



BHARAT INSTITUTE OF TECHNOLOGY

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

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

DEPLOYMENT OF STRATEGIC PLANNING

Bharat Institute of Technology (BIT), has emerged to create a common platform for teachers, students, research scholars, academic experts, drug regulators and industry to interact and share their knowledge, regulatory guidelines with participants and delegates fostering an environment where participants and delegates can enrich their knowledge, be inspired to think in terms of research and be encouraged to innovate. Yearly, the institution hosts awareness programmes, faculty development programmes, advanced scientific seminars, National Pharmacy week, and ideations by the institution's innovationcell and incubation center.

It was an honor for the Chinta Reddy Madhusudan Reddy Edu. Society, BIT-Pharmacy to organize a national level virtual and offline seminar/Conferences consecutively from 2010 that provides an opportunity for various colleges students and faculty to project their scientific work and skills on the national level platform through Google meet, YouTube, Instagram and Facebook was found to be beneficial for the students and faculty members to share their research and knowledge and interact with different academicians, industry scientists and regulators across India and international.

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R.R. Dist - 501 510, Telangana



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Perspective Plan: 2024-2029

Perspective Plan	Deployment
Curricular Aspects	
Quality education and Lifelong learning	<ul style="list-style-type: none">• Identify and develop a new teaching methodology• Incorporate new experiments• Participate in educational and mentoring activities (i.e. provide ongoing training. research)• To implement an appropriate curriculum delivery by recruiting qualified and competent faculty in support of the program.• Research collaborations,• Strengthen library & learning resources
Research & Development, Innovation, and Incubation	<ul style="list-style-type: none">• Develop a plan to cultivate improved and novel research methods for existing ones.• To apply for Government funding agencies.• To improve quality of publications of research findings and to try for patents filing.• To strengthen Institute Innovation cell (IIC) and Institute and Industry cell.• To arrange MOUs, guest lectures, industrial training, human resource exchange, scientific events,• To establish an incubation Centre



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Social Responsibility and Extension Activities in a neighborhood community	<ul style="list-style-type: none">• To promote the concept of rational use of medicine in villages• To conduct professional development programs for health care professionals• To provide drug information to health care professionals• To assist health care professionals in the quality use of medicines
Explore options for Finance and Infrastructure	<ul style="list-style-type: none">• To seek research funding from government organizations.• To improve student admissions• To enhance the infrastructure.
Improve student Placements	<ul style="list-style-type: none">• To interact with industries and improve the number of placements.• To conduct career guidance programs



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Activity successfully conducted based on Perspective/Strategic plan and Deployment Quality Education and lifelong learning

- ◆ Recruiting qualified, experienced and competent faculty in support of the program.
ICT tools are identified, developed and employed to improve the teaching-learning process.
- ◆ Mentoring process is established.
- ◆ Institute Innovation cell is established and various innovation activities are conducted.
- ◆ Lifelong learning is initiated through conducting seminars, guest lectures, workshops, extracurricular activities
- ◆ Research collaborations with reputed organizations.
- ◆ Strengthened library, learning resources & E- digital library facility.
- ◆ Incorporated new experiments.



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

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

The staff comprises the following categories.

A. Teaching Staff:

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

B. Supporting Staff:

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

C. Supporting staff (Non-technical)

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



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QUALIFICATION AND EXPERIENCE:

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

1. PAY, ALLOWANCES, INCREMENTS:

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

2. RECRUITMENT AND SELECTION:

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



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committee followed by one-on-one interview by the Principal/ Secretary.

- vii. Candidates for non-teaching posts are selected based on practical test conducted by departmental selection committee and if need be a final round of one-on-one interview by the Principal.
- viii. Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the college.

3. APPOINTING AUTHORITY:

All the appointments are made by the Principal with the approval of the Secretary based on the recommendations of various committees appointed from time to time for such purposes.

4. REPORTING:

On receiving the offer letter from the institution, the staff member has to give in principle his/her consent to join the institution on or before the last date notified for reporting. At the time of reporting for duty, the staff member has to submit an undertaking, stating that he/she would serve the institute for a minimum period of two years and abide by its conduct rules. He/she should also submit copies of original certificates along with two photographs in proof of age, qualification, experience and last pay drawn.

5. PROBATION:

- i. All appointees in the institution will initially be on probation for the first one year of their service and on completion of the probation period will be deemed to be regular unless expressly notified otherwise.
- ii. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
- iii. The rules governing probation shall not apply to appointments made temporary/contract/contingent basis.
- iv. The services of candidate appointed on temporary/contract basis, can be



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

6. RESIGNATION, RELIEVE, TERMINATION:

Resignation and Relieve:

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

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

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

7. TERMINATION:

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

8. MOTIVATIONAL INCENTIVES:

Employee Provident Fund (EPF):

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



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

Incentives and Rewards:

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

9. LEAVE RULES AND POLICIES:

General:

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

CASUAL LEAVE:

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



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

HALF-PAY LEAVE (HPSL)

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

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

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

SPECIAL LEAVES:

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

SABBATICAL LEAVES:

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

Eligibility for Sabbatical Leaves is as follows:

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



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

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

COMPENSATORY CASUAL LEAVE (CCL):

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

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

STUDY LEAVE

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

MATERNITY LEAVE

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

VACATION LEAVE

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

04 weeks during summer

01 week each during Dussehra and Sankranthi festivals.

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



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

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

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

EARNED LEAVE (EL):

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

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



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10. CODES OF CONDUCT AND DISCIPLINE:

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

DO's:

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



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Seminar/Conference

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

DON'T's:

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

11. DISCIPLINARY ACTION:

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

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

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



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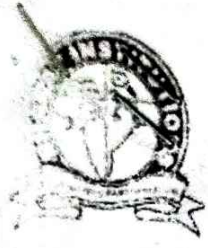
As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.

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



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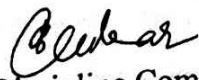
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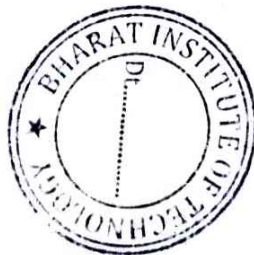
CIRCULAR AS PER THE COLLEGE DISCIPLINE COMMITTEE

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


Discipline Committee


Academic I/C


Principal




Principal
Bharat Institute of Technology
Mangalpally (Village),
Ibrahimpatnam (Mandal), R. R. Dist.

BHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY
Mangalpally (V), Ibrahimpatnam (M), Ranga Reddy (Dt), Hyderabad-501510

Date: 03/01/2023

CIRCULAR

DRESS CODE POLICY

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

Dress code for Male students:

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

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

Wearing ID Card is Mandatory

Dress code for Female students:

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

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

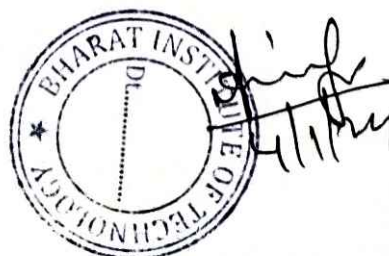
Wearing ID Card is Mandatory

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

3.1.2023
College Admin Incharge

Cc:

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



BHARAT INSTITUTE OF ENGINEERING AND TECHNOLOGY
Mangalpally (V),
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Annexure-I

Fine Amount

Jeans - Rs100/-

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

Jean Shirt and Jean pant- Rs 200/-

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

Without Dupatta- Rs100/-

Short length Kurti- Rs 100/-

Informal Shoes- Rs100/-

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

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

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

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

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

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

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



[Signature]
3.1.2023
[Signature]
Principal
Bihar Institute of Technology
Madanpally (V),
Madhubani (M), B.R. Dar

BHARAT INSTITUTIONS

COVID- 19 LEAVE POLICY

PURPOSE

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

SCOPE

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



Principal
Bharat Institute of Technology
Madangalipally (V).
Sankaranarayanan (M), R.R. Dora

❖ **Category B:**

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

i) Employee who is intended to take **3 days** online classes will be paid one day salary (or) he/she can forego 2 Casual leaves

ii) Employee who is intended to take online classes for **4-5 days** will be paid 35% of their salary.

iii) Employee availing **6 days** online classes will be paid 2 days salary or can forego 4 CLs

Category -C:-

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

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

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

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

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

Work Expectations

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



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

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

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

Note:

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



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R.R. Dist - 501 510, Telangana.

BHARAT INSTITUTIONS

PRIOR APPROVED LEAVE PETITION FOR TEACHING STAFF

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

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

College B.I.T

Sir / Madam,

I P. Twila Pushpa

Empl. No.

Dept. Pharmacy

Designation Assistant prof.

request you to kindly
sanction leave on / from

29/01/2021 to

3/02/2021

i.e. for 6 day

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

My marriage.

Thanking You,

Yours faithfully : Sign. :

TO BE FILLED BY COLLEGE/UNIT HR DEPARTMENT

No. of times Leave availed
without Prior Approval

In this Month	In this Academic Yr.

Previous Regularisation of
Unauthorised absence

Form No.	Dated

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

CLASS ADJUSTMENT

DETAILS OF CLASS COMPENSATION

Date	Class	Subject	Faculty Accepting Class Work			Date	Time	Specify if or record no. of days Sign. with
			Name	Dept.	Sign.			
Monday 29/01/21	Pharm D II	CP	Aseer	Ph. log.	Aseer	29/1/21	1:30 to 2:20pm	
Monday 29/01/21	Pharm D I	HAP	T. Manoj	Ph. chem. stry	T. Manoj	29/1/21	3:20 to 4:00	
Wednesday 31/01/21	Pharm D BIP B. Pharm. Bachel.	HAP Lab	Dr. J. T. Gani	Pharmacy practice	Dr. J. T. Gani	31/1/21	9:30 to 12:00	Dept. Ac. Incharge
Wednesday 31/01/21	Pharm D I	HAP					2:30 to 3:20	
Thursday 7/02/21	Pharm D BIT B. Pharm. Bachel.	HAP Lab	T. Manoj	Ph. chem. stry	T. Manoj	07/02/21	9:30 to 12:00pm	
Thursday 7/02/21	Pharm D I	HAP					12:00 to 2:30	
Friday 2/02/21	Pharm D BIP B. Pharm. Bachel.	HAP Lab	K. Raja	Pharmacy	K. Raja	2/2/21	9:30 to 12:00	
Friday 2/02/21	Pharm D I	HAP	M. Dr. Praveen	Pharmacy	M. Dr. Praveen	2/2/21	3:20 to 4:00	
Friday 2/02/21	Pharm D II	CP	Nabil	Pharm D stry	Nabil	2/2/21	1:30 to 2:20	Dept. Incharge

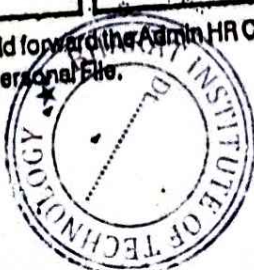
College Academic I/c.

Specify: Rejected or if recommended no. of days	Sign. with date

Dean Admin / College Admin I/c.

Is the employee regular to duties and has completed the work entrusted till the date of leave application	Specify: Rejected or if recommended no. of days	Reason	Applicable clause of Leave Policy

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



PRINCIPAL
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Mangalpally (M), Warangalpatnam (M),
R.R. Dist. 501 510, Telangana.

FOR GUIDELINES SEE O

BHARAT INSTITUTIONS

ADMIN HR COPY
COLLEGE COPY

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

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

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

College BIT

Sir / Madam,

No. :

Date : 4/12/17

I S. Namratha

Empl. No. TDEC15F1895E146 Dept. Analysis

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

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

Pb.D Methodology Exam (Sabbatical leaves)

Thanking You,

Yours faithfully : Sign. : [Signature]

TO BE FILLED BY COLLEGE/UNIT HR DEPARTMENT

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

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

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

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

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

FOR GUIDELINES SEE OVERLEAF



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

Mangalpally
8/12/17

Anapoli
Bharat Institute of Technology
Mangalpally

Respected Sir,

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

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

please grant me One
hour permission

Thanking You Sir

HR,

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



Yours faithfully
Namratha Sankar
8/12/17

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

To
HR
BIT

Respected Madam,

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

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

Thank you

Yours faithfully
Namratha Sunkar
26/2/21



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Mangalagiri (V), Ibrahimpatnam (M).
R.R. Dist - 501 510, Telangana.

BHARAT INSTITUTIONS

ADMIN HR COPY
COLLEGE COPY

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

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

Signature of / Dean Admin. / I/c. Admin.

B.T.T

No. :

Date :

26/2/21

S. Namradha

Empl. No.

Dept.

Ph. Analysis

Signature of Aest. Person

request you to kindly sanction leave on / from

1/3/21 to 2/3/21

i.e. for

2 Days

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

PHD Thesis Submission at Chennai

Thanking You,

Yours faithfully : Sign. :

26/4/21

TO BE FILLED BY COLLEGE/UNIT HR DEPARTMENT

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

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

CLASS ADJUSTMENT						DETAILS OF CLASS COMPENSATION		Specify (Rejected or If recommended no. of days) and Sign. with date.
			Faculty Accepting Class Work			Date	Time	
Date	Class	Subject	Name	Dept.	Sign.			
	Bpharm 1 st year	Class	will be taken Online					Recommended 2 days 26/4/21
								Dept. Academic Incharge
								Recommended 2 days 26/4/21
								Dept. Admin Incharge

College Academic I/c.		Dean Admin / College Admin I/c.				
Specify : Rejected or If recommended no. of days	Sign. with date	Is the employee regular to duties and has completed the work entrusted till the date of leave application	Specify : Rejected or If recommended no. of days	Reason	Applicable clause of Leave Policy	Sign. with date
Recommended 2 days 26/4/21	26/4/21	Yes	Recommended 2 days			26/4/21

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



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Bharat Institute of Technology
Mangalagiri, Ibrahimpatnam (M),
R.R. Dist - 501 510, Telangan.



CURE HOSPITAL

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

Dr. Harish Ibrahim

MD DGO

Consultant Gynaecologist

MRS Swetha

Age: 32y / F

27/11/23

ML g.mallu

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PRINCIPAL

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



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+ Metilglab danner

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



BHARAT INSTITUTE OF TECHNOLOGY

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

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

DEPLOYMENT OF STRATEGIC PLANNING

Bharat Institute of Technology (BIT), has emerged to create a common platform for teachers, students, research scholars, academic experts, drug regulators and industry to interact and share their knowledge, regulatory guidelines with participants and delegates fostering an environment where participants and delegates can enrich their knowledge, be inspired to think in terms of research and be encouraged to innovate. Yearly, the institution hosts awareness programmes, faculty development programmes, Advanced scientific seminars, National Pharmacy week, and ideations by the institutions innovation cell and incubation centre.

It was an honour for the Chinta Reddy Madhusudan Reddy Edu. Society, BIT-Pharmacy to organize a national level virtual and offline seminar/Conferences consecutively from 2010 that provides an opportunity for various colleges students and faculty to project their scientific work and skills on the national level platform through Google meet, Youtube, Instagram and Facebook was found to be beneficial for the students and faculty members to share their research and knowledge and interact with different academicians, industry scientists and regulators across India and international.



Principals
Bharat Institute of Technology (Pharmacy)
Mangalpally (M), Ibrahimpatnam (M),
R.R. Dist. 501510, Telangana.
Mangalpally (M), Ibrahimpatnam
R.R. Dist. Pin-501510
pal.bit@biet.ac.in



BHARAT INSTITUTE OF TECHNOLOGY

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

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

Perspective Plan 2019-2024

OBJECTIVE	ACTION PLAN
Quality Education and lifelong learning	<ol style="list-style-type: none">1. Identify and develop a new teaching methodology2. Incorporate new experiments3. Participate in educational and mentoring activities (i.e. provide ongoing training, research)4. To implement an appropriate curriculum delivery by recruiting qualified and competent faculty in support of the program.5. Research collaborations,6. Strengthen library & learning resources
Research & Development, Innovation, and Incubation	<ol style="list-style-type: none">1. Develop a plan to cultivate improved and novel research methods for existing ones.2. To apply for Government funding agencies.3. To improve quality of publications of research findings and to try for patents filing.4. To strengthen Institute Innovation cell (IIC) and Institute and Industry cell.5. To arrange MOUs, guest lectures, industrial training, human resource exchange, scientific events,6. To establish an incubation Centre



A. K. M. M. M.
PRINCIPAL

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



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

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Social Responsibility and Extension Activities in a neighbourhood community and Cheeryal village	<ol style="list-style-type: none">1. To promote the concept of rational use of medicine in Mangalpally village2. To conduct professional development programs for health care professionals3. To provide drug information to health care professionals4. To assist health care professionals in the quality use of medicines
Explore options for Finance and Infrastructure resources	<ol style="list-style-type: none">1. To seek research funding from government organizations.2. To improve student admissions3. To enhance the infrastructure.
Improve students placements	<ol style="list-style-type: none">1. To interact with industries and improve the number of placements.2. To conduct career guidance programs to make the students ready for facing the Interviews.

Activity successfully conducted based on Perspective/Strategic plan and Deployment Quality Education and lifelong learning

- Recruiting qualified, experienced and competent faculty in support of the program.
- ICT tools are identified, developed and employed to improve the teaching-learning process.
- Mentoring process is established.
- Institute Innovation cell is established and various innovation activities are conducted.
- Lifelong learning is initiated through conducting seminars, guest lectures, workshops, extracurricular activities
- Research collaborations with reputed organizations.
- Strengthened library, learning resources & E- digital library facility.
- Incorporated new experiments.



A. K. Mahalingam
PRINCIPAL
Bharat Institute of Technology (Pharmacy)
Mangalpally (V), Ibrahimpatnam (M),
R.R. Dist 501510, Telangana.
pal.bit@biet.ac.in



BHARAT INSTITUTE OF TECHNOLOGY

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

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

These rules are called " BIT Employees Service and Conduct Rules".

Cadres of Staff

The staff comprises the following categories.

A. Teaching Staff:

S.No	Designation
1	Principal
2	HODs
3	Professors
4	Associate Professors
5	Assistant Professors
6	Librarian
7	Physical Director

B. Supporting Staff (Technical) :

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



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



BHARAT INSTITUTE OF TECHNOLOGY

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

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C. Supporting Staff (Non-Technical) :

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

QUALIFICATIONS AND EXPERIENCE:

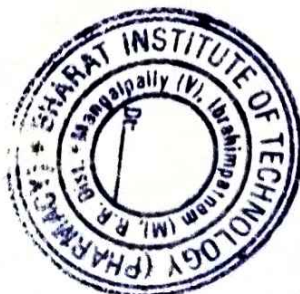
The qualifications and experience required for the candidates to fill various posts shall be as per the norms prescribed by the PCI AICTE/ Affiliating University/State Government.

1. Pay, Allowances, Increments:

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

2. Recruitment and Selection

- The recruitment and selection of faculty members is need-based. HOD projects the requirement based on workload.
- The rules prescribed for selection of employees from time to time by AICTE/PCI/University/Government of TS shall be followed.
- Staff selection committee shall be constituted.
- A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by Governing body.



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



BHARAT INSTITUTE OF TECHNOLOGY

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

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

- iv. The Management/Governing body may in special circumstances appoint persons by invitation/deputation/contract basis.
- v. The candidates for Assistant professor and Associate professor are selection committee followed by one-on-one interview by the Principal/ Secretary.
- vi. Candidates for non-teaching posts are selected based on practical test conducted by departmental selection committee and if need be a final round of one-on-one interview by the Principal.
- vii. Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the college.

3. Appointing Authority:

All the appointments are made by the Principal with the approval of the Secretary based on the recommendations of various committees appointed from time to time for such purposes.

4. Reporting:

On receiving the offer letter from the institution, the staff member has to give in principle his/her consent to join the institution on or before the last date notified for reporting. At the time of reporting for duty, the staff member has to submit an undertaking, stating that he/she would serve the institute for a minimum period of two years and abide by its conduct rules. He/she should also submit copies of original certificates along with two photographs in proof of age, qualification, experience and last pay drawn;

5. Probation:

- i. All appointees in the institution will initially be on probation for the first one year of their service and on completion of the probation period will be deemed to be regular unless expressly notified otherwise.
- ii. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
- iii. The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis.
- iv. The services of candidate appointed on temporary/contract basis, can be terminated at any time without any notice and without assigning any reason thereof.



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



BHARAT INSTITUTE OF TECHNOLOGY

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

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6. Resignation, Relieve, Termination:

Resignation and Relieve:

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

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

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

7. Termination:

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

8. Motivational incentives

Employees Provident fund (EPF)


Principal
Bharat Institute of Technology (Pharmac)
Mangalpally (V), Ibrahimpatnam (M)
R.R. Dist - 501 510, Telangana.





BHARAT INSTITUTE OF TECHNOLOGY

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

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

The eligible members of the staff are enrolled under EPF scheme and the contribution as fixed by the GOI is deducted from their salary. This amount together with the management contribution will be deposited in the bank account of the Government department concerned within the stipulated time.

Incentives and Awards

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

9. Leave Rules and Policies:

GENERAL

- Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- An employee shall not take up any service or accept any employment, while on leave.
- Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Even for CLs, intimation by telephone, SMS or E-Mail is to be given to the Head of the department / Institution, if prior sanction cannot be obtained for justifying reasons.
- Leave accounts of all staff members are maintained in the Office of the Principal.
- Sanctioning Authority: Principal of the college is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to heads / in charges for administrative convenience. Secretary (Chairman) of the college is the competent authority to sanction leave of the Principal.



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- vi. All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules. The total number of leaves taken in an Academic year will be considered in the performance appraisal at the end of the year.

10. CASUAL LEAVE (CL)

- All the regular employees of the college are entitled to fifteen days of casual leave in a calendar year.
- The total number of CL's used in one spell shall not exceed 06 days and the total period including prefixed, suffixed and intervening holidays shall not exceed 10 days.
- The total number of CLs used shall not exceed 4 at the end of I Quarter, 8 at the end of II quarter, and 12 at the end of III quarter.
- Unused CLs at the end of a calendar year are NOT carried forward to the next year.
- Casual leave cannot be combined with any other type of leave.
- Casual leave for half a day may also be granted for fore - noon or after - noon.

HALF-PAY LEAVE (HPSL)

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

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

SPECIAL LEAVES

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

Sabbatical Leaves

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



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Eligibility for sabbatical leaves is as follows

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

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

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

COMPENSATORY CASUAL LEAVE (CCL)

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

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

STUDY LEAVE

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

MATERNITY LEAVE

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

Maternity leave applications must be accompanied by medical certificates.

VACATION LEAVE

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



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04 weeks during summer

01 week each during Dusserah and Sankranthi festivals.

Where the period of service in the college is less than one year but 06 months or more, vacation leave may be granted on pro-rata basis. The faculty members whose service in the college is less than 06 months are not eligible for vacation leave.

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

Un used vacation leaves are not carried forward to the next academic year. However, where a vacation staff member is required to attend to official duty during vacation as per the directions

of the Head of the Institution, the unused vacation leave is converted as EL in the ratio of 07 (VL) : 05 (EL).

EARNED LEAVE (EL)

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

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

10 Codes of Conduct and Discipline:

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




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DO's:

- i. Maintain absolute integrity and devotion to duty
- ii. Attend the college regularly and punctually
- iii. Engage classes, both theory and practical; punctually and effectively
- iv. Correct the assignments and lab. records systematically
- v. Be meticulous in submitting the question papers and marks of the internal tests
- vi. Conduct guest/expert lectures with academic/industry professionals
- vii. Valuation of internal and external examinations
- viii. Attend internal and external invigilation and observer duties
- ix. Attend guest lectures, FDPs, Workshops, Seminars, Industrial Visits and Tours
- x. Downloading e-material from digital library, authorized online journals and legitimate sites
Preparing soft/hard copy of course files, delivery sheets and web materials
- xi. Monitoring and Counseling of student academic performance and Mentoring
- xii. Be honest, impartial in dealings and courteous with others

- xiii. Abide by the rules and regulations of the institution
- xiv. Promote decency, decorum, dignity and discipline among staff and students.
- xv. Institute devices and mechanisms to improve academic standards.
- xvi. Acquire and develop professional/interpersonal competence to enhance skills of students
- xvii. Building team work, team efficiency and reinforcement of skills/knowledge in students
- xviii. Administrative compliance
- xix. Authoring/Coauthoring of text books with other college professionals
- xx. Publication of papers in Seminars/Conferences/Conventions/ Journals/Magazines
- xxi. Publication and attending FDPs/Workshops/Conferences/ Symposia/ Conventions
- xxii. Chairing Sessions and Delivering Keynote Address in any FDP WS/ Seminar/Conference
- xxiii. Professional, rational and intellectual behavior like an academician.

Don'ts

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



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- xiii. Taking Membership of a political party or taking part in politics
- xiv. Any act which is detrimental to the interest of the institution.

11. Disciplinary action:

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

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

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

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

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



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DEPLOYMENT OF STRATEGIC PLANNING

Bharat Institute of Technology (BIT), has emerged to create a common platform for teachers, students, research scholars, academic experts, drug regulators and industry to interact and share their knowledge, regulatory guidelines with participants and delegates fostering an environment where participants and delegates can enrich their knowledge, be inspired to think in terms of research and be encouraged to innovate. Yearly, the institution hosts awareness programmes, faculty development programmes, Advanced scientific seminars, National Pharmacy week, and ideations by the institutions innovation cell and incubation centre.

It was an honour for the Chinta Reddy Madhusudan Reddy Edu. Society, BIT-Pharmacy to organize a national level virtual and offline seminar/Conferences consecutively from 2010 that provides an opportunity for various colleges students and faculty to project their scientific work and skills on the national level platform through Google meet, Youtube, Instagram and Facebook was found to be beneficial for the students and faculty members to share their research and knowledge and interact with different academicians, industry scientists and regulators across India and international.



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Perspective Plan 2019-2024

OBJECTIVE	ACTION PLAN
Quality Education and lifelong learning	<ol style="list-style-type: none">1. Identify and develop a new teaching methodology2. Incorporate new experiments3. Participate in educational and mentoring activities (i.e. provide ongoing training, research)4. To implement an appropriate curriculum delivery by recruiting qualified and competent faculty in support of the program.5. Research collaborations,6. Strengthen library & learning resources
Research & Development, Innovation, and Incubation	<ol style="list-style-type: none">1. Develop a plan to cultivate improved and novel research methods for existing ones.2. To apply for Government funding agencies.3. To improve quality of publications of research findings and to try for patents filing.4. To strengthen Institute Innovation cell (IIC) and Institute and Industry cell.5. To arrange MOUs, guest lectures, industrial training, human resource exchange, scientific events,6. To establish an incubation Centre



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Social Responsibility and Extension Activities in a neighbourhood community and Cheeryal village	<ol style="list-style-type: none">1. To promote the concept of rational use of medicine in Mangalpally village2. To conduct professional development programs for health care professionals3. To provide drug information to health care professionals4. To assist health care professionals in the quality use of medicines
Explore options for Finance and Infrastructure resources	<ol style="list-style-type: none">1. To seek research funding from government organizations.2. To improve student admissions3. To enhance the infrastructure.
Improve students placements	<ol style="list-style-type: none">1. To interact with industries and improve the number of placements.2. To conduct career guidance programs to make the students ready for facing the Interviews.

Activity successfully conducted based on Perspective/Strategic plan and Deployment Quality Education and lifelong learning

- Recruiting qualified, experienced and competent faculty in support of the program.
- ICT tools are identified, developed and employed to improve the teaching-learning process.
- Mentoring process is established.
- Institute Innovation cell is established and various innovation activities are conducted.
- Lifelong learning is initiated through conducting seminars, guest lectures, workshops, extracurricular activities
- Research collaborations with reputed organizations.
- Strengthened library, learning resources & E- digital library facility.
- Incorporated new experiments.



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

These rules are called " BIT Employees Service and Conduct Rules".

Cadres of Staff

The staff comprises the following categories.

A. Teaching Staff:

S.No	Designation
1	Principal
2	HODs
3	Professors
4	Associate Professors
5	Assistant Professors
6	Librarian
7	Physical Director

B. Supporting Staff (Technical) :

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



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C. Supporting Staff (Non-Technical) :

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

QUALIFICATIONS AND EXPERIENCE:

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

1. Pay, Allowances, Increments:

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

2. Recruitment and Selection

- The recruitment and selection of faculty members is need-based. HOD projects the requirement based on workload.
- The rules prescribed for selection of employees from time to time by AICTE/PCI/University/Government of TS shall be followed.
- Staff selection committee shall be constituted.
- A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by Governing body.



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- iv. The Management/Governing body may in special circumstances appoint persons by invitation/deputation/contract basis.
- v. The candidates for Assistant professor and Associate professor are selection committee followed by one-on-one interview by the Principal/ Secretary.
- vi. Candidates for non-teaching posts are selected based on practical test conducted by departmental selection committee and if need be a final round of one-on-one interview by the Principal.
- vii. Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the college.

3. Appointing Authority:

All the appointments are made by the Principal with the approval of the Secretary based on the recommendations of various committees appointed from time to time for such purposes.

4. Reporting:

On receiving the offer letter from the institution, the staff member has to give in principle his/her consent to join the institution on or before the last date notified for reporting. At the time of reporting for duty, the staff member has to submit an undertaking, stating that he/she would serve the institute for a minimum period of two years and abide by its conduct rules. He/she should also submit copies of original certificates along with two photographs in proof of age, qualification, experience and last pay drawn;

5. Probation:

- i. All appointees in the institution will initially be on probation for the first one year of their service and on completion of the probation period will be deemed to be regular unless expressly notified otherwise.
- ii. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
- iii. The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis.
- iv. The services of candidate appointed on temporary/contract basis, can be terminated at any time without any notice and without assigning any reason thereof.




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6. Resignation, Relieve, Termination:

Resignation and Relieve:

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

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

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

7. Termination:

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

8. Motivational incentives

Employees Provident fund (EPF)



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The eligible members of the staff are enrolled under EPF scheme and the contribution as fixed by the GOI is deducted from their salary. This amount together with the management contribution will be deposited in the bank account of the Government department concerned within the stipulated time.

Incentives and Awards

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

9. Leave Rules and Policies:

GENERAL

- Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- An employee shall not take up any service or accept any employment, while on leave.
- Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Even for CLs, intimation by telephone, SMS or E-Mail is to be given to the Head of the department / Institution, if prior sanction cannot be obtained for justifying reasons.
- Leave accounts of all staff members are maintained in the Office of the Principal.
- Sanctioning Authority: Principal of the college is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to heads / in charges for administrative convenience. Secretary (Chairman) of the college is the competent authority to sanction leave of the Principal.




Principal
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- vi. All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules. The total number of leaves taken in an Academic year will be considered in the performance appraisal at the end of the year.

10. CASUAL LEAVE (CL)

- All the regular employees of the college are entitled to fifteen days of casual leave in a calendar year.
- The total number of CL's used in one spell shall not exceed 06 days and the total period including prefixed, suffixed and intervening holidays shall not exceed 10 days.
- The total number of CLs used shall not exceed 4 at the end of I Quarter, 8 at the end of II quarter, and 12 at the end of III quarter.
- Unused CLs at the end of a calendar year are NOT carried forward to the next year.
- Casual leave cannot be combined with any other type of leave.
- Casual leave for half a day may also be granted for fore - noon or after - noon.

HALF-PAY LEAVE (HPSL)

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

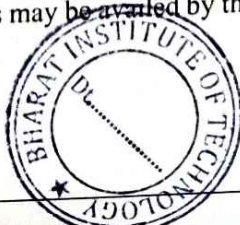
- HPL may be commuted on medical grounds subject to the following conditions:
- Employees are eligible to commute HPL to a maximum extent of half of the HPL accrued.
- When commuted leave is granted / used twice the amount of such leave shall be debited against the
- HPL accrued (due).
- HPL for more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

SPECIAL LEAVES

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

Sabbatical Leaves

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



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Eligibility for sabbatical leaves is as follows

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

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

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

COMPENSATORY CASUAL LEAVE (CCL)

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

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

STUDY LEAVE

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

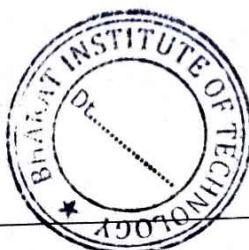
MATERNITY LEAVE

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

Maternity leave applications must be accompanied by medical certificates.

VACATION LEAVE

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




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04 weeks during summer

01 week each during Dusserah and Sankranthi festivals.

Where the period of service in the college is less than one year but 06 months or more, vacation leave may be granted on pro-rata basis. The faculty members whose service in the college is less than 06 months are not eligible for vacation leave.

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

Un used vacation leaves are not carried forward to the next academic year. However, where a vacation staff member is required to attend to official duty during vacation as per the directions

of the Head of the Institution, the unused vacation leave is converted as EL in the ratio of 07 (VL) : 05 (EL).

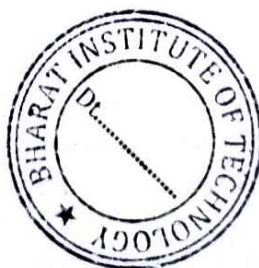
EARNED LEAVE (EL)

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- Un used EL's would be carried forward to the next calendar year.
- EL's will not be granted on more than three occasions in a calendar year.
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10 Codes of Conduct and Discipline:

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



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



BHARAT INSTITUTE OF TECHNOLOGY

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

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

DO's:

- i. Maintain absolute integrity and devotion to duty
- ii. Attend the college regularly and punctually
- iii. Engage classes, both theory and practical; punctually and effectively
- iv. Correct the assignments and lab. records systematically
- v. Be meticulous in submitting the question papers and marks of the internal tests
- vi. Conduct guest/expert lectures with academic/industry professionals
- vii. Valuation of internal and external examinations
- viii. Attend internal and external invigilation and observer duties
- ix. Attend guest lectures, FDPs, Workshops, Seminars, Industrial Visits and Tours
- x. Downloading e-material from digital library, authorized online journals and legitimate sites
Preparing soft/hard copy of course files, delivery sheets and web materials
- xi. Monitoring and Counseling of student academic performance and Mentoring
- xii. Be honest, impartial in dealings and courteous with others
- xiii. Abide by the rules and regulations of the institution
- xiv. Promote decency, decorum, dignity and discipline among staff and students.
- xv. Institute devices and mechanisms to improve academic standards.
- xvi. Acquire and develop professional/interpersonal competence to enhance skills of students
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Don'ts

- i. Gross negligence of duties and responsibilities
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- viii. Enter into any monetary transactions with any stakeholder of the institution
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All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.

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

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

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



[Signature]
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principal.bharati.ac.in, 9640909041



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DEPLOYMENT OF STRATEGIC PLANNING

Bharat Institute of Technology (BIT), has emerged to create a common platform for teachers, students, research scholars, academic experts, drug regulators and industry to interact and share their knowledge, regulatory guidelines with participants and delegates fostering an environment where participants and delegates can enrich their knowledge, be inspired to think in terms of research and be encouraged to innovate. Yearly, the institution hosts awareness programmes, faculty development programmes, Advanced scientific seminars, National Pharmacy week, and ideations by the institutions innovation cell and incubation centre.

It was an honour for the Chinta Reddy Madhusudan Reddy Edu. Society, BIT-Pharmacy to organize a national level virtual and offline seminar/Conferences consecutively from 2010 that provides an opportunity for various colleges students and faculty to project their scientific work and skills on the national level platform through Google meet, Youtube, Instagram and Facebook was found to be beneficial for the students and faculty members to share their research and knowledge and interact with different academicians, industry scientists and regulators across India and International.



Principal
Chinta Reddy Madhusudan Reddy Edu. Society
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Perspective Plan 2019-2024

OBJECTIVE	ACTION PLAN
Quality Education and lifelong learning	<ol style="list-style-type: none">1. Identify and develop a new teaching methodology2. Incorporate new experiments3. Participate in educational and mentoring activities (i.e. provide ongoing training, research)4. To implement an appropriate curriculum delivery by recruiting qualified and competent faculty in support of the program.5. Research collaborations,6. Strengthen library & learning resources
Research & Development, Innovation, and Incubation	<ol style="list-style-type: none">1. Develop a plan to cultivate improved and novel research methods for existing ones.2. To apply for Government funding agencies.3. To improve quality of publications of research findings and to try for patents filing.4. To strengthen Institute Innovation cell (IIC) and Institute and Industry cell.5. To arrange MOUs, guest lectures, industrial training, human resource exchange, scientific events,6. To establish an incubation Centre



[Signature]
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Social Responsibility and Extension Activities in a neighbourhood community and Cheeryal village	<ol style="list-style-type: none">1. To promote the concept of rational use of medicine in Mangalpally village2. To conduct professional development programs for health care professionals3. To provide drug information to health care professionals4. To assist health care professionals in the quality use of medicines
Explore options for Finance and Infrastructure resources	<ol style="list-style-type: none">1. To seek research funding from government organizations.2. To improve student admissions3. To enhance the infrastructure.
Improve students placements	<ol style="list-style-type: none">1. To interact with industries and improve the number of placements.2. To conduct career guidance programs to make the students ready for facing the Interviews.

Activity successfully conducted based on Perspective/Strategic plan and Deployment Quality Education and lifelong learning

- Recruiting qualified, experienced and competent faculty in support of the program.
- ICT tools are identified, developed and employed to improve the teaching-learning process.
- Mentoring process is established.
- Institute Innovation cell is established and various innovation activities are conducted.
- Lifelong learning is initiated through conducting seminars, guest lectures, workshops, extracurricular activities
- Research collaborations with reputed organizations.
- Strengthened library, learning resources & E- digital library facility.
- Incorporated new experiments.



Dr. S. Srinivasulu
Principal
Bharat Institute of Technology
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SERVICE RULES, CODE OF CONDUCT, AND DISCIPLINE FOR STAFF, STUDENTS, AND ADMINISTRATION

These rules are called " BIT Employees Service and Conduct Rules".

Cadres of Staff

The staff comprises the following categories.

A. Teaching Staff:

S.No	Designation
1	Principal
2	HODs
3	Professors
4	Associate Professors
5	Assistant Professors
6	Librarian
7	Physical Director

B. Supporting Staff (Technical) :

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



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C. Supporting Staff (Non-Technical) :

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

QUALIFICATIONS AND EXPERIENCE:

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

1. Pay, Allowances, Increments:

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

2. Recruitment and Selection

- The recruitment and selection of faculty members is need-based. HOD projects the requirement based on workload.
- The rules prescribed for selection of employees from time to time by AICTE/PCI/University/Government of TS shall be followed.
- Staff selection committee shall be constituted.
- A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by Governing body.



[Signature]
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- iv. The Management/Governing body may in special circumstances appoint persons by invitation/deputation/contract basis.
- v. The candidates for Assistant professor and Associate professor are selection committee followed by one-on-one interview by the Principal/ Secretary.
- vi. Candidates for non-teaching posts are selected based on practical test conducted by departmental selection committee and if need be a final round of one-on-one interview by the Principal.
- vii. Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the college.

3. Appointing Authority:

All the appointments are made by the Principal with the approval of the Secretary based on the recommendations of various committees appointed from time to time for such purposes.

4. Reporting:

On receiving the offer letter from the institution, the staff member has to give in principle his/her consent to join the institution on or before the last date notified for reporting. At the time of reporting for duty, the staff member has to submit an undertaking, stating that he/she would serve the institute for a minimum period of two years and abide by its conduct rules. He/she should also submit copies of original certificates along with two photographs in proof of age, qualification, experience and last pay drawn;

5. Probation:

- i. All appointees in the institution will initially be on probation for the first one year of their service and on completion of the probation period will be deemed to be regular unless expressly notified otherwise.
- ii. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
- iii. The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis.
- iv. The services of candidate appointed on temporary/contract basis, can be terminated at any time without any notice and without assigning any reason thereof.



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6. Resignation, Relieve, Termination:

Resignation and Relieve:

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

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

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

7. Termination:

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

8. Motivational incentives

Employees Provident fund (EPF)



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The eligible members of the staff are enrolled under EPF scheme and the contribution as fixed by the GOI is deducted from their salary. This amount together with the management contribution will be deposited in the bank account of the Government department concerned within the stipulated time.

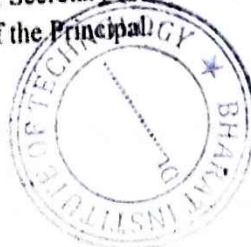
Incentives and Awards

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

9. Leave Rules and Policies:

GENERAL

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



[Signature]
Principal
Bharat Institute of Technology
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- vi. All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules. The total number of leaves taken in an Academic year will be considered in the performance appraisal at the end of the year.

10. CASUAL LEAVE (CL)

- All the regular employees of the college are entitled to fifteen days of casual leave in a calendar year.
- The total number of CL's used in one spell shall not exceed 06 days and the total period including prefixed, suffixed and intervening holidays shall not exceed 10 days.
- The total number of CLs used shall not exceed 4 at the end of I Quarter, 8 at the end of II quarter, and 12 at the end of III quarter.
- Unused CLs at the end of a calendar year are NOT carried forward to the next year.
- Casual leave cannot be combined with any other type of leave.
- Casual leave for half a day may also be granted for fore - noon or after - noon.

HALF-PAY LEAVE (HPSL)

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

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

SPECIAL LEAVES

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

Sabbatical Leaves

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



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Eligibility for sabbatical leaves is as follows

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

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

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

COMPENSATORY CASUAL LEAVE (CCL)

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

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

STUDY LEAVE

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

MATERNITY LEAVE

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

Maternity leave applications must be accompanied by medical certificates.

VACATION LEAVE

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



[Signature]
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04 weeks during summer

01 week each during Dusserah and Sankranthi festivals.

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- xi. Monitoring and Counseling of student academic performance and Mentoring
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- xiii. Abide by the rules and regulations of the institution
- xiv. Promote decency, decorum, dignity and discipline among staff and students.
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- xviii. Administrative compliance
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Don'ts

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- ii. Propagation of religious, communal, anti-social, terrorist activities in the campus.
- iii. Discriminate by caste, creed, religion, language, domicile, social and cultural background
- iv. Encouraging any form of 'malpractice/unfair practices' in connection with exams
- v. Leaving the campus without proper prior permission of the Head of the Institution.
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- vii. Undertake private assignments whether remunerative or not
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- xiii. Taking Membership of a political party or taking part in politics
- xiv. Any act which is detrimental to the interest of the institution.

11. Disciplinary action:

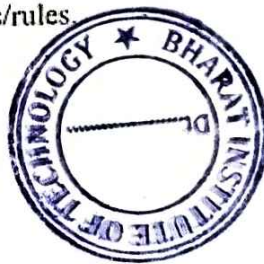
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- iii. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules
- iv. Suspension
- v. Removal from service



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