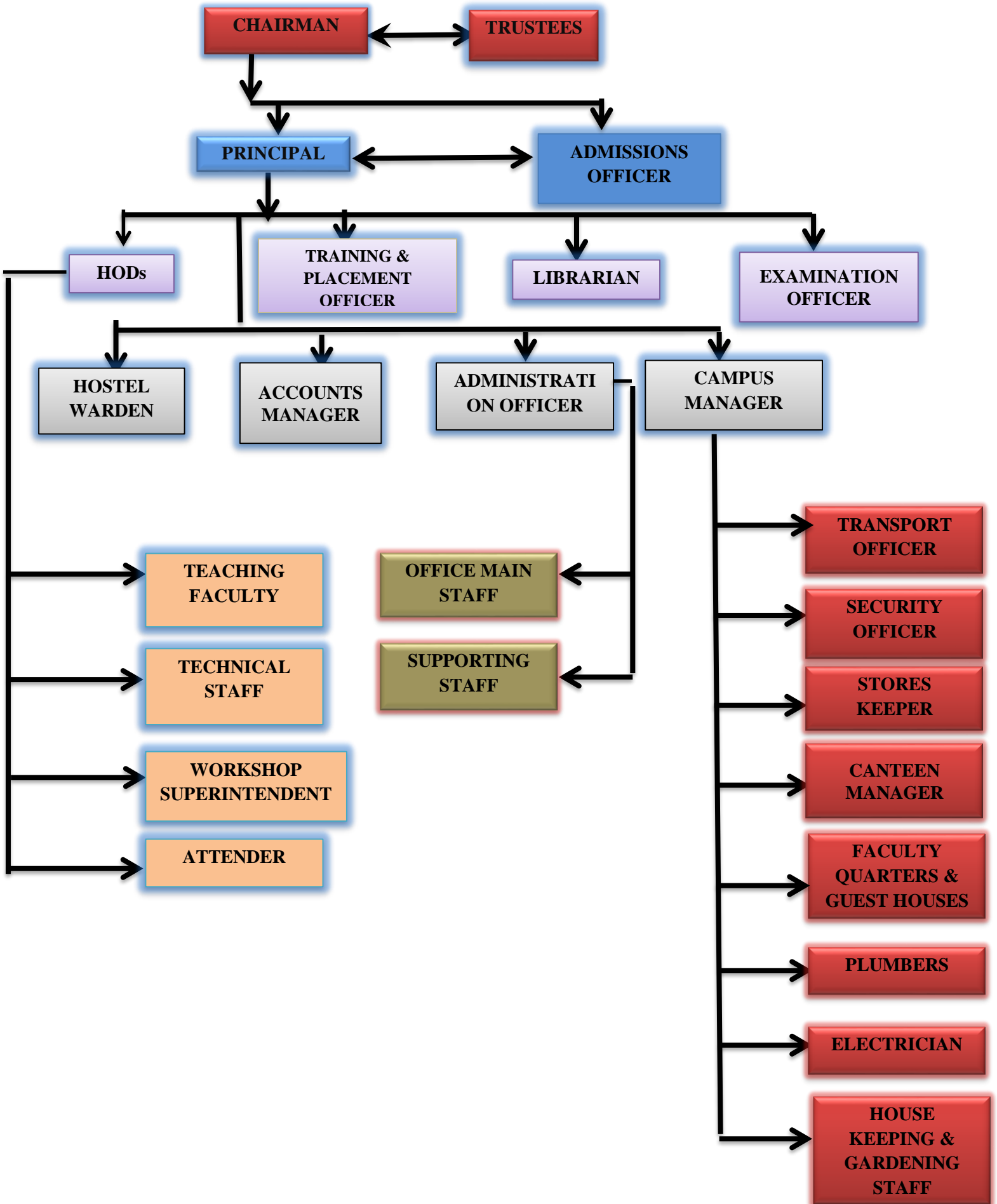


ORGANOGRAM OF BIT





BIT, BIES & BEADS

BIT Polytechnic
Mangalore



www.bitmangalore.edu.in
www.beads.edu.in

Bearys Institute of Technology (BIT) was born out of a vision to create a world class engineering college for technical learning & engineering excellence. We are looking for candidates with relevant experience and passion to nurture & deliver excellence and fulfill our vision.

Job Code	Post
1	Vice-Principal
2	Professor & HOD (Civil, CSE, AI&DS - Only Ph.D holders)
3	Associate Professor (CSE, Mechanical)
4	Assistant Professor (CSE, AI&DS)
5	H.R. Manager
6	Librarian/ Assistant Librarian
7	Ladies Hostel Warden

Bearys Institute of Emerging Sciences (BIES) BCA Programs

8	Asst. Professor (Maths)
9	Asst. Professor (CSE) (MCA, MSc (IT, SWE, CS only))
10	Asst. Professor (Kannada / English/ Hindi)
11	Office Admin, Office Assistant
12	Lab Instructor (CSE) (Diploma CSE/BCA)

Bearys Enviro-Architecture Design School (BEADS) B.Arch Programs

13	Associate Professor
14	Asst. Professor

BIT Polytechnic

15	Lecturer - Civil (BE Civil)
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Bearys
Institute
of Technology

MANGALORE

BEARYS INSTITUTE OF TECHNOLOGY

MANGALORE

SERVICE RULES

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CHAPTER: I

1. TITLE AND COMMENCEMENT

- 1.1 These rules shall be called service rules for the employees of the educational institutions administered by the "Bears Academy of Learning".
- 1.2 These rules shall come into force from the date of approval by then Governing Body of the Association and shall apply to all the employees hereafter defined, on the date of approval by the Governing Body and who joined the employment thereafter.
- 1.3 These rules shall apply to full time teaching/non-teaching employees. What is said of the responsibility of the lower authorities may be validity done by higher authority.

CHAPTER: II

2. APPOINTMENT, CONFIRMATION, TERMINATION & RETIREMENT

- 2.1 All appointments of all categories shall be made by the Governing Body. The Governing Body may appoint selection committee wherever necessary.
- 2.2 A candidate appointed by direct recruitment shall assume charge of the post for which he/she was appointed within the period specified in the appointment
- 2.3 **AT THE TIME OF JOINING THE CANDIDATE SHALL COMPLETE THE FOLLOWING FORMALITIES**
 - 2.3.1 Submission of Joining Report.
 - 2.3.2 Submission of True Attested Copies of Educational Certificates along with originals for verification
 - 2.3.3 Submission of Relieving Letter from the previous employer
 - 2.3.4 Submission of Evidence of date of birth / proof of age.
 - 2.3.5 Nomination for Provident Fund / Gratuity in prescribed form (if eligible).
 - 2.3.6 Application for Identity Card along with three passport size Photos.
 - 2.3.7 Application for opening Bank Account

2.4 SERVICE RECORDS:

A Service Register shall be maintained for every employee showing among other things, his/her permanent address, date of appointment, consolidated pay, scale of pay on which he/she was appointed increments given from time to time, leave availed of, transfers, promotions, suspensions, punishments etc. The Register shall be opened immediately after the employee report for duty and to be updated periodically

2.5 TERMINATION OF SERVICE: The Management may terminate the services of an employee

2.5.1 After giving three months notice or pay in lieu thereof, no such Notice shall be necessary, if the termination is as a result of proved misconduct in the enquiry conducted in accordance with these Rules

2.5.2 The services of a probationer may be terminated by giving one month notice or salary in lieu thereof.

2.5.3 The Governing Body may curtail or waive the notice period or payment in lieu thereof in appropriate cases at its discretion if requested by the employee.

2.6 RESIGNATION: When an employee tenders resignation to the post held by him/her, the following points shall be verified before accepting the resignation

2.6.1 Whether the resignation is not in the middle of the academic session prescribed by Affiliating University/Council/Board

2.6.2 Whether the three months notice or salary equivalent to the notice period has been paid

2.6.3 Whether dues or no dues certificate has been obtained from different Department / Section of the Institution.

2.6.4 The Head of the Institution shall forward the resignation letter to the Governing Body with suitable opinion / remarks for orders / acceptance.

2.6.5 The Governing Body shall be the Competent Authority to accept the resignation of all Employees

CHAPTER –III

3. HOURS OF WORK & HOLIDAYS:

3.1 All employees are required to work for a minimum of six days a week and 8 hours a day

3.2 Duty hours in the different Departments and Sections of the Institutions are to be followed as notified from time to time.

3.3 The duty hours notified may be changed as per the requirement of the Institution from time to time and the employees shall attend duty accordingly

3.4 All employees shall be: required to attend to any emergency or other urgent duties outside their regular hours of work including on Sundays and holidays if required. They shall not be entitled to any extra remuneration for such work except to compensatory Time off at the management's discretion and convenience.

3.5 ATTENDANCE:

3.5.1 All employees shall mark their attendance in their respective Attendance Register and Biometric maintained in the office of the College.

3.5.2 No employee reporting fifteen minutes later from the time fixed for commencement of duty will be allowed to attend duty unless permission is given by the Head of the Department.

3.5.3 Any employee found absent from his/her place of work during working hours without prior permission of the Head of the Department or section, is liable to be treated as absent for the day

CHAPTER -IV

4. DUTIES AND CONDUCTS

4.1 DUTIES OF TEACHERS:

- 4.1.1 Teachers must see that he / she is conscientious in giving his / her attention to the students.
- 4.1.2 No teacher is permitted to inflict corporal punishment on a student.
- 4.1.3 Teachers are required to maintain Attendance register of students
- 4.1.4 Teachers are required to maintain their own lesson plan & diary
- 4.1.5 Teachers are expected to record, wherever required by the Regulation, Registers and all Academic marks of their students from time to time in particular at the reopening of the college and at the end of the Term/semester for Institutions/Colleges. Each year teacher must supply any statistical and other data required by the Head of the Institution.
- 4.1.6 In addition to normal class-room duties, the teacher shall co-operate carefully and faithfully with the Head of the Institution and other Members of the Teaching Staff in promotion of an atmosphere of academic excellence and in the performance of extra duties and devoting extra time which is required for the welfare of the student or the Institution in general
- 4.1.7 Teachers shall follow the duties / workload as prescribed by VTU or as per norms of A.I.C.T.E. Management or the competent authority shall have the final say in assigning duties/workload

4.2 CODE OF CONDUCT FOR TEACHERS & EMPLOYEES:

- 4.2.1 Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the institution and abide by the rules made from time to time

- 4.2.2 An employee is required to accept any work allotted to him by the head of the institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos of the institution.
- 4.2.3 Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable.
- 4.2.4 Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable.
- 4.2.5 No employee shall misuse or carelessly use the material and facilities provided by the institution.
- 4.2.6 No employee shall tamper or cause it to be tampered with the records or notices of the institution.
- 4.2.7 No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution.
- 4.2.8 No employee shall indulge in activity which may embarrass the cause of the institution.

CHAPTER- V

5. LEAVE

5.1 GENERAL CONDITIONS:

- 5.1.1 Permanent employee shall be eligible for Earned Leave, Casual Leave, Compensatory Casual leave, Half Pay Leave / Commuted Leave, Special Casual Leave and Extraordinary Leave. No employee shall be entitled

to any leave under these rules, in respect of unauthorized absence from duty in pursuance of an illegal strike

5.1.2 Employees in the non-teaching staff category working in the non-vacation department are eligible for **15 days earned leave**.

5.1.3 If an employee desires to take a leave he/she make an application in writing or through online, giving sufficient time to the principal to respond.

5.1.4 An employee, who has been granted leave on medical grounds, is required before resuming duty to produce a medical fitness certificate from a registered qualified medical practitioner.

5.2 CASUAL LEAVE:

5.2.1 Casual leave is initially meant for a short period of absence necessitated by sudden and unforeseen urgent work

5.2.2 No employee has the right to grant of casual leave. The principal is empowered not to grant casual leave at any time according to the exigencies of service and the need of the institution

5.2.3 Casual leave may be granted not more than 3 days at a time.

5.2.4 Late arrival and early departure for personal purposes is considered as one day of absence.

5.3 SPECIAL CASUAL LEAVE

5.3.1 Special Casual Leave may be granted to an employee for a period not exceeding fifteen days in any one calendar year.

5.3.2 For participation in sports & Educational Programmes (e.g. Seminar /Conferences /Workshops) events of University / State / National or International importance only one event of its kind in a year is permitted.

5.4 EXTRAORDINARY LEAVE

5.4.1 Extraordinary leave may be granted at the discretion of the principal without pay to a teaching and non-teaching staff in special circumstances such as:

When other leave is admissible, but the staff applies in writing for the grant of extraordinary leave.

5.5 LEAVE WITHOUT PAY

5.5.1 For absence exceeding the permitted leave, salary will be deducted at the end of academic year.

5.5.2 The maximum period of the special leave is six months

5.5.3 No salary of any kind is admissible for this period of leave.

CHAPTER: VI

6. OBLIGATIONS OF THE EMPLOYEE:

6.1 Every employee shall observe courtesy and politeness

6.2 No employee shall enter into monetary dealing with his/her colleagues subordinates, clients or customers nor shall he accept any present from them.

6.3 No employee shall use the Institutions name or properties for his/her own purpose and benefits, except when permitted to do so by the Management in writing.

6.4 Every employee shall present himself/herself in his/her seat/duty place at the prescribed time.

CHAPTER: VII
7. EMPLOYEES PROVIDENT FUND AND PENSION SCHEME

The employees are covered by the Employees Provident Funds and Miscellaneous Provisions Act, 1952. The application of these Rules is mandatory to all employees. According to these Rules, the employee shall contribute towards PF contribution at the rates prescribed in the Rules and matching share of contribution shall be paid by the Management and both shares of PF contributions shall be remitted to the Regional Provident Fund Commissioner, Karnataka, Bangalore every month towards crediting the amount to PF Account and Pension Fund Account. The payment of contributions shall cease, on the employee quitting from the service either on resignation, dismissal or by retirement. The accumulated PF contributions will be paid to the employees directly by the Regional Provident Fund Commissioner, Karnataka, Bangalore. For details with regard to PF and Pension benefits, the Employees Provident Fund and Miscellaneous Provisions Act, 1952 be referred.

CHAPTER VIII

8. RETIREMENT

Every employee shall retire from service on attaining the age of 60 years. The governing body may grant extension at its discretion, provided the employee is fit for such an extension and has no mental or physical incapacity which disqualifies him from such an extension. The extended period will not be treated as continuity in service.

CHAPTER -IX

9. DISPLAY OF RULES

These Rules may be displayed on the Notice Board or such other places as specified by the Head of the Institution.

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CHAPTER VIII

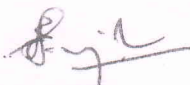
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Principal

Bearys Institute of Technology

Land End, Innoli, Belliyur Village

Near Mangalore University

MANGALORE-574 152

BEARYS INSTITUTE OF TECHNOLOGY, MANGALORE

FACULTY SELF APPRAISAL REPORT for the ACADEMIC YEAR 2022 - 2023

(Copies of relevant supporting material/ documents to be enclosed by the Faculty)

Name of Faculty : VINOD KUMAR N

Designation(Present) : ASSISTANT PROFESSOR

Qualification: : M TECH

Department : MECHANICAL ENGINEERING

Date of joining the college and designation : 17.07.2016 & ASSISTANT PROFESSOR

Date of joining the present post : 17.07.2016

I. Instructional Work (Odd & Even Semesters Data) (Furnish for 2021-22 Odd sem & 2021-22 Even sem.)

Semester & Program	Subject title (<i>only Theory subjects</i>)	Class strength	Internal Tests results			University Exam result percentage		Feedback by students, if any
			Pass Percentage			%	Class Average Marks	
			I	II	III			
5 TH Mechanical Engg.	M&E	26	65	88	100	100	62.4	
7 TH Mechanical Engg.	AR	29	68	93	100	100	66.9	
7 TH Mechanical Engg.	FM	4	100	66	100	100	65.25	
1 ST Mechanical Engg.	EME	42	84	100	100	WAITING		
4 TH Mechanical Engg.	MMM	23	100	96	91	WAITING		
8 TH Mechanical Engg.	AM	4	100	100	100	100	61.25	

II. Service to College (Furnish for 2020-21 Even sem & 2021-22 Odd sem.)

a) Curricular & Co-curricular

(Class advisor, Lab/ Centre in-charge, Time table Coordinator, NBA/ ISO Coordinator, etc)

Details of position held	Period	Specific achievements, if any
Class Teacher	2021-22 Even sem	--
Class Teacher	2021-22 odd sem	-
Class Teacher	2020-21 Even sem	--
Class Teacher	2020-21 odd sem	-
Lab Incharge CIM Lab	2021-22 Odd sem.	--

Lab Incharge CIM Lab	2020-21 Even sem	--
-------------------------	------------------	----

b) ExtraCurricular

(NCC, NSS, YRC, Staff advisors, Hostel, Counseling, Tours, Visits, Sports/Games, etc.,)

Details of position held	Period	Specific achievements, if any
Counseling	2020-21 Even&odd sem &2021-22 Even &Oddsem.	--
Industrial Visit to 4 TH Year Students	30 March 2022 & 31 March 2022	Sri Laxmi Narashima Industry Bangalore, Aerospace Automated Industry, Bangalore

c) Activities Organized (Workshop, Symposium, Seminar, Winter/Summer School, STTP, Conference, Continuing education, Value added courses, Any other Programs,etc.,)

Activity	Title of activity	Duration	Local/National/ International	No. of Participants	Major Sponsors, if any
-	-	-	-	-	-

d) Fund Generation Activities

(Proposals to funding Agencies, Testing, Consultancy, etc)

Nature of activity	Concerned agency	Fund Applied/Sanctioned/ Generated(mention)	Current status of activity
Under Science, Technology & Innovation(STI) Interventions in the State	KSCST	Rs.2,80,000	APPLIED
Poposals to funding agencies	VGST	Rs.15,12,000	APPLIED

e) Development of Department/ Laboratory/ Centre/ Experimental Setupetc.,

Details of activity	Nature of work	Current status
CIM LAB	Manual Prepared	Completed
As A Class Teacher	applying exam form, student Registration, Revaluation form filling, Results Analysis,	Completed
Internship Co-Ordinator	Viva Conducting, Report Preparation	Completed
Placement Co-Ordinator	Placements Related Work	Completed

III. Academic Supervisory Work (Furnish for 2020-21Even sem&2021-22 Oddsem.)

a) UG Projects/ Guidance for paperpresentation

Degree	Name(s) of Student(s)	Co-guide, if any	Title of the project	Current status
BE (8 TH SEM)	1)Abubakkar Khan Shired	--	Portable Electric	Completed

MAIN PROJECT)	2)Rasid Shaikh		Ploughing And Leveling Machine	
	3)Riyaz Ahmed			
	4)Wahid Ahmed Dindawad			
BE (6TH SEM MINI PROJECT)	1)Beena Mandal	-----	Smart Rain Water Harvesting System	Completed
	2)Mohammed Afshan			
	3)Akram Mohamed Hussain			
	4)Swasthik			

IV. Professional Development (Furnish for 2020-21 Even sem & 2021-22 Oddsem.)

a) Research papers published in Journals and Conferences

Title of the Paper	Co-authors(s), if any	Name of the Journal & Publisher	Vol. & No.	Month & Year
Portable Electric Ploughing And leveling Machine	Dr. Vasantha kumar, Mr. Abubakkar Khan Mr. Rasid Shaikh Mr. Riyaz Ahmed Mr. Wahid Ahmed	International Journal of Scientific Research in Science, Engineering and Technology	Volume 9 Issue 4 ISSN : 2395-1990	July-August 2022

b) Participation in STTP, Workshop, Seminar, Symposium, Conferences, Training, etc.,

Nature of activity	Organized by	Duration	
		From	To
One Week Online Faculty Development Program on Workshop "Taking Research to Next Level"	Department of Mechanical Engineering & Department of Basic Science, in Association with IQAC, ISNT and IIC Cell, Sri Venkateshwara College of Engineering, Bengaluru	26th to 30th September 2022.	

c) Details of Membership in Professional Bodies

1. LMISTE, IEAENG

d) Details of Special Achievements & Awards --

V. Service to Public/Civic (Furnish for 2020-21 Even sem & 2021-22 Oddsem.)

a) Participation in Civic Service Related Programs (Skill Oriented & Awareness programs, Projects, etc.)


Program/ Project	Dates of Participation	Type of work executed
Beach Cleaning	17 th Sep 2022	Completed

VI. Any other relevant information (regarding service to college, Academic work, Professional development & service civic) (Furnish for 2020-21 Even sem & 2021-22

Odd sem.)

Admission Work, Promotion of college, Academic work etc.

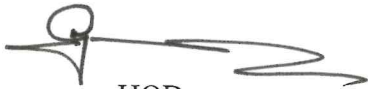
Date: 17/10/22


Signature of the Faculty

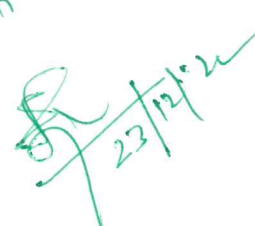
- Note: 1. Proof / Xerox copies for every particular furnished above, to be enclosed by the Faculty
2. All Faculty Appraisals are to be routed through the HoD's concerned.

Forwarded to the Principal:

All the details furnished by the Faculty during his tenure in BIT, such as the results produced, etc are verified and found correct. The necessary Proof / Xerox copies for every particulars are enclosed by the Faculty and attested.


HOD

Date: 17/10/2022

- Good results.
- Update the funding activities.

23/12/22

BEARYS INSTITUTE OF TECHNOLOGY, MANGALORE

FACULTY SELF APPRAISAL REPORT for the ACADEMIC YEAR 2022 - 2023

(Copies of relevant supporting material/ documents to be enclosed by the Faculty)

Name of Faculty : RASHMI A V

Designation (Present) : Assistant Professor Qualification: M.Tech

Department : Electronics & Communication

Date of joining the college & designation : 04/03/2020 & Assistant Professor

Date of joining the present post : 04/03/2020

I. Instructional Work (Odd & Even Semesters Data) (Furnish for 2021-22 Odd sem & 2021-22 Even sem.)

Semester & Program	Subject title (<i>only Theory subjects</i>)	Class strength	Internal Tests results			University Exam result percentage	
			Pass Percentage			%	Class Average Marks
			I	II	III		
3 rd Sem ECE	Electronic Devices	14	86.66%	60%	92.85%	85.70%	53
4 th Sem ECE	Analog Circuits	14	86.66%	73.33%	73.33%	71%	52
5 th Sem ECE	Information Theory & Coding	12	83.33%	83.33%	91.66%	100	62
6 th Sem ECE	Occupational Health and Safety	12	100%	83.33%	83.33%	100	70

II. Service to College (Furnish for 2020-21 Even sem & 2021-22 Odd sem.)

a) Curricular & Co-curricular

(Class advisor, Lab/ Centre in-charge, Time table Coordinator, NBA/ ISO Coordinator, etc)

Details of position held	Period
Class Teacher	2021-2022 Even sem
Lab In charge Analog Circuits Lab	2021-2022 Even sem

III. Academic Supervisory Work (Furnish for 2020-21 Even sem & 2021-22 Odd sem.)

a) UG Projects/ Guidance for paper presentation

Degree	Name(s) of Student(s)	Co-guide, if any	Title of the project	Current status
BE	B.Reshmi Fathimath Haseeba Maneesha Sushmitha. K		Online system for monitoring water quality, turbidity and managing pipeline networks	Completed

IV. Professional Development (Furnish for 2020-21 Even sem & 2021-22 Odd sem.)

a) Details of Membership in Professional Bodies

Member of ISTE

Date: 16/11/2022

Darby
Signature of the Faculty

Note: 1. Proof/ Xerox copies for every particular furnished above, to be enclosed by the Faculty
2. All Faculty Appraisals are to be routed through the HoD's concerned.

Forwarded to the Principal:

All the details furnished by the Faculty during his tenure in BIT, such as the results produced, etc are verified and found correct. The necessary Proof/ Xerox copies for every particulars are enclosed by the Faculty and attested.

HOD

[Handwritten Signature]

HOD

(Dept. of Electronics & Communication Engg.)
Bearys Institute of Technology
Land End, Innoli, Boliyar Village
Near Mangalore University
MANGALORE - 574 153

Results to be improved.

[Handwritten Signature]
24/12/22

Date: 7/12/2022