SERVICE RULES

(Recruitment, Leave and Career Advancement)

(Valid till May 2028)

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Recruitment Policy

Employees represent the most vital part of almost all organizations. Success or failure of an organization highly depends on the quality, skill and effectiveness of its employees. BIT, therefore, pays close attention to recruiting the right people and utilizing their capabilities and capacities.

The major recruitment policies of BIT are as follows:

a) BIT believes in Equal Employment Opportunity where all individuals are treated based on their merits and abilities. Throughout the recruitment process, no candidates will be discriminated on any unfair grounds i.e. sex, race, disability, marital status, religion and/or belief. By doing so, the BIT wants to ensure that in all cases the best candidate for the position is appointed.

b) All who are involved with the recruitment and selection procedures are expected to ensure that their actions are consistent with the principles of recruitment policies. In order to ensure that all members of each Committee shall maintain the evaluation process involved in recruitment and selection as transparent as possible. In addition, the Administrative Department at the Trust Office will be continuously monitoring the transparency and accountability of all the recruitment and selection procedures.

c) In order to ensure the robustness of the process, BIT is committed to follow the Procedures and Processes laid down by All India Council for Technical Education (F.No. AB/AICTE/REG/2020) in the form of Academic Performance Indicator for Direct Recruitment as well as Career Advancements for Internal Faculty Members. However, preference may be given to candidates with prior experience in industry / research / teaching to enhance the experience of the students in teaching – learning.

d) In all the Academic Departments, the student-teacher ratio shall be maintained at 15:1, as recommended by AICTE, under any circumstances. However, in order to undertake the activities like consultancy services, administrative activities, research and other responsibilities assigned by the Institute, additional faculty members may be allowed, besides to meet the requirements specified by regulatory bodies like NAAC, NBA and Affiliating University.

Recruitment Process

1		**Recruitment Process - Teaching**

		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.
		
		2. Recruitment and selection process of faculty and the staff members are transparent and follow all norms and procedures, as applicable
		
		3. The recruitment procedure employs equal opportunities for all potential candidates irrespective of gender, caste, religion, and economic factors.
		
		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.
		
		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,
		
		    a. Notification Process
		    b. Scrutiny Process by scrutiny committee
		    c. Intimation of date, time & venue for selection process
		    d. Formation of Selection Committee
		    e. Selection Process
		    f. Post Selection Process

	(a)	**Notification Process**
		a) Based on the requirements & 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). b) Notification of advertisement is done in all leading newspapers as well in the college website (https://www.bitsathy.ac.in/careers/) listing the job requirements, vacancy positions, eligibility criteria for the job, and mode of applying (online / email / postal) for the job. c) An application format will be provided for candidates applying through postal for the job (Annexure II). d) This ensures equal opportunities to all the candidates irrespective of gender, caste, religion and economic factors.
	(b)	**Scrutiny Process by Scrutiny Committee**
		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.

		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 (F. No. 37-3/Legal/2010) or as is released by AICTE / UGC or other Regulatory Bodies, from time to time. c) 3-member panel Scrutiny Committee shall comprise of a. Two internal Experts at the level of Professor /Associate Professor b. Concerned Head of the Department. After due consideration, the committee shall give recommendations about the eligible candidates for the selection process (Annexure III). Minutes in the format shall be maintained.
	(c)	**Intimation of date, time & venue for selection process**
		The date and time will be notified to the shortlisted candidates to attend the personal interview process.
	(d)	**Formation of Selection Committee**
		a) Selection Committee shall comprise of a. Principal b. Representative / Member from the Trust c. Two External Subject Experts, at the level of Associate Professor / Professor d. Concerned Head of the Department.
	(e)	**Selection Process**
		a) 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. b) They may also indicate the increments, if any, that may be accorded based on the candidate's experience and performance. c) Each Committee is needed to complete their procedures within a stipulated time limit of 15 days. d) Minutes of Committee in the format shall be appropriately maintained.
	(f)	**Contract / Tenure based Positions**
		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.
	(g)	**Recruitment of International faculty**
		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.

	(h)	**Recruitment of Visiting Faculty / Adjunct Faculty**
		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 (i) Personal contacts of faculty members (ii) Referrals and Recommendations. Selection of such candidates shall be done as stated in Section (c).
	(i)	**Post Selection Process**
		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.
2		**Recruitment Process - Non-teaching Staff /Intern**
		The selection of Non-Teaching staff is transparent and follows the steps given below: 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. 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 (i) Concerned Lab in Charge (ii) One expert at the level of Professor and (iii) Concerned Head of the Department. The Scrutiny Committee will report the eligible candidates who are to be invited for personal interview before the Selection Committee. c) Selection Committee comprises (i) Principal (ii) Two Subject Experts (Professor Cadre) (iii) Concerned Head of the Department. 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. 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.
3		**Duties and Responsibilities**
		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.

<h1 align="center">Leave Policy</h1>

Preamble

Employees of Bannari Amman Institute of Technology, across all the Departments, Centers, Sections and Cells are entitled to a certain number of leaves per year besides the days-off and assigned holidays. BIT provides different types of leaves to help employees maintain a work and life balance. The number of leaves and holidays enjoyed by an employee depends on the experience of the employee in the Institute.

Objectives

The main objectives of the Leave Policy are to provide adequate leave or break to the employees from the work so as to rejuvenate themselves, to take care of their personal and family needs without affecting the functioning of the Institute.

Types of Leaves / Holidays

The common leaves / holidays include Weekly – off, Casual Leave, Medical Leave, Maternity Leave, Holidays announced by the Government of Tamil Nadu, Summer and Winter Holidays, and Compensatory Benefits.

Compensatory Benefits

Any leave / holiday announced by the Institute may be converted into a working day, whenever required, with the prior announcement to execute various work / activities, celebrate the functions / festivals of the Institute, meet the members visiting on behalf of various statutory committees, bridge the holidays to get collective benefit to the employees, etc. A teaching member who is unable to avail his / her leave on account of academic activities, administrative activities and other assigned activities will have the eligibility to avail the same in the subsequent days with the approval from the Head of the Department. However, granting such compensations solely lies with the Head of the Institution.

Categories of Employees

Various employees working with the Institute are categorized into three groups, in order to avail the leave and holiday benefits, **Teaching, Non-teaching** (Lab technicians, Attenders, Administrative staff, Interns, persons employed in TBI, Alumni Association, Software Development, Community Radio, Health Services, Centers of Excellence and any society / body attached with the Institute), **and Essential Services** (Faculty Members, Power House, Civil Maintenance, Plumbing, Carpentry, Water Treatment and Supply, Hostel & Mess Services, Security Personnel, Stores, Purchase, Drivers and Vehicle Maintenance, Sanitation, Cleaning and Building Maintenance/ any Members employed on contract basis, and other services that may be categorized into this group as and when needed). Leave benefits of the **persons employed under the Project Grants** shall be governed by the rules specified in the Teaching category unless such benefits are specified in the Project Approved by the agency.

Leave Rules

1		**Leave Rules**
	(a)	**General Conditions**
		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.
		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.
	(b)	**Late Coming**
		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.
	(c)	**Permission (to be absent on the campus for personal work)**
		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.
	(d)	**Casual Leave**
		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.
	(e)	**Leave on Loss of Pay**
		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.
	(f)	**Long Leave**
		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.
		However during that period, the members shall not be eligible for any holidays / benefits except service count.

(g)	**Maternity Leave**		
	Teaching (Maternity Leave)	for experience 5 years and above	- Upto 3 Months - Full pay with Service Count - Between 3 Months to 6 Months - LOP with Service Count - Above 6 Months - Service will not be considered
		for experience 3 – 5 years	- Upto 3 Months - Half pay with Service Count - Between 3 Months to 6 Months - LOP with Service Count - 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 - above 6 Months - Service will not be considered
	Non-Teaching & Essential Services (Maternity Leave)	for experience 5 years and above	- Upto 3 Months - Full pay with Service Count - Between 3 Months to 6 Months - LOP with Service Count - Above 6 Months - Service will not be considered
		for experience 3 – 5 years	- Upto 3 Months - Half pay with Service Count - Between 3 Months to 6 Months - LOP with Service Count - 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 - above 6 Months - Service will not be considered

Important Note

1. Undergoing Treatment for maternity will not be considered for Maternity leave.
2. Maternity pay benefits will be credited only after ensuring rejoining and continuing working for 1 month.
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.
4. Long leave will not be permitted for those who availed maternity leave in the same calendar year.
5. Maternity Leave cannot be claimed in combination with any other leave.
6. All the norms mentioned above are applicable for first and second child only.

(h)	**Medical Leave**
	Teaching	> 5 Years - 7 Days / Year
	Non-Teaching & Essential Services	> 5 Years - 7 Days / Year

Important Note:
1. The faculty may avail of eligible medical leave for genuine medical issues by getting proper approval and submitting relevant proofs.
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)
3. The arrangement of alterations for the assigned work is to be submitted at the time of applying for leave.
4. Medical Leave cannot be claimed in combination with any other leave
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) Sabbatical Leave

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

    (i) Preference in the order: Professor - Associate Professor - Assistant Professor

    (ii) Outstanding Feedback Score

    (iii) Research Publications

(j) Intern Leave Policy

Casual Leave
* 1 CL / Month can be availed.
* Only Accumulated CLs can be utilized if they want to avail More than 1 CL / Month.
Note:
1. Other Leave Benefits & Permissions will be applicable as Non-Teaching Faculty those who are working for more than 1 Year
2. Winter / Summer Vacation will be applicable only for those working more than 2 Years

Resignation and Relieving Norms

Teaching	Case 1: Normal relieving Serve for Three months after submission and get relieved at the end of the academic year Case 2: Immediate relieving A: Three months half salary recovery - Govt job/Full time PhD B: Three months full salary recovery for others
Non-Teaching	Case 1: Normal relieving

		Serve for One month after submission and get relieved at the end of the academic year Case 2: Immediate relieving A: One month half salary recovery - Govt job B: One-month full salary recovery for others
	Interns	Case 1: Normal relieving Serve for 1 month after submission of resignation Case 2: Immediate relieving on producing relevant proof
	NOTE: Staff may avail maximum of 3 months leave: 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.	

(i)	**On Duty Work**	

S. No.	On-Duty	Duration
1	Examinations / Valuation / Attending DC Meeting of Research Scholars	5 days in a calendar year to act as an examiner for Anna University affiliated colleges
2	Industry Visits / Attending Conferences	As and when required

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)	**Vacation**	

S. No.	Category	Vacation	Duration
1	Teaching	Winter	Experience >5 years - 1 week (Including 1 Sunday) Experience >1 year but <5 years - 3 days Experience <1 year - No Vacation
2		Summer	Experience > 7 years - 4 weeks Experience > 5 years but < 7 years - 3 weeks Experience > 3 years but < 5 years - 2 weeks Experience > 1 years but < 3 years - 1 week 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) 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.			

Welfare Initiatives

1		**Welfare Measures**
		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.
	(a)	**Awards**
		BIT has instituted the following Awards to honor the professional accomplishments 1 Best Researcher Award 2 Best Innovator Award 3 Successful Startup Idea for Implementation
	(b)	**Increments**
		All Increments shall be followed and awarded as prescribed by the Regulatory Authorities (AICTE / UGC) and as applicable.
	(c)	**Incentives and Allowances**
		● Financial support for paper presentation in India / Abroad (as represented in 6(e)) ● 2.5% of funds received as the incentive for the funded research projects from the management ● Profit sharing in consultancy services: 　● 30% for institute & 70% for coordinator / team members (without using institute resources) 　● 40% for institute & 60% for coordinator / team members (using BIT resources) ● Rent free furnished accommodation, as available. ● Children of faculty and other staff employees in BIT, if admitted to any program in the campus, may be reimbursed for complete tuition fees.
	(d)	**Medical Facilities**
		BIT has in-house medical facilities for small ailments, medical emergencies and services and other ailments will be referred to.
	(e)	**Other facilities**
		Wi-Fi, GYM, Sports, Female doctor, Male doctor,, Laundry, Cafeteria, ATM, Co-operative stores, Guest house – 33 rooms & 18 kms close to multispecialty Hospital.

Career Advancement

360 Degree Feedback - Self Appraisal Score

A. Teaching Process (Max Point 20) Note: 10 Credit point for each semester

S. No.	Semester	Subject Code	Subject Name	No. of Scheduled Classes (A)	No. of actually held classes (B)	Points Earned (B*20/A) (Limited to 20 per course)	Supporting Document Index No.
1							To be Verified with Office Academics
2							
3							
Average Weightage out of 20 Points							

B. Students' feedback (Max Point 20) Note: 10 Credit point for each sem. & min.70% students data

S. No.	Semester	Subject Code	Subject Name	Average Student feedback on the scale of 20	Points earned (Limited to 20 per course)	Supportin Document Index No.
1						To be Verified with Office Academics
2						
3						
Average Weightage out of 20 Points						

C. Activities for Self-Development (Max credit 20) Note: 10 Credit point for each semester

S. No.	Semester	Activity	Credit Point	Criteria	Supporting Document Index No
1					
2					

D. Institute / Departmental Responsibility (Max Credit 10) Note: 5 Credit point for each semester

S. No.	Semester	Activity	Credit Point	Criteria	Supporting Document Index No
1					
2					Events Organized BIP ID:
TOTAL					

E. ACR maintained at institute level (Max Credit 20)

Result (Max 10 Credit Point/Semester)

Extraordinary	Excellent	Very Good	Good	Satisfactory	Poor
10	9	8	7	5	0
100-96%	95-90%	89-80%	79-70%	69-55%	Below 55%

Result Summary

S. No.	Semester	Subject Code	Subject Name	No. of Students Registered	No. of Students Passed	Result %
1				To be filled by HR	To be filled by HR	To be filled by HR
2				To be filled by HR	To be filled by HR	To be filled by HR
ODD Semester Average out of 10 Points						
3				To be filled by HR	To be filled by HR	To be filled by HR
EVEN Semester Average out of 10 Points						
Academic Year Score (Sum of ODD & EVEN Semester)						

F. Contribution to Society (Max Credit 10)

S. No.	Semester	Activity	Credit Point	Criteria	Supporting Document Index No
1					
2					Events Organized BIP ID:
TOTAL					

Summary

Summary	Academic Year 2022-23	Academic Year 2023-24	Academic Year 2024-25
A. Teaching Process (Max Points 20)			
B. Students' feedback (Max Points 20)			
C. Departmental Activities (Max Points 20)			
D. Institute Activities (Max Points 10)			
E. ACR (Max Points 20)	To be filled by HR	To be filled by HR	To be filled by HR
F. Contribution to Society (Max Points 10)			
Total (Max Points 100)			
Total on 10 Point scale			

Date : ………………………   **Signature of Faculty Member**

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) 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

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

Principal