



# **BANNARI AMMAN INSTITUTE OF TECHNOLOGY**

An Autonomous Institution Affiliated to Anna University Chennai - Approved by AICTE - Accredited by NAAC with "A+" Grade

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## **HR POLICY 2023**

**(Valid till May 2028)**

| <b>Sl. No</b>    | <b>Content</b>  | <b>Page Nos.</b> |
|------------------|---|------------------|
| 1                | Introduction  | 3                |
| 2                | Objectives  | 3                |
| 3                | Scope   | 3                |
| 4                | Mandatory References  | 3                |
| 5                | Recruitment Process - Faculty   | 3                |
| 6                | Duties and Responsibilities   | 6                |
| 7                | Development and Training  | 6                |
| 8                | Welfare Measures  | 10               |
| 9                | Leave Rules   | 11               |
| 10               | Disciplinary Actions  | 15               |
| 11               | Recruitment Process - Non-teaching Staff  | 15               |
| 12               | Advisory Board and Review Mechanism   | 16               |
| 13               | Approval Procedure of the Policy  | 16               |
| 14               | Policy Revision Process   | 16               |
| <b>Annexures</b> |   |                  |
| I                | All India Council for Technical Education (pay scales, service conditions and qualifications for Teachers and other Academic staff in Technical Institutions (Degree)) Regulations 2010 | --               |
| II               | Screening-cum-Scrutiny Committee Report   | 17               |
| III              | Selection Committee Report  | 18               |
| IV               | Minutes of Meeting  | 18               |

|          |  |
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| <b>1</b> | <b>Introduction</b>  |
|          | Bannari Amman Institute of Technology (BIT) is committed to create the Centres of Excellence in Engineering, Technology and Management education relevant to industrial and societal needs. Various policies are framed considering systems, processes, and procedures followed in the Institute to ensure the inclusive growth of all the stakeholders associated with the Institute and to "Stay Ahead". |
| <b>2</b> | <b>Objective</b>   |
|          | The main objective of the HR policy is to identify the manpower requirements across the Departments, Centres and other working groups, select the suitable candidates as per the guidelines stated in the Policy and provide opportunities for the inclusive growth of all Faculty and Staff Members.  |
| <b>3</b> | <b>Scope</b>   |
|          | The scope of HR policy covers all the members of faculty, non-teaching staff members (Technical or Non-technical) excluding the members appointed for Hostel, Mess and their related services. Modes of publishing the policy shall include circulation of printed copies and e-copies through Campus-wide Enterprise Resource Planning System (CAMPS).  |
| <b>4</b> | <b>Mandatory References</b>  |
|          | The HR Policy shall conform to the guidelines of the All India Council for Technical Education (pay scales, service conditions and qualifications for Teachers and other Academic staff in Technical Institutions (Degree)) Regulations 2019 (F. No. 61-1/RIFD/7th CPC/2016-17) or as is released by AICTE / UGC or other Regulatory Bodies, from time to time ( <a href="#">Annexure I</a> ).             |
| <b>5</b> | <b>Recruitment Process - Faculty</b>   |

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|  |   | <ol style="list-style-type: none"> <li>1. Bannari Amman Institute of Technology (BIT) believes in the recruitment of the right people to its faculties, and that it plays a key role in the progress of the institution.</li> <li>2. Recruitment and selection process of faculty and the staff members are transparent and follow all norms and procedures, as applicable</li> <li>3. The recruitment procedure employs equal opportunities for all potential candidates irrespective of gender, caste, religion, and economic factors.</li> <li>4. It is essential for the employee involved in any aspect of recruitment and selection of faculty to be aware of and follow this policy.</li> <li>5. The intention of the policy is to structure the process of recruitment and selection, and it is applicable to all the members of the faculty involved in the academic process. The 6 steps followed in the recruitment process are as follows, <ol style="list-style-type: none"> <li>a. Notification Process</li> <li>b. Scrutiny Process by scrutiny committee</li> <li>c. Intimation of date, time &amp; venue for selection process</li> <li>d. Formation of Selection Committee</li> <li>e. Selection Process</li> <li>f. Post Selection Process</li> </ol> </li> </ol> |
|  | <b>(a) Notification Process</b>                   |  |
|  |   | <ol style="list-style-type: none"> <li>a) Based on the requirements &amp; availability of faculty members, the estimation of vacancy positions of all departments is calculated. The criteria for calculating the vacancy positions are based on the Student-Faculty Ratio 1:20, or a minimum 1:2:6 of cadre ratio for Professor: Associate Professor: Assistant Professor respectively, or as per the norms prescribed by All India Council of Technical Education (AICTE).</li> <li>b) Notification of advertisement is done in all leading newspapers as well in the college website (<a href="https://www.bitsathy.ac.in/careers/">https://www.bitsathy.ac.in/careers/</a>) listing the job requirements, vacancy positions, eligibility criteria for the job, and mode of applying (online / email / postal) for the job.</li> <li>c) An application format will be provided for candidates applying through postal for the job (Annexure II).</li> <li>d) This ensures equal opportunities to all the candidates irrespective of gender, caste, religion and economic factors.</li> </ol>  |
|  | <b>(b) Scrutiny Process by Scrutiny Committee</b> |  |
|  |   | <ol style="list-style-type: none"> <li>a) A 3-member scrutiny committee shall evaluate the applications received on completeness, eligibility, and any other document criteria as prescribed from time to time, in accordance with the norms as applicable.</li> <li>b) This policy shall conform to the guidelines of the All India Council for Technical Education (pay scales, service conditions, and qualifications for Teachers and other Academic staff in Technical Institutions (Degree)) Regulations 2010 (<a href="#">F. No. 37-3/Legal/2010</a>) or as is released by AICTE / UGC or other Regulatory Bodies, from time to time.</li> </ol>  |

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|  | <p>c) 3-member panel Scrutiny Committee shall comprise of</p> <ol style="list-style-type: none"> <li>Two internal Experts at the level of Professor /Associate Professor</li> <li>Concerned Head of the Department.</li> </ol> <p>After due consideration, the committee shall give recommendations about the eligible candidates for the selection process (Annexure III). <b>Minutes in the format shall be maintained.</b></p>  |
|  | <b>(c) Intimation of date, time &amp; venue for selection process</b>  |
|  | The date and time will be notified to the shortlisted candidates to attend the personal interview process.   |
|  | <b>(d) Formation of Selection Committee</b>  |
|  | <p>a) Selection Committee shall comprise of</p> <ol style="list-style-type: none"> <li>Principal</li> <li>Representative / Member from the Trust</li> <li>Two External Subject Experts, at the level of Associate Professor / Professor</li> <li>Concerned Head of the Department.</li> </ol>  |
|  | <b>(e) Selection Process</b>   |
|  | <ol style="list-style-type: none"> <li>The Selection Committee in its report (Annexure IV) shall indicate the selected candidates in the order of merit and shall also indicate at least one candidate on the waiting list, if found suitable.</li> <li>They may also indicate the increments, if any, that may be accorded based on the candidate's experience and performance.</li> <li>Each Committee is needed to complete their procedures within a stipulated time limit of 15 days.</li> <li>Minutes of Committee in the format shall be appropriately maintained.</li> </ol> |
|  | <b>(f) Contract / Tenure based Positions</b>   |
|  | Staff on contract / daily wage or employed through service agencies are governed by their appointment terms. At the end of tenure, suitable members of the same cadre or as may be decided shall be appointed for similar duration in such positions.  |
|  | <b>(g) Recruitment of International faculty</b>  |
|  | On negotiated terms international faculty may consider for tenure based appointments for a period of three years based on specific Qualification/experience from eminent performance.  |
|  | <b>(h) Recruitment of Visiting Faculty / Adjunct Faculty</b>   |
|  | A member with unique accomplishments in his / her professional field, satisfying the educational qualifications may be appointed as a Visiting Faculty to handle the courses(s) partially / fully. Such candidates may be identified through   |

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|          |                                    | <p>(i) Personal contacts of faculty members</p> <p>(ii) Referrals and Recommendations.</p> <p>Selection of such candidates shall be done as stated in Section (c).</p>  |
|          | <b>(i) Post Selection Process</b>  |   |
|          |                                    | <p>Upon the approval of selection, a letter of intent will be provided to the selected candidate, on the submission of the original academic and experience certificates. The candidate needs to inform the recruitment committee about their date of joining in the job after receiving the letter of intent.</p>  |
| <b>6</b> | <b>Duties and Responsibilities</b> |   |
|          |                                    | <p>All members of BIT are expected to adhere to the duties and responsibilities as specified in the Appointment Letters and shall maintain a high level of professionalism.</p>   |
| <b>7</b> | <b>Development and Training</b>    |   |
|          |                                    | <p>Management of BIT strongly believes that continuous updation of knowledge and skills are the hallmark of a good member of the faculty. To achieve this, the IQAC - Faculty &amp; Students Competency / IQAC Faculty Competency Team is established with the objective of enhancing the teaching proficiency of faculty members. This would ultimately improve the quality of the teaching-learning experience. IQAC Faculty Competency Team is committed to organizing and conducting faculty development activities for the faculty members of BIT.</p> <p>The Scope involves organizing workshops/training required for faculty to improve their capacity. This can be achieved through a number of structured training programs.</p> <ul style="list-style-type: none"> <li>❖ Orientation Programmes for newly joined faculty</li> <li>❖ Lesson plan preparation - RBT training</li> <li>❖ Training on Concept oriented teaching &amp; follow-up review (every semester)</li> <li>❖ Making room for interdisciplinary teaching</li> <li>❖ RBT training for all faculty members &amp; RBT follow-up review (every semester)</li> <li>❖ Training on Framing of Course Outcomes and mapping with Program Outcomes (Once in a year)</li> <li>❖ Training on how to set quality MCQ's &amp; analyzing the results of MCQs (Once in a year)</li> <li>❖ Training on creative methodologies to improve teaching (Once in a year)</li> </ul> <p>The IQAC Faculty Competency Team is also responsible for administering surveys which are targeted to review the academic excellence prevailing in the institution.</p> <ul style="list-style-type: none"> <li>❖ Students' survey</li> <li>❖ Faculty survey</li> </ul> |

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|  | <b>(a) Orientation Training</b>   |
|  | <p>The new incumbents shall undergo a one-week programme to familiarize with people, processes and practices followed in BIT, in order to orient themselves to the work culture of BIT. The familiarization process includes co-staff members, administrative staff, and other personnel in the campus. For newly joined faculty of BIT, an orientation program is organized to enable them to adapt themselves to the practices followed at BIT. The orientation program also focuses on giving an exposure to all the special initiatives followed here. The faculty members are trained on how to use the in-house software developed for day-to-day activities like posting attendance of students, mark entry, leave request, leave approval, document entry, activity submission, etc., They are also trained to use ICT tools for preparation and delivery of class content and installation of required software based on discipline.</p>   |
|  | <b>(b) Training on Pedagogy</b>   |
|  | <p>All new faculty members will undergo an orientation program conducted on pedagogy (Teaching Methodology) - Revised Bloom's Taxonomy, Creative Learning Methodology, adopted in BIT for effective teaching-learning. BIT incorporates various levels of training for faculty members that include the teaching pedagogy adopted for delivering the concepts to students.</p> <p>This training mainly focuses on Two-dimensional Revised Blooms Taxonomy (2DRBT). 2DRBT includes mapping of the content on a two-dimensional cognitive and knowledge domain. It also incorporates training on how to prepare a lesson plan based on the teaching pedagogy (2DRBT) which focuses on outcome-based learning. As an extension of this, a training on how to frame Formative Assessment (FA) questions to test the knowledge gained by the students.</p> <p>This training incorporates the training on how to frame standard Multiple Choice Questions (MCQ) that will enable the faculty to analyze the level of understanding of the concepts taught.</p> <p>BIT being an Autonomous institution, it has the privilege of framing its own curriculum and syllabus. In this context, training related to how to frame Course Outcomes (CO) for every course based on contents and mapping of COs to Program Outcomes (PO) with respect to the competencies and indicators given by the National Board of Accreditation (NBA) is also given.</p> |
|  | <b>(c) Faculty Development Programme</b>  |
|  | <p>Continuous updation of knowledge and skills is the hallmark of a good member of the faculty. To meet this need, the Institute encourages all Departments to organize a Faculty Development Programme (FDP) for the benefit of the faculty in connection with Central Agencies.</p>   |
|  | <b>(d) Training of Faculty/ Supporting Staff</b>  |
|  | <p>BIT encourages, supports the training and development of all the members of faculty / Supporting staff, and is committed to promote a vibrant team. The Management deputed members of faculty for training, both outside and within the organization, on the recommendations of the Head of the Department or as it may be considered essential for organization development and growth.</p> <p>Basic training such as teaching, evaluation, project guidance, awareness on quality management system, awareness of first aid and handling fire accidents are organized in-house / by other</p>  |

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|   |                                 | Institutions. Non-Teaching (technical staff attached to the department) staff are also encouraged to go for skill development training programmes organized / sponsored by Indian Society for Technical Education, Directorate of Technical Education, University Grants Commission, All India Council for Technical Education, reputed industries and any other agencies as applicable.   |   |   |
|   | (e)                             | <b>Quality Improvement Programme for faculty organized in Institutes in the country or outside</b>   |   |   |
|   |                                 | BIT may also sponsor the Faculty Members to the Accredited Institutions abroad (or Centres / Departments offering Accredited Programmes) based on the recommendations of the Apex Committee on fulfillment of conditions that include, <ul style="list-style-type: none"><li>• Completion of five years of service at BIT with feedback grading of 4 and above for three consecutive years</li><li>• Published four papers in the SCI Indexed International Journals or two papers in SCI Indexed International Journals and two papers in National Journals in 5 years of service</li></ul> |   |   |
|   | (f)                             | <b>Eligibility Criteria for Training Programmes</b><br>Other eligibility criteria, besides Section 7 (d), for attending the training programmes are given below:   |   |   |
| <b>(i). National Level Training</b>                       |                                 |  |   |   |
| <b>Category of Faculty/ Staff</b>                         | <b>Duration</b>                 | <b>Training Institute</b>  | <b>Competent Authority for Recommending</b>       | <b>Sponsorship Amount</b>                     |
| All Cadres of Faculty                                     | Two weeks<br>(Once in a Year)   | IITs / NITs / CFTIs, Govt. of Indian Institutions / DRDO / Universities / IIMs / CSIR / Reputed Industries   | Apex Committee                                    | Travel and DA as applicable                   |
| Newly Recruited Faculty                                   | 2-3 weeks<br>Induction Training | NITTTR/AICTE/ DRDO/ CSIR or any other reputed Institutions   | Head of the Institution in consultation with HoDs | Not Applicable                                |
| Non-teaching Staff (Technical) attached with Laboratories | 5 days- (Once in a Year)        | Training institutions, NITTT&R and Industries or any other reputed Institutions  | Head of the Institution                           | Registration Fee, Travel and DA as applicable |
| <b>(ii). International Level Training</b>                 |                                 |  |   |   |



| Category of Faculty   | Duration  | Training Institute  | Competent Authority for Recommending | Maximum Percentage        |
|---|---|---|--------------------------------------|---------------------------|
| Faculty Members with 10 years of service or more in BIT                                       | Once in 3 years for a period of not more than 10 days | Accredited Foreign University / Institutions  | Apex Committee                       | Actual Travel Expenditure |
| As far as possible, all the training programs may be planned preferably during vacation time. |   |   |                                      |                           |
|   | (g)   | <b>Publications in International Conferences</b>  |                                      |                           |
|   |   | <p>In the case of presenting papers in the National / International Conferences, the Management may sponsor the faculty members financially to meet the expenditures fully or partially as given below</p> <p><b>1. Outside India</b></p> <p>Reimbursement of Registration Fee based on the recommendations of the Apex Committee and if a paper presentation is to be made, the faculty is encouraged to opt for the provision as indicated in the Section 7 (e) (ii).</p> <p>In case a Member does not complete 10 years of service at BIT, the Apex Committee may decide to reimburse the traveling costs. However, the stay and other costs shall be borne by the concerned faculty.</p> <p><b>2. Within India</b></p> <p>The Faculty Member may get sponsorship for Registration Fee, Travel and DA as applicable.</p> |                                      |                           |
| 8   |   | <b>Welfare Measures</b>   |                                      |                           |
|   |   | <p>In order to lead a balanced life in the campus, BIT offers welfare measures to the Members of Faculty that include (i) Awards for Professional Accomplishments (ii) Increments, (iii) Incentives and Allowances (iv) On-campus Medical Facilities (v) Leave policy as indicated in Section 9.</p>  |                                      |                           |
|   | (a)   | <b>Awards</b>   |                                      |                           |
|   |   | <p>BIT has instituted the following Awards to honor the professional accomplishments</p> <ol style="list-style-type: none"> <li>1 Best Researcher Award</li> <li>2 Best Innovator Award</li> <li>3 Successful Startup Idea for Implementation</li> </ol>  |                                      |                           |
|   | (b)   | <b>Increments</b>   |                                      |                           |

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|          |                                      | All Increments shall be followed and awarded as prescribed by the Regulatory Authorities (AICTE / UGC) and as applicable.  |
|          | <b>(c) Incentives and Allowances</b> |  |
|          |                                      | <ul style="list-style-type: none"> <li>• Financial support for paper presentation in India / Abroad (as represented in 6(e))</li> <li>• 2.5% of funds received as the incentive for the funded research projects from the management</li> <li>• Profit sharing in consultancy services: <ul style="list-style-type: none"> <li>• 30% for institute &amp; 70% for coordinator / team members (without using institute resources)</li> <li>• 40% for institute &amp; 60% for coordinator / team members (using BIT resources)</li> </ul> </li> <li>• Rent free furnished accommodation, as available.</li> <li>• Children of faculty and other staff employees in BIT, if admitted to any program in the campus, may be reimbursed for complete tuition fees.</li> </ul> |
|          | <b>(d) Medical Facilities</b>        |  |
|          |                                      | BIT has in-house medical facilities for small ailments, medical emergencies and services and other ailments will be referred to.   |
|          | <b>(e) Other facilities</b>          |  |
|          |                                      | Wi-Fi, GYM, Sports, Female doctor, Male doctor,, Laundry, Cafeteria, ATM, Co-operative stores, Guest house – 33 rooms & 18 kms close to multispecialty Hospital.   |
| <b>9</b> | <b>Leave Rules</b>                   |  |
|          | <b>(a) General Conditions</b>        |  |
|          |                                      | <p>Leave shall not be claimed as a matter of right and the grant of leave shall be the prerogative of the Management. Faculty shall not normally on any pretense absent himself / herself from duties without prior permission from the Head of the Department.</p> <p>Leave requests are to be submitted through ERP Software (CAMPS) in advance and approval must be obtained prior to availing the leave. In case of absence on medical grounds, intimation shall be sent to the concerned Head of the Department and a Medical Certificate shall be produced at the time of joining after leave.</p>   |
|          | <b>(b) Late Coming</b>               |  |
|          |                                      | Members of faculty will be permitted to report late up to 30 minutes (cumulative duration) in a month. In case it exceeds 30 minutes, half day casual leave shall be deducted.   |

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|            | <b>(c) Permission (to be absent on the campus for personal work)</b> |  |   |
|            |  | A faculty may be accorded permission for an hour, twice in a month, for his/her personal works. If the number of such permissions exceeds more than two in a month, it shall be considered as half a day of casual leave.  |   |
|            | <b>(d) Casual Leave</b>  |  |   |
|            |  | All employees are eligible for 12 days of casual leave per calendar year. Carryover of Unavailed casual leave is not permissible and unused casual leaves cannot be encashed. Casual leave may not be taken more than three days at once. Before availing leave, alternate arrangements shall be made for the academic and administrative duties by the concerned faculty.   |   |
|            | <b>(e) Leave on Loss of Pay</b>                                      |  |   |
|            |  | Any Unauthorized Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay. If such absence extends more than 10 days in sequence, Head of the Institution shall have the right to either call for an explanation or to terminate from the service in consultation with the Apex Committee. All intervening holidays (including Sunday) will also be treated as leave during the period of Loss of Pay. |   |
|            | <b>(f) Long Leave</b>  |  |   |
|            |  | Faculty Members, suffering from medical ailments, personal issues and who would like to avail the break in service on account of marriage, taking care of parents / children may be off for long leave, not exceeding 3 months, by submitting a written request to the Apex Committee.<br>However during that period, the members shall not be eligible for any holidays / benefits except service count.                                |   |
| <b>(g)</b> | <b>Maternity Leave</b>   |  |   |
|            | Teaching<br>(Maternity Leave)  | for experience 5 years and above   | - Upto 3 Months - Full pay with Service Count<br>- Between 3 Months to 6 Months - LOP with Service Count<br>- Above 6 Months - Service will not be considered |
|            |  | for experience 3 – 5 years   | - Upto 3 Months - Half pay with Service Count<br>- Between 3 Months to 6 Months - LOP with Service Count<br>- Above 6 Months - Service will not be considered |
|            |  | for experience less than 3 years and for Second Child  | - Upto 6 Months - LOP with Service Count<br>- above 6 Months - Service will not be considered   |

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|   | Non-Teaching & Essential Services (Maternity Leave) | for experience 5 years and above                      | - Upto 3 Months - Full pay with Service Count<br>- Between 3 Months to 6 Months - LOP with Service Count<br>- Above 6 Months - Service will not be considered |
|   |   | for experience 3 – 5 years                            | - Upto 3 Months - Half pay with Service Count<br>- Between 3 Months to 6 Months - LOP with Service Count<br>- above 6 Months - Service will not be considered |
|   |   | for experience less than 3 years and for Second Child | - Upto 6 Months - LOP with Service Count<br>- above 6 Months - Service will not be considered   |
| <b>Important Note</b><br>1. Undergoing Treatment for maternity will not be considered for Maternity leave.<br>2. Maternity pay benefits will be credited only after ensuring rejoining and continuing working for 1 month.<br>3. For those who availed leave without service count, the service will be closed from Last Biometric Registration and they need to resign and rejoin for the duty.<br>4. Long leave will not be permitted for those who availed maternity leave in the same calendar year.<br>5. Maternity Leave cannot be claimed in combination with any other leave.<br>6. All the norms mentioned above are applicable for first and second child only.   |   |   |   |
| (h)   | <b>Medical Leave</b>                                |   |   |
|   | Teaching  | > 5 Years - 7 Days / Year                             |   |
|   | Non-Teaching & Essential Services                   | > 5 Years - 7 Days / Year                             |   |
| <b>Important Note:</b><br>1. The faculty may avail of eligible medical leave for genuine medical issues by getting proper approval and submitting relevant proofs.<br>2. Medical Leave request to be reached to HR within 3 days from starting date of leave (information may be conveyed through mail or phone in case of emergency situations)<br>3. The arrangement of alterations for the assigned work is to be submitted at the time of applying for leave.<br>4. Medical Leave cannot be claimed in combination with any other leave<br>5. If the faculty avails more than the eligible limit of medical leave or / Not rejoined to duty after the approved date, that will be considered a Loss of Pay and converted to Long Leave. |   |   |   |
| (i)   | <b>Sabbatical Leave</b>                             |   |   |

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|     | <p>Members of faculty with five years of service, who want to pursue higher studies, book writing, Post-Doctoral research and willing to execute an undertaking, will be eligible for availing sabbatical leave once in 10 years. In case of multiple requests, selection shall be based on the following parameters</p> <p>(i) Preference in the order: Professor - Associate Professor - Assistant Professor</p> <p>(ii) Outstanding Feedback Score</p> <p>(iii) Research Publications</p> |   |
| (j) | <p><b>Intern Leave Policy</b></p> <p>Casual Leave</p> <p>* 1 CL / Month can be availed.</p> <p>* Only Accumulated CLs can be utilized if they want to avail More than 1 CL / Month.</p> <p><u>Note:</u></p> <p>1. Other Leave Benefits &amp; Permissions will be applicable as Non-Teaching Faculty those who are working for more than 1 Year</p> <p>2. Winter / Summer Vacation will be applicable only for those working more than 2 Years</p>  |   |
|     | <b>Resignation and Relieving Norms</b>   |   |
|     | <b>Teaching</b>  | <p><u>Case 1:</u> Normal relieving<br/>Serve for Three months after submission and get relieved at the end of the academic year</p> <p><u>Case 2:</u> Immediate relieving<br/>A: Three months half salary recovery - Govt job/Full time PhD<br/>B: Three months full salary recovery for others</p> |
|     | <b>Non-Teaching</b>  | <p><u>Case 1:</u> Normal relieving<br/>Serve for One month after submission and get relieved at the end of the academic year</p> <p><u>Case 2:</u> Immediate relieving<br/>A: One month half salary recovery - Govt job<br/>B: One-month full salary recovery for others</p>                        |
|     | <b>Interns</b>   | <p><u>Case 1:</u> Normal relieving<br/>Serve for 1 month after submission of resignation</p> <p><u>Case 2:</u> Immediate relieving on producing relevant proof</p>  |
|     | <p><b>NOTE: Staff may avail maximum of 3 months leave:</b></p> <p>Under any leave category beyond which service of staff members may be terminated. If the staff is willing to rejoin the institution experience will have accumulated without considering the duration for while leave is available.</p>  |   |
| (i) | <b>On Duty Work</b>  |   |
|     | <b>S. No.</b>  | <b>On-Duty</b>  |
|     | 1  | Examinations / Valuation / Attending DC Meeting of Research Scholars  |
|     | 2  | Industry Visits / Attending Conferences   |
|     |  | Duration  |
|     |  | 5 days in a calendar year to act as an examiner for Anna University affiliated colleges   |
|     |  | As and when required  |

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|     | Members availing on-duty for the Examination / Valuation duties of Anna University affiliated colleges shall produce the valid attendance certificate, while reporting back after such assignments.  |                 |                 |  |
| (j) | <b>Vacation</b>  |                 |                 |  |
|     | <b>S. No.</b>  | <b>Category</b> | <b>Vacation</b> | <b>Duration</b>  |
|     | 1  | Teaching        | Winter          | Experience >5 years - 1 week (Including 1 Sunday)<br>Experience >1 year but <5 years - 3 days<br>Experience <1 year - No Vacation  |
|     | 2  |                 | Summer          | Experience > 7 years - 4 weeks<br>Experience > 5 years but < 7 years - 3 weeks<br>Experience > 3 years but < 5 years - 2 weeks<br>Experience > 1 years but < 3 years - 1 week<br>Experience < 1 year - No Vacation |
|     | 3  | Non- teaching   | Winter          | Four days (for experience more than one year only)   |
|     | 4  |                 | Summer          | Two weeks (for experience more than 5 years)<br>One week ( for experience between 1-5 years )  |
|     | It will be the responsibility of each faculty to look after their academic and administrative commitments regardless of summer/winter vacation.  |                 |                 |  |
| (k) | <b>Grievance Redressal Committee (GRC)</b>   |                 |                 |  |
|     | A Grievance Redressal Committee (GRC) has been framed so that any faculty member may freely express his or her grievance either formally or informally without any reservation. The Committee members will have an open mind and listen to all the grievances irrespective of its nature and size and communicate the same to the Management Team for redressal. The communication to the Management team could be informal, if the concerned faculty member does not wish to reveal his or her identity to the management, the committee members will oblige accordingly. Grievances addressed and recommended for action will be communicated to faculty members through e-mail every month. |                 |                 |  |
| (l) | <b>Faculty Recreation Club (FRC)</b>   |                 |                 |  |
|     | Faculty Recreation Club (FRC) is formed to providing opportunities for relaxation, leisure, and socialization among faculty members. The objective of the Faculty Recreation Club (FRC) is to make the faculty members help to connect with their colleagues, de-stress, and build a positive work environment to be happy both mentally as well as physically. FRC will conduct events like intra- sports competitions and other recreational activities for all teaching, non-teaching and staff members twice a month.  |                 |                 |  |

| 10    | <b>Disciplinary Action</b>   |   |                     |        |   |   |   |   |                 |              |   |                           |   |   |                                 |              |   |                       |  |
|-------|--|---|---------------------|--------|---|---|---|---|-----------------|--------------|---|---------------------------|---|---|---------------------------------|--------------|---|-----------------------|--|
|       | <p>All the Members of faculty are expected to adhere to the healthy practices in line with values of BIT and maintain healthy relationships with their colleagues. In case of misconduct, the same shall be reported to Discipline and Grievance Redressal Committee (Faculty) and the Committee shall conduct the enquiry and suitable action(s) may be prescribed, as given below, in case a member is found guilty.</p> <table><tr><th>S.No.</th><th>Misconduct / Others</th><th>Action</th></tr><tr><td>1</td><td>Non conduct of classes without valid reason</td><td>For every such occasion, deduction of half day casual leave</td></tr><tr><td>2</td><td>Any Malpractice</td><td>Written Memo</td></tr><tr><td>3</td><td>Misusing On-duty facility</td><td>Cancellation of On duty and deduction of casual leave for that period</td></tr><tr><td>4</td><td>Disclosure of confidential data</td><td>Written Memo</td></tr><tr><td>5</td><td>Financial impropriety</td><td>Written memo and to repay 1.5 times the amount involved.</td></tr></table> <p>Repetitive offense may entail disciplinary action including withholding increments</p>   | S.No.   | Misconduct / Others | Action | 1 | Non conduct of classes without valid reason | For every such occasion, deduction of half day casual leave | 2 | Any Malpractice | Written Memo | 3 | Misusing On-duty facility | Cancellation of On duty and deduction of casual leave for that period | 4 | Disclosure of confidential data | Written Memo | 5 | Financial impropriety | Written memo and to repay 1.5 times the amount involved. |
| S.No. | Misconduct / Others  | Action  |                     |        |   |   |   |   |                 |              |   |                           |   |   |                                 |              |   |                       |  |
| 1     | Non conduct of classes without valid reason  | For every such occasion, deduction of half day casual leave           |                     |        |   |   |   |   |                 |              |   |                           |   |   |                                 |              |   |                       |  |
| 2     | Any Malpractice  | Written Memo  |                     |        |   |   |   |   |                 |              |   |                           |   |   |                                 |              |   |                       |  |
| 3     | Misusing On-duty facility  | Cancellation of On duty and deduction of casual leave for that period |                     |        |   |   |   |   |                 |              |   |                           |   |   |                                 |              |   |                       |  |
| 4     | Disclosure of confidential data  | Written Memo  |                     |        |   |   |   |   |                 |              |   |                           |   |   |                                 |              |   |                       |  |
| 5     | Financial impropriety  | Written memo and to repay 1.5 times the amount involved.              |                     |        |   |   |   |   |                 |              |   |                           |   |   |                                 |              |   |                       |  |
| 11    | <b>Recruitment Process - Non-teaching Staff / Intern</b>   |   |                     |        |   |   |   |   |                 |              |   |                           |   |   |                                 |              |   |                       |  |
|       | <p>The selection of Non-Teaching staff is transparent and follows the steps given below:</p> <p>a) Vacancy position is estimated based on the requirement and as per regulation/need and available non-teaching staff on-roll. Accordingly, advertisements are released in leading newspapers and CVs are accepted based on external references.</p> <p>b) A Scrutiny Committee is formed to evaluate the application received on completeness, eligibility and any other criteria as may be prescribed from time to time. The Scrutiny Committee comprises</p> <ul style="list-style-type: none"><li>(i) Concerned Lab in Charge</li><li>(ii) One expert at the level of Professor and</li><li>(iii) Concerned Head of the Department.</li></ul> <p>The Scrutiny Committee will report the eligible candidates who are to be invited for personal interview before the Selection Committee.</p> <p>c) Selection Committee comprises</p> <ul style="list-style-type: none"><li>(i) Principal</li><li>(ii) Two Subject Experts (Professor Cadre)</li><li>(iii) Concerned Head of the Department.</li></ul> <p>The Selection Committee in its report will indicate the selected candidates in the order of merit and will also indicate at least one candidate on the waiting list, wherever possible. They may also indicate the additional increments, if any, that may be accorded based on experience and performance.</p> |   |                     |        |   |   |   |   |                 |              |   |                           |   |   |                                 |              |   |                       |  |

|        |                                    | d) Appointment Letter to the selected candidates shall be issued along with duties and responsibilities. The minutes of the Scrutiny and Selection Committee shall be appropriately maintained.  |        |          |          |   |               |   |   |                                    |   |
|--------|------------------------------------|--|--------|----------|----------|---|---------------|---|---|------------------------------------|---|
|        | (a)                                | <b>Vacation</b>  |        |          |          |   |               |   |   |                                    |   |
|        |                                    | Vacation periods for non-teaching staff members are subjected to the fulfillment of following conditions.  |        |          |          |   |               |   |   |                                    |   |
|        |                                    | <table> <tr> <th>S. No.</th><th>Vacation</th><th>Duration</th></tr> <tr> <td>1</td><td>Winter</td><td>Four days (for experience more than one year only)</td></tr> <tr> <td>2</td><td>Summer</td><td>Two weeks (for experience more than 5 years)<br/>One week ( for experience between 1-5 years )</td></tr> </table>   | S. No. | Vacation | Duration | 1 | Winter        | Four days (for experience more than one year only)  | 2 | Summer                             | Two weeks (for experience more than 5 years)<br>One week ( for experience between 1-5 years ) |
| S. No. | Vacation                           | Duration   |        |          |          |   |               |   |   |                                    |   |
| 1      | Winter                             | Four days (for experience more than one year only)   |        |          |          |   |               |   |   |                                    |   |
| 2      | Summer                             | Two weeks (for experience more than 5 years)<br>One week ( for experience between 1-5 years )  |        |          |          |   |               |   |   |                                    |   |
|        | (b)                                | <b>Medical Leave and Maternity Leave</b>   |        |          |          |   |               |   |   |                                    |   |
|        |                                    | <table> <tr> <th>S. No.</th><th>Leave</th><th>Duration</th></tr> <tr> <td>1</td><td>Medical Leave</td><td>One week per calendar year (with initial / final investigation report by Institute medical officer)</td></tr> <tr> <td>2</td><td>Maternity Leave (for two children)</td><td>90 days leave with full pay</td></tr> </table>   | S. No. | Leave    | Duration | 1 | Medical Leave | One week per calendar year (with initial / final investigation report by Institute medical officer) | 2 | Maternity Leave (for two children) | 90 days leave with full pay   |
| S. No. | Leave                              | Duration   |        |          |          |   |               |   |   |                                    |   |
| 1      | Medical Leave                      | One week per calendar year (with initial / final investigation report by Institute medical officer)  |        |          |          |   |               |   |   |                                    |   |
| 2      | Maternity Leave (for two children) | 90 days leave with full pay  |        |          |          |   |               |   |   |                                    |   |
| 12     |                                    | <b>Advisory Board and Review Mechanism</b><br>An Advisory Board shall be constituted, comprising of two Professors from different streams (of whom one will be coordinator), one Assistant Professor and one Non-teaching staff (at least one member in the Board shall be female) as approved by the Apex Committee shall review the implementation of policy at least once in six months, to ensure the compliance of policy and implementation of guidelines stated in the policy. The Committee is also empowered to make suggestions for revision of the policy to the Committee responsible for framing this policy.                       |        |          |          |   |               |   |   |                                    |   |
| 13     |                                    | <b>Approval Procedure of Policy</b>  |        |          |          |   |               |   |   |                                    |   |
|        |                                    | HR policy of BIT shall be approved by the Governing Council; any revisions that arise subsequently shall be reviewed as said above and forwarded to Governing Council through Member Secretary of the Council for amendments of the policy. On approval of the amendments, revised policy shall be published and circulated to all members appropriately as stated in the Scope (Section 3).   |        |          |          |   |               |   |   |                                    |   |
| 14     |                                    | <b>Policy Revision Process</b>   |        |          |          |   |               |   |   |                                    |   |
|        |                                    | Revision of this policy on suggestions from the Advisory Board or requests from the faculty and staff (at least 20% of total members) may be initiated in consultation with the members of Apex Committee. The committee responsible for framing the earlier version of the policy shall be vested with the responsibility of revising the same. In case, if members are not available, a new Committee shall be formed for revising the policy as approved by the Apex Committee. Revised (Draft) Policy shall be placed before Governing Council for approval and further implementation (with appropriate revision number and effective date) |        |          |          |   |               |   |   |                                    |   |

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## ANNEXURE II

Application No:

### 1. General Information

|                                 |                     |            |  |
|---------------------------------|---------------------|------------|--|
| Name                            |                     | Photo      |  |
| Date of Birth & Age             |                     |            |  |
| Gender                          | Male / Female       |            |  |
| Marital Status                  | Married / Unmarried |            |  |
| Father / Spouse Name            |                     |            |  |
| Spouse Qualification            |                     |            |  |
| Mother Tongue & Languages Known |                     |            |  |
| Nationality & Religion          |                     |            |  |
| Address for Communication       |                     |            |  |
| Email Address                   |                     | Mobile No. |  |

### 2. Academic Details (Post SSLC)

| Degree | Specialization | Name of the School / College | % Marks or CGPA | Class Obtained | Year of Passing | Part Time / Full Time / Distance Mode |
|--------|----------------|------------------------------|-----------------|----------------|-----------------|---------------------------------------|
|        |                |                              |                 |                |                 |                                       |
|        |                |                              |                 |                |                 |                                       |
|        |                |                              |                 |                |                 |                                       |
|        |                |                              |                 |                |                 |                                       |

### 3. Experience

| Sl. No. | Institution / Industry Name | Position / Title | From | To | No. of Years & Month |
|---------|-----------------------------|------------------|------|----|----------------------|
|         |                             |                  |      |    |                      |
|         |                             |                  |      |    |                      |

Pay Expected (Rs.) :

Last Withdrawn Salary (Rs.) :

Place :

Date :

Signature of the Applicant

**ANNEXURE III**  
**Faculty Recruitment - Scrutiny Form**

| S.No | Date of Scrutiny | Name of the Candidate with Salutation | Address for Communication | Contact No. | E-Mail ID | Qualification (Specify the degree with name)<br>Eg: B.E(CSE), M.E(CSE), Ph.D. | Experience (in years and months) |          |                    |       | Resume Link | Date |
|------|------------------|---------------------------------------|---------------------------|-------------|-----------|---|----------------------------------|----------|--------------------|-------|-------------|------|
|      |                  |                                       |                           |             |           |   | Industry                         | Teaching | Full time Research | Total |             |      |
| 1    |                  |                                       |                           |             |           |   |                                  |          |                    |       |             |      |
| 2    |                  |                                       |                           |             |           |   |                                  |          |                    |       |             |      |

**ANNEXURE IV**  
**Faculty Recruitment - Selection Committee report**

| <b>Faculty Recruitment (Date dd-mm-yyyy)</b>         |                       |      |                   |                      |                  |                                    |
|--|-----------------------|------|-------------------|----------------------|------------------|------------------------------------|
| <b>Name of the Department:</b>                       |                       |      |                   |                      |                  |                                    |
| <b>Faculty Recruitment - Consolidated Mark Sheet</b> |                       |      |                   |                      |                  |                                    |
| S.No   | Name of the Candidate | Dept | Written Exam (30) | Technical Round (20) | Total Marks (50) | Remarks by Technical panel members |
| 1  |                       |      |                   |                      |                  |                                    |

**Principal**