

RECRUITMENT POLICY

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INTRODUCTION

Bearys Institute of Technology (BIT) is an established brand in the field of Technical Education. We are a dynamically evolving institution; we reflect the values and motivating spirit of our founding principles. With a long legacy of imparting quality education since 1906, we ensure that we remain up to date and are future ready. We currently offer UG, PG and PhD programs, following the syllabus prescribed by the Visvesvaraya Technological University (VTU), Belgaum, Karnataka State.

VISION

To be a premier institution in engineering education and research, fostering innovation, societal responsibility, and ethical leadership for a sustainable future.

MISSION

1. Promote innovation and cutting-edge research to develop sustainable engineering solutions for real-world and global challenges.
2. Cultivate ethical leadership and technical excellence among students to become responsible and leading engineering professionals.
3. Encourage active societal engagement and industry collaboration to drive inclusive growth and environmental responsibility.

OBJECTIVE

To establish a transparent, merit-based, and fair recruitment and selection process in accordance with the VTU guidelines. This policy is to support in the recruitment and retention of top talents who can be a part of growing academic excellence at Bearys Institute of Technology(BIT).

SCOPE

This policy is applicable to all recruitment and selection processes for faculty and staff positions at Bearys Institute of Technology(BIT).

POLICY STATEMENT

Bearys Institute of Technology(BIT) is committed to recruiting the best talent in a transparent, fair, and non-discriminatory manner, adhering to the guidelines set forth by the VTU. Candidates are selected based on the credentials, experience and ability to contribute to the institution

RECRUITMENT AND SELECTION PROCESS

IDENTIFICATION OF VACANCIES

1. **Needs Assessment:** conduct a full needs assessment to establish precise and future personnel requirements.
2. **Approval:** Obtain approval from the relevant authorities (e.g., Governing Body, Principal) for new or replacement positions.

JOB DESCRIPTIONS AND SPECIFICATIONS; QUALIFICATION AND ELIGIBILITY CRITERIA

1. **Job Descriptions:** Prepare detailed job descriptions outlining the duties, responsibilities, and qualifications required for each position.
2. **Qualifications:** Ensure that qualifications align with the VTU standards, including minimum educational requirements, experience, and any special skills.

QUALIFICATION CRITERIA

1. **Assistant Professor:** BE/B.Tech & ME/M.Tech in relevant branch with 1st class or equivalent in either BE/B.Tech or ME/M.Tech.
2. **Associate Professor:** Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent in the appropriate discipline. Post-PhD publications and guiding PhD students are highly desirable with a minimum of 5 years of experience in teaching/research/industry, including 2 years post-PhD experience is desirable.
3. **Professor:** Qualifications as above that is for the post of Associate Professor applicable. Post PhD publications and guiding PhD students is highly desirable. Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years' experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.

ADVERTISING VACANCIES

1. **Channels:** Advertise vacancies through various channels, including the Bearys Institute of Technology(BIT) website, national newspapers, professional journals, and job portals.
2. **Content:** As per the BIT Recruitment policy and VTU norms and to ensure advertisements include job descriptions, qualifications, application procedures, and deadlines.

APPLICATION PROCESS

1. **Submission:** Provide clear instructions for submitting applications, including required documents (e.g., CV, cover letter, certifications).
2. **Deadline:** Clearly state the application deadline and ensure it is adhered to.

SCREENING AND SHORTLISTING

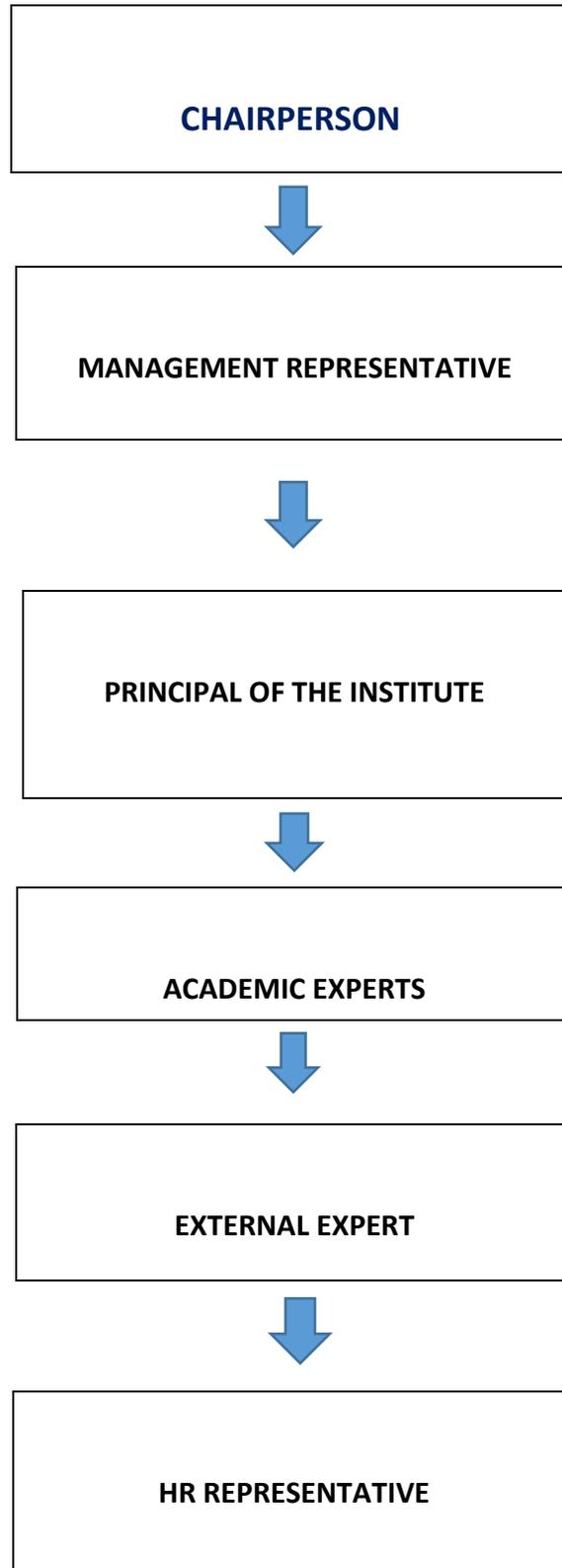
1. **Initial Screening:** Conduct an initial screening of applications to ensure they meet the basic qualifications and criteria.
2. **Shortlisting:** Create a shortlist of candidates for further evaluation based on qualifications, experience, and other relevant factors. (Refer annexure -1)

SELECTION PROCESS

SELECTION COMMITTEE: The selection committee for the recruitment process is as follows:

1. **CHAIRPERSON:** Head of the Institution oversees the entire recruitment process and makes final decisions. He is the Chief signing authority in decision making and appointment.
2. **MANAGEMENT REPRESENTATIVE:** Member from the management or governing body. Provides strategic oversight and ensures alignment with the institution's goals.
3. **PRINCIPAL OF THE INSTITUTE:** ensures that the recruitment process reflects BIT's commitment to excellence and adherence to institutional values.
4. **ACADEMIC EXPERTS:** Heads of Departments or senior faculty evaluate candidates' academic and research capabilities.
5. **EXTERNAL EXPERT:** Academic expert nominated by VTU.
6. **HR REPRESENTATIVE:** HR personnel. Ensures adherence to HR best practices and legal requirements.

ORGANOGRAM OF SELECTION COMMITTEE



INTERVIEWS

Conduct multiple rounds of interviews, including preliminary and final interviews, to assess candidates' suitability.

ASSESSMENT

Use standardized assessment tools and criteria to evaluate candidates' teaching ability, subject knowledge, research potential, and other relevant skills (Refer Annexure 2 and 3).

BACK GROUND VERIFICATION (BGV)

1. **Verification:** Detailed BGV is conducted to verify candidates' qualifications, experience, and professional conduct.
2. **Documentation:** Maintain detailed records of reference checks for future reference.

OFFER AND APPOINTMENT

1. **Offer Letter:** Issue offer letters to selected candidates outlining the terms of employment, including salary, benefits, and other conditions.
2. **Acceptance:** As a token of acceptance signed duplicate of offer letter will be documented.
3. **Appointment:** Complete all formalities related to the appointment, including signing employment contracts and obtaining necessary approvals (Refer Annexure 4).

CONDUCT, DISCIPLINE AND APPEALS

BIT has a clear code of conduct to ensure all staff both teaching and non-teaching maintain high standards of professionalism and integrity. The guidelines explain the procedure of disciplinary action, the process of appeal to ensure fairness in managing the staff. (Refer Annexure -5 &6).

COMPLIANCE AND MONITORING

COMPLIANCE WITH VTU

1. **Regulations:** Ensure all recruitment practices comply with the latest the VTU guidelines.
2. **Documentation:** Maintain comprehensive documentation of the recruitment process for compliance audits and reviews.

EQUAL OPPORTUNITY

1. **Non- Discrimination:** Ensure the recruitment process is free from any form of discrimination based on race , gender, religion, caste, or any other characteristic protected by law (Annexure-7)
2. **Diversity:** Promote diversity and inclusion in the recruitment process.

REVIEW AND IMPROVEMENT

1. **Feedback:** Collect feedback from candidates exiting the Institute to identify areas for improvement. (Refer Annexure -8)
2. **Continuous Improvement:** Regularly review and update the recruitment policy to reflect best practices and changes in regulatory requirements.

EXIT FORM

A standard exit form will be collected from the employee leaving the Institute to set an effective feedback. (Refer Annexure -9)

CONCLUSION

The recruitment and selection policy of Bearys Institute of Technology(BIT) is designed to attract, select, and retain high-quality faculty and staff who will contribute to the academic excellence and growth of the institution. By adhering to the VTU guidelines, the institute ensures a fair, transparent, and merit-based recruitment process.

BEARYS INSTITUTE OF TECHNOLOGY

Bearys Knowledge Campus, Innoli, Mangalore – 574199

INTERVIEW SHORTLISTED CANDIDATES

Annexure-1

Sl No.	Candidates Name	Qualification	Department	Position applied for	Year of Experience	Residence	Latest Employment Status	Salary Expected	Salary fixed after Negotiation	Probation Period	Expected Date of Joining	Remarks

HR

Principal

BIT/AO/YEAR

Date:././....

To,

.....
.....
.....
.....

Appointment Letter

Annexure -4

Dear Mr./Mrs./Ms.

Sub: Appointment letter for the post of..... in the Department of

With reference to the above subject, we are pleased to appoint you asin the department of at **Bearys Institute of Technology (BIT), MANGALORE** on a gross pay of **Rs. /-p.m.** Your appointment is subject to the following terms and conditions.

- You shall be governed by the service rules which are in force and which may be framed from time to time by our Institution/Trust.
- Your appointment is subject to the approval of AICTE and VTU.
- You are eligible for EPF/ESI/PT as the case may be.
- You will be on probation for a period of one year from the date of joining.
- As agreed kindly note that you cannot resign your job during the first year of your service and after one year if you decide to leave the service you shall give two months notice in advance (excluding vacation period) or two months' salary in lieu of it but you shall not leave in the middle of any semester. However, management reserves the right to terminate your service any time if your service not found satisfactory.
- You are required to report for duty on or before
- Kindly produce all relevant certificates in original to evidence your date of birth and educational qualifications at the time of reporting for duty.

We take this opportunity to welcome you to BIT and we hope you will contribute significantly for the overall development of BIT to make it world renowned institution.

As a token of your acceptance kindly sign the duplicate of this letter and return.

Yours truly,

For **Bearys Academy of Learning**

Chairman/Managing Trustee

I accept this letter

CONDUCT, DISCIPLINE AND APPEALS (for Teaching and Non-Teaching Staff)

Annexure - 5

1. The employee shall conform to and abide by the provisions of these Bye Laws, directives and decisions of the Competent Authority.
2. The employee shall also observe, comply with and obey all the orders and instructions which may, from time to time, be given to him / her by the officer under whose jurisdiction, superintendence or control, he / she has been placed, for the time being.
3. The employee shall be at college, for the prescribed time & duration and shall serve in such capacity and at such place as he / she may from time to time, be so directed.
4. The employee shall:
 - a. At all times maintain absolute integrity, show devotion to duty and shall do nothing which is unbecoming of an employee. He / she shall ensure the integrity and devotion to duty of all employees under his / her control and Authority for the time being.
 - b. Extend utmost courtesy and attention to all persons with whom he / she has to deal with in the sphere & course of his / her duties. He / she shall strive hard to promote the interest of the College.
5. The employee shall not in the discharge of his/her official duties:
 - a. Deal with any matter relating to award of any contract in favour of a company, firm or any other body or person in which he / she or any member of his / her family is interested, except with the prior declaration and permission of the Competent Authority. After such permission is granted, the employee shall refrain from taking undue advantage or extending any benefits to such company, firm or body, as the case maybe.
 - b. Communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Bearys Institute of Technology (BIT), and or other colleges or to an outsider, to whom he / she is not authorized to communicate such document and information, or shall not make any use thereof, except in accordance with any general or special orders of the Competent Authority or in performance of his / her duties and in good faith.
 - c. Contribute to the media any matter connected with the Bearys Institute of Technology (BIT) without obtaining a previous sanction from the Competent Authority or shall not, without such sanction, make use of any document, paper or information, which may have come in his/her possession in his/her official capacity. He / she shall also not try to obtain

unauthorizedly any information, document, paper which may not come in his / her possession in his / her official capacity, in order to make any use thereof.

- d. Air or vent his / her personal grievances or any matter related to his / her service through the media or through any mode other than those as may be provided by or under these Bye-Laws.
- e. Take part, directly or indirectly, in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the Bearys Institute of Technology (BIT) or bring the Bearys Institute of Technology (BIT) to disrepute.
- f. Be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall he / she take part in or subscribe in aid of or assist in any other manner, any political movement or activity.
- g. Ask for or accept contribution to or otherwise associate him / herself with the raising of funds or other collections in cash or otherwise for his own benefit, without the express sanction of the Competent Authority.
- h. Accept or permit any member of his / her family or any person acting on his / her behalf to accept any gift in cash or in kind for his / her own benefit from any person including another employee for a work to be done in connection with the business of the college

***EXPLANATION:** The expression —gift" includes free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or friend having no official dealings with the employee.

- a. Accept lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations, or any similar bodies. The employee shall not, except with the previous sanction of the Competent Authority, accept or seek any outside office, stipendiary or honorary work. He / she shall not engage in any trade, business or canvass support of any commercial or insurance activity owned or managed by any member of his / her family except cooperative consumers, housing or credit societies.
- b. Intimate to the Competent Authority, if any member of his / her family is engaged in any trade or business or owns or manages an insurance agency or commission agency. The Competent Authority may grant the permission, if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the Bearys Institute of Technology (BIT). Provided that this provision shall not be applicable to the honorary work of special charitable nature, or literary, artistic or scientific in character, including TV / Radio talk, without affecting the interest of college and his/her official duties.

6. The employee shall seek a prior permission of the Competent Authority before:
 - a. Applying for a job, post, outside the Bearys Institute of Technology (BIT), as the case maybe.
 - b. Applying for any course of study leading to a diploma, degree, certificate, etc. and shall not enter upon a course of studies or appear any examination conducted by the Bearys Institute of Technology (BIT) or other bodies, without such permission.
 - c. Absenting himself from his duties. In the circumstances or reasons beyond his control, he / she shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which the absence may be treated as leave without pay, and he / she shall further be liable to such disciplinary action as the Competent Authority may deem fit: Provided that, the Competent Authority may condone this condition in respect of an employee who for reason of his / her own physical state was unable to convey the cause of his/her absence.
7. The employee or his / her relative shall neither bid directly or indirectly, at any auction of property of college, nor submit any tender for any supply to the Bearys Institute of Technology (BIT)
8. The employee shall not
 - a. Use the Bearys Institute of Technology (BIT) property including the residential accommodation for conducting any trade or business, occupation or for any other purpose than that for which the same may or may not have been allotted to him / her or put to his / her charge.
 - b. Indulge in any activity by writing, speech or deed, or otherwise, which is likely to incite and create feelings of hatred or ill will among different communities on religious, social, regional, communal or other grounds.
9. The employee shall not without the prior approval of the Competent Authority, give evidence in connection with any inquiry conducted by any person, committee, or authority and shall not criticize any policy or action of the Competent Authority and appointing or any other Authority of the Bearys Institute of Technology (BIT) and or its colleges. Provided that, the employee may give evidence at:
 - a. An inquiry before Enquiry Authority appointed by the Competent Authority
 - b. Judicial inquiry, or
 - c. A departmental inquiry ordered by the Competent Authority.

MISCONDUCT

The breach of any of the provisions of the Bearys Institute of Technology (BIT) Bye Laws or any one or more of the following acts on the part of the employee shall be deemed as misconduct and include:

1. Any action by the employee, contrary to the provisions prescribed in the Bye-Laws
2. Going on illegal strike, abetting including instigation or action in furtherance thereof,
3. Theft, fraud or dishonesty,
4. Habitual break of standing orders, rules, etc.
5. Willful or negligent damage caused to the Bearys Institute of Technology (BIT) and/ or its colleges property
6. Refusal to accept a charge sheet, order or other communication served to him according to the Bye Laws
7. Any action, involving moral turpitude and attracting conviction in a court of law.
8. Riotous or disorderly behavior, threatening, intimidating or coercing in connection with or relating to any duties or working of the Bearys Institute of Technology (BIT)
9. Willful neglect of work or negligence in discharging any duty or failure to give the day's out-turn
10. Involvement in violence and inciting-violence,
11. Stopping the work either singly or with other employees or inciting anyone else not to work
12. Allowing anyone within the prohibited premises of the College whose entry is prohibited without permission of the Competent Authority.
13. Falsification of or tampering with any paper or record of Bearys Institute of Technology (BIT) or its other Colleges
14. Obtaining employment under other University or any other private, semi- government or government organization by misleading or by misrepresenting the facts
15. Making any false or exaggerated allegations against any superior officer or Authority or co employee
16. Attending the duties in an intoxicated state or committing nuisance during the working hours under intoxicated state or otherwise.
17. Misappropriation of any amount, and or movable and immovable property of the College or late crediting of the amount received for respective Bearys Institute of Technology (BIT) and its colleges in the account of Bearys Institute of Technology (BIT) beyond the reasonable time to be decided by the concerned Authority.
18. Committing any act involving moral turpitude
19. Misbehavior with another employee or member of the public.
20. Proceeding on leave without prior approval of the Competent Authority, except in case of emergency beyond his/her control.

Annexure-6

CODE FOR CONDUCT FOR STAFF

1. The teacher shall conform to and abide by the provisions of the Memorandum of Association and Bye laws.
2. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time be given to him / her by the Principal or the Board of Management.
3. The teacher shall be at the college for the prescribed time, as determined by the Board of Management of Bearys Institute of Technology (BIT) and shall serve in such capacity and at such place as he / she may, from time to time, be so directed.
4. As a professional, the teachers must conduct themselves in a manner befitting their profession. This includes but is not exhaustive attributes like respecting one's own and other's time by being punctual while clocking-in and clocking-out, attending guest lectures and meetings, discharging responsibilities, dressing appropriately and neatly, instill confidence in students, refrain from indulging in small talk, bad mouthing and gossip about colleagues and students, being courteous and respectful to the management, colleagues, students, parents and other staff members
5. The teacher shall
 - a. At all times maintain personal and professional integrity, show commitment to his / her profession and shall do nothing which is unbecoming of a teacher.
 - b. Extend courtesy and attention to all persons with whom he / she has to deal in the sphere of his / her duties. He / she shall refrain from making gender sensitive remarks in the workplace. He / she shall strive hard to promote the interest of the College
 - c. In the discharge of his / her duties the teacher will always strive to be ethical, whether academic or clinical or research activity.
6. The teacher shall not
 - a. Ask for or accept contribution to or otherwise associate him / herself with the raising of funds or other collections in cash or otherwise for his / her own benefit or

- for the benefit of any individual, without the express sanction of the competent Authority.
- b. Accept or permit any member of his / her family or any person on his / her behalf to accept any gift in cash or in kind for his / her own benefit from any person including another teacher or employee or any external agency for a work to be done in connection with the business of the Bearys Institute of Technology (BIT), or any work that comes within the usual purview of the teacher including academic, administrative and research responsibilities.
7. The teacher shall seek prior written permission of the Competent Authority before applying for
 - a. A job, post or scholarship outside the Bearys Institute of Technology (BIT) (the teacher shall send the application through proper channel).
 - b. Any course of study leading to a diploma, degree, certificate, etc. and shall not enter upon a course of studies or appear for any examination conducted, without such permission.
 - c. Absent him / herself from his / her duties. In the circumstances or reasons beyond his / her control, he / she shall intimate or cause to intimate to the Competent Authority within five days from the first date of absence, failing, which the absence may be treated as leave without pay.
 8. The teacher or his / her relative shall
 - a. Neither bid directly or indirectly, at any auction of any property of the College nor submit any tender for any supply to the University.
 - b. Not use the property of the institute, including the residential accommodation for conducting any trade or business, coaching classes, private practice, tuition, occupation or for any other purpose.
 9. The full time teacher shall not engage himself in
 - a. Private practice or any trade, business or any other occupation which is not part of his / her duties as prescribed under these Bye laws.
 - b. Conducting private coaching classes or tuition, guidance imparting instructions leading to any certificate, diploma or degree courses.

- c. Writing, compiling or publishing guides, handbooks, notes, question-answers, etc. with the express purpose of mass production and sale among students, either within or outside the institute.
10. The teacher shall not contest any election except without prior approval of the Competent Authority. The teacher shall not in the discharge of official duties,
- a. Deal with any matter relating to award of any contract in favor of a company, firm or any other body or person in which he / she or any member of his / her family is interested, except with the prior declaration and permission of the Competent Authority. After such permission is granted, the employee shall refrain him / herself from extending any undue advantages or benefits to such company, firm or body, as the case maybe.
 - b. Communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Bearys Institute of Technology (BIT), and /or colleges or to an outsider, to whom he / she is not authorized to communicate such document and information, or shall not make any use thereof, except in accordance with any general or special orders of the Competent Authority or in performance of his / her duties and in good faith.
 - c. Contribute to the media any matter connected with the Bearys Institute of Technology (BIT) and or its colleges without obtaining a previous sanction of the Competent Authority or shall not, without such sanction, make use of any document, paper or information, which may have come in his possession in his/her official capacity. He/she shall also not try to obtain in an unauthorized manner any information, document, paper which may not come in his / her possession in his / her official capacity, in order to make any use thereof.
 - d. Air or vent personal grievances or any matter related to service through the media or through any mode other than those as may be provided by or under these Bye Laws.
 - e. Take part, directly or indirectly, in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic.

- f. and administrative interests of the Bearys Institute of Technology (BIT) or bring the Bearys Institute of Technology (BIT) to disrepute.
- g. Be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall he/she take part in or subscribe in aid of or assist in any other manner, any political movement or activity.
- h. Ask for or accept contribution to or otherwise associate f with the raising of funds or other collections in cash or otherwise for his/her own benefit, without the express sanction of the Competent Authority.
- i. Accept or permit any member of his / her family or any person acting on his / her behalf to accept any gift in cash or in kind for his / her own benefit from any person including another employee for a work to be done in connection with the business of the college.

***EXPLANATION:** The expression gift" includes free transport, boarding. lodging or other service or any other pecuniary advantage when providedby any person other than a near relative or friend having no official dealings with the employee.

- a. Accept lavish hospitality or frequent hospitality from any individual having official dealings with him/her or from industrial or commercial firms, organizations, or any similar bodies. The employee shall not, except with the previous sanction of the Competent Authority, accept or seek any outside office, stipendiary or honorary work. He / she shall not engage in any trade, business or canvass support of any commercial or insurance activity owned or managed by any member of his / her family except co-operative consumers, housing or credit societies.
- b. Intimate to the Competent Authority, if any member of his / her family is engaged in any trade or business or owns or manages an insurance agency or commission agency. The Competent Authority may grant permission, if it is satisfied that the work can be undertaken without detriment to his/her official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall bepaid in whole or in part to the Bearys

Institute of Technology (BIT). Provided that this provision shall not be applicable to the honorary work of special charitable nature, or literary, artistic or scientific in character, including TV / Radio talk, without affecting the interest of college and his / her official duties.

MISCONDUCT

The breach of any of the provisions of the previous Bye laws, or any one or more of the following on the part of a teacher shall be deemed as misconduct and include:

1. Any action by the teacher contrary to the provisions prescribed in these Bye laws
2. Refusal to accept charge sheet, order or other communication served according to the Bye laws
3. Obtaining employment in the college, by misleading or by misrepresenting the facts
4. Misappropriation of any amount and or movable and immovable property of the COLLEGE.
5. Willful and persistent negligence of duty
6. Incompetence
7. Involvement in non-academic activities such as writing guides, likely questions, questions and answers, etc. directly or indirectly
8. Participation in private coaching classes, directly or indirectly.
9. Indulging in or promoting unfair practices in the conduct of examinations
10. Theft, fraud or dishonesty
11. Willful or negligent damage of the property, of the college
12. Any action, involving moral turpitude and attracting conviction in a court of law
13. Attending the duties in an intoxicated state and committing nuisance during the working hours
14. Misbehavior with students, another teacher or member of a public, insubordination.
15. Misconduct during the conduct of research and not abiding by the rules and

regulations governing biomedical research as applicable from time to time.

16. Unethical practices during scientific publications and not abiding by the rules and guidelines as applicable from time to time.

***EXPLANATION:**

Willful negligence of duty shall among other things include the following:

- a. Dereliction of duties like not engaging the allotted classes, clinics, practical's, tests, exams, evaluation or not completing the prescribed syllabi under circumstances not beyond his control
- b. Negligence of academic or extra-curricular or co-curricular duties assigned to the teacher by the Principal and Vice- Chancellor which are not in consistent with the provisions made in the Memorandum of Association, Bye-laws.

Incompetence among other things shall include the following:

Failure to complete the teaching of the prescribed syllabi within the prescribed period, because of inability to teach, and such other incapacities in teaching would lead to failure in imparting of instruction to the students.

NON DISCRIMINATION POLICY

Annexure 7

To address the issues related to staff belonging to Schedule Caste / Schedule Tribe, Other Backward Caste, Minorities, Persons with Disabilities (PWDs) and women on a continual basis. The main objective of Non Discrimination is to help and empower the persons with disabilities, staff and students to participate fully in the academic, intellectual, social and cultural life of the institute on an equal basis.

AIM AND OBJECTIVES

1. To promote diversity and inclusive practices on the campus and provide the disadvantaged groups with adequate opportunities.
2. To ensure a barrier free access to all buildings of Colleges, Departments, Libraries, Hostels and Offices.
3. Provide accessible counseling services: Offer psychological support tailored to meet the diverse needs of PWDs within the BIT community. This includes general support for staff with disabilities, ensuring their well-being and helping them fully participate in academic and campus life.
4. To examine all possible ways in which the SC/ ST, OBC and Minority groups &
5. PWD could be helped.
6. To ensure that there is no discrimination in the institution on grounds of disability or minority status.
7. Works for affirmative action for the deprived sections such as persons from SC, ST, OBC (Non Creamy layer) categories, persons from religious and language minorities, differently abled persons and women.

CONCLUSION

BIT is dedicated to creating a campus environment where every individual, regardless of their background or identity, feels valued, respected, and supported. This annexure reaffirms our commitment to non-discrimination and the promotion of a diverse and inclusive community.

EMPLOYEE EXIT FORM

Annexure-8

EMPLOYEE INFORMATION:

1. **Name:** _____
2. **Employee ID:** _____
3. **Department:** _____
4. **Designation:** _____
5. **Date of Joining:** _____
6. **Date of Resignation:** _____
7. **Last Working Day:** _____

REASON FOR LEAVING (PLEASE TICK THE APPROPRIATE OPTION):

1. Career Growth/Advancement :
2. Better Compensation :
3. Relocation :
4. Personal Reasons :
5. Health Reasons :
6. Work Environment :
7. Retirement :
8. Research/Academic Support :
9. Other (Please specify) :

CLEARANCE CHECKLIST:

- | | |
|---|----------|
| 1. Handover of Responsibilities: | Yes / No |
| 2. Return of Company Assets (ID Card, Laptop, etc.): | Yes / No |
| 3. Completion of Mandatory Training/Development Programs: | Yes / No |
| 4. Settlement of Pending Dues: | Yes / No |
| 5. Exit Interview Completed: | Yes / No |

Comments:

Employee Signature : _____

HOD's Signature : _____

Principal's Signature : _____

HR Signature : _____

Date : _____

EMPLOYEE EXIT FEEDBACK FORM

Annexure-9

EMPLOYEE INFORMATION:

- Name : _____
- Employee ID : _____
- Department : _____
- Designation : _____

FEEDBACK ON WORK EXPERIENCE:

1. How would you rate your overall experience at BIT?

- Excellent
- Good
- Average
- Below Average
- Poor

2. What did you enjoy most about working at BIT?

- _____
- _____

3. What challenges did you face during your tenure?

- _____
- _____

4. **Were you provided with adequate resources and support to perform your job effectively?**

- Yes
- No
- **If no, please specify:** _____

5. **Feedback on Professional Development:**

- Were there sufficient opportunities for professional development and research?
- Yes
- No
- **If no, please specify:** _____

6. **How do you feel about the communication and leadership at BIT?**

- _____
- _____

7. **Were your career development goals met during your time at BIT?**

- Yes
- No
- **If no, please specify:** _____

8. **Would you recommend BIT as a good place to work?**

- Yes
- No
- **Please provide reasons for your answer:** _____

9. **Feedback on Research Environment and Institutional Support:**

- How would you rate the support for research activities at BIT?
- Excellent
- Good
- Average

- Below Average
- Poor
- **Comments:** _____

10. Contribution to Institutional Growth:

- Do you feel that your contributions to BIT were valued and recognized?
- Yes
- No
- **If no, please specify:** _____

11. Any additional feedback or suggestions for improvement?

- _____
- _____

Employee Signature : _____

Date : _____

EMPLOYEE WELFARE POLICY

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INTRODUCTION

Bearys Institute of Technology (BIT) is an established brand in the field of Technical Education, with a legacy of quality education since 1906. This Employee Welfare Policy reflects our commitment to fostering a supportive and healthy work environment. It focuses on enhancing employee well-being through comprehensive health and safety measures, opportunities for professional development, and a balanced work-life culture.

VISION

To be a premier institution in engineering education and research, fostering innovation, societal responsibility, and ethical leadership for a sustainable future.

MISSION

1. Promote innovation and cutting-edge research to develop sustainable engineering solutions for real-world and global challenges.
2. Cultivate ethical leadership and technical excellence among students to become responsible and leading engineering professionals.
3. Encourage active societal engagement and industry collaboration to drive inclusive growth and environmental responsibility.

OBJECTIVE

1. To enhance the quality of work-life for employees.
2. To provide comprehensive welfare measures that support employees' physical, mental, and social well-being.
3. To ensure compliance with statutory regulations and guidelines provided by VTU
4. To foster a culture of continuous learning and professional development.

SCOPE

This policy is applicable to all employees of Bearys Institute of Technology, including faculty, administrative, and support staff, across all departments and levels.

POLICY STATEMENT

Bearys Institute of Technology is committed to maintaining a positive and productive work environment. Our welfare initiatives are designed to support employees' well-being, foster professional development, and ensure a balanced work-life dynamic, all in alignment with our institutional values and mission

EMPLOYEE WELFARE INITIATIVES

HEALTH AND SAFETY

- a) **Access to Local Healthcare Facilities:** BIT has partnerships with nearby hospitals offering employees priority access for medical consultations and treatments.
- b) **Comprehensive Health Insurance:** All employees and their dependents (Parents, Spouse and two kids) are covered under a comprehensive health insurance scheme, ensuring access to quality healthcare. Additionally, employees are covered under a Group Personal Accident Insurance policy.
- c) **Employees' State Insurance (ESI) Benefits:** Employees earning less than ₹21,000 per month are covered under the Employees' State Insurance (ESI) scheme as per the provisions of the Employees' State Insurance Act, 1948. The ESI scheme provides comprehensive medical care, including hospitalization, outpatient care, and maternity benefits for the insured employee and their dependents.

LEAVE POLICY

The Leave Policy at Bearys Institute of Technology (BIT) is committed to supporting employees by providing a range of leave options that cater to personal needs, promote work-life balance, and accommodate unexpected events. This policy outlines the types of leave available, eligibility requirements, and application processes to ensure a fair and transparent system for all.

TYPES OF LEAVE

Types of Leave	Allotted (days)
Casual Leave-CL	15
Vacation Leave-VL	15
Earned Leave-EL	15
Compensatory Leave	As applied
Commutated Leave	10
Maternity Leave	90/182
Restricted Holiday	2
Special Casual /On Official Duty Leave	As applied

CASUAL LEAVE (CL) - 15 DAYS:

- a) Casual Leave is granted to employees for short-term personal needs, minor emergencies, or unforeseen situations.
- b) Employees who completes probation period can avail of up to 15 days of casual leave in a calendar year.
- c) Casual Leave cannot typically be accumulated or carried forward to the next year.
- d) It must be applied for in advance, except in emergencies.

VACATION LEAVE (VL) - 15 DAYS:

- a) Vacation Leave is usually intended for planned vacations or long breaks, primarily for teaching staff during scheduled holidays.
- b) Employees are entitled to 15 days of vacation leave per year.
- c) It must be availed in blocks as per the institution's policy, usually aligning with academic breaks or non-teaching periods.

EARNED LEAVE (EL) - 15 DAYS:

- a) Earned leave is applicable exclusively to non-teaching staff who work in non-vacation departments.
- b) Employees can earn up to 15 days of leave per year.

COMPENSATORY LEAVE (COMP OFF) - As applied:

- a) Compensatory Leave is granted to employees who work beyond regular working hours or on designated holidays, such as weekends or public holidays.
- b) Employees may avail of compensatory leave as applicable, which must be utilized within the same quarter.
- c) This leave is meant to compensate for extra time worked and is not typically carried forward.

COMMUTED LEAVE - 10 DAYS:

- a) Employees can avail up to 10 days of commuted leave, which must be supported by proper documentation, such as medical certificates or other relevant evidence.
- b) Approval is required based on the justification provided, ensuring that the leave is used for legitimate and significant reasons.

MATERNITY LEAVE - 90 DAYS:

Maternity leave is intended for childbirth and post-natal care and is fully paid according to the specified coverage. Female employees are entitled to maternity leave based on their ESIC coverage status:

- a) **STAFF COVERED UNDER ESIC:** Eligible for up to 182 days (26 weeks) of maternity leave, with salary credited through ESIC.
- b) **STAFF NOT COVERED UNDER ESIC:** Entitled to 90 days of maternity leave, with salary paid as
- c) per the institution's regular pay structure.

RESTRICTED HOLIDAY (RH HOLIDAY)-2 DAYS

A Restricted Holiday (RH) is an optional paid leave that employees may choose to take at their discretion. Unlike regular public holidays, RH days are not mandatory and are provided to offer employees flexibility in managing their personal or family commitments. Each employee is entitled to avail up to 2 days of RH in a financial year.

- a) All full-time employees are eligible to avail RH leave. Employees on probation are not eligible.
- b) Employees must submit a formal request for RH in advance of the intended leave date. The request should be made through to the Principal.
- c) RH requests are subject to approval based on requirements and availability. Employees are encouraged to plan their RH in advance to ensure minimal disruption to departmental activities.
- d) RH days are allotted annually and do not accrue from year to year. Any unused RH days will lapse at the end of the financial year

SPECIAL CASUAL LEAVE/ ON-OFFICIAL DUTY (OOD) - As applied:

- a) Special Casual Leave or On-Official Duty (OOD) leave is provided for specific circumstances like attending conferences, seminars, workshops, training programs, or representing the Institution in official capacities.
- b) Employees may avail of this leave as applicable during the year.
- c) This leave is not deducted from the regular casual leave balance and is subject to approval based on the nature of the activity.

CONVEYANCE FACILITY:

- a) **FEASIBLE BUS CHARGES:** BIT provides subsidized bus charges for employees commuting to and from the campus, making transportation more affordable and convenient. The subsidized bus service is available on key routes, aligning with the institute's efforts to enhance the overall work experience for its staff.
- b) **STAFF ACCOMMODATION FACILITY:** BIT offers on-campus quarters for employees requiring accommodation. These quarters are provided at subsidized rates, making it easier for employees and their family to manage their living arrangements.
- c) **HOSTEL FACILITY:** BIT offers hostel facility on campus for employees requiring accommodation. The hostel is equipped with essential amenities and provides a convenient option for staff. This facility promotes a sense of community and ensures that employees have a comfortable and affordable living space.
- d) **FOOD /LUNCH FOR STAFF:**
To support staff during work hours, the campus mess offers lunch at subsidized rates, making it convenient and cost-effective for employees to have a balanced meal without leaving the campus. This program is designed to ensure that all employees have access to healthy food choices, contributing to their well-being and productivity.

EMPLOYEE SUPPORT SERVICES:

- a) **SHIKSHA SHURAKSHA SCHOLARSHIP (BSSF):**

BIT offers the Shiksha Shuraksha Scholarship (BSSF) as a dedicated program to support the educational aspirations of children belonging to faculty members whose annual salary is below **₹3 lakhs** per annum. This scholarship is designed to alleviate the financial strain on these faculty members by providing substantial assistance for their children's education. This initiative helps reduce the financial burden on faculty and ensures access to quality education for their children.

This policy is subject to periodic review and may be updated to better meet the needs of the faculty members and their children.

- b) **BIT FEES CONCESSION FOR KIN OF BEARYS GROUP STAFF**

BIT Fees Concession for Kin of Bearys Group Staff Scheme aims to support the education of children, grandchildren, and siblings of Bearys Group staff who wish to pursue engineering at BIT in the form of fee waivers for the academic year. This scheme is designed to recognize and reward the contributions of our staff members by ensuring that deserving students of

their families receive quality education with reduced financial burden.

It is applicable to all undergraduate and postgraduate engineering programs at BIT, with eligibility extended to students whose parents, grandparents, or siblings are employed by Bearys Group. There is no fixed limit on the number of beneficiaries; all qualifying applicants will be considered. The benefits cover tuition fees only and exclude admission, university eligibility, examination, hostel, and transportation fees. The duration of the concession is valid for the entire program period, including four years for undergraduates, two years for postgraduates, and three years for lateral entry students, provided that the students maintain the required academic and conduct standards. Any changes in programs or branches will require approval from the BIT Institutional Scholarship Awarding Committee for the continuation of the fee concession.

c) **REIMBURSEMENT OF MOBILE BILLS FOR ADMINISTRATIVE STAFF**

To ensure effective communication and streamline administrative operations, Bearys Institute of Technology (BIT) provides reimbursement of mobile bills for eligible administrative staff. This initiative supports staff members whose roles necessitate frequent communication as part of their job responsibilities.

d) **FLEXIBLE WORK HOURS:**

BIT operates with standard working hours from 9:00 am to 4:45 pm for all employees, providing a flexible approach to help staff balance their personal commitments and professional responsibilities. While these are the designated working hours, adjustments may be required during special programs, exams, or events, and faculty are expected to adapt their schedules as necessary. This flexibility supports a healthy work-life balance, ensuring that BIT remains a supportive and efficient workplace.

FACULTY ASSISTANCE AND DEVELOPMENT PROGRAMS

The institution provides opportunities for training, skill enhancement, and exposure to the latest advancements in their fields.

PROFESSIONAL DEVELOPMENT AND TRAINING

a) **FACULTY DEVELOPMENT PROGRAMS (FDPS):** Teaching staff are encouraged to participate in FDPs and training sessions at least once a year. These programs are designed to enhance teaching skills, pedagogical methods, and subject-specific knowledge.

b) **INDUSTRY-LINKED TRAINING:** Employees can avail opportunities for industry visits, internships, and collaborations to bridge the gap between academic knowledge and industry

requirements. The institution supports attendance at these programs with paid leave and financial assistance for registration and travel.

- c) **ONLINE LEARNING PLATFORMS:** Access to online courses and certifications through platforms like NPTEL (National Programme on Technology Enhanced Learning), SWAYAM, National Digital Library of India (NDLI) and AICTE-recognized modules is provided to staff, with financial reimbursement for successful completion.

SUPPORT FOR RESEARCH AND HIGHER EDUCATION

- a) **STUDY LEAVE:** Teaching staff with a minimum of ten years of continuous service are eligible for study leave when pursuing higher studies, training, or advanced courses relevant to the Institution. This leave may be granted on either a full-pay or partial-pay basis, depending on the nature of the course and its alignment with Institutional needs.
- b) **DEPUTATION TO CONFERENCES, SEMINARS, AND WORKSHOPS:** The Institution provides financial support to teaching staff for attending seminars, conferences, workshops, and other academic events, both nationally and internationally. This support includes coverage of registration fees, accommodation, and travel expenses. The period of absence for these events will be treated as Special Casual Leave.
- c) **SEED MONEY POLICY:** Bearys Institute of Technology (BIT) provides seed funding to faculty members to support research initiatives in their areas of specialization. This funding aims to encourage innovative research and scholarly activities. Detailed guidelines and procedures for availing of the seed money are outlined in the Research Policy.

STATUTORY BENEFITS

The following statutory benefits are extended to all teaching and non-teaching staff at Bearys Institute of Technology (BIT):

a) EMPLOYEE STATE INSURANCE CORPORATION (E.S.I.C)

Employees are entitled to medical benefits in accordance with the provisions of the Employees' State Insurance Act, 1948, and the associated rules and regulations. **For all employees earning ₹21,000 or less per month as wages, the employer contributes 3.25% and employee's contribute 0.75%, total share 4%.** The ESI scheme is a comprehensive social security measure designed to provide financial and medical support to employees in case of illness, injury, or maternity. Benefits under ESI include:

i. **MEDICAL CARE:**

Free medical treatment at ESI hospitals or approved private hospitals. This covers both outpatient and inpatient care.

ii. **MATERNITY BENEFITS:**

Financial support and medical care for female employees during childbirth and post-natal care, which may include a certain number of weeks of paid leave. If the female member has contributed for at least 70 days in the preceding two contribution periods, she's eligible to receive a maternity benefit for up to 12 weeks. The benefit is equal to 100% wage.

iii. **DEPENDENTS' BENEFITS:**

Financial support to dependents in case of the employee's death due to work-related incidents.

iv. **FUNERAL & CONFINEMENT BENEFIT:**

The dependents will receive **Rs 25,000** upon the untimely death of a member. Confinement benefit is payable to the member female or member spouse of a female where ESI facilities are not available.

b) EMPLOYEE'S PROVIDENT FUND ORGANIZATION (EPFO)

Employees are eligible for Contributory Provident Fund benefits as per the Employees' Provident Funds and Miscellaneous Provisions Act, 1952, and the relevant schemes established by the Government of India. These benefits not only help in securing the employees' future but also provide support in case of emergencies, retirement, or unforeseen circumstances, reflecting BIT's commitment to the well-being of its staff.

c) GRATUITY:

Employees are entitled to gratuity benefits in line with the Payment of Gratuity Act, 1972, and the applicable rules. Gratuity is a lump sum payment made to employees as a token of appreciation for their long-term service. Employees who have completed a minimum of 4.6 years of continuous service with the organization are eligible for gratuity.

GRIEVANCE REDRESSAL.

BIT has a clear and consistent procedures are in place for managing disciplinary matters. These procedures are designed to ensure fairness, impartiality, and transparency in handling all disciplinary issues, maintaining the integrity of the Institution's standard.

GRIEVANCE COMMITTEE:

A dedicated Grievance Committee is established, comprising representatives from various departments, including Chair Person (Leads the committee, oversees investigations, and ensures fair resolutions.), faculty representative, administrative staff, support staff, HR and Female representative. This committee ensures impartial handling of all complaints and works towards timely and effective resolution.

1. COMPLAINT BOX AND ONLINE GRIEVANCE REDRESSAL SYSTEM:

To make grievance reporting accessible and convenient, BIT offers both a physical Complaint Box on the campus and an Online Grievance Redressal System via the college website. The Complaint Box allows employees to submit concerns anonymously, encouraging open communication without fear of exposure. The Online Grievance Redressal platform enables secure submission and tracking of complaints, ensuring quick and transparent communication between employees and the Grievance Committee.

2. GRIEVANCE HANDLING PROCEDURE:

- i. **Submission:** Employees can submit grievances either through the Complaint Box or the online system. For urgent matters, employees can directly approach the Grievance Committee members.
- ii. **Acknowledgement:** Upon submission, grievances are acknowledged within 48 hours, and the complainant is informed of the steps being taken.
- iii. **Investigation:** The Grievance Committee investigates the issue, collecting necessary information and interviewing relevant parties. Confidentiality is maintained throughout the process to protect the complainant's privacy.
- iv. **Resolution:** After the investigation, the committee discusses potential solutions with the complainant, aiming for a fair and mutually acceptable outcome. A final decision is communicated to the complainant within a stipulated time frame, typically within 30 days of the initial report.

- v. **Follow-Up:** Post-resolution, the committee monitors the situation to ensure that the agreed solution is implemented effectively and that no further issues arise.

3. CONFIDENTIALITY AND NON-RETALIATION:

All grievances are handled with strict confidentiality, and employees are protected against any form of retaliation. The Institution emphasizes a culture of openness, where employees feel safe to report their concerns.

4. DISCIPLINARY PROCEDURES:

Clear disciplinary procedures are in place for managing issues that may arise from grievances. These procedures are designed to ensure fairness, transparency, and respect for all parties involved, maintaining the integrity of Institutional standards.

CONCLUSION

The Employee Welfare Policy of Bearys Institute of Technology (BIT) is more than a set of guidelines, it's a commitment to the well-being, growth, and satisfaction of our staff. Through these initiatives, BIT not only aims to meet regulatory standards but also strives to exceed expectations by continuously enhancing the work environment. As we uphold these welfare measures, we encourage every employee to actively engage with the resources provided, contributing to a collaborative and supportive community. BIT remains dedicated to adapting and evolving its policies to better serve the needs of its valued employees.



Delivering Excellence Consistently

**BEARYS INSTITUTE OF TECHNOLOGY
MANGALORE**

SERVICE RULES

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CHAPTER: I

INTRODUCTION

Bearys Institute of Technology (BIT) is an established brand in the field of Technical Education. We are a dynamically evolving institution; we reflect the values and motivating spirit of our founding principles. With a long legacy of imparting quality education since 1906, we ensure that we remain up to date and are future ready. We currently offer UG, PG and PhD programs, following the syllabus prescribed by the Visvesvaraya Technological University (VTU), Belgaum, Karnataka State.

VISION

To be a premier institution in engineering education and research, fostering innovation, societal responsibility, and ethical leadership for a sustainable future.

MISSION

1. Promote innovation and cutting-edge research to develop sustainable engineering solutions for real-world and global challenges.
2. Cultivate ethical leadership and technical excellence among students to become responsible and leading engineering professionals.
3. Encourage active societal engagement and industry collaboration to drive inclusive growth and environmental responsibility..

1. TITLE AND COMMENCEMENT

- 1.1 These rules shall be called service rules for the employees of the educational institutions administered by the “Bearys Academy of Learning”.
- 1.2 These rules shall come into force from the date of approval by the Governing Body of the Association and shall apply to all the employees hereafter defined, on the date of approval by the Governing Body and to those 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.
- 1.4 These rules may be amended, modified, or revised by the Governing Body as necessary. Any such amendments shall take effect from the date of approval by the Governing Body and shall be communicated to all employees. In exceptional circumstances, the Governing Body

reserves the right to grant exemptions to these rules, provided such exemptions are recorded and approved.

1.5 In the event of any ambiguity or dispute regarding the interpretation of these rules, the decision of the Governing Body shall be final and binding.

2. CHAPTER: II

2.1 APPOINTMENT, CONFIRMATION, & TERMINATION/RESIGNATION

- 2.1.1 All appointments of all categories shall be made by the Governing Body. The Governing Body may delegate the appointment process to a Selection Committee, which includes the Chairperson, Management Representative, Principal, Academic Experts, External Expert nominated by VTU, and HR Representative, as outlined in the Recruitment Policy.
- 2.1.2 Appointments shall be made based on a transparent, merit-based selection process that adheres to VTU guidelines, ensuring that the best talent is recruited as per the detailed Recruitment Policy.
- 2.1.3 A formal offer letter detailing terms of employment, including salary, benefits, probation period, and other conditions, will be issued to selected candidates, and their acceptance will be documented for compliance and records.
- 2.1.4 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. Failure to do so within the stipulated time may result in the withdrawal of the appointment offer unless an extension is granted upon a written request.

2.2 JOINING FORMALITIES

- 2.2.1 Submission of Joining Report.
- 2.2.2 Submission of True Attested Copies of Educational Certificates along with originals for verification
- 2.2.3 Submission of Relieving Letter from the previous employer
- 2.2.4 Submission of Evidence of date of birth / proof of age.
- 2.2.5 Nomination for Provident Fund / Gratuity in prescribed form (if eligible).
- 2.2.6 Application for Identity Card along with three passport size Photos.
- 2.2.7 Application for opening Bank Account.

NOTE: New appointees will be on probation for a period specified in their appointment letter, during which their performance will be closely monitored.

2.3 SERVICE RECORD

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

2.4 TERMINATION OF SERVICE:

The Management may terminate the services of an employee.

- 2.4.1 After giving two 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
- 2.4.2 The services of a probationer may be terminated by giving one-month notice or salary in lieu thereof.
- 2.4.3 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.
- 2.4.4 Termination due to disciplinary reasons will follow the procedure outlined in the Conduct, Discipline, and Appeals Policy, ensuring fairness and the right to appeal.

2.5 RESIGNATION

When an employee tender's resignation to the post held by him/her, the following points shall be verified before accepting the resignation

- 2.5.1 Whether the resignation is not in the middle of the academic session prescribed by Affiliating University/Council/Board
- 2.5.2 Whether the two months' notice or salary equivalent to the notice period has been paid
- 2.5.3 Whether dues or no dues certificate has been obtained from different Department / Section of the Institution.
- 2.5.4 The Head of the Institution shall forward the resignation letter to the Governing Body with suitable opinion / remarks for orders / acceptance.
- 2.5.5 The Governing Body shall be the Competent Authority to accept the resignation of all Employees

3. CHAPTER –III

3.1 HOURS OF WORK & HOLIDAYS

- 3.1.1 All employees are required to work for a minimum of six days a week and 8 hours a day. The institution reserves the right to modify duty hours as per its requirements, employee is expected to comply accordingly.
- 3.1.2 Duty hours in the different Departments and Sections of the Institutions are to be followed as notified from time to time.
- 3.1.3 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.
- 3.1.4 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.

3.2 ATTENDANCE

- 3.2.1 All employees shall mark their attendance in their respective Attendance Register and Biometric maintained in the office of the College. It is the employee's responsibility to ensure that their attendance is accurately recorded.
- 3.2.2 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.
- 3.2.3 Repeated lateness without valid reasons may lead to disciplinary action.
- 3.2.4 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 RESPONSIBILITIES OF VARIOUS CADRE

4.1 THE PRINCIPAL

- 4.1.1 Act as the Chief Executive of the college, accountable to the Governing Council for all academic, administrative, and financial matter
- 4.1.2 Ensure teaching practices adhere to AICTE/VTU norms and standards.
- 4.1.3 To Maintain academic quality and oversee curriculum implementation.
- 4.1.4 He is to function as the Member Secretary of the Governing Council (GC).
- 4.1.5 Act as the intermediary between the Governing Council, Chairman, and the college administration, staff, and students.
- 4.1.6 Represent the college in interactions with external agencies as directed by the Governing Council.
- 4.1.7 Function as the legally responsible representative of the college in all matters.
- 4.1.8 Manage communication and coordination between the college and Chairman.
- 4.1.9 Transact academic and administrative matters with relevant departments and organizations.
- 4.1.10 Responsible to provide reports on financial, academic, and other matters to the Chairman.
- 4.1.11 Maintain accurate records of service for faculty and non-teaching staff, ensuring timely updates and verification.
- 4.1.12 Write confidential reports for faculty and maintain them securely.
- 4.1.13 Oversee the writing of confidential reports for non-teaching staff, by the respective Heads of Departments.

- 4.1.14 Ensure smooth and satisfactory functioning of both academic and administrative activities.
- 4.1.15 Monitor faculty performance and administrative processes, making improvements as needed.
- 4.1.16 To be in-charge of Recruitments, Promotions, Pay, allowances, deputation of employees, maintenance of service registers and personal files.
- 4.1.17 Interact with industries, professional organizations, and other external bodies as decided by the Governing Council.
- 4.1.18 Seek legal advice and take necessary follow-up actions on behalf of the college.
- 4.1.19 Maintain liaison with State and Central Government departments, AICTE, and Universities(VTU) for effective follow-up on academic and administrative matters.
- 4.1.20 Conduct periodic monthly review meetings with faculty and administrative staff.
- 4.1.21 Sanction tours and leaves for faculty and staff, keeping relevant authorities informed.
- 4.1.22 Sanction delegate fees and permissions for staff to present papers at national conferences.
- 4.1.23 Obtain Chairman's approval for participation in international conferences.
- 4.1.24 Ensure student admissions are conducted according to university and state government norms.
- 4.1.25 Monitor academic activities and propose necessary facility improvements in consultation with the Rector.
- 4.1.26 Prepare budget estimates for capital and recurring expenditures.
- 4.1.27 Oversee payments and maintain financial records, ensuring compliance with approved budgets.
- 4.1.28 Ensure accurate maintenance of financial records, asset registers, and preparation of annual accounts for auditing.
- 4.1.29 Maintain discipline among students and staff.
- 4.1.30 To ensure proper maintenance of the campus and arrangements for security for the assets of the institution.
- 4.1.31 To be in charge of Alumni activities, Community Services, Cultural and sports activities.
- 4.1.32 Ensure proper campus maintenance and security of institutional assets.
- 4.1.33 To ensure staff and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
- 4.1.34 To monitor and update institution website with complete information about the Institute.
- 4.1.35 Spearhead efforts towards obtaining and maintaining national/international accreditations like NAAC, NBA, and NIRF.
- 4.1.36 Prepare agendas, draft minutes, and implement resolutions of GC meeting.
- 4.1.37 Communicate actions taken to the Governing Council.
- 4.1.38 Perform any other duties as assigned by the Chairman, or Governing Council.

4.2 THE HOD

- 4.2.1 To monitor and conduct academic activities of the department under guidance of the Principal.
- 4.2.2 Allocate the subjects to the faculty members well in advance (atleast two weeks before) before commencement of the semester/year.
- 4.2.3 Make sure that the timetable is prepared as per the guidelines given by the Principal and inform the faculty and students atleast one day before the commencement of the class work.
- 4.2.4 Provide academic leadership within the department and ensure the delivery of high-quality education.
- 4.2.5 Oversee the development, implementation, and periodic review of the department's curriculum to align with industry standards and university guidelines.
- 4.2.6 To monitor the performance of faculty members, provide constructive feedback, and facilitate their professional development.
- 4.2.7 Conduct regular departmental meetings to discuss academic progress, challenges, and strategies for improvement.
- 4.2.8 Encourage faculty to engage in research, publish papers, and participate in conferences, workshops, and seminars.
- 4.2.9 Ensure adherence to the academic calendar, including timely completion of syllabi, internal assessments, and examinations.
- 4.2.10 Act as a liaison between the department and college administration, communicating departmental needs and updates.
- 4.2.11 Allocate the students to the teacher-counselors in the beginning of the academic year.
- 4.2.12 Handle student-related issues within the department, including grievances, counseling, and academic guidance.
- 4.2.13 Coordinate and oversee student activities, such as internships, industry visits, and technical events.
- 4.2.14 Ensure that laboratory facilities, equipment, and other resources are maintained and upgraded as required.
- 4.2.15 Manage the department's budget and resources efficiently, including requests for new equipment, software, and teaching aids.
- 4.2.16 Maintain proper records of departmental activities, including faculty achievements, student performance, and research outputs.
- 4.2.17 Collaborate with other departments and industry partners for interdisciplinary projects, guest lectures, and collaborations.
- 4.2.18 Ensure compliance with regulatory and accreditation requirements, including preparing documentation for audits.

- 4.2.19 Promote a positive and inclusive work environment within the department, encouraging teamwork and collaboration.
- 4.2.20 Guide and mentor faculty members in their roles, including the preparation of lesson plans, research proposals, and career development.
- 4.2.21 Supervise the department's examination process, including setting question papers, invigilation, and evaluation of answer scripts.
- 4.2.22 Facilitate the onboarding and orientation of new faculty members to integrate them into the department smoothly.
- 4.2.23 Act as a member of various academic and administrative committees within the institution as required.
- 4.2.24 Assist in the preparation of annual departmental reports, highlighting achievements, challenges, and future goals.
- 4.2.25 Organize and coordinate departmental events, workshops, guest lectures, and student activities.
- 4.2.26 Evaluate and approve faculty leave requests, workload adjustments, and other administrative matters.
- 4.2.27 Ensure effective communication with students regarding academic schedules, examination dates, and other relevant information.
- 4.2.28 Address disciplinary issues involving students and staff within the department in accordance with institutional policies.
- 4.2.29 Foster a culture of continuous improvement within the department, promoting best practices in teaching, research, and administration.
- 4.2.30 Oversee the use of the DHI portal for updating academic records and monitoring attendance.
- 4.2.31 Perform any other duties assigned by the Principal or college administration as required.

4.3 THE TEACHING FACULTY (Professor/Associate Professor/Assistant Professor)

- 4.3.1 Faculty members must arrive at least 15 minutes before class and adhere to institutional rules and regulations
- 4.3.2 Maintain a workload of 40-44 hours per week, including teaching, preparation, research, mentoring, and administrative duties.
- 4.3.3 Keep lesson plans and a teaching diary to systematically track teaching progress.
- 4.3.4 Regularly update lesson plans, attendance, Course Outcomes (COs), and Program Outcomes (POs) on the DHI portal
- 4.3.5 Conduct classes, tutorials, and laboratory sessions punctually according to the timetable and institutional guidelines
- 4.3.6 Engage in continuous evaluation, including quizzes, assignments, and exams, providing timely feedback and guidance to students.
- 4.3.7 Actively participate in curriculum development and syllabus revision efforts.

- 4.3.8 Provide mentorship and support to students for both academic and personal concerns, including guidance for academically weak students
- 4.3.9 Engage in research activities, including publishing papers, presenting at conferences, and collaborating on projects.
- 4.3.10 Attend departmental meetings, academic committees, and institutional events as required.
- 4.3.11 Participate in workshops and professional development activities to enhance teaching and subject knowledge.
- 4.3.12 Ensure adherence to academic schedules, covering syllabi on time and completing assessments promptly.
- 4.3.13 Maintain discipline in the classroom and ensure a conducive learning environment.
- 4.3.14 Collaborate with colleagues for interdisciplinary teaching and research initiatives.
- 4.3.15 Engage in continuous self-improvement and update subject knowledge to maintain teaching quality.
- 4.3.16 Contribute to institutional activities such as admissions, student counseling, and examination duties as assigned.
- 4.3.17 Provide support in organizing seminars, workshops, and guest lectures to enhance academic exposure for students.
- 4.3.18 Assist in the procurement and maintenance of teaching materials, laboratory equipment, and other academic resources.
- 4.3.19 Maintain records of student performance, attendance, assessments, and other required documentation.
- 4.3.20 Comply with the ethical standards and code of conduct expected of faculty members in all professional activities.
- 4.3.21 Perform any other duties assigned by the HOD or Principal in line with the institution's goals.
- 4.3.22 Faculty members should regularly gather feedback from students and make necessary adjustments to improve the learning experience.
- 4.3.23 Maintain connections with alumni and encourage their involvement in student mentorship, career guidance, internships, and placements.
- 4.3.24 Incorporate digital tools, such as e-learning platforms, virtual labs, and multimedia resources to enhance teaching effectiveness.
- 4.3.25 Ensure a safe learning environment, especially in laboratories, workshops, and field trips, by adhering to institutional safety protocols.
- 4.3.26 Actively mentor students in career planning, internships, research opportunities, and personal development beyond academic mentorship.
- 4.3.27 Support institutional accreditation efforts (e.g., NAAC, NBA) and contribute to improving the institution's standing in national and international rankings (e.g., NIRF).
- 4.3.28 Teachers shall follow the duties and workload as prescribed by VTU or as per AICTE norms. The management or competent authority will have the final say in assigning duties and workload.
- 4.3.29 In addition to the above, **PROFESSOR and Associate Professor** will have the following additional responsibilities.

- 4.3.30 Providing Leadership in Both PG&UG Courses in his/her Field of Specialization.
- 4.3.31 Policy Planning and Monitoring.
- 4.3.32 Lead major research projects, drive innovation, and secure significant research funding.

4.4 THE TECHNICAL STAFF

LAB TECHNICIANS/SYSTEM ADMIN

- 4.4.1 Assist faculty and students during laboratory sessions.
- 4.4.2 Prepare and set up equipment and materials required for experiments.
- 4.4.3 Maintain, clean, and repair laboratory equipment.
- 4.4.4 Ensure the proper storage and handling of chemicals, tools, and other sensitive materials.
- 4.4.5 Ensure safety protocols and standards are followed in the laboratory.
- 4.4.6 Set up and maintain audiovisual equipment for lectures, seminars, and presentations.
- 4.4.7 Assist faculty in using multimedia equipment in classrooms or labs.
- 4.4.8 Manage and troubleshoot projectors, smart boards, sound systems, and other presentation tools.
- 4.4.9 Manage the institution's computer systems, network, and IT infrastructure.
- 4.4.10 Provide technical support to faculty, staff, and students for hardware, software, and network-related issues.
- 4.4.11 Install and update software and security systems.
- 4.4.12 Manage online platforms, portals, and databases (e.g., attendance, grading systems).
- 4.4.13 Ensure data backup and cybersecurity protocols are followed.

LABORATORY ASSISTANT

- 4.4.14 Provide support to the Lab Technicians in preparing and conducting experiments.
- 4.4.15 Ensure the cleanliness of the lab space and proper arrangement of instruments.
- 4.4.16 Help in managing and recording inventory related to lab materials and equipment.
- 4.4.17 Provide guidance to students during practical sessions involving machinery and tools

4.5 THE NON-TEACHING STAFF

ADMINISTRATIVE OFFICE

- 4.5.1 Oversee daily office operations, including filing, correspondence, and document management
- 4.5.2 Maintain accurate records of student admissions, academic progress, and other administrative data.
- 4.5.3 Handle communication with students, parents, and other stakeholders via phone, email, and in-person interactions.
- 4.5.4 Organize and schedule appointments, meetings, and events for faculty and administrative staff.

- 4.5.5 Serve as the primary point of contact for various stakeholders including students, parents, and staff.
- 4.5.6 Address general inquiries and provide information about institutional policies and procedures.
- 4.5.7 Procure and manage office supplies and equipment.
- 4.5.8 Monitor inventory and reorder supplies as necessary.
- 4.5.9 Implement and oversee administrative procedures.

4.6 HR

- 4.6.1 To recruit, develop and implement recruitment strategies, post job openings, screen resumes, conduct interviews, coordinate with the department to understand staffing needs, and manage onboarding processes for new hires.
- 4.6.2 To handle employee issues, resolve conflicts, ensure legal and policy compliance, and promote a positive work environment.
- 4.6.3 To manage salaries and benefits, compare compensation with market standards, and oversee employee benefits like health insurance.
- 4.6.4 To ensure workplace safety, develop health policies, and address any safety concerns.
- 4.6.5 To create and update HR policies, communicate them to employees.
- 4.6.6 o oversees EPFO (Employees' Provident Fund Organization) and ESI (Employees' State Insurance) matters, ensure timely contributions, manage claims and compliance, and address employee queries related to these benefits.

4.7 ADMISSION

- 4.7.1 To develop and implement marketing strategies to promote BIT's programs, manage advertising and promotional campaigns, attend education fairs, and engage with potential students through various channels.
- 4.7.2 To receive and process student applications, verify eligibility, and ensure all required documents are submitted.
- 4.7.3 To provide information and guidance to prospective students and their families about admission procedures, programs, and requirements.
- 4.7.4 To manage the collection of admission fees, process payments, and maintain records of financial transactions.
- 4.7.5 To organize orientation programs for new students, provide support during the transition period, and address any initial concerns.

4.8 ACCOUNTS OFFICER

- 4.8.1 Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- 4.8.2 Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- 4.8.3 Disburses salaries for the employees of the College.
- 4.8.4 Prepares the annual account, get if audited.

- 4.8.5 Deals with banks and other financial institutions regarding loans etc.
- 4.8.6 Will be responsible for filling of annual returns.

4.9 EXAM SECTION

- 4.9.1 Plan and schedule all types of examinations, including midterms and finals.
- 4.9.2 Coordinate with faculty to confirm exam dates and times.
- 4.9.3 Prepare and securely distribute exam papers and ensure timely and secure handling of exam materials.
- 4.9.4 Organize and schedule invigilators for exam sessions and brief invigilators on exam procedures and protocols.
- 4.9.5 Supervise exams to ensure compliance with institutional policies and address any issues or irregularities during the exam process to the Principal.
- 4.9.6 Collect and securely manage answer sheets and exam materials and coordinate with faculty for the evaluation of answer scripts.
- 4.9.7 Ensure adherence to examination policies and regulations and prepare reports related to exam administration and results for management and regulatory bodies.
- 4.9.8 Work with the administrative office and other departments to ensure smooth exam operations.

4.10 THE LIBRARIAN

- 4.10.1 Implement all library rules as defined by the Principal.
- 4.10.2 Oversee daily operations of the library, including opening and closing procedures and ensure a conducive environment for study and research.
- 4.10.3 Ensure adherence to the documented Quality Management System throughout various stages of library processes.
- 4.10.4 Manage the procurement of recommended books, daily newspapers, journals, magazines, videos, CDs, audio cassettes, e-books, and online resources, including the renewal of books and magazines.
- 4.10.5 Display technical articles, literature, and new arrivals prominently.
- 4.10.6 Develop and enforce library policies and procedures to handle user complaints and issues related to library services.
- 4.10.7 Stay updated with advancements in library science and technology.
- 4.10.8 Perform any additional tasks as assigned by the Principal.

4.11 THE TRAINING AND PLACEMENT OFFICER

- 4.11.1 Develop an annual placement strategy for the college and execute it. The strategy should include events and activities starting from the first year.
- 4.11.2 Develop a set of written rules and policies for placement that should be followed by students. This must include policies/rules for eligibility for placements, interviews, final placement, early joining, summer internships etc.

- 4.11.3 Guide students on different career options and opportunities based on their interests.
- 4.11.4 Understand industry requirements and conduct industry surveys as well as network with companies and HR groups.
- 4.11.5 Update faculty on latest trends in industry and recommend training programs for faculty and students.
- 4.11.6 Keep a detailed database of companies and contacts for placements.
- 4.11.7 Collect and maintain student resumes for placement opportunities.
- 4.11.8 Collect appointment letters from companies, distribute them to students, and gather their acceptance letters for dispatch.
- 4.11.9 Gather information on students eligible for placement at the start of each academic year.
- 4.11.10 Work with other colleges to organize joint placement or training drives when needed.
- 4.11.11 Ensure that any external agencies conducting training programs are GST-registered and provide relevant certificates before payment.

5. CHAPTER- V

5.1 CODE OF CONDUCT FOR TEACHING AND NON- TEACHING STAFF

Employees are expected to uphold professionalism, courtesy, and respect in all interactions, avoid conflicts of interest, maintain confidentiality, and use institutional resources responsibly. Compliance with laws and institutional policies is mandatory, including adherence to safety and environmental regulations. Employees must be punctual, take care of institutional property, and participate in professional development opportunities. For a comprehensive understanding of conduct expectations, please refer to the detailed Code of Conduct provided in the policy document Annexure 5 and 6 of Recruitment Policy.

6. CHAPTER- VI

6.1 LEAVE

GENERAL CONDITIONS:

- 6.1.1 Permanent employee shall be eligible for Casual Leave, Vacation Leave, Earned Leave, Compensatory leave, Commuted Leave, Maternity Leave, Restricted Holiday, and Special Casual Leave / On Official Duty(OOD). No employee shall be entitled to any leave under these rules, in respect of unauthorized absence from duty in pursuance of an illegal strike.

- 6.1.2 Employee under probation period will only be entitled to 12 days of Casual Leave (CL) in a year, and no other leave benefits.
- 6.1.3 All leave requests are subject to approval by the department head and the Principal, based on the institution's operational requirements.
- 6.1.4 Employees must submit leave applications specifying the type and duration of leave. Leave is officially sanctioned only when signed by the concerned authority.
- 6.1.5 Employees granted Special Casual Leave, Official Duty, or Maternity Leave must submit a Medical Certificate or Attendance Certificate from the relevant authority. To maintain smooth operations, no more than one-third of the staff can be on leave at the same time, except during vacations.
- 6.1.6 Any employee found absent from his/her place of work during working hours without prior permission of the concerned authority, is liable to be treated as absent for the day.
- 6.1.7 In emergencies, the employee should promptly inform the concerned HOD/Principal and make necessary arrangements for class or duty coverage to ensure smooth departmental operations during their absence.
- 6.1.8 Employees are entitled to avail of one gate pass per month for up to 2 hours for personal reasons. To avail of a gate pass, the employee must complete the Gate Pass Form and obtain approval from the concerned HOD and the Principal of the institution. The gate pass is valid only with the proper authorization from the designated authorities.
- 6.1.9 Detailed policy regarding leave entitlements, including casual leave, earned leave, maternity leave, and other applicable leave types, is furnished under the [Leave Policy document](#).

7. CHAPTER-VII

7.1 OBLIGATIONS OF THE EMPLOYEE:

- 7.1.1 Employees must uphold courtesy, respect, and professionalism in all interactions with colleagues, students, and external parties, fostering a positive work environment.
- 7.1.2 Employees are strictly prohibited from engaging in monetary dealings, borrowing, or lending money with colleagues, subordinates, clients, or customers. The acceptance of gifts, favors, or any form of gratuity from these individuals is not permitted unless approved by the Management in accordance with institutional policies.
- 7.1.3 The use of the Institution's name, reputation, or resources—including intellectual property, physical assets, or proprietary information—for personal gain or unauthorized purposes is forbidden. Written approval from the Management must be obtained for any exceptions.
- 7.1.4 Employees are required to report punctually to their designated workstations or duty locations and to adhere to the Institution's working hours. Chronic lateness or absenteeism may result in disciplinary action as per institutional policy.

- 7.1.5 Employees must maintain the confidentiality of sensitive information regarding the Institution, students, staff, or external stakeholders. Disclosure of such information without proper authorization is a serious breach of trust.
- 7.1.6 Employees shall avoid any actions or behaviors that could lead to conflicts of interest. This includes situations where personal interests could interfere with the objectivity of their duties or the reputation of the Institution.
- 7.1.7 Employees are expected to comply with all internal policies, procedures, and legal regulations relevant to their role. This includes abiding by health, safety, and environmental protocols to ensure the well-being of all individuals on campus.
- 7.1.8 Employees must treat all institutional property and equipment with care and respect. Misuse, damage, or loss of property due to negligence may result in disciplinary measures and liability for the damages.
- 7.1.9 Employees are encouraged to engage in continuous professional development, staying informed of the latest trends, skills, and technologies relevant to their role to contribute to the Institution's growth and success.
- 7.1.10 Employees are obligated to support and promote the Institution's vision, mission, and values, ensuring that their conduct aligns with the ethos and culture of the Institution.

8. CHAPTER-VIII

8.1 PERFORMANCE EVALUATION

Performance appraisals for teaching staff will be conducted annually, assessing teaching effectiveness, research contributions, student feedback, and overall engagement in institutional activities. Non-teaching staff appraisals will focus on administrative efficiency, punctuality, and their role in supporting institutional growth. The appraisal process will be transparent and based on clearly defined criteria, with performance linked to professional development and promotions. Detailed policy regarding leave entitlements is furnished under Performance Appraisal Policy.

9. CHAPTER: IX

9.1 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.

10.CHAPTER X

10.1 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.

For those wishing to seek reemployment after retirement, a written application must be submitted to the Principal three months prior to the retirement date. The Head of Department will assess the employee's suitability for continued service and recommend accordingly.

11.CHAPTER –XI

DISPLAY OF RULES

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