 - ☐ The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate transfer request has been generated on portal
 - ☐ As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (3) for transfer of funds from his previous establishment.

Date:

Signature of Employer

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.No.	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)	
	Housing Loan Interest (Previous year certificate/Provisional Certificate given by the banker)	
10.	Total Income (8-9)	
11.	80 C/ 80CCC & 80CCD Deductions	
i.	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 out for 'new tax regime' you will get benefit of all the deduction under the Income tax act and pay taxes as per the 'old tax regime' and you will have to submit the Investment Declaration]	Yes/No

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/permited 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.
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:
 - i. 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. R. Arslan
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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 LEAVE POLICY

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

K. R. [Signature]
01/07/2022

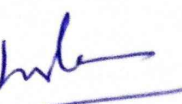
absent and from 3rd day onwards each day of absent will be treated as 2 days of LOP up to 6 days, even though CLs are available. After 6th working day/one week, it will come under agreement violation and break in service.

- 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 each day.
 - 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:

- 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 :

- I. 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 Maternity leave on loss of pay for 90 days, who have not 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 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 immediately after last instruction day of the semester or academic year and facilitate the 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.

- 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	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.
- 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 joining	After 2 years from the date of joining

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

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.
6. 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.

K. R. Wale
01/09/2023.

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) LATE REPORTING: 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) ACADEMIC: 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 the 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.

K. R. Sub
01/09/2017

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 / symposia/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, J.N.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 persuation 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) VACATION: 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.

K. R. 

01/09/2023

**JOB RESPONSIBILITIES OF TEACHERS
(DEGREE LEVEL TECHNICAL INSTITUTIONS)**

APPENDIX - F

ACADEMIC	RESEARCH & CONSULTANCY	ADMINISTRATION	EXTENSION
Class Room Instruction	Reserch & Development Activities & Guidance	Academic & Administrative Management of the Institution	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, Laboratory, 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 support 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 Activities		Participation in policy Planning at the Regional National level for development of technical education	Providing technical support in areas of social relevance
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	
<i>Any other work assigned by the Head of the Institutions</i>			

AICTE - Notification on Revised Pay Scales & Services Conditions.

K. R. Mule
01/09/2023

BHARAT INSTITUTIONS

General Rules, Regulations, **Policies & Procedures**

K.K.H.
01/07/2023

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 anywhere 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

K. K. Mule
01/05/2023

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, e-mail 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.

K. K. hl
01/09/2023

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

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 Movement Register 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 $\frac{1}{2}$ an hour from the actual time of reporting and every third (3rd) late reporting in a month will be treated as $\frac{1}{2}$ 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 $\frac{1}{2}$ an hour from the actual time will be treated as $\frac{1}{2}$ a day leave.

17) Maintenance of assets, equipment and stocks:

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

K. R. Mule
01/09/2023

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:

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

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

Requirements for temporary issue of certificates

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

K. R. H
01/09/2023

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 AICTE, 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

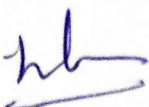
- Satisfactory Performance Appraisal and feedback from the students.

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.

K. R. 
01/07/2023

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:

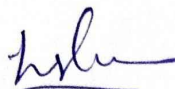
At the discretion of management fee concession, will be extended to the children of employees or siblings, who have completed 3 yrs of satisfactory service in the institution, based on the merits of the case.

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. 
01/09/2023

28) Continuity of Service with the organisation:

Teaching staff: 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 2years.

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 depute / 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 depute / 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.

K. R. Sule
01/09/2023

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 3 months 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

K. R. Lishu
01/09/2023

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.

K.R. hb
01/07/2022

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.

K. R. Lila
01/09/2023

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 within 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 within 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 penalty 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

K. R. Sub
01/09/2023



BHARAT INSTITUTE OF TECHNOLOGY

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 diary

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)

PRINCIPAL

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