

**CHAITANYA BHARATHI INSTITUTE OF
TECHNOLOGY (Autonomous)**

Human Resources - Policy Manual

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A),
Chaitanya Bharathi Post, Kokapet (V), Gandipet (M), Hyderabad – 75

**RULES AND REGULATIONS GOVERNING THE SERVICES OF THE
EMPLOYEE PERTAINING TO RECRUITMENT, PECUNIARY ADVANTAGES
AND THEIR CODE OF CONDUCT IN THE INSTITUTION.**

1. Short Titled:

The Service rules of Chaitanya Bharathi Institute of Technology, in short, the Rules of CBIT hereinafter referred to as the Rules of the Institute. These rules shall be called as the Rules of CBIT Institute.

These Service Rules are amended in extension of the earlier Service Rules of CBIT and all the previous Service Rules will be superseded by these Rules effective 1st January, 2016, and shall apply to all the Employees of the Institute including those appointed prior to 1st January 2016. All the modifications, changes / review shall be prospective as well as retrospective effect to the extent necessary.

2. The Governing Body is the appropriate authority to interpret and to amend the Rules from time to time. The Governing Body shall amend the rules only in the interest of the Institution and its Employees.

3. Address of the Institute:

The Registered Office of the Institute is situated at Chaitanya Bharathi Institute of Technology at CBIT Campus, Kokapet Village, Gandipet (Mandal), Ranga Reddy District at Hyderabad, Telangana – 500 075.

4. Definitions:

In these Rules unless the context otherwise requires:

- a) "Board of Management" means the Board of Management of the Institute.
- b) "President" means president of the Institute.
- c) "Governing Body" means Governing Body of the Institute
- d) "Academic Council" means the Academic Council of the Institute
- e) "Finance Committee" means Finance Committee of the Institute
- f) "Authorities" mean the Authorities of the Institute.

a) Composition of the Board of Management:

The Board of Management shall be the Principal organ of the Management of the Institute. It shall be a compact and homogenous body enabling it promptly to take and implement well considered decisions and to effectively handle crisis situations.

Composition of the Board of Management:

1. Sri. N. Subash, President
2. Smt. P. Divya Reddy, Member, Authorized Signatory
3. Sri. J. Shyam Sunder Reddy, Member
4. Sri. J. Pratap Reddy, Member
5. Smt. S. Uma Devi, Member
6. Sri. P. Chakradhar Reddy, Member
7. Sri. T. Venkat Ramdev, Member
8. Sri. D. Praveen Reddy, Member
9. Sri. B. Saharsh Reddy, Member
10. Smt. B. Shalini Reddy, Member
11. Smt. T. Kranti, Member
12. Sri. N. Ravindra Kumar, Member
13. Smt. N. Padma, Member
14. Smt. Dr. C. Jayasree, Member
15. Smt. Dr. D. Rajyasree, Member

b) President:

The Institute shall have a President who by virtue of his Office be the Head of the Institute and shall when present, preside over the convocations of the Institute. He shall be appointed by the General Body of the Institute.

Where power is conferred upon the President to Nominate Persons as Authorities, the President shall to the extent necessary Nominate Persons to represent the various Interests for the furtherance of the Objectives of the Institute.

c) Composition of Governing Body:

Number of Member(s)	Category	Nature
5	Management	Trust or management as per the constitution or byelaws, with the Chairman or President /Director as the chairperson
2	Teacher of the College	Nominated by the Principal based on seniority by rotation
1	Educationist or Industrialist	Nominated by the Management
1	UGC Nominee	Nominated by the UGC
1	State Govt. Nominee	Academician not below the rank of Professor or State Government official of Directorate of Higher Education / State Council of Higher Education
1	University Nominee	Nominated by the University
1	Principal of the College	Ex-Officio

Term: The Governing Body shall be reconstituted once in every Three Years.

Meetings: Meetings of the Governing Body shall be held at least twice a year.

The President of Chaitanya Bharathi Institute of Technology shall be the Chairman of the Governing Body.

Functions of the Governing Body:

Subject to the existing provision in the Bye-Laws of respective College and rules laid down by the State Government / Parent University.

The Governing Body shall:

- Guide the College while fulfilling the Objectives for which the College has been granted Autonomous Status.
- Institute Scholarships, Fellowships, Studentships, Medals, Prizes and Certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to Degrees and/or Diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body / State Government as applicable in accordance with the Policies laid down by the UGC/AICTE and State Government from time to time.
- To approve Annual Budget of the College before submitting the same at the UGC.
- Perform such other functions and Institute committees, as may be necessary and deemed fit for the proper development of the college

ACADEMIC COUNCIL:

Composition of Academic Council:

1. The Principal (Chairman)
2. All the Heads of Departments in the College
3. Four Teachers of the College representing different Categories of Teaching Staff by rotation on the basis of seniority of service in the College.
4. Not less than Four experts/Academicians from outside the College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three Nominees of the University in the cadre of Professors.
6. Member from CII (Ref: AICTE letter dated 04/10/2018)
7. A Faculty Member nominated by the Principal (Member Secretary).

Term : The term of the Nominated Members shall be Three years.

Meetings : Academic Council shall meet at least Twice a Year.

Functions and Powers:

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to Courses of Study, Academic Regulations, Curricula, Syllabi and Modifications thereof, Instructional and Evaluation arrangements, Methods, Procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) Make Regulations regarding the Admission of Students to different Programmes of Study in the college keeping in view the Policy of the Government.
- (c) Make Regulations for Sports, Extra-Curricular Activities, and proper maintenance and functioning of the Playgrounds and Hostels.
- (d) Recommend to the Governing Body proposals for Institution of New Programmes of Study.
- (e) Recommend to the Governing Body Institution of Scholarships, Studentships, Fellowships, Prizes and Medals, and to Frame Regulations for the award of the same.
- (f) Advise the Governing Body on suggestions(s) pertaining to Academic Affairs made by it.
- (g) Perform such other Functions as may be assigned by the Governing Body

FINANCE COMMITTEE :

Composition of Finance Committee:

- (a) The Principal (Chairman).
- (b) One Person to be nominated by the Governing Body of the College for a period of two years.
- (c) Finance Officer of the Affiliating University.
- (d) One Senior-most Teacher of the College to be nominated in rotation by the Principal for two Years.

Term: Term of the Finance Committee shall be three years. Meetings: The Finance Committee shall meet at least twice a year

Functions of the Finance Committee :

The Finance Committee shall act as an Advisory Body to the Governing Body, to consider and approve the:

- (a) Budget for the ensuing year to be submitted to the Governing Body for its final approval.
- (b) Final accounts consisting of Balance sheet at the year end and Income and Expenditure statements for the financial year and submission of the same for confirmation of the Governing Body.

BOARD OF STUDIES

Composition of Board of Studies

1. Head of the Department concerned (Chair Person).
2. All the Professors of the Department
3. One Associate Professor
4. One Assistant Professor
5. Two subject experts from outside the Parent University to be nominated by the Academic Council.
6. One expert to be nominated by the Vice-Chancellor from a Panel of six recommended by the College Principal.
7. One Representative from Industry / Corporate Sector / allied area relating to Placement.
8. One Postgraduate meritorious Alumnus to be nominated by the Principal. The Chairman, Board of Studies, may with the approval of the Principal of the College, co-opt:
 - (a) Experts from outside the College whenever special Courses of Studies are to be formulated.
 - (b) Other Members of Staff of the same Faculty.

Term : The term of the nominated Members shall be three years.

Meetings : The Board of Studies shall meet at least twice a year.

The principal of the college shall draw the schedule for meeting of the Board of Studies for different departments. The meeting may be scheduled as and when necessary, but at least once a year.

Functions

- (a) Prepare Syllabi for various Courses keeping in view the Objectives of the College, Interest of the Stakeholders and National requirement for consideration and approval of the Academic Council;
- (b) Suggest methodologies for Innovative teaching and evaluation techniques;
- (c) Suggest panel of Names to the Academic Council for appointment of Examiners; and
- (d) Coordinate Research, Teaching, Extension and other Academic activities in the Department / College.

5. Authorities of the Institute

The following shall be the Authorities of the Institute:

- 1. President
- 2. Board of the Management
- 3. Academic Council
- 4. Finance Committee
- 5. Such other Authorities as may be declared by the Bye-Laws to be Authorities of the Institute.

B. Unless the context decides otherwise:

- 1. 'INSTITUTE' means 'CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY, HYDERABAD'.
- 2. 'EMPLOYEE' means a Person who is employed by the 'Chaitanya Bharathi Institute of Technology'.
- 3. 'MANAGEMENT' means the Governing Body of the Institute constituted by the General Body.
- 4. 'PRESIDENT' means the President of the Governing Body of Chaitanya Bharathi Institute of Technology. PRESIDENT means the President of the Managing Committee of Chaitanya Bharathi Institute of Technology.
- 5. VACATION DEPARTMENT means the Branch or Division of a Department to which regular Vacations are allowed during which Employees serving in the Department are permitted to be absent from duty. Any Period of break in one time or more in an Academic Year which exceeds 15 Days is a Vacation and shall be treated as a vacation. Vacation can be utilized whenever Management permits.

NORMS RELATED TO FACULTY

RULES / REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF FACULTYMEMBERS.

The faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times. The Rules, Regulations & Responsibilities are only indicative and not exhaustive. *Non-adherence or non-compliance to the rules, regulations & responsibilities* will be treated as dereliction of duties and suitable disciplinary action will be initiated against such staff members.

GENERAL

- The faculty members must be punctual to duty;
- The faculty shall stay within the campus during the working hours of the College;
- The faculty shall discharge the responsibilities assigned in Teaching / Research / Consultancy and Administrative diligently in honest and un-biased manner with total commitment;
- The faculty members are expected to conduct themselves in a professional and co-operative manner;
- Take precautions to protect equipment, materials and facilities of the college;
- Attend and participate in the meetings, activities called/ assigned by the HOD, Director(s) and Principal;
- To take up other duties and responsibilities as prescribed by the Principal/ Management not limited to (apart from) Academic and Evaluation duties;
- To undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor;
- The faculty are required to conform to & follow the rules & regulations in force and brought in force from time to time;
- The faculty shall not engage/take private tuitions;
- The faculty shall wear a decent and formal dress;
- The faculty shall finish the evaluation work of Continuous internal evaluation (CIE) and Semester End Examinations (SEE) on priority without causing any inconvenience;
- The faculty shall not accept/proceed to undertake any duties/work outside the college without prior approval of the Principal. The total number days/occasions in this regard are limited to 15 per annum;
- Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department / college.

BEHAVIORAL

The teaching profession expects high standards of ethical behavior. The faculty members are expected to conduct themselves in professional and befitting manner. The faculty members shall adhere to ethical codes of conduct listed below:

- The faculty shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct;
- The faculty shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents;
- The faculty shall desist from getting involved in un-authorized activities leading to financial benefit;
- The faculty shall desist from exhibiting non-ethical behavior that jeopardize the moral standards of the Institution;
- The faculty shall comply with rules, regulations and policies of Management from time to time ;

ACADEMIC

- To conduct the assigned classes as schedule;
- To maintain the record of lesson plans and other relevant documents of the courses handled by them;
- To implement designated curriculum with the said objectives;
- To participate in professional development activities and apply the concepts in academic activities such as classroom delivery & also in practical sessions;
- The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving Teaching and Learning Process (TLP);

CLASSROOM MANAGEMENT

- To come well prepared for the class and stay focused on the topic/content;
- To be present in classroom right in time [near the classroom five minutes prior to the scheduled commencement];
- To mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance;
- To commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas;
- To share knowledge in a manner that encourages effective two-way communication;
- To be organized in order to make efficient use of time and move in a planned any systematic direction;
- To be self-confident and facilitate quality delivery of the course taught;
- Involve visual and activity based learning wherever possible, make power point presentations (PPT) in addition to conventional use of black board depending on the course and necessity;
- Provide real time case studies as and when necessary. Employ appropriate strategies to achieve desired objective of learning;
- To pose questions to the students which will inculcate out of box thinking;

- To summarize the concepts at the end of every class;
- After every test , the faculty shall discuss about the common mistakes made by students and explain how to overcome it;
- To evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent;
- The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time;
- The faculty shall not prepone, postpone, let-off or suspend a scheduled class without authorization from the concerned HOD/Principal;
- The faculty shall handle the assigned practical classes and available in the designated place for the full scheduled time of the practical class;
- A class, be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class;
- Absence from duty without authorization is not permitted and will be viewed seriously;

STUDENT RELATED

- To motivate students to show interest and learn the most;
- To be available for the students even after class hours to clarify their doubts, if any;
- To provide students a detailed set of possible questions for all the topics in order to guide/prepare them for enhancing their knowledge and face the examinations confidently;
- To treat students with respect, and teach them to treat others with respect;
- To motivate and help students to do minor educational projects in related area/topics (suggested by faculty and chosen by the student), so that their analytical and self-learning skills improve;
- Feel comfortable working with exceptional learners/slow learners and learners with diverse needs;
- To handle gently but firmly, any misbehavior of students and weed out the cause;

ROLE AS COUNSELOR / MENTOR

- As a Counselor / Mentor, the faculty shall advise/counsel the student on all the academic matters (like registration/re-registration for the courses, dropping of courses and/or withdrawing from the courses);
- The faculty must meet the assigned students at least once in every fortnight. The faculty shall report to the HOD / Principal about those students who avoid meeting the Proctor;
- The faculty shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed;
- The faculty shall keep the parents apprised about the academic progress and general behavior of their wards from time to time;
- To demonstrate communication and interpersonal skills while interacting with students, parents, colleagues, staff and administrators and other stakeholders. Positive attitude and mind set is highly appreciated;
- To ensure maintenance of a Counselor diary in accurate, complete, and appropriate manner. The counselor / mentor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification;
- The counselor / mentor should serve the students as a friend, philosopher and guide.

ROLES & RESPONSIBILITIES OF ACADEMIC ADMINISTRATORS

RESPONSIBILITIES AND FUNCTIONS OF VARIOUS OFFICIALS IN-CHARGE OF ACADEMIC ADMINISTRATION.

Principal

The Principal shall provide leadership for the academic administration and create an effective environment conducive for learning. He shall ensure that quality education is imparted to the students and foster their holistic development. He shall ensure all round development of the Institution and achievement of strategic goals of the institution.

- The Principal shall report to the President, CBIT, on all matters.
- To implement the Vision and Mission of the Institution.
- To prepare strategic plan for the Institution's growth.
- As a Head of the Institution, he shall act as a link between the Staff, Students and Management.
- Being the Head of the Institution, shall put-forth plans for various building projects proposed by the College and oversees the completion of approved building projects.
- He shall submit proposals related to academics, administration, research and finance to the President, seeking approval for implementation.
- Serves as the Chairperson of the Academic Council and advises the Board of Studies on curriculum design to meet market needs. Ensures the implementation of decisions and regulations approved by the Academic Council.
- To provide necessary inputs to the Governing Body meetings as a Member - Secretary.
- He chairs Finance Committee meetings and oversees budget proposals etc.,
- He ensures timely compliance with reports required by regulatory bodies like UGC, AICTE, NBA, NAAC, and the affiliating university.
- Ensures the curriculum is updated, relevant, and in line with industry standards.
- Ensures the quality standards are maintained on par with the requirements of the regulatory bodies.
- The Principal shall acts as a facilitator between external agencies and the Institution.
- He facilitates communication and collaboration among stakeholders, promoting institutional growth.
- The Principal shall ensure proper administrative mechanism to address the rightful grievances of the students, teaching and non-teaching members.
- The Principal shall be the In-charge of all academic and administrative bodies / Committees in the institute and conducts regular meetings for smooth functioning of the Institution.

- He oversees the HR-related activities, including recruitment, promotions, increments and salary preparation.
- He co-ordinates with the Liaison Officer for interactions with local administrative bodies like the Police, Panchayat, GHMC, Technical Education and Higher Education departments.
- Organizes key institutional events, including sports, cultural fests, graduation ceremonies, alumni meets, Orientation Programs and research days by obtaining approvals from the management.
- To take all necessary steps for smooth conduction of examinations as a Chief Superintendent of Examinations.
- To certify Bonafide, TC and Provisional certificates, etc.
- The Principal being the Head of the Institution will take complete care of the Alumni Association;
- To look after the sponsored projects and consultancy received from various funding agencies.
- The Principal being the Head of the Institution to frame the Policy matters relating to Administration, Academic and Research related issues.
- To monitor the workload of teaching and non-teaching staff and ensures efficiency.
- To Coordinate and following up on meetings, including scheduling and reminding members of the management about meetings with various committees, such as:
 - i. Recruitment and Services Matters Committee
 - ii. D&P Committee
 - iii. Hostel Committee
 - iv. Canteen Development Committee
 - v. Infrastructure, Finance, Planning and Execution Advisory Committee
 - vi. Alumni Advisory Committee
 - vii. Student Activities Advisory Committee
 - viii. Transport Committee
- To handle various accounts of the College.
- To finalize the Budget proposals received from the Departments / sections and submit the same for approval of the President.
- To oversee the students admissions of all the programmes.
- To ensure holistic growth of the students by encouraging them to actively participate in extracurricular, co-curricular activities and student development programs.
- To look after the activities of ACIC-CBIT as one of the Directors.
- To look after purchase activities in the campus.
- To ensure General discipline of students and staff in the campus.
- To ensure good placements and industry internships for students.

- To ensure quality teaching, learning, research, innovation, incubation, consultancy activities of the faculty.
- To monitor the feedback of all the faculty from time to time.
- The Principal being the Head of the Institution shall advise and monitor the functioning of the Hostels; ensure congenial environment for the boarders.
- To promote a culture of ethics, inclusivity, integrity and transparency across the institute.
- To work towards creating an inclusive environment for students and staff from diverse backgrounds.
- To facilitate, nurture, guide and support the faculty in teaching, learning, research, consultancy and institutional development.
- To ensure smooth and effective conduct of academic activities in the campus.
- To oversee the Innovation, Entrepreneurship, MoUs with reputed organisations and their activities in the Institute.
- To sanction casual leaves and any other leaves to Vice-Principals, Advisors, Directors, Heads of the Departments, In-charges of Sections, CoE, Librarian, PD, those are reporting to the Principal and for other staff members, who requests leave for more than 3 days.
- To evaluate the performance of Vice-Principals, Advisors, Directors, Heads of the Departments, In-charges of Sections, CoE, Librarian and PD, those who are directly reporting to the Principal.
- To create an atmosphere of research and start-up culture in the Institute and foster incubation in the campus.
- Any other duties and responsibilities as assigned by the President / Management from time to time.

Vice-Principal (Administration) :

- The Vice-Principal shall report to the Principal.
- To assist the Principal for submission of various proposals related to Administration and Accounts to the President, seeking approval for implementation.
- To assist the Principal to ensure proper administrative mechanism in addressing the rightful grievances of the students, teaching and non-teaching members.
- To assist the Principal in effective functioning of the non-statutory committees in the institute and update the same to the Principal from time to time.
- To assist the Principal in organizing key institutional events, including sports, cultural fests, graduation ceremonies, alumni meets, Orientation Programs and research days by obtaining approvals from the management.
- To assist the Principal in framing the Policy matters relating to Administration, Academic and Research related issues.
- To assist the Principal to follow up and verify the Budget proposals received from the Departments / sections and submit the same to the Principal for finalization of draft budget.
- To co-ordination with staff and student's transport incharges for smooth functioning.
- Serving as a single point of contact for all administrative activities to streamline communication and operations.
- Managing hospitality during inspections, arranging transport for guests during accreditation body visits, and meetings of statutory bodies.
- Issuing gate passes for (i) students (ii) faculty and staff and (iii) Equipment.
- To assist the Principal in conducting general negotiations and to coordinate with the Internal Purchase Committee.
- To coordinate with Accounts Department to notify fee defaulters and coordinating with Heads to ensure timely fee collection.
- To provide feedback and suggest necessary disciplinary measures to prevent any untoward incidents on campus.
- To allot seminars halls for conducting of workshops, seminars, conferences etc., as requested by the Departments.
- To manage day to day tappals and dispatch.
- To verify the daily attendance registers of teaching and non-teaching staff.
- To sanction of late coming, early going and any issues pertaining to Bio-matric attendance.
- Approves the faculty attending to various training programs and verifies the detailed reports submitted by the faculty after attending various workshops / conferences / seminars / FDPs etc.

- To verify / certify the joining reports after vacation, medical leaves and verifies the authenticity of the same.
- To sanction the casual leaves applied by the staff up to three days.
- Annual verification of stock in the Institute.
- To coordinate with in charge maintenance Department / Committee and follow-up with the following tasks.
 - ❖ To Maintain and manage infrastructure in each classrooms and laboratories.
 - ❖ To maintain Air-conditioners, fans, lights, benches, LCD projectors, etc.,
 - ❖ Overseeing CCTV camera operations.
 - ❖ Ensuring campus security.
 - ❖ Handling general maintenance tasks.
 - ❖ Implementing numbering and QR Code system for furniture etc.,
 - ❖ Ensuring the provision of general water supply and mineral drinking water supply at various locations accessible to staff and students.
 - ❖ Overseeing day to day housekeeping activities.
- Any other duties and responsibilities as assigned by the Principal from time to time.
- Notwithstanding anything contained herein above, the Principal retains the right to change the duties of the Vice Principal and to set aside / improve any decision of Vice Principal at any point of time

Vice-Principal (Academics) :

- The Vice-Principal shall report to the Principal.
- To assist the principal in preparing the strategic plan for the Institution's growth by coordinating with the Director-IQAC and involving Vice-Principal (Administration), Director of Academics, Director of Student Affairs, Director CDC, Director of HRE and Heads of the Departments etc.
- To assist the Principal for submission of various proposals related to academics and research to the President, seeking approval for implementation.
- To assist the Principal in implementing of decisions taken in Academic Council by coordinating Director-Academics and Board of Studies on curriculum design to meet the day to day market requirement. Also ensures the curriculum is updated, relevant and in line with industry standards with emerging technologies leading to paradigm shift in teaching-learning Environment.
- To assist the Principal in ensuring compliance with reports required by regulatory bodies like UGC, AICTE, NBA, NAAC, NIRF and the affiliating university from time to time.
- To assist the Principal to ensure proper administrative mechanism in addressing the rightful grievances of the students, teaching and non-teaching members.
- To assist the Principal in effective functioning of the non-statutory committees in the institute and update the same to the Principal from time to time.

- To assist the Principal in framing the Policy matters relating to Administration, Academic and Research related issues.
- To assist the Principal in monitoring the workload (including timetables) of teaching and non-teaching staff and ensures efficiency.
- To assist the Principal in ensuring holistic growth of the students by encouraging them to actively participate in extracurricular, co-curricular activities and student development programs.
- To assist the Principal in ensuring the general discipline of students and staff in the campus.
- To assist the Principal in ensuring good placements and industry internships for students.
- To assist the Principal in ensuring the quality teaching, learning, research, innovation, incubation, consultancy activities of the faculty.
- To assist the Principal in monitoring the feedback of all the faculty and counsel the faculty who got less feedback and to improve them from time to time.
- To assist the Principal to facilitate, nurture, guide and support the faculty by sending them to FDPs, workshops, seminars and conferences etc., to update them in teaching, learning, research, consultancy and hence institutional development.
- To assist the Principal in ensuring smooth and effective conduct of academic activities in the campus by monitoring the same and report any observations to the Principal from time to time.
- To verify the note approvals received pertaining to academic aspects from various departments and forward with endorsement to the Principal for further necessary action.
- To monitor and suggest on various activities with departments within the college for effective execution and smooth functioning.
- Will enables the Principal in inculcating positive environment in the Institute by maintaining cordial relations with the staff, students, parents, and all those connected to the institution both directly or indirectly and by taking the feedback from parents, students and other stakeholders in making Vision of the Institute a reality.
- To coordinate with the Departments in identifying the strengths and weaknesses of the Departments and suggest the measures Principal to improve the weakness in the Departments.
- To co-ordinate with Principal in developing the better working and learning culture in the institution.
- Extends helping hand to the Principal in monitoring and evaluation of various audits conducted by IQAC and subsequent corrective actions as decided by the Principal.
- To suggest the Director-Academics in preparing the almanac and update the same to the Principal for approval.

- To coordinate with the Librarian regarding to measure the requirements, usage of Library, purchase of books etc., and update the same to the Principal from time to time.
- To verify and certify the Direct Feedback forms received from the concerned committees / Departments and forward the same to the Director-IQAC.
- To follow-up and update the Institute Brochure and Institute PPT in coordination with Brochure Committee and Directorate of IQAC from time to time.
- Any other duties and responsibilities as assigned by the Principal from time to time.
- Notwithstanding anything contained herein above, the Principal retains the right to change the duties of the Vice Principal and to set aside / improve any decision of Vice Principal at any point of time.

Director – Academics

- Overseeing the Curriculum development – Preparation of Scheme & Syllabus by BOS & appraising the Academic Council;
- Single point of contact for the Accreditation agencies- NBA /NAAC and others;
- Overseeing the proper implementation of Teaching Learning Process(TLP) such as lesson planning, work-done by the faculty, remedial classes etc.;
- Facilitate the visits of OU / AICTE / NBA / NAAC inspection / expert committees;
- Counseling of faculty based on the Students ‘Feedback’;
- Course Registration and Course Re-registration;
- Authentication or permission for late Course Registration / Re-registration;
- Member of Academic Council ;
- Shall prepare almanac for all programs in consultation with Principal.
- Shall put in order the institute academic calendar.
- Shall address to the academic issues relating to the re-admitted/transfer students.
- Shall convene a common timetable meeting with the respective department coordinators and sort out the issues, if any.
- Shall coordinate with Heads of departments for the student academic activities.
- Shall provide leadership to the faculty and managing the processes through which teaching is conducted, administered at the Institute level.
- Shall ensure that the curriculum appropriately reflects the mission of the campus and that it is as current as possible in terms of disciplines, technology and delivery.
- Shall supervise all matters relating to curriculum and instruction in the Institute, including outreach and extension courses, online courses, and scheduling the same.
- Shall interact effectively with the respective Program Advisory Committee and strive for implementation.
- Shall oversee development and implementation of academic strategic planning.

- Shall work with Heads of the Departments, to evaluate faculty, to assess classroom effectiveness, and to suggest corrective action through training, counseling, or disciplinary action.
- Shall constitute feedback committees for obtaining students' feedback on the academic/non-academic issues.
- Shall propose the necessary infrastructural requirements from time to time, for the academic activities.
- Shall supervise ICT in the teaching learning process.
- Shall ensure compliance with regulatory statutes and accrediting / autonomous requirements.
- Shall coordinate for periodic academic program review and work with the Heads of the Departments in the review, study, and development of curriculum and in the improvement of instruction as per the Principal's Instruction;
- Shall develop associations and articulation agreements with related industries, business entities, colleges, universities.
- Shall coordinate directly with AEC and CoE for the student examinations and publication of results.
- Shall plan for academic audit by external experts.
- Shall verify the academic records of the respective departments
- Shall perform any other relevant duties as assigned by the Principal from time to time.

Director-AEC & COE:

- Will look after admissions/re-admissions and enrollment of students.
- Will be notifying and arranging for spot admission process.
- Will be responsible to create Email IDs for all the Students using the prescribed format.
- Will be sending the students rolls list to all the HODs/Section In charges/COE.
- Will maintain the online database of the present, which includes their results, attendance and complete bio-data.
- Will maintain data base (including academics) of the passed out students.
- Will maintain the data base of detained/discontinued students.
- Will be Preparing, Printing and distribution of ID cards.
- Will circulate the Institute Academic Calendar and Almanac to all the departments.
- Will plan new Academic Programs, as per the instructions of Principal.
- Will be responsible for making the arrangements for printing and distribution of Academic, promotion rules book and syllabus books to the students, and also to Heads of the Departments/Section in charges/CoE/Deans/Directors.
- Will be preparing the timetables for mid examinations and as per almanac.
- Will be preparing the timetables for SEE in consultation with CoE.
- Will be preparing and obtaining the invigilation charts from the departments.
- Will plan for seating arrangement for all examinations.
- Will be conducting all the examinations as per timetable.
- Will be distributing the answer scripts to the respective faculty of the mid examinations.
- Will be forwarding the SEE answer scripts to CoE.
- Will be arranging physical verification of answer scripts to the students.
- Will be coordinating with the faculty in printing of question papers for mid examinations.

- Will be preparing the student academic award winners list and procuring the medals/preparing merit certificate for presenting them during SHRUTHI/GRADUATION DAY function(s).
- Will be responsible for preparing the detained list and circulating the same to the departments and communicating to the parents of the detained students.
- Will be coordinating with Dean-Students Affairs and Dean-Students Progression in student related activities for betterment of the students.
- Will maintain the database of student's subject registrations of ME/MTech students, in every semester.
- Will prepare requirement for new lecture halls/class rooms/drawing halls, time to time, and updates the same with the Principal.
- Will be coordinating with HoDs in finalization and consolidation of CIE.
- Will be forwarding the finalized statements of CIE to CoE.
- Will be preparing the practical examination schedules in consultation with HoDs and CoE.
- Will be preparing and sending the appointment orders to the external examiners (external examiner list is to be obtained from CoE) of the practical examinations and also sending the same to the HoDs.
- Will be responsible for conducting of all examinations in the college.
- Will be paying the remuneration through online to all the examiners/invigilators/staff.
- Will be supervising/updating/maintaining up-dated academic records of all categories of students.
- Will be arranging the issue of all academic certificates, medals, and prizes to the students.
- Will be coordinating in conduction of GRADUATION DAY function.
- Will discuss with the Principal to take suitable steps from time to time to strive for the high academic standards.
- Will be looking after the re-admitted students regarding their equivalent subject and conducting of CIE process.
- Will be responsible for collecting Examination fee / condonation fee/any other fee other than tuition fee.
- Will issue hall tickets for SEE to all the students.
- Will be issuing bonafide/TC/Conduct/any other related certificate, on receipt of prescribed fee.
- Will coordinate with HoDs in preparing the documentation for DTE/Govt. of TS NBA/NAAC/AICTE/UGC/OU/any other agency.
- Will prepare and submit compliance reports to the compliance authorities like DTE/Govt. of TS/AICTE/UGC/NBA/NAAC/OU/etc.
- Will be issuing the staff ID cards.
- Will be sending SMS to Parents/students for any required activity.
- Will be sending SMS to the staff for any required activity.
- Will be coordinating with all the Heads and Section in-charges.
- Will execute any other duties as assigned by the Principal.
- Will be responsible for pre and post examinations process.
- Will be conducting main/supplementary/advanced supplementary examinations and will be declaring results as per the approved rules.
- Will be issuing the notifications for all SEE along with prescribed fee details.
- Will be preparing and circulating all the SEE time tables.
- Will be obtaining the panel of examiners from the respective BoS for paper setting, spot-valuation for theory subjects and panel of external examiners for conducting of practical/viva-voce examinations.

- Will be organising a meeting with all BoS for finalizing the practical examination schedules.
- Will be contacting and communicating with examiners for obtaining the question papers for SEE.
- Will be arranging for scrutiny of the obtained question papers by the respective BoS.
- Will ensure quality question papers of SEE.
- Will be forwarding the external examiners for conducting of practical/viva-voice Examinations to AEC for further process.
- Will be sending the SEE question papers to AEC for further process.
- Will be uploading the respective question paper on to the website after completion of respective SEE.
- Will be decoding the SEE answer scripts.
- Will be requesting the 'Chief Examiner', to prepare scheme of evaluation and solution key for the respective SEE question paper.
- Will be arranging/sending the decoded answer scripts to valuers for valuation and as per the approved rules.
- Will be arranging a scrutiny process of the valuated scripts for scrutiny by Chief Examiner.
- Will be arranging for checking of totaling of marks on every answer script.
- Will be computerizing the marks (marks awarded on the answer scripts), subject wise.
- Will be applying the rule(s) of moderation/ grace marks for normalization.
- Will be combining the marks obtained through SEE and CIE, subject wise for declaration of pass/fail in the respective subject.
- Will generate tabulation of results books.
- Will call for a meeting with all BoS chairpersons, Principal and along with CoE and Addl. CoE of OU for declaring the results and discuss any point(s) in regards to the valuation process and related issues.
- Will be uploading the approved results on the CBIT web portal.
- Will be converting the marks into grade points and calculating of SGPA for every successful student.
- Will be preparing the grade sheets along with SGPA and CGPA.
- Will be forwarding the printed grade sheets to AEC for issuing the same to students.
- Will be issuing a notification for revaluation of answer scripts along the fee particulars.
- Will be issuing a notification for physical verification of answer scripts.
- Will be declaring the revaluation results as per defined procedure.
- Will be planning for conduction of advanced supplementary examinations for even semester Sees.
- Will be conducting a malpractice committee meeting and the committee recommends the punishment to the respective student who booked under malpractice and as per prescribed approved rules.
- Will be responsible for preparing the detained list.
- Will be executing 0.5% rules.
- Will be coordinating with university authorizes for issuing of PCs for the outgoing students.
- Will plan for conduction of 'Graduation Day' function and award of gold medals for the academic toppers.
- Will be coordinating with all the Heads and Section in-charges.
- Will execute any other duties as assigned by the Principal.

Director-IQAC:

- Shall liaise regularly and closely with the Principal and other Directors in the Institute.
- Shall assist the administration of student surveys/feedback, stakeholder meeting proceedings and other surveys.
- Shall co-ordinate and is responsible for implementation of reforms in assessment and evaluation of the Institute's teaching learning systems.
- Shall co-ordinate and guide quality assessment related activities within the faculty and report to the Principal.
- Shall co-ordinate the facilitation of identifying and sharing of good practices between academic departments under the faculty.
- Shall co-ordinate the conduct of faculty level awareness programmes among the staff members.
- Shall assist the relevant Directors/Departments in the preparation of the related guidelines and manuals for use within the faculty.
- Shall assist the relevant departments implement the reviews/audits and follow up action.
- Shall co-ordinate the preparation of faculty self- evaluation reports, programme review reports.
- Shall coordinate the preparation of the annual work plan for the faculty and a strategic plan for quality assessment activities for the faculty.
- Shall recommended appropriate development Programmes to the staff to improve their skills and teaching abilities with due recommendation/feedback of the concerned HOD and approval of the Principal /President.
- Shall ensure the necessary academic regulations/By-laws are in place, within the Faculty if not make recommendations for remedial action.

Director - Student Affairs

- Shall address to all the student issues relating to discipline and disciplinary actions.
- Shall plan for co-curricular and extra-curricular activities of students.
- Shall take necessary measures to maintain a ragging free campus.
- Shall ensure discipline amongst the students in and outside the campus.
- Shall liaise with parents / guardians with regard to the discipline and progress of student in co-ordination with Director-Student Progression.
- Shall propose merit scholarships and other scholarships.
- Shall co-ordinate with all Heads of the Departments and hostel warden with regards to student discipline and their requirements
- Shall supervise the quality of food items in the canteen frequently and as and when required.
- Shall organize student counseling and other related activities.
- Shall co-ordinate all the club activities relating to cultural, co-curricular and extra-curricular activities of the students.
- Shall conduct enquiries in matters relating to student indiscipline and contacting the parents wherever necessary.

- Shall follow up with the disciplinary committees for reports.
- Shall monitor the students class work.
- Shall ensure that the students follow code of conduct of the Institute.
- Shall coordinate with all the Heads and Section in-charges in matters of students discipline & other matters.
- Shall assist the Principal in matters relating to the Student Union / Association / Council.
- Shall discharge any other duties as assigned by the Principal from time to time.

Director - Students Progression:

- Shall monitor student learning process in the institute.
- Shall ensure the implementation of ICT in the student learning process.
- Shall be responsible for achieving effective student progression, attainment and support.
- Shall plan and initiate measures for obtaining a better transition ratio from first year of study to the second year of study.
- Shall analyze the student semester end results and draw conclusions for corrective action where ever necessary.
- Shall implement a suitable mechanism for identifying slow learners
- Shall organize meetings with slow learners and plan for necessary measures for helping them.
- Shall organize special classes for detained students and for backlog students.
- Shall maintain data base of the slow learners and the detained students.
- Shall conduct meetings with the parents of slow learners and detained students
- Shall communicate with parents/guardians of students on their progress and address to the individual problems if any.
- Shall arrange remedial classes for needy students.
- Shall guide the students in facing competitive / other examinations for their higher studies.
- Shall be responsible for the publication of students' magazines, news bulletins, newsletter etc.
- Shall co-ordinate the NCC, NSS and Sports activities of students.
- Shall monitor the students class work.
- Shall co-ordinate whenever necessary with the Heads and Section in-charges in any of the matters mentioned above.
- Shall discharge any other duties as assigned by the Principal from time to time.

Director and Head, R & E:

- To look after the activities of Research, innovations, Collaborations and IPR policies and their implementation
- To monitor R&E activities quarterly and update the same to President, CBIT

Director – Incubation and Entrepreneurship:

- Responsible for Engineering, Management, Operations and Augmenting Facilities for establishing the Incubation Centre Operations and prepare the required Revenue Models, Policies and Legal Documentation to invite the Industries, discerning Research Scholars, Entrepreneurs, Students and Faculty to utilize the facility for pursuing their ideas till they achieve success in developing and commercializing of the Product or the Process they have proposed.
- Empanel and Establish Networking with Ministries, Departments of Science and Technology such as DST, DBT, DOS, DSIR, CSIR, DAE and DOES, Department of Information Technology, Department of Telecommunications, BARC, BRNS, ISRO, DRDO, AR & DB, MNRE, AICTE, UGC, NSTL, BHEL and other Organizations, to campaign for Projects, Grants, Collaborations with Private Industries and Institutions. To identify the Projects and Proposals in Government Schemes such as Atal Innovation Mission, Atal Tinkering Labs, Atal Incubation Centres to promote Innovation and Entrepreneurship.
- To represent the Institute with Industries and Institutions in India and Internationally to establish Labs and Innovation facilities for Collaborative Research.
- To endeavor for implementation of Quality Management System at the IEE (Innovation Incubation and Entrepreneurship) Centre leading to ISO Certification that is appropriate for such Operations.
- Provide Guidance to develop Presentations various Proposals to the respective Industries, Institutions and other Research Organizations in India and Abroad and also do the Liaison for acceptance of the Proposals.
- Motivate Faculty, Students and Scholars from the Institute and other Institutions to undertake Research, Innovate and Publish their finding in recognized Journals nationally and internationally.
- To Monitor the effective utilization of Funds, Grants or other such Projects Funds and ensure Documentation and Reporting of the Progress of Research to the Institutions periodically to comply with the Terms and Conditions of the Sanctioned Projects.
- To identify Consultancy Assignments from Industry and Institutions and enter into Agreements for such Works.
- To formulate Policy for Sponsored and Consulting Projects.
- Formulate the Policy for In-House Research for Students and Faculty.
- Establish, Publish and obtain Recognition to the CBIT Research Journal with UGC and other Regulatory Bodies and campaign for Articles on Research and Innovation.

- To establish the Research Advisory Committee with Members drawn from National and International Institutions and Universities and a Committee with Engineering and Management Experts to review the Projects, Innovation Concepts, Ideas and proposed Research Papers and suggest the required inputs to ensure acceptance of the Products and Papers.
- Organize National and International Summits, Conferences, Seminars to encourage the Students and Faculty to undertake Research and encourage Entrepreneurship.
- Endeavour to transform the existing Education Ecosystem at the Institute to Research, Innovation and Entrepreneurship Ecosystem and create an edge over the other Institutions to sustain the Leadership status of the Institute.
- Any other Responsibilities that will have to undertake for the success of the Innovation Incubation and Entrepreneurship are deemed to be inclusive.

Director - Research & Development:

- Motivate faculty to write Research papers.
- To monitor the effective utilization of funds of externally funded projects and related financial matters.
- Monitoring and administration of consultancy work in the institute.
- Shall maintain updated records of research projects.
- To formulate policy for sponsored and consulting projects.
- All matters related to sponsored research of the staff.
- Formulate the In-house policy for research for students and faculty.
- Create and Maintain database regarding faculty expertise.
- Co-ordinate technical festivals, quizzes for the students.
- Provide guidance to faculty for submitting proposals to funding agencies such as DST, BARC, BRNS, ISRO, DRDO, AR&DB, Ministry of Information Technology, DBT, MNRE, AICTE, NSTL, BHEL and other organizations.
- Formulate policies and procedures for the execution of Consultancy and Research projects. In this connection, shall form department-wise Research Teams and co-ordinate with and guide the teams to achieve set goals.
- Facilitate access for the faculty and students to Industries & business organizations.
- Formulate the policy for the institutional journals and their publication.
- To educate the importance of peer reviewed, web of science or Scopus indexed journals and in Impact factors.
- Develop strong web link for R & D information of individuals/ Departments/ College;
- To develop close link between research scholars, guides and related industry for fostering research culture in the campus;

Director - Career Development Centre

General

- Getting the Students placed in good Companies and provide Career Counseling to the Candidates.
- To Correspond with Prospective Companies for Interview Date and Schedule of Events.
- To arrange for Interview Facilities at the Campus and Written Test Halls.
- To receive the Recruiters Personnel and provide necessary Inputs about the College and to Co-Ordinate with other Employees for smooth conduct of Placement Operations at various Locations (Interview Halls, Written Test Halls, and Canteen etc).
- To Collect the Appointment Letters or Correspond to get them as soon as the Interview is over.
- To distribute Appointment Letters and collect Acceptance Letters from the Students and dispatch to Employees.
- To identify a Standby Placement Officer to take over the Responsibilities during your absence for Placement Coordination.
- To review Candidates' Resumes in order to know about their Educational Qualification Work Experience and other Skills.
- To conduct Candidates' interview to know about their ability and efficiency.
- To understand the Candidates' interest and requirement before seeking a Job for him.
- To help the Candidates in writing Resume.
- To prepare the Candidates for Interviews.
- To look for new Job Opportunities for the Students.
- To suggest Vocational Courses to the Candidates for better Job Prospects.
- To keep in touch with Recruiters from different Organizations in order to stay updated with the new Job Vacancies that come up.
- To provide tips on succeeding in the Interview.
- To provide suggestions on how to maintain a good position and grow further within the Organization.

Additional Responsibilities

- In addition to the above, you will be responsible for the following Services

Career Decision Making:

- You will help Students choose a Career, even if they have no idea about what they want to do or are leaning toward a particular Occupation.
- You will have to use Self -Assessment Tools to examine Values, Personality, Interests, and Abilities and then, based on the results, either suggest some possible options or figure out if the Career they have in mind is suitable for them.

- You will help the Students decide what Academic Major will help them meet their Goals.

Resume and Cover Letter Writing:

- You will help Students write their Resumes and Cover Letters.
- You shall conduct Workshops and provide One-on-One Sessions during which they critique Resumes and Cover Letters.

Job Interview Preparation:

- You shall Sponsor Workshops to help Students learn how to present themselves well in a Job Interview, from what to Wear, to what Questions to expect.
- You shall provide mock Interviewing Sessions where the Students can practice their Skills. Mock interviews can go a very long way to making Students feel prepared for real Interviews, and will at least help them feel a bit less nervous.

Recruiting:

- You shall host Job Fairs during which Employers visit the Campus to Recruit Students who are about to Graduate.
- You shall maintain Student Files containing Letters of recommendation from Faculty, which they can then forward to Potential Employers and Graduate Schools upon the Student's request.
- You shall facilitate the Students an access to College's Career Management System or Job Portal to enable them to look at Employment and Internship Listings, Register for Workshops and Schedule Appointments with Counsellors and On-Campus Recruiters. They can also upload Resumes into a searchable Database which Employers can then use to recruit Applicants.
- You shall help Under-Graduate Students decide whether the Graduate School is a viable option based on their Career Aspirations and their Performance in College. You can assist Students in choosing an appropriate Program.

Networking :

- You shall help Students find Networking Events, where Students can connect with Professionals in their potential Career.
- You shall connect Students with the Alumni, especially, those who want to help Students connect with Opportunities and are willing to provide advice and possible connections to those making the hiring decisions at their Companies.

Internships:

- You shall often work Hand-in-Hand with Companies seeking College Interns and Internship Advisers by finding about any potential Internship Opportunities.

- You will facilitate MOUs with Institutions, Industries for Placements, Internships, Training for Skill Development and others such.

Inter Department Coordination and Reports :

- You will in advance inform the Principal and the respective Heads of the Engineering Departments and Management, about the Events, Recruiters Arrival Dates, the Methodology of Recruitments, Changes in the way the Corporates are likely to interview and interact with the Students, Changes in the Course Content and Training Processes, Feed-back on Students Performance after the Interviews, Invite the Department Heads or Faculty to participate in the Selection Process to understand the Recruiters Strategy on Employment and Employability Skills and other such.
- On all matters related to the Students Discipline, Non-Cooperation if any from the Faculty or other Non-Teaching Staff, you will bring it to the notice of the Principal, President and the Secretary, CBES as the need may be to initiate further action in regard to the issues thereof.
- You will organize periodic Bi-Monthly Reviews with the Principal, HODs, and Faculty and invite the President to assess the Progress and to amend changes required for better placements.
- On all issues related to Infrastructure and Equipment, you will take the approval of the Principal at least 15 days in advance and no individual decisions will be entertained in this regard.
- You will submit your travel Plans for the Month in advance and all the Bills incurred will be submitted for Scrutiny and Payment within one Week of completion of the Travel Plan.
- All the approvals for Catering Facilitation will have to be approved by the Principal in advance and the List of Aspirants and the Recruiters to be present will be submitted for appropriate Menu finalization and quantities.
- The Copies of all correspondence (Hard and Soft) will be maintained in the Office and will be facilitated during discussions and reviews by the President and Principal.
- You will only communicate with the Departments and the Principal in Writing and no Verbal Communication will be approved and any such approval which does not have the evidence of written approval will be rejected for payment or reimbursement by the Accounts Department.
- Every Data of the Career Development Centre is the Property of the CBIT and the confidentiality of the Data will be maintained and not shared with anyone or any other Institution.
- You will make detailed Reports on each of the Conferences that you will attend and enclose the Material that is collected in such Conferences as reference in the Department.
- You will make a Monthly Report detailing all the Meetings conducted with different Recruiters and the discussions therein every Month and the same will be submitted to the Principal and the President for information and records.
- You will maintain Records which are mandatory to be submitted to all the Regulatory Bodies during Inspections and whenever called for.

- You will maintain Reports Department Wise on the Placements and the Performance of the Students with Comments given by the Recruiters signed by them to enable a detailed review on the performance and amend changes and guidelines if needed.

Your Performance will be reviewed annually for further extension as Director- Career Development Centre. If for any reason you are found to be non-compliant to the detailed Roles and Responsibilities, the Management has the right to discontinue your Services with immediate effect.

Head of the Department (HOD)

Responsibilities of an Academic Head of Department

Definition

Head of Department holds the responsibility of an Academic Department at the Institution for a Period of 2 Years or can be extended/ lessened by the decision of the President and will be reporting functionally to the Principal and operationally to the President.

Summary

The prime role of the Head of an Academic Department is to provide strong Academic Leadership.

The Head of Department is required to lead, manage and develop the Department to ensure it achieves the highest possible Standards of excellence in all its activities. HOD will be supported by the Principal and by Colleagues from within the Department, Faculty, and Central Services.

The Head of the Department is required to exercise Leadership, demonstrate Vision, and empower others in order to deliver the agreed Departmental Strategy within the Faculty. It is recognized that the methods by which Head of the Department carries out the duties and the extent of delegation, will depend on such factors as the size and nature of the Department and the Personal approach of the individual Head of Department.

Specifically, the role will include

1. Leadership and Management

- HOD will be responsible and accountable for setting and advancing the Academic Strategy of the Department in line with Faculty and University Strategic Plans and direction.
- HOD will be an active Member of the Faculty Executive Board and contribute to the overall Leadership and Management of the Faculty: it is expected that the Head of Department will carry functional responsibility for specific agreed cross-cutting Faculty Areas
- HOD will develop and sustain appropriate Structures for Management, Consultation Decision-making and Communication with the Staff and Students
- HOD will promote and represent the Institution, both internally and externally

2. Responsibility for Teaching and Students

HOD will ensure the best possible Student experience through:

- The fulfillment of the University's responsibilities concerning Students in respect of their Admission, Instruction, Progress and Examination;
- The availability of Pastoral Assistance,
- Adherence to the Regulations and Procedures of Faculties and of the Board of Governors.
- Refresh and Develop New Programs in order to attract new Students and Markets.

3. Responsibility for Research

- HOD will ensure the highest levels of Quality, Integrity and Ethics in all research undertaken.
- Create a dynamic and forward looking Research Environment for both Staff and Students.

4. Knowledge Transfer

- Create and exploit new Opportunities for Knowledge transfer activity in order to secure additional Income Streams and new Areas of Teaching and/or Research
- Contribute to Institute wide initiatives in order to improve understanding and communication of this area

5. People Management

HOD will ensure that Institute HR policies and procedures are implemented

- Ensure that Staff performance is managed appropriately and in a way that is consistent with the expectations of the Institute Academic, AICTE and UGC Guidelines and that fair workload allocation processes are in place
- Ensure all Staff has access to the necessary support to enable them to contribute fully and develop their Skills and Experience
- Engender a Culture of Excellence, Co-operation and respect both within and beyond the Department.
- Make effective use of all Staffing Resources and seek Opportunities for Collaboration and joint working with others beyond the Department and beyond the Faculty
- Ensure Students are included as appropriate in the various decision making for and within the Department
- Ensure a safe and Healthy Environment for both Staff and Students, and full compliance with Health and Safety requirements

6. Financial Management

- HOD will take responsibility for devolved Budgets and comply with Institutes Financial Regulations
- Manage Income and Expenditure in order to promote Financial sustainability
- Ensure adherence by all Departmental Members, with Institutes Financial Regulations and other Financial Operating Procedures and Regulations
- Ensure that Institute's Equipment/Facilities under the Department's control are properly maintained and serviced as required

7. Quality Assurance

- HOD will ensure all activities are carried out to the highest possible Standards and put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement: such procedures will include teaching, research and management of all resources
- Comply with Auditing, Quality Assurance and Risk Management Procedures both Internal and External

8. Development of Academic/Research Standing

- HOD will continue to develop One's position as a leading Academic Researcher; including Publication, securing of external funding and the pursuit of other relevant indicators of standing in the field
- Give due consideration to ways of retaining connections with teaching at both Undergraduate and Postgraduate levels
- Give due consideration to the Status of Head as a Role Model for other Members of Staff in the pursuit of Academic Excellence

9. Person Specification for Head of Department

Background and Experience Candidates will:

- have a very strong academic record and standing
- normally be at professorial level - although skills and aptitude will be more important
- have a very good understanding of the academic disciplines within the department

Skills - candidate will

- have the ability to engage constructively with people
- have excellent communication skills
- have very good ambassadorial and diplomatic skills
- have the ability to manage a number of competing demands

- have excellent delegation skills
- be flexible and adapt to changing circumstances
- be able to develop their skills and seek advice from a variety of sources
- be willing and able to exercise judgement and take risks

10. Terms and Conditions of Office

- Heads of Department will normally hold office for 2 years in the first instance renewable for up to a further 2 years by joint agreement
- Heads of Department will normally be required to undertake a shadowing period prior to taking up office.
- Heads of Department will be required to attend the necessary briefings and training
- Performance and achievements as Head of Department will be rewarded and will be taken into account within the annual salary review for professional staff.

Appendix 1

Appointment process for selection of new- Heads of Department

- Heads of Department will be appointed by the President and the Principal.
- Heads of Departments positions will normally be advertised internally and selected following a full selection committee procedure
- Principal will ensure appropriate Consultation with Departmental Staff
- It is expected that the Selection Committee, Chaired by the President, Principal, will normally include a cognate Head of Department from the Faculty, the Director of Academics and HR; a senior Professor from the Department and a Non-Professorial Academic Member of Staff from the Department.

ROLES & RESPONSIBILITIES OF FACULTY

GUIDELINES FOR PERFORMANCE MEASUREMENT OF THE FACULTY OF VARIOUS CADERS BY WAY OF DUTIES & RESPONSIBILITIES

FACULTY OF THE CADRE OF PROFESSOR

A professor shall provide academic leadership in creating an effective learning environment for students. The minimum hours of work in the department and college are 40 hours per week out of which 20 hours will be the work load.

Duties

- Design/ revision and up-gradation of courses;
- Deliver lecture, practical skills, methods and techniques to students using innovative methods and technology;
- Prepare course material, lesson plans for the courses assigned;
- Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc.
- Conduct internal tests, semester end examinations & university examination with utmost integrity;
- Monitor [Proctoring] students;
- Supervise [innovative] student projects;
- Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic/ administrative activities);
- Involve in the process of procuring course materials/ text books, laboratory equipment's;
- Participate in all departmental and college activities as prescribed;
- Publish at least two quality papers in conference in a year[either National or International];
- Any other responsibility assigned by the HOD/ Principal/ Management from time to time.

Responsibilities:

- Continue research work; Post-doctoral fellowship at reputed University/ Organizations;
- To prepare and submit proposals for external funding agencies like AICTE, DST etc.;
- Guide Research Scholars for Ph. D. ;
- To make presentations at national and international conferences and similar events;
- Publish at least two quality papers in refereed and non-paid journals National/ International, during each assessment period. In case of joint authors fractional weight age will be given;
- Writing Text Books/ Manuals/ Monographs etc.;
- Develop products and applying for patents;
- Undertake consultancy works for Income revenue generation[IRG];
- Keep abreast of current developments in their respective fields

Mandatory Requirement:

- A minimum of 75% rating in mandated in the students feedback gathered from time to time;
- Proctoring of the Students and maintaining appropriate records.

Desirable Activities:

- Conduct/ organize Faculty development Program's (FDPs) [workshop/ conference/ short term training programme (STTP)] one in a year;
- Deliver Guest/ Invited lectures [one in a year] at other Institutions [without affecting the scheduled class/ work and other assigned responsibilities in the department/ college].

FACULTY OF THE CADRE OF ASSOCIATE PROFESSOR

An Associate Professor shall provide academic leadership in creating an effective learning environment for students. The minimum hours of work in the department and college are 40 hours per week out of which 20 hours will be the work load.

Duties

- Involve in design/ revision and up-gradation of courses;
- Deliver lecture using innovative methods and technology and also transfer knowledge like practical skills, methods and techniques;
- Prepare course material, lesson plans for the courses assigned;
- Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc.;
- Conduct internal tests, semester examinations & university examination with utmost integrity;
- Submit self-annual performance appraisal before the commencement of the academic year and adhere to the same;
- Monitor [Proctoring] students;
- Supervise student projects;
- Publish at least two quality papers in conference [National/ International] in a year. [In case of joint authors only fractional weight age will be considered];
- Participate in all departmental and College activities as prescribed;
- Any other Responsibility assigned by the HOD/ Principal/ Management from time to time

Responsibilities

- Pursue research and consultancy works [IRG];To prepare and submit proposals for external funding agencies like AICTE,DST, etc.;
- To make presentations at national and international conferences and similar events;

Mandatory Requirement

- A minimum of 75% rating is mandated in the students feedback gathered from time to time;
- Proctoring of the Students and maintaining appropriate records.

Desirable Activities

- Publish at least two quality papers in refereed journal [National/ International] in a year. [In case of joint authors only fractional weight age will be considered];
- Write Text Books/ Manuals/ Monographs etc.;
- Developing products & applying for patents;
- Conduct/ Organize FDPs [workshops/ conference/ STTP] one in year;
- Deliver Guest/ Invited lectures [one in a year] at other Institutions [without affecting the scheduled class/ work at the Department].

FACULTY OF THE CADRE OF ASSISTANT PROFESSOR

Assistant Professor shall provide academic leadership in creating an effective learning environment for students. The minimum hours of work in the department and college are 40 hours per week out of which 20 hours will be the work load.

Duties

- Prepare course material, lesson plans for the courses assigned;
- Deliver lectures using innovative methods and technology;
- Submit self-annual performance appraisal before the commencement of the academic year and adhere to the same;
- Assist students for improving their learning in academics;
- Supervise student projects;
- Monitor [Proctoring] students;
- Accompany students during field trips and industrial visits;
- Take-up on priority mandatory works of the college like paper setting, invigilation, evaluation etc.;
- Conduct internal tests, semester examinations & university examination with utmost integrity;
- Attend at least one FDP [workshop/ conference/ STTP during the lean period/ vacation/semester breaks (minimum duration shall not be less than a week);
- Involve in the departmental activities (strengthening laboratories, organizing & developing new methods in academic/ administrative activities);
- Involve in the process of procuring course materials/ text books, laboratory equipment's;
- Participate in all departmental and college activities as prescribed;
- Any other responsibility assigned by the HOD/ Principal/ Management from time to time.

Mandatory Requirement

- A minimum of 75% rating is mandated in the students feedback gathered from time to time;
- Proctoring of the Students and maintaining appropriate records.
- The faculty with an experience of 2 years or more in the college shall compulsorily register for Ph. D. subject to the college norms.

Responsibilities

- Keep abreast of current developments and stay relevant in their respective fields;
- Research activities, publications, consultancies should be performed well to match the current trends and requirements of all statutory bodies.
- Publish good quality (having impact factor of above 0.5) technical / management papers in a year in their respective field [In case of joint authors' fractional weight age will be considered].

Preferred (Desirable) activities

- Publish Papers in refereed Journals;
- Present papers in conferences;
- Developing products & applying for patents.

Roles and Responsibilities for the Post of “Adjunct Professor”

- Guiding and Enriching of
 - PAQIC (Program Assessment and Quality Improvement Committee)
 - Board of Studies
 - Department Advisory Board
 - Department Research Committee
- Guiding the department in preparing the documentations for Autonomous / Affiliating / Accreditation Bodies.
- Mentoring the Faculty in strengthen Teaching Learning Process.
- Assisting Faculty members with lesson plans and assessments.
- To deliver Expert Lecture(s) in the Department (beyond the curriculum).
- Reviewing of course material and syllabi.
- Suggesting suitable assessment methods based on departmental regulations and requirements.
- Recommending additional readings or advice to students as required.
- Sharing of advancements in the field and integrating new knowledge into curriculum.
- Helping the UG/PG and PhD scholars for their projects.
- Assessing of Feedback from the stake holders and advising suitable remedial measures to the Department.
- Guiding the department for collaborations with Industry and R&D Organizations.

NORMS RELATED TO STAFF

RULES / REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF STAFF MEMBERS.

"The staff shall adhere to the Rules / Regulations / Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. **Non-adherence or non-compliance to the rules, regulation & responsibilities** will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employee".

The staff members must be punctual to duty;

The staff shall stay in the workplace during the working hours of the college;

The staff shall discharge the responsibilities diligently in honest and un-biased manner with total commitment;

The staff shall maintain confidentiality. They shall not give or pass any information to any inside / outside persons, unless and until the employee has been authorized to do so;

The staff shall desist from falsifying/tampering any records or documents; The staff shall take precautions to protect equipment, materials and facilities;

The staff shall take up other responsibilities prescribed by the superiors from time to time; The staff shall wear prescribed uniforms provided, if any, while on duty;

The staff shall desist from borrowing/lending money from/to other employees;

The staff shall not act in the manner amounting to insubordination, breach of trust, fraud etc;

The staff shall assist/carry out their work with a view to meet the deadline notified by the competent authority;

The staff shall not indulge in rude or abusive behavior, comments against superiors and negative comments about other staff members; The staff shall not involve in verbal attacks, which are of a personal, threatening, abusive, and irrelevant or go beyond fair and professional conduct;

The employee shall not consume alcoholic beverages in the premises. The employee shall not arrive at work under the influence of alcohol or any substance having a narcotic producing effect. He/she shall also not arrive at work with the smell of alcohol on the breath;

The employee shall desist from un-authorized distribution of printed material or sell items on campus;

The staff shall desist from getting involved in un-authorized activities with personal financial benefit / interest etc.;

The staff shall desist from participating in professional or personal behaviors that jeopardize the moral standards of the institution;

The staff members are expected to conduct themselves in a professional, co-operative and ethical manner;

Conviction in any Court of Law for any criminal offence involving moral turpitude will amount to misconduct;

Giving false information regarding his/her name, age, father's name, qualification or previous service at the time of the employment will also amount to misconduct;

The staff shall comply with rules, regulations and policies of Management from time to time.

RECRUITMENT:

The Scales of Pay, Qualifications and the suitability of Employees to post them against the Vacant posts of Teaching and Non-Teaching shall be decided based on the recommendations of the UGC/AICTE/Osmania University and the directions of the Government. However, the decision of the Governing Body is final

I. Classification of Employees:

Category		Designation of the post
		A. TEACHING STAFF
1	a)	Principal
2	a)	Professor
	b)	Associate Professor
	c)	Assistant Professor
3		Library and Information Centre
	a)	Librarian
4		Physical Education
	a)	Physical Director
	b)	Asst. Physical Director
		B. NON TEACHING STAFF
1		Administration Department
	a)	Administrative Officer
2		Human Resource Department
	a)	Head HR Operations
	b)	Superintendent
	c)	Sr. Executive / HR Generalist
	d)	Jr. Executive / HR Associate
	e)	HR Assistant
3		Liaison Officer -Legal
4		Accounts Department
	a)	Accounts Officer
	b)	Superintendent
	c)	Sr. Accountant
	d)	Jr. Accountant

5		Purchase and Warehouse Department
	a)	Division Head
	b)	Purchase Head / Warehouse Incharge / Manager
	c)	Senior Assistant
	d)	Junior Assistant
	e)	Store Keeper
	f)	Store Assistant
6		Networking Department
	a)	Systems Engineer
	b)	Network Administrator / Engineer
	c)	Network Analyst
7		Technical Staff
	a)	Laboratory Assistant
	b)	Technician Grade – I
	c)	Technician Grade – II
	d)	Technician Grade – III
	e)	Programmer
	f)	Assistant Programmer
	g)	Computer Operator
8		Library and Information Centre
	a)	Assistant Librarian
	b)	Library Assistant
	c)	Library Senior Assistant
	d)	Library Junior Assistant
	e)	Book Bearer / Desktop Publishers
9		Projects & Infrastructure
	a)	Executive Engineer
	b)	Dy. Executive Engineer
	c)	Assistant Engineer
	d)	Technical Supervisor / Non-Technical Supervisor
	e)	CAD Operators
10		Supporting Staff
	a)	Sr. Stenographer
	b)	Jr. Stenographer
	c)	Sr. Assistant
	d)	Jr. Assistant
	e)	Data Entry Operators

11		Drivers and Maintenance Staff
	a)	Drivers
	b)	Watchman / Attender / Sweeper / Gardener / Waterman

Note :-

A. Teaching Staff:

Employees under category 2 to 4 will come under Vacation Department.

B. Non-Teaching Staff:

1. Employees under category 1 to 5 and 9 to 11 come under Non-Vacation Dept.
2. Employees under Category 6 to 8 come under Vacation Department.

II. Method of Recruitment:

Appointment to the various categories of Posts in the Service shall be made as detailed here under:

Teaching Staff

Category		Method of Recruitment
1	(a)	By Appointment on Deputation / Invitation or Direct Recruitment.
2	(a)	By Appointment on Deputation / Invitation or Direct Recruitment.
2	(b) & (c)	By Direct Recruitment
3	(a)	By Direct Recruitment
4	(a) & (b)	By Direct Recruitment

Non – Teaching Staff

Category		Method of Recruitment
1 to 11		Direct Recruitment.
2	(c)	By Direct Recruitment / Promotion
4	(c)	By Direct Recruitment / Promotion
5	(c)	By Direct Recruitment / Promotion
7	(b) & (c)	By Direct Recruitment / Promotion
8	(c)	By Direct Recruitment / Promotion
10	(a) & (c)	By Direct Recruitment / Promotion

Note:

A) Subject to the availability of Posts, selection will be only through an interview to every Post. Selection shall be made on grounds of Merit, suitability and Experience. The Qualifications (for the above Posts i.e. Teaching and Non-Teaching Posts) will be as prescribed as per rules by the UGC / AICTE / Osmania University / State Government from time to time.

B) However, under exigency, the President may nominate any Candidate to any post Teaching/Non-teaching on Contract basis.

III. AGE LIMIT

The Minimum Age limit for appointment by Direct Recruitment to the posts is as shown below.

S.No.	Designation of the Post	Minimum Age
1)	Principal	45 Years
2)	Professor	40 Years
3)	Associate Professor	30 Years
4)	Assistant Professor	21 Years
5)	Administrative Officer	35-40 Years
6)	Head Human Resources	30-35 Years
7)	Accounts Officer	30-35 Years
8)	Superintendent	30-35 Years
9)	Other Staff	22 Years
10)	Attendant / Watchman / Sweeper / Mali.	22 Years

In exceptional cases like High Academic Qualifications and Long Service, the Selection Committee / President as the case may relax the Age Limit to the extent necessary, giving due reasons. Age relaxation can be considered in all deserving cases.

IV. QUALIFICATIONS FOR APPOINTMENT:

The Qualifications prescribed by UGC/AICTE/Osmania University/State Government from time to time shall be followed. Where there are no matching Posts as prescribed by UGC / AICTE / State Government in the Qualifications and Scale of Pay of such Posts shall be decided by the Governing Body.

7th CPC scales have been implemented and thus, qualifications/norms and other requirements of the faculty pertaining to the recruitment and selection process is well defined and considered as given under the 7th CPC norms.

Professors, Associate Professor, Assistant Professors are laid by the rules and regulations as prescribed by the AICTE/UGC norms.

The information related to qualification or any other changes is displayed under the recruitment tab in the website.

ADMINISTRATIVE / MINISTERIAL STAFF – QUALIFICATIONS

S.No.	Name of the Post	Qualifications
1	Administrative Officer	1 st Class Post Graduate Degree from any Recognized University with 15 years of Experience from any reputed Educational Institution, out of which 5 years as Assistant Administrative Officer or Equivalent Position with Administrative ability to handle Educational Institution Systems.
2	Accounts Officer	<p>1st class M.Com / MBA Finance / CA / CS from any recognized University with 10 - 15 years of experience from any reputed Organization out of which 5 years at Managerial Level.</p> <p align="center">OR</p> <p>Minimum 1st Class B.Com from any recognized University with Intermediate in ICWA/CA with 6-10 experience from any reputed Organization out of which 5 years at Managerial level.</p> <p>Expertise in Accountancy Systems, ERP Systems and Educational Institutions and UGC Accounting Guidelines is essential.</p> <p>Knowledge of Taxes (GST / TDS / PF / ESI & Statutory Payments, Licenses and others such) will be important.</p> <p>Fee Fixation related Experience will be preferred.</p>
3	Superintendent	<p>1st Class in M.Com / MBA (Finance) from any recognized University with 10-15years experience out of which 5 years at senior level. Additional Accounting and / or Auditing Courses will be preferred.</p> <p>Skills : Expert in Tally (latest version) Decision Making Expert with Accounting Principles and Practices.</p>
4	Sr. Accountant	<p>Ist Class in M.Com / MBA (Finance) from any recognized University with 5 years' experience in Accountancy at senior level. Additional accounting and / or auditing courses will be preferred.</p> <p>Skills : Knowledge of Professional Accounting Principles and Practices. Knowledge of Laws and Regulations, Taxes, Statutory Payments.</p>

5	Jr. Accountant	<p>Ist or IInd Class in B.Com / M.Com / MBA (Finance) from any recognized University with 2 years of experience with Accountancy and Tally in any reputed Institution / Organization.</p> <p>Skills: Persons with Good Typing Skills, MS Office / Excel and Accounting Packages, Documentation and Filing will be preferred.</p>
6	Head- HR	<p>PG from any Recognized University with MBA / Personal Management and a minimum of 7-10 years of Experience in Personal Management / Human Resource Development at Managerial Level. Preferably with knowledge of working in an Educational Institution at Degree level. A stronghold in Industry interface will be an advantage. Conversant with all Statutory Compliances, ESI, PF and Retrenchment and relevant Departments, Scales of Pay, employee Policies, Inquiries on Discipline, Statutory Committee Fixations.</p> <p>Retrenchment, Appointment and other related Systems Knowledge.</p>
7	Senior Executive – Payroll	<p>Bachelors or PG in Accountancy. Well versed in Excel, latest version in Tally. Should be strong in Math and Problem solving skills.</p> <p>A minimum experience of 5-7 years in Payroll and Administrative activities from a well reputed Organization or Educational Institution.</p>
8	Junior Executive – Payroll	<p>Bachelors in Accountancy. Well versed in Excel, latest version in Tally. Should be strong in Math and Problem solving skills.</p> <p>A minimum experience of 2-4 years in Payroll and Administrative activities from a well reputed Organization or Educational Institution.</p>
9	HR Generalist	<p>Bachelors from Business Administration or a PG with similar background from a reputed Institution will be preferred. Good knowledge in MS Office and Drafting skills is a must. Minimum of 4-5 years' experience in all Administrative Activities and assisting in HR Department or Establishment section on various other activities.</p>
10	HR Associate	<p>Bachelors from Business Administration or a PG with similar background from a reputed Institution will be preferred. Good knowledge in MS Office and Drafting skills is a must. Minimum of 2-3 years' experience in all Administrative Activities and assisting in HR Department or Establishment section on various other activities.</p>

11	HR Assistant	<p>Any Degree with Technical (1) and Non –Technical (1) background. Good knowledge in MS Office and other Programming modules related to DBMS. Good at Data Entry and maintaining of Files</p> <p>Any fresher or minimum of 1-2 years’ of experience will be preferred.</p>
12	Assistant Librarian	<p>First Class in Masters from Library Sciences along with Bachelors in BA/BSc/B.Com Degree from recognized University with 15 – 20 years of overall experience in Library Sciences out of which 5 years of experience as Library Assistant.</p>
13	Sr. Library Assistant	<p>First Class in Masters from Library Sciences along with Bachelors in BA/BSc/B.Com Degree from recognized University with 5 – 7 years of experience as Junior Library Assistant. Skilled in MS Office is a must.</p>
14	Jr. Library Assistant	<p>First Class in BLISc from Library Science along with Bachelors in BA/BSc/B.Com Degree from recognized University with 2 years of experience in Library Science related to Educational Sector. Skilled in MS Office is a must.</p>
15	Book Bearer	<p>First or Second Class Degree with CLISc. Typing and Computer knowledge will be preferred. Minimum of 1- 2 years of experience in any Library Section.</p>
16	Desk Top Publisher	<p>First or Second Class Degree with PGDCA. Experience in Typing, MS-Office, Page maker and Net Browsing Skills.</p>
17	Division Head	<p>First Class in MBA/PGDBM with specialization in Supply Chain Management / Business Information Systems / Business Management or Economics. Good academic record is necessary from a Good Institution.</p> <p>Relevant experience Minimum of 10 years in Managing Purchases, Stores and Logistics in any reputed Educational Institution or Organization.</p>
18	Purchase Head	<p>A PG from any recognized University with MBA/BBA or any PG specialized in Vendor Management, Purchase Management and Supply Chain with a minimum of 6-10years of experience at Managerial Level in similar discipline.</p> <p>Preferably with knowledge of working in an Educational Institution at Degree level. A stronghold in Industry interface will be an advantage</p>

19	Senior Assistant	<p>First Class in MBA/PGDBM with specialization in Purchases/Logistics or Supply Chain Management. Good academic record is necessary from Good Institutions.</p> <p>Relevant experience Minimum of 5-8 years in Junior Level Managing Purchases, Stores and Logistics in any reputed Educational Institution or Organization.</p>
20	Junior Assistant	<p>1st or 2nd Class in any Degree. MBA/PGDBM with specialization in relevant field will be preferred.</p> <p>Relevant experience Minimum 2 years in Purchases, Stores and Logistics Department in any reputed Educational Institution or Organization.</p>
21	Warehouse In-charge /Manager	<p>Masters or Bachelors in any Degree with minimum 10 years of experience in handling Logistics and Supply Chain from reputed Educational Institutions or Organizations.</p>
22	Store Keeper	<p>Ist or IInd Class Diploma in any Engineering Branch with a minimum 15 years of experience in maintaining stores in reputed Organization.</p>
23	Store Assistant	<p>Ist or IInd Class Degree in Arts / Commerce with 5 years of experience in maintaining stores at recognized Institute of repute.</p>
24	Systems Engineer	<p>Ist Class Degree at B.Tech / Masters level in Computer Science with minimum 10 years' experience in Networking with any reputed Educational or IT Sector. Should be working at Managerial Level.</p>
25	Network Administrator / Engineer	<p>Ist Class Degree at B.Tech/Masters level in Computer Science. Require certifications, such as a Microsoft Certified System Engineer, Microsoft Certified System Administrator/Engineer and Cisco Certified Network Associate with minimum 8 years' experience in Networking with any reputed Educational or IT sector.</p>
26	Network Analyst	<p>Ist or IInd class Degree at B.Tech / BSc / Masters level in Computer Science. Certifications, such as a Microsoft Certified System Engineer, Microsoft Certified System Administrator / Engineer and Cisco Certified Network Associate will be preferred. Minimum of 5years of experience in Networking with any reputed Educational or IT sector.</p>
27	Lab Assistant in Engineering	<p>1st or IInd Class BE/B.Tech/Diploma in concerned branch with good academic record. Minimum of 20 years in Industry/Engineering College required out of which 5 years of experience at senior level for Diploma holders. BE/B.Tech candidates 15 years of experience may be considered.</p>

28	Lab Assistant in Bio-Technology	Ist or IInd Class MSc (Bio-Technology). Minimum of 20 years in Industry / Engineering College out of which 5 years at senior level.
29	Lab Assistant in Chemistry	Ist or IInd Class in BSc (Chemistry). Candidates with MSc Chemistry are preferred. Minimum of 20 years of experience in Industry/Engineering College out of which 5 years at senior level.
30	Technician Grade – I (Chemical Engg.)	Ist or IInd Class BSc (Chemistry) / Diploma. Minimum 10 years of experience in relevant field
31	Technician Grade – I	Ist or IInd Class in Diploma / ITI. Minimum 10 years of experience in relevant field.
32	Technician Grade – I (Physics)	Ist or IInd Class in BSc / M.Sc., Minimum of 10 years of experience in relevant field
33	Technician Grade – I (Bio-Technology)	Ist Class or IInd class in BSc (Chemistry) /MSc in Biology or Bio-Technology. Minimum 10 years of experience in relevant field.
34	Technician Grade – II (Chemical Engg.)	Ist or IInd Class in BSc (Chemistry) / Diploma. Minimum 5 years of experience in the relevant field.
35	Technician Grade – II	Ist or IInd Class in Diploma/ITI. Minimum of 5 years of experience in the relevant field
36	Technician Grade – II (Physics)	Ist or IInd Class in BSc. Minimum 5 years in the relevant field
37	Technician Grade – II (Bio-Technology)	Ist or IInd class in BSc (Chemistry) / MSc in Biology or Bio-Technology. Minimum 5 years of experience in the relevant field.
38	Technician Grade – III (Chemical Engg.,)	Ist or IInd Class in BSc (Chemistry)/Diploma. Minimum 3 years of experience in the relevant field
39	Technician Grade – III	Ist or IInd Class in Diploma/ITI. Minimum 2 years of experience in the relevant field
40	Technician Grade – III (Physics)	Ist or IInd Class in BSc. Minimum 3 years of experience in the relevant field.
41	Technician Grade – III (Bio-Technology)	Ist or IInd Class in BSc (Chemistry) / MSc in Biology or Bio-Technology. Minimum 3 years of experience in the relevant field.
42	Computer Operator	1 st or IInd class Degree with PGDCA / Diploma in CSE / B.Tech / BCA / MCA / BSc / MSc with 2 years of experience in Corporate or Educational Institutions. Excellent Computer Skills and Knowledge in Operating Systems.

43	Assistant Programmer	<p>1st Class in B.Tech / MCA / MSc (comp) with 5 – 8 years of experience in Programming, Computing and Systems Operations. Excellent Academic Record will be preferred.</p> <p>Skills: Well versed with Programming and Software's. Great insight on further developments, ability to learn and teach various programming languages. Skilled enough to understand the students 'requirements and guide them to make them learn and understand better.</p> <ul style="list-style-type: none"> ✓ Good Leadership Qualities ✓ Problem solver ✓ Decision making ability
44	Programmer	<p>1st Class in B.Tech / MCA / MSc (comp) with 8-10 years of experience in Programming, Computing and Systems Operations. Excellent Academic Record will be preferred</p> <p>Skills: Well versed with Programming and Software's. Great insight on further developments, ability to learn and teach various programming languages. Skilled enough to understand the students 'requirements and guide them to make them learn and understand better. Ability to assess the need, analyse the situations and provide on time solution in the Computer Labs</p> <ul style="list-style-type: none"> ✓ Good Leadership Qualities ✓ Problem solver ✓ Decision making ability
45	Data Entry Operator	<p>Ist or IInd Class in any Degree with 1 - 2 years of experience as a Data Entry Operator in any reputed Institution. Good Typing Skills, Knowledge in MS Word, Documentation and Filing.</p>
46	Senior Stenographer	<p>Minimum 1st Class Degree from any recognized University with 8 years of experience from any reputed organization, out of which 5 years as Junior Stenographer. Typewriting English Higher, Shorthand Higher and thorough knowledge in Computer Operating compulsory.</p>
47	Junior Stenographer	<p>Minimum 1st Class Degree from any recognized University with 5 years of experience.</p> <p>Typewriting English Higher and Shorthand English Lower Grade and thorough knowledge in Computer operating compulsory.</p>
48	Junior Assistant	<p>1st or 2nd Class Degree from any recognized University with 2- 3 years of experience. Computer knowledge and type writing is compulsory.</p>
49	Senior Assistant	<p>1st Class Degree from any recognized University with 5 - 7 years of experience. Computer knowledge and type writing is compulsory.</p>

50	Driver	A pass in 10 th Standard, should be able to read and write English and Local language and should possess professional Driving License with 8 years' experience in heavy vehicle.
51	Attender / watchman/ Sweeper/ Mali / Gardener / Waterman	A pass in 10 th Standard. 3 years of experience from any organization

Note: 1) Wherever there is need for Personnel for any of Posts and there is paucity of time to undertake the Persons to advertise and Recruit, Appointments may be done on Contract / Consolidated Salary for a Specific Period/11 Months with dates fixed by the Selection Committee / Competent Authority Constituted for that purpose. After the said period of the Contract Appointment, the appointed employee will cease to be in Service. They will have to apply for the Posts afresh along with other Applicants and compete for Appointment.

2) No Contract Service / Experience will be considered for Promotion to any Regular Post. The Contract Service / Experience of the CBIT may be considered at the time of Recruitment by Selection for the first entry post.

Recruitment / Selection of Non-Teaching Staff :

1. The Institution follows Pay revision Commission (PRC) Scales for the Non-Teaching Staff and will be revised as per the GO pertaining to the change in Structure and Scales.
2. Selection/Promotion of Non-Teaching Staff to a higher level of Service or Grade shall be made subject to availability of the posts and eligibility of the Staff, only on the basis of Merit and Efficiency. Other parameters such as Commitment, Self-Development/Improvement, Ownership that reflects the overall Development will be considered. Other things being equal, seniority also will be the deciding criterion.
3. The Automatic Advancement Scheme can be eligible to an Employee who completes Six Years of service and earns Six Annual Increments in a particular cadre. Carrying a particular scale is eligible for next higher scale (even though the special grade post does not involve assumption of duties and responsibilities of greater importance), subject to the stipulation mentioned hereunder:
 - a) Performance Review
 - b) That there are no adverse comments against him/her from Superiors, Head of the Institution or Management.
 - c) That he/she should not have gone on LOP during the qualifying period, in which case the award of special grade gets postponed to the extent of LOP.
4. Every Appointment is of selection under notification, open to Internal and External Advertisement, depending on the vacancies in the approved list of Non-Teaching Staff. In other words there is no Policy of Promotion.
5. The total Non-teaching Staff annual salaries should be within 40% of the salaries of total Teaching Staff.

6. The Designations, Qualifications and Salary Structure of each category of the Staff and any other service benefits should be as per the Service Rules of CBIT provided by the General Body of CBIT from time to time.
7. The Designations, Qualifications, Hierarchical Structure and Pay Scale can be revised from time to time by the General Body of CBIT.
8. Non-Teaching Staff retirement age for all the designations is 58 years.
9. There is no extension of services for any of the Non-Teaching staff beyond 58 years.
10. Any extensions beyond 58 years will be treated as Contract and they will be paid only a consolidated pay as per the Management's Instructions.
11. Degrees on Distance Mode from unrecognized Universities will not be entertained for any post.

Roles and Responsibilities – Human Resources Department:

Recruitment:

- Job Analysis and Job Description
- Understand and assess the need of Staff in various Departments
- Update the Cadre ratio and check on the requirement to be filled
- Analyze the need of the position and draw necessary steps to fill the position
- Take care of all the steps involved in the Recruitment procedure
- Check on all the procedures to be done after the recruitment is done
- Active role in distribution of Appointment orders , Induction procedure and update on the status of Employee reporting dates
- Employee Records/ Filing and Service Registers

Strategic Planning and Workforce Development

- Strategic move in Organization Development and Change Management
- Talent Management and retention
- Strategic Planning
- Staff Diversity
- Training and Development
- Promotions and Increments

Quality Assurance and Compliance:

- Information Systems
 - Application development
 - Decision Support Payroll

- Vendor Management
- Support Staff
- HR Compliance

Compensation and Performance Management

- Periodical Performance Assessment and aligning Compensation Benefits accordingly Salaries, Bonuses, Commission, Consultancy, Company Cars, Medical Insurance, Gratuity, Reward Schemes, Vouchers etc..
- Prepare Job Descriptions, Job Analysis, Job Evaluation and Job Classification
- Familiarity with various types of incentives and benefits
- Define a fair, equitable and competitive total compensation and benefits package that fits and is aligned to our Institution's strategy and business goals
- Develop a consistent compensation philosophy in line with work culture and organizational objectives
- Ensure that compensation practices are in compliance with current AICTE and UGC Regulations.
- Use various methods and techniques and make data based decisions on direct financial, indirect financial and nonfinancial compensations (Research and Consultancy)
- Conduct reward and recognition programs
- Assess employees needs by conducting organizational psychology surveys to find out what motivates and engages employees
- Differentiate pay systems to invest in the segments of workforce that contribute the most value
- Deploy effective communication strategies and success metrics
- Conduct on-going research into emerging trends, issues and best practices
- Conduct periodic audits on various functions and prepare reports

Employee Relations, Policies, Programs and Services

- Human Resource Polices
- Retirement programs
- Support Staff
- Welfare Activities
- Benefit Programs
- Employee Relations
 - Academic
 - Staff
 - Labor
- Consultancy Services

Statutory and Payroll

- End to end check and monitoring of selected (weekly, fortnightly and monthly) payroll(s).
- On-going maintenance of payroll system and leave planning system.
- Monitors electronic timekeeping system (Bio metric)
- Check and monitoring Pay Bills

- Liaising with Staff and Management on payroll related queries.
- Interpreting awards/agreements and contracts in relation to overtime, shift allowances etc.
- Undertaking required reporting, both internal and statutory reporting.

Legal Responsibilities

- Should take care of all the legal aspects related to the Staff
- Any complaint related to the Staff should be reported and dealt accordingly with the concern from the Management and the Legal Person.
- Co-ordinate with the Institute Legal Officer on all such cases and a thorough follow up should be done
- Maintain records related to all legal cases
- Should attend any enquiries to be conducted on behalf of the Management

Others:

- Establishing procedures and systems for employee grievance cell and effectively coordinate on the issues
- Establish different committees in compliance to the AICTE and Regulatory advisories of the Educational Institutions
- Update the service Rules and Regulations periodically in consultation with the Head of the Institution, Management and Legal Standing Council
- Co-Ordinate on conducting disciplinary proceedings of the staff
- Periodic Human Asset audit to achieve the objectives of the Institution
- Conduct exit Interviews and report to the Head of the institute and the management

Roles and Responsibilities – Accounts Section:

- GST returns / payments
- Checking cash collection statements and corresponding deposits in the bank.
- Making entries for fee collection and other miscellaneous collection.
- Implementation of Tally package and Customization of fee collection module and payroll module in consultation with Tally suppliers and Internal Auditors.
- All fee collection and receipts.
- Bank Guarantee work.
- Term Loan work
- Arranging for payments as per approval for services and procurement of materials.
- Advance payments to staff for expenses and adjustments of the same against statements submitted.
- Preparation of data for submission of tax returns i.e., TDS from contractors and professionals.
- Preparation of Bank Reconciliation Statements.
- Making Journal Entries.
- Contractors Bills verification (Civil Works), M-Book checking for calculations.

- Arrangement of payments for reimbursement of expenses to faculty attending to seminars /publication of journals etc.
- Maintaining Project Accounts of all departments (AICTE, DST, DRDO, RCI etc.), issuing of Cheques as per requirement from Project funds, Preparation of accounts and Certificates of utilization for the project and obtaining auditors certificate for submitting to the concerned authority.
- Attending to Internal Audit work and Statutory Audit work.
- Finalization of annual accounts (preparation of Trial Balance, Income and Expenditure Statement and Balance Sheet).
- Furnishing of information in connection with submission of applications to AICTE, NBA, NAAC, NIRF and attending to inspection work in connection there with.
- Preparation of application to AFRC for fixation of fee with respect to the Accounting data.
- Furnishing of information for the meetings.
- Preparation of monthly budget for recurring expenditure and preparation of annual budget and communicating the approval to the concerned departments.
- Maintaining approval files and Purchase Order files.
- Entering the students' particulars admitted every academic year in the fee collection software.
- Collection of miscellaneous fee from the Ist year students at the time of Orientation Day.
- Issuing of challans for payment of fee to the students.
- Preparation of daily collection statements for Tuition Fee based on the challans received from the bank for entering into accounts.
- Preparation of outstanding statement periodical and reminding for payments.
- Arranging for collection of examination fees, fines etc. and preparation of daily statements for entering in the accounts.
- Issue of No Dues Certificates for the outgoing students, duly verifying the Students Fee Collection Register.

Student Activities

- Receiving of Scholarship applications from fee re-imbusement students.
- Uploading of income and other statements to the concerned welfare departments on the Government Web portal.
- Taking biometric from the concerned scholarship students.
- Submission of scholarship applications (physical copies) for the re-imbusement to the concerned welfare departments (SC, ST, Minorities, EBC & BC).
- Follow up for fee re-imbusement.
- Adjustment of fee re-imbusement amount received to the individual student account and preparation of Cheques for transfer of funds from scholarship account to main account.

Roles and Responsibilities - Library

Acquisition Section

- Prepare purchase orders
- Receiving books from the suppliers
- Checking and stamping of new books
- Accessioning and Classification of the new books
- Bills Preparation
- Preparation of Reports and Statistics
- Processing of new books and sending to stacks
- Processing of reference books and transfer to reference section

Circulation Section

- Library membership and related works
- Book Banks Circulation
- Issuing of No-Dues
- Circulation of Books
- Maintenance of records related to Circulation and Membership

Stack Maintenance

- Arrangement of new books in the stacks
- Arrangement of books as per shelf list
- Stacking of Check-In/daily returned books
- General maintenance of stacking
- Binding books identification and preparation of lists

Reference Section

- Maintenance and arrangement of reference collection and project reports
- Maintenance and arrangement of Journals
- Maintenance, arrangement, issue and return of CDs/DVDs

Digital Library Lab

- Updating and maintenance of library databases
- Operation activities of Digital Library Lab
- Computer related works

Entry and Exit Gate

- Verification of ID cards
- Directions to the Users
- Entry control and Direction to the guests
- Checking of students
- Record of incoming and outgoing library books and material

Roles and Responsibilities – Projects:

- Project Department is responsible for overseeing all aspects, including setting a budget and overseeing personnel, of a building project Construction.
- Mainly spend time in the field at construction sites.
- Perform a wide variety of tasks related to project management.
- Interface with clients and updating them on project progress, hiring necessary personnel and managing daily activities, and ensuring all the projects follow all building and safety codes.
- Should work closely with engineers and architects assigned to a project to make sure it runs smoothly.

Roles and Responsibilities:

Purchase

- Procuring Materials: Procure all necessary materials needed for production or daily operation of the Company or Government Organization.
- Oversees all of the vendors that supply a company with the items it needs to operate properly.

Evaluating Price:

- Is charged with continuously evaluating whether it is receiving these materials at the best possible price in order to maximize profitability.
- May communicate with alternate vendors, negotiate better pricing for bulk orders or investigate the possibility of procuring cheaper materials from alternative sources as part of their daily activities.

Paper Work and Accounting:

- Handle all of the paperwork involved with purchasing and delivery of supplies and materials.
- Ensures timely delivery of materials from vendors. Generates and tracks purchase orders and works alongside the receiving department and the accounts payable department to ensure that promised deliveries were received in full and are being paid for on time.
- Work closely with the accounting department to ensure that there is sufficient capital to buy the items purchased and that cash is flowing smoothly and all payments are made on time.

Policy Compliance

- Must ensure that it is complying with Institution's policies.
- Before making a purchase, the purchasing department must ensure that it heeds proper protocols for purchase and budget approval.
- Ensure that items are purchased in accordance with the overall purchasing policy of the Institution.

Ware-House:

- Preparing the warehouse according to the specification of the materials and achieve a safe working condition for warehouse employees.
- Planning and controlling of material which includes receiving, storing, issuing, stocktaking and disposal of material.
- Receiving the purchase items with its several types and following its technical checking with the specialist.
- If the checking is accepted; materials to record at the warehouse document and to be should be directed at the specified location.
- Keeping and saving the stock items which means prepare the good condition for storage against accidents, fire, rain, heat and any other cause that may cause the damage of these materials.
- Issuing the needed items against the delivery voucher and record the issuing operation at the specified documents.
- Facilitating fast locating materials while issuance and according to the usage levels.
- Ensure the availability of the requirements and checking the required items and follow the procedures while issuing materials.
- Controlling all the warehouse transaction and its records and data entering with reporting with the needed reports to the management.
- Organizing the warehouse with a way that guarantees a good handling, receiving, issuing and to save it from damage
- Stock controlling and all linked activities which guarantees the stability of the warehouse operations and stock levels.
- Following up and pursuing materials of placed purchase orders with vendors and / or freight forwarder.
- Giving assistance during the process of technical evaluation of vendor quotations.
- Forecasting of material availability and arranging of replacement for shortage damaged materials.
- Carrying out materials status report demonstrating delivery status in view of information obtained from vendors and freight forwarder.
- Calculate and set up the stock levels (Min-Max, Reordering levels and safety stock levels).
- Calculate and prepare the Economic Orders Quantity for the stock materials
- Re-evaluate the minimum and maximum raw material levels as per quarterly consumption.
- Ensure that workplace's health and safety requirements are met and take responsibility for the security of the building and stock.
- Determining the surplus and the obsolete items to be segregated away from the life items and informs the right authorities for disposing it from the warehouse by the suitable way.

LIASION OFFICER

A liaison cell is established where it is responsible to establish and nurture a working relationship between two separate organizations for their mutual benefit.

LEGAL OFFICER

- Over all In-charge of the Institution's Legal matters.
- To assist the concerned authorities in all Legal matters.
- Watch the performance of Standing Counsels in preparation of Counter Affidavit, Written Statement, Writ Appeals, Vacate Stay Petition etc.,
- To attend the Court and to liaison with Standing Counsels, Government Pleaders and Coordinate with Advocate
- Scrutinize the Remarks, Counter Affidavits and Affidavits filed.

Roles and Responsibilities – Networking Department:

- Manage and monitor all installed Systems and Infrastructure
- Install, configure, test and maintain operating systems, application software and system management tools
- Proactively ensure the highest levels of systems and infrastructure availability
- Monitor and test application performance for potential bottlenecks, identify possible solutions, and work with developers to implement those fixes
- Maintain security, backup, and redundancy strategies
- Write and maintain custom scripts to increase system efficiency and lower the human intervention time on any tasks
- Participate in the design of information and operational support systems
- Provide support at all levels
- Liaise with vendors and other IT personnel for problem resolution
- Should actively get involved in the Web maintenance and give appropriate suggestions when required.
- Design, Monitor, Maintain, and Fix Computer System Networks of all sizes by acquire broad and extensive knowledge of Networking, Computer Systems, and Periphery Systems.
- Install, Inspect, Secure and Troubleshoot networked Computers within the Institution. They operate a help desk, provide physical duties or monitor for internal and external threats by gaining extensive knowledge of Network Management.
- Maintain the integrity and security of the Institute's Network and the Systems connected to it.
- Take care of computer networking system having extensive knowledge of network connectivity, protocols, network security devices, network types, including wireless, fiber optic or Cat5, and common operating systems, such as Windows and UNIX.
- They need to respond to troubleshooting calls and e-mails from users of the network. They need to diagnose and offer repair instructions remotely, as well as in person.
- They perform an advanced role as a monitor and gain network access for bottlenecks, security threats or problems with connectivity. They also configure and maintain security devices to ensure the safety of company software, systems and data.

Roles and Responsibilities – Lab Assistants:

Laboratory assistants work in the field of Science and Engineering assisting Faculty, Students, Researchers and Scientists during lab tests and experiments. Before an experiment, laboratory assistants process specimens and prepare the proper experimental set up. Afterward, they ensure the equipment is clean and maintain the lab well.

Train students on different software's in Labs. She/he should be helpful for the projects that are carried out by the students as part of this course as well as other courses. Also requires proper book keeping and maintenance of these records as per the Institution Norms.

- perform laboratory tests in order to produce reliable and precise data to support scientific investigations for the students
- carry out routine tasks accurately and following strict methodologies to carry out analyses
- prepare specimens and samples
- Construct, maintain and operate standard laboratory equipment, for example centrifuges, titrates, pipetting machines and pH meters etc.
- keep equipment in a clean and serviceable condition and ensure the safe removal of waste
- Record, and sometimes interpret, results to present to the reporting authority.
- use computers and perform mathematical calculations for the preparation of graphs
- ensure the laboratory is well-stocked and resourced and that everything is clearly and correctly labelled
- keep up to date with technical developments, especially those which can save time and improve reliability
- conduct searches on identified topics relevant to the research
- Follow and ensure strict safety procedures and safety checks.
- And perform activities as per required by the concerned Department Head.
 - The Lab. Assistants are required to assist the respective Lab In-Charge for smooth functioning of the laboratories.
 - Lab Assistants shall be available for maintenance and care of resources/services of the institute.
 - All the Lab Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD.
 - Lab Assistants in coordination with Lab In-charge should display (i) List of Equipment/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
 - Any other assignments as given by HOD / Principal.

Responsibilities – Technician :

Preparation

A majority of work in scientific research revolves around preparation. One of the primary roles of a laboratory technician in engineering is to prepare materials and subjects for testing by a lead investigator, scientist or researcher. Lab technicians should ensure that all materials are well maintained and ready for use on days that testing is scheduled to occur. Technicians should also make sure that materials meet the experimental standards set by the lead investigator.

Assistance

Lab technicians are also expected to assist the lead investigator on testing days. This can be routine tasks such as retrieving needed materials on demand but can also involve the Technician's deep engagement with the test, such as helping to control the experimental apparatus. Success requires strict adherence to the requests of the lead investigator.

Data Recording

After data has been collected from a particular test lab, technicians will often be given the responsibility of transferring it into a computer database. This task can take many hours and be highly tedious, but it is a position of high responsibility because any inaccuracies in data records could greatly affect the outcome of the test. This duty requires stamina and attention to detail to be completed successfully.

Custodial Work:

Labs must be kept clean and orderly at all times and keeping custody of the lab often becomes the responsibility of Lab Technicians. Clean labs are important for maintaining the reliability of the test, the reputation of the Institute/Lead Investigator and the impressions of any external visitors for inspections and funding resources. This job is especially important when experiments involve hazardous materials such as the use of radioactive isotopes or viruses and bacteria.

Programmer – Responsibilities:

- Work on a Team with the Department or in collaboration with others, on Software Development Projects in a Database Environment.
- Work with Colleagues in Departments developing, augmenting and maintaining a fully integrated administrative computing information system as per the guidelines from the Head of the Department.
- Utilize current methods of analysis, design, programming, installation, testing, debugging, and documentation, to effectively serve various user groups throughout the Institution.
- Support, structure and secure access to student, staff and management information.
- Maintain current knowledge of information systems specifically related to administrative computing functions.
- Keep abreast of latest Banner technologies and functionalities, and make appropriate recommendations as they relate to DSU.
- Perform other duties as assigned by the HOD/Principal.

Assistant Programmer - Responsibilities:

- Supervises Computer Lab Technicians providing primary guidance and support.
- Provide guidelines and communications regarding the Computer Labs.
- Provide technical assistance in maintaining and upgrading Computer Lab hardware and software.

III. APPOINTMENT TO THE SERVICE:

1. A Person shall be deemed to have been appointed to the Service when his Appointment is made to a Post in accordance with the rules mentioned.
2. Every Appointee shall be Subject to the conditions that he/she is Certified as being in reasonable Health and physically fit for Service by Medical Evidence as specified from time to time.
 - a) The Pay and other Service conditions of Teaching and other Staff shall be governed by these Service Rules and as decided by the Management from time to time.
 - b) The Employees shall be paid Remuneration and Allowances either on consolidated rates or on Time Scale of Pay as decided by the Selection Committee / Competent Authority. Any increase in DA and other Allowances will have to be approved by the President before they are paid.
3. Every Person appointed to any Post shall carry out any task assigned by the Principal in addition to his/her Official Duties.
4.
 - a) The Seniority of the Employee in any Grade shall, unless, he / she has been reduced to a lower level on Punishment or on leave on loss of pay, shall be determined by the date of his / her Appointment on Probation / time of joining duty.
 - b) The appointing Authority while appointing Two or more Persons simultaneously to the same Grade Posts; Seniority for them shall be decided based on the Merit awarded to them by the Selection Committee at the time of their Appointment, irrespective of their date of joining Duty.
- 5) All Appointments shall be made by open Competition by an Advertisement and Selection, whereas all the In-Service Employees who possess the Qualifications prescribed are eligible to apply. The Management may, however, make Contract Appointments in Individual Cases, or Recruit by Deputation / lien from other Organizations.
- 6) There shall be duly constituted Selection Committee/s for Selection of Candidates to Academic Posts and other Posts. The Selection Committee shall be constituted by the Osmania University or the Governing Body, as the case may be.
- 7) Save as otherwise provided, every salaried Employee of this Institute shall be appointed under a written Contract, including conditions of Service. His/her Original Certificates of relevant Qualifications should be submitted while taking the Appointment Order for verification without fail, failing which he will not receive his / her Salary until he / she shows the relevant Qualification Certificates.
 - a) Any dispute arising out of Contract between the Principal and the Employee may be referred to the President.

- 8) The Regular Teaching Staff shall continue to hold Office, save as otherwise provided, till they reach the age of Superannuation of 60 years. This will not apply to those on a Contract basis.
- 9) The Regular Non-Teaching Employees shall continue to hold on to their Duty, save as otherwise provided, till they reach the age of superannuation of 58 years. This will not apply to those who are on contract basis.
- 10) The Service of any Regular Employee can be terminated without assigning any reason with 3 months' notice on either party or 3 months' pay in lieu thereof. The services of any Contract Employees can be terminated with One Month notice.
- 11) The President shall have the right to extend the period of Probation in respect of any Employee, on reasonable grounds.
- 12) Every Employee of this Institute shall, at all times maintain Integrity and Devotion to Duty, and shall do nothing against the Dignity and Reputation of the Institute, especially in his relationship with the Members of Governing Body, Principal, Staff, Students and Visitors to the Institute .
- 13) No Employee of the Institute shall interfere in the Affairs of Administration / Accounts Departments / Library and other Agencies allied to the Institute directly or indirectly.
- 14) No Employee of the Institute shall, without obtaining the previous sanction of the Principal, ask for or accept, or in any way, participate in the raising of any Subscription or monetary relief in pursuance of any object whatsoever, except for common functions connected with the Institute with a prior permission of the President.
- 15) No Staff Member of the Institute shall engage himself / herself in coaching any Student demanding further remuneration.
- 16) No Employee of the Institute shall, except with the previous Sanction of the Principal / Competent Authority, accept any Remunerative or Honorary Work.
- 17) No Employee of the Institute shall engage directly or indirectly in any Trade or Business with the Institute or that is detrimental to the interests of the Institute, during the tenure of Appointment.
- 18) No Employee of the Institute shall, own, wholly or in Part, conduct or participate in the editing or Management of any Newspaper or other Periodical Publications.
- 19) No Employee of the Institute shall while being in Service, take part in Politics, which includes holding Office, Elective or otherwise in any Political Party or Standing for election to the State Legislature or the Parliament or take part in any other Election at Village, Mandal and other level as Independent or on any Party Ticket for any Political Posts.

- 20) No Employee will be engaged in Part time or full time or Consultancy in any other Organization / Firm / Teaching Institution during the Appointment with the CBIT.
- 21) No Employee of the Institute shall, take part in any Act or Movement such as Strike, Incitement there to or similar interest in connection with any matter pertaining to his Service or to any other matter, which tends to cause disrepute to the Institute.
- 22) Any Employee of the Institute can make his representation to the Members on the Board of Management through the Principal only. No Employee shall, directly or indirectly approach / influence the Members on the Board of Management without the knowledge and approval of the Principal regarding the matters pertaining to Service or Affairs of the Institute.

IV. SELECTION COMMITTEES & PROCEDURE

The Governing Body will be formed in accordance with the decision of the General body. The Selection Committee will be constituted by the Governing Body.

a) Composition of Selection Committee for Regular Appointment

For Professors

S.No.	Panel Member	Number of Members
1	Vice Chancellor as the Chairman	1
2	Government Nominee	1
3	Subject Experts	3
4	Principal, CBIT	1
5	President, CBIT.	1

For Associate Professors

S.No	Panel Member	Number of Members
1	VC Nominee as the Chairman	1
2	Government Nominee	1
3	Subject Experts	3
4	Principal, CBIT	1
5	President, CBIT	1

For Assistant Professors

S.No	Panel Member	Number of Members
1	University Representative	1
2	Government Nominee	1
3	Subject Experts	2
4	Principal, CBIT	1
5	President, CBIT as the Chairman	1

Procedure

- ✓ Shortlisting of applications as per the norms of AICTE
- ✓ Shortlisted applications are forwarded to the IIT/IISc panel
- ✓ The shortlisted list is called for a direct interview with the IIT/IISc Panel
- ✓ The shortlisted candidates are interviewed by the panel from Osmania university
- ✓ The selected candidates are issued regular offer letters and the appointment orders are released accordingly as per their joining dates

b) Composition of Selection Committee for Contract Appointment of Teaching Staff

1. President of the Institute
2. Principal of the Institute
3. Concerned Subject Experts
4. Concerned Head of the Department
5. Special Invitee.

Procedure

- ✓ Shortlisting of applications as per the given advertisement and requirement
- ✓ Shortlisted applications are forwarded to the IIT/IISc panel
- ✓ The forwarded list is called for a direct interview with the Professors from IIT/IISc or Special Invitees or Heads of the departments of CBIT
- ✓ The selected candidates are issued contract offer letters and the appointment orders are released accordingly as per their joining date

c) Composition of Selection Committee for Regular Appointment of Non-Teaching Staff

1. President of the Institute
2. Principal of the Institute
3. Government Nominee
4. Concerned Head of the Department
5. Special Invitee.

Procedure

- ✓ Shortlisting of applications as per the given advertisement and requirement
- ✓ The shortlisted applications are called for a direct interview with the Panel
- ✓ The selected candidates are issued offer letters and the appointment orders are released accordingly as per their joining date.

d) **Composition of Selection Committee for Contract Appointment of Non-teaching Staff**

1. President of the Institute
2. Principal of the Institute
3. Concerned Head of the Department
4. Special Invitee

Procedure

- ✓ Short listing of applications as per the requirement and norms as given in the advertisement
- ✓ The shortlisted applications are called for a direct interview with special invitees related to the similar field and heads of the department in CBIT
- ✓ The selected candidates are issued offer letters and the appointment orders are released accordingly as per their joining date

Whenever it is necessary, the President may appoint a Person on Contract basis in any Post for a given time depending on the need. This will not confer any right on him / her for a Regular Appointment on this basis. He / She should qualify with other Applicants before a regularly Constituted Selection Committee, when next held, for Selection in direct competition for Appointment on Regular Basis.

V. PROBATION:

- i) Initially, the Appointment of the Selected Candidate (Regular) will be temporary for a period of Two Years, after which, the performance of the Appointee will be reviewed to regularize the appointment. The Service conditions of the Incumbent will be governed by the Rules and Regulations of the Institute issued from time to time.
- ii) All Appointments along with Tenure basis except for Contract basis and adjunct, shall ordinarily be made on Probation for a period of Two Years on Duty. The period of Probation can be extended by the President, in case of unsatisfactory performance of the Employee or on certain extraneous reasons.
- iii) Employees on probation will not be considered for any promotion to the next level until and unless the probation period is completed or deemed to have received confirmation in writing on declaration of probation period.
- iv) If any Person or Candidate is appointed on purely Contract position in a vacancy, such Candidates have no right to hold a Regular / Permanent position. However, the Candidates appointed temporarily may also apply for Regular/Permanent Post, following the usual exercise relevant to the Candidates in direct competition.

VI. FEEDBACK PROCESS AND PERFORMANCE ASSESSMENT OF FACULTY

FEEDBACK PROCESS – A well-established feedback process is in place and is being operated effectively. The main features of this system are

1. Every semester there are two feedbacks which are obtained from the students for each of the Course being taught by the faculty;
2. The complete feedback system is kept confidential and the identity of individual faculty/student is protected;
3. A specific ID is given to both the students and the faculty for feedback process;
4. Faculty are rated on a scale of five ranging from Excellent, Very good, Good Fair and Poor;
5. The feedback collected is analyzed, indicating a percentage score for each individual faculty.

Policy and Monitoring Guidelines for Assessment and Evaluation of The Faculty Performance, based with regard to Poor Performance Rated, through Student Feedback.

A policy and monitoring guidelines is introduced for assessment and evaluation of the faculty performance based on the ratings of student feedback and to implement the following policy with regard to faculty rated below the threshold level (7.5) through student feedback:

1. To issue a warning memo in respect of the faculty who has been rated low in the feedback processes;
2. To withhold on increment in respect of the faculty who has been rated low feedbacks;

The faculty with low feedback (below threshold level) shall not be eligible for any special benefits / deputation for seminars, workshops, conferences, deputation to higher studies etc. However, they shall be deputed to appropriate development programmes to improve their skills and teaching abilities with due recommendation of the concerned HOD and approval of the Principal / President.

Confidential Reports (Performance Reports)

Confidential Performance Reports, as prescribed for Teaching Staff, Non-Teaching and Technical Staff, shall continue to be maintained for Employees working in the Institute. The Reports are to be submitted to the Principal once in a Calendar Year for assignment at the time of Sanction of Annual Increment in respect of Regular Staff.

Increments

Increments will be sanctioned only on satisfactory Performance of the Employee as per the Staff Performance Appraisal Book. An Increment may be with-held to an Employee if it is established that the Academic Performance and Conduct are not satisfactory. The Authority ordering such withholding the Increment shall state the period for which it is to be withheld. It shall be further stated in order that the Period for which Increment has been stopped will be exclusive of any period spent on leave before the spell is completed.

For Ph. D. Programs

To execute a Bond (on a Stamp Paper) with a surety to serve CBIT for a minimum period of 3 years after successful completion of Ph. D. Programme;

In case the faculty fails to fulfill the above condition, the faculty and the surety shall be jointly and severally liable for the payment of one full year (12 months) salary to CBIT;

The faculty shall be bound by the rules of Management from time to time.

VII. RESIGNATION

Any Employee will be relieved only after considering the particular academic load and replacement of the position without any hindrance to the flow of works in that particular department. The Employee shall not be relieved during the mid of the semester.

Any Employee on the Regular Service shall provide a minimum of Three Months' Notice and in case the Employee desire to be relieved on Resignation or in the option shall pay Three Months' Salary in lieu thereof. The Resignation shall come into force from the date on which the appointing authority accepts the Resignation and the Candidate is relieved.

VIII. TERMINATION OF SERVICES OF AN EMPLOYEE:

1. The Services of Contract Employee are likely to be terminated at any time, after issuing a Minimum of One Month Notice and without assigning any reasons whatsoever.
2. The Management Reserves the right to terminate the Services of a Regular Employee by giving Three Months' Notice or Three Months' Salary in lieu thereof without assigning any reason.
3. The Management can suspend or terminate an Employee whether on Contract / Probationary or Regular if he/she is involved in Political activity, or in a Criminal Cases or in the event it is established by an Authorized Committee appointed for this purpose that the Employee has failed to do his duty, charged with moral turpitude or negligence of duties, or when convicted by a Court of Law.

IX. RETRENCHMENT

Surplus Staff Teaching and Non-Teaching can be retrenched by giving Three Months' Notice. Staff structure shall be generally on the norms laid down by the UGC/AICTE / Osm an i a U n i v e r s i t y and as approved by the Governing Body.

X. LEAVE RULES

1. Any Leave shall not be availed as a matter of right. The competent Authority alone shall have the right to sanction it or otherwise.
2. For the purpose of the Leave Rules, the Employees shall be classified as Teaching and Non-Teaching. (Regular and Contract basis)

3. A Leave account shall be maintained for each Employee in the Office.
4. Study Leave shall not be granted for a continuous period exceeding 3 years. Study leave may be approved and granted only with the discretion of the Management.
5. Only prefixing or suffixing any kind of leave is allowed with vacation, with prior approval of the Principal.
6. Any kind of leave may be granted in combination with or in continuation with any other kind of leave except CL / CCL with prior approval of the Principal.
7. No leave shall be granted beyond the date on which an Employee must retire on attaining the age of Superannuation, except where it has been applied in sufficient time before the date of retirement.
8. All Employees are eligible for sanction of the following.

CASUAL LEAVE

- a) The Institute usually works for 6 days in a week. All Employees of the Institute shall normally be entitled to 20 days of C.L. per Calendar Year subject to any changes from time to time approved by the Governing Body.
- b) C.L. for Half a day can also be granted. Teaching staff when they go on C.L. should make alternative arrangement for their class work.
- c) Normally not more than two days of C.L. can be availed in a Month. However, at the discretion of the Principal and with prior permission, C.L. in excess of two days in a Month may be availed. Principal, at the discretion, may also permit C.L. to be suffixed, prefixed or sandwiched with other Public Holidays provided the total duration does not exceed 10 days. In case this stipulation of 10 days is exceeded, the total period will be debited to other leave including Loss of Pay to which they are eligible.
- d) For Contract Staff C.L. will be granted in proportion to their Service put in.

COMPENSATORY LEAVE

Teaching / Non-Teaching Staff including Ministerial Staff shall be entitled for Compensatory Leave on the specific direction or recommendations of the Head of the Institute or Head of the Department whenever they are required to work on a Holiday / Holidays with prior approval, to a maximum of 10 days Per Calendar Year. Such leave will have to be utilized within 6 months from the date of working on the Holiday only with prior approval. This will not apply to the work of University Examinations / Other Duty which is remunerative.

EARNED LEAVE:

- a) Members of Regular Staff belonging to the Vacation Department i.e., Teaching Staff in Classes 2 to 4 are eligible for 6 days E.L. every year and for a specified Vacation period, as decided by the Principal / President.
- b) The Staff in HR, Accounts, AEC and CoE Departments, Purchase and Warehouse Department are governed by the Non-vacation Rules and Regulations for their leaves. Accordingly, the staff in these Departments will not be granted vacation.
- c) For Staff governed by the Vacation Rules, in case of any exigencies of work, if the Staff works even with prior written orders of the Principal and HoD, no EL credit will be given to the staff as the number of EL's per annum is approved for 6 days.
- d) The Earned Leave can be accumulated for Vacation Staff to a maximum of 300 Days or as decided by the Management.
- e) Regular Employees who have put in less than one year of service are not eligible to avail the vacation.
- f) A Regular Employee of the Institute (Non- vacation) earns leave, at the rate of 30 days in a year amounting to 300 days or as decided by the President.
- g) Vacation may be availed in combination with or in continuation of HPL, EL, Maternity Leave admissible under the rules and that it can either be suffixed or prefixed. If it has to be suffixed and prefixed, prior permission of the Principal should be obtained.
- h) Any Regular Employee (on confirmation of probation period) can avail E.L only after prior approval.

Medical Leave (ML) :

Medical Leave beyond (15) days in a single Medical Certificate is invalid.

Medical certificate issued for diseases by Doctors who are not qualified or trained to treat will be rejected.

Medical Certificate must be addressed to the Principal or the Employer of the Institution and any Certificate addressed as ' Whomsoever' will be rejected.

Medical Certificate given from back date will not be approved.

Fitness Certificate on Advance Date or Back Date will be invalid.

If one Doctor Advices for a rest and another Doctor gives a Fitness Certificate, it will not be considered.

A Medical Certificate that cannot justify the disease or ailment and duration of that particular disease will be rejected.

Physical presence of the patient at the Doctor must be indicated in the Medical Certificate.

All Medical Certificates should be MCI certified with Registration No. of Doctor. Alternative medicine cannot be accepted.

For specific sickness / disease only the concerned Physician can certify.

Any Medical Certificate is found to be forged or faulty presented for availing leave, will entail Disciplinary action even termination of services.

HALF PAY LEAVE

- i. The Half Pay leave may be granted to the Employees on Medical Grounds which He / She earn at the rate of 20 days in a year.
- ii. Commuted leave not exceeding half the amount of Half Pay Leave due may be granted on Medical ground to a regular Employee of the Institute subject to the following conditions.
 - a) Commuted Leave during the entire service shall be limited to a maximum of 240days.
 - b) When commuted leave is granted, twice the amount of such leave shall be debited against the Half Pay Leave due.
- iii. Extraordinary leave on loss of pay may be granted to an Employee at the discretion of the Principal / President.
- iv. Provided that such leave may be granted for a regular Employee for a period not exceeding 6 months at a time. Extension of such leave may be granted from time to time subject to a maximum of two years at a stretch.
- v. Provided further that the period of absence on such leave will not be reckoned for the purpose of granting increment or for promotion to higher post.
- vi. Provided further that prefixing or suffixing of holidays and vacation may be permitted when availing the leave mentioned in the above rules. However, intervening holidays will be granted as leave for which applied for and granted.

VACATION:

Vacation generally as stipulated by the Head of the Institution and approved by the President, maybe availed of in combination with or in continuation of any kind of leave except CL / CCL with prior approval of the Principal.

MATERNITY LEAVE:

All Women Employees after satisfactory completion of Probation of two years of Regular Service are eligible for 6 months for one Child. This leave is not debited to leave Account, and can only be availed exclusively under the terms of maternity leave.

LIEN / DEPUTATION:

Lien / Deputation may be granted, depending upon Staff position, and entirely at the discretion of the Management to work elsewhere for a Period of 2 years, extendable in exceptional cases, only when an Employee has put in more than 5 years of Regular Service.

CONDUCT RULES GOVERNING THE STAFF APPOINTED:

An Employee of the Institute shall devote his whole time to the Service of the Institute and shall not engage directly or indirectly in any Trade or Business or in another Institution or any other work, which is likely to interfere with the proper discharge of duties in this Institute. This provision shall not apply to the Academic work like giving Guest Lectures, giving talks and any other work undertaken with prior permission of the Principal.

With the Introduction of revised U.G.C. / A.I.C.T.E scales, the norms of work load applicable to Chaitanya Bharathi Institute of Technology are fixed taking into account the A.I.C.T.E. Guidelines as applicable to the Engineering Colleges and also as per the practice in Osmania University within the Autonomous Parameters.

Work Load of Teachers:

The Work Load of Teachers is as per AICTE norms.

- 1) The work timings will be announced by the Principal from time to time.
- 2) Two Hours of Tutorials / Labs are equivalent to One Hour of theory Period.
- 3) The Faculty should be available to clarify the doubts of the Students during their free time.

XI. GENERAL DISCIPLINE

While in Office, all Members of the Establishment must behave in a Peaceful and Dignified manner. They must address other Members of the Establishment courteously. They must attend to their Work and not waste their time. They must try to maintain absolute silence, and if they have occasions to discuss, they must do so in a soft voice so as not to disturb others. They are specifically warned against the offence of divulging confidential matters to outsiders or to other Members of the establishment, unless and otherwise they are permitted by the Competent Authority to do so. Any Employee is found using abrasive and unparliamentarily language, raising slogans against the Management or the Institute, working against the interests of the Employees / Colleagues will be dealt with under disciplinary guidelines of AICTE / UGC and Institutes own Rules.

XII. DISCIPLINARY PROCEEDINGS.

No punishment on a Member of Staff shall be imposed except after.

- a) The Employee will be informed in writing by the Principal / President for Teaching Staff and the Principal for other Categories of Staff with regard to the allegations on which action is proposed to be taken and is given an opportunity to make representation he / she may wish to make in writing.
- b) Such representation, if any, is taken into consideration by the Principal / Management before imposing penalty.
- c) Powers can be delegated by the President to the Principal or by the Principal to Head of the Department or any other Staff Member in writing for specific purpose and duration.

XIII. A Service Register shall be maintained in respect of each Employee of the Institute and the service particulars shall be recorded under the Signature of the Principal.

- XIV.** In case of doubt or interpretation of a rule, the decision of the Management will be final.
- XV.** Notwithstanding anything and said anywhere any Service Rule which involves Financial Commitments will be subject to availability of Funds and decision of the President.
- XVI.** The President subject to the authority for any other service rules to be issued for day today administration in running the Institute can repeal any rules herein provided.
- XVII. DISCIPLINARY PUNISHMENTS AND APPEALS.**
1. These Rules shall apply to all Employees of the Institute.
 2. The following penalties may, for sufficient reasons, be imposed upon the Employees of the Institute namely.
 - i. Censure
 - ii. Fine
 - iii. Withholding of increments with or without cumulative effect.
 - iv. Reversion to a lower post or a lower stage in the time scale.
 - v. Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence of duties or breach of orders or by any act of employee.
 - vi. Suspension for a specified period.
 - vii. Compulsory retirement from Service.
 - viii. Removal from the Institute Service.
 - ix. Dismissal from the Institute Service.
 3. Where it is proposed to impose on an Employee of any of the penalties specified in rule 2 above, he/she shall be given an opportunity of making any Representation that he/she may desire to make and such representations, if any, shall be taken into consideration before the order imposing the penalty is passed.
 4.
 - a) No Regular Employee of the Institute shall be dismissed or removed or compulsorily retired or reduced in rank except after an inquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such inquiry to impose on him/her any such penalty, he/she has to be issued a show cause notice on the penalty proposed, calling for his / her explanation, if any
 - b) The Inquiry under Sub-rule (a) shall be made by an Enquiry Committee / Enquiry Officer constituted for the purpose. The Enquiry Committee / Enquiry Officer shall be constituted by the President.
 5. Every Employee of the Institute shall be entitled to one appeal from an order imposed on him/her on any of the penalties specified in Rule (2), to the Authorities specified in the Annexure 'A' of the Clause XVIII.

XVIII WhatsApp Group Code of Conduct

- a. All the Institute / Department related un-official WhatsApp groups cannot be maintained by any employee.
- b. Each Department will maintain an official WhatsApp group with all the Teaching, Non-teaching Staff as members of that particular group, and maintained by the concerned Head of the Department as Admin.
- c. Further, Heads of the Departments should be a default admin along with the class teachers in all the students class WhatsApp groups.
- d. Official WhatsApp Group Admin is responsible for the wrong postings and sharing of false information by the members of that group. No personal information or information pertaining to personal interest are to be shared.
- e. No former staff should be added or continued in any of the official groups.
- f. Chairmen and Convenors of all the Institute Level Committees can create WhatsApp groups, wherein they are the Admins.
- g. If any employee is found violating the above points and is brought to the notice of the management, the institute will have all rights to take any action against them.

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY,
Chaitanya Bharathi Post, Kokapet (V), Gandipet (M), Hyderabad – 75

Annexure - 'A' of Clause XVIII

Authorities who may impose the penalties and Appellate Authorities

Sl. No.	Categories of Staff	Censure	Fine	With holding of increment or reduction to lower post or lower scale	Recovery from pay of the whole or any part of the pecuniary loss to the Institute	Removal from service / compulsory retirement	Suspension	Dismissal	Appellate Authority
1	2	3	4	5	6	7	8	9	10
1	Teaching Staff	Principal	Principal	Principal	Principal		President		Governing Body for Col. 7 to 9
2	Non-Teaching Staff Junior Assistant and above	Principal	Principal	Principal	Principal		Principal		Governing Body for Col. 7 to 9
3	Non-Teaching Staff below Rank of Junior Assistant	Principal	Principal	Principal	Principal		Principal		Governing Body for Col. 7 to 9

XIX : WELFARE NORMS

EXTENTION OF MEDICAL COVERAGE TO ALL THE STAFF MEMBERS :

All the Regular staff members at CBIT are extended the benefit of Medical Insurance. The coverage is to a maximum extent of Rupees Two Lakh /per year for the Teaching Faculty and Three Lakh/per year for the Non-teaching Staff. The staff can avail cashless facility in case of hospitalization.

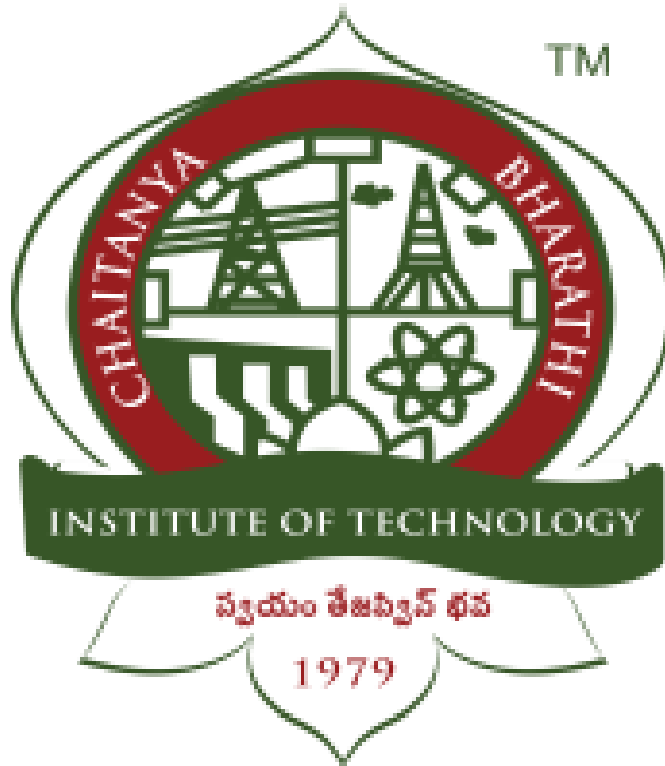
GRATUITY TO THE EMPLOYEES:

The Management has extended the Gratuity benefit to all the Regular Employees as per norms and rules of the Government for payment of Gratuity.

Provident Fund

The P.F. scheme is implemented for eligible Staff of the Institution as per the provisions of Employees Provident Fund Act.

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY



PERFORMANCE APPRAISAL TEACHING STAFF 2023-24

PROLOGUE

We have introduced a Performance Appraisal System since 2018-19 which has already set its benchmark that emphasizes the attention on the areas an employee should focus on to be their best in serving the Institution. Faculty Members of Chaitanya Bharathi Institute of Technology have to perform a variety of tasks pertaining to diverse roles that include Teaching, Innovation and conducting Research, keeping abreast with changes in Technologies, develop expertise for effective implementation of Curricula, provide services to the Industry and Community by contributing solutions to problems in Industry, shouldering of Administrative responsibilities and Co-operation with other Faculty, HODs and the Principal. It is therefore important to keep up with the recent transformations and thus a revised Performance Appraisal System for the Faculty has been placed which will be vital for optimising the contribution of the individual Faculty to the overall performance of the Institute and also comply with the Regulatory Guidelines to UGC, AICTE and other Approval Authorities.

It is necessary to assess and evaluate the performance of the teaching staff in CBIT on a scientific basis in order to raise the standards of the Education based on NIRF Parameters, NBA Assessment procedures to be followed while assessing and evaluating the Performance of the Teaching Staff.

Based on the result of the Performance Assessment and Evaluation done at the end of every Academic year, the Teaching Faculty will be put on Notice on their weak areas giving them an opportunity to improve upon the same and failure to do so by the next Academic Year will entail in issual of Notice of Caution. The other reminders or terms which are being passed to the Faculty from time to time related to the performance will continue by enhancing standards that match today's requirement of educational industry. It is to be noted that the conditions and parameters laid down in the performance appraisal hand book of 2018-19 will continue except in respect of those parameters that are amended or added to improve the performance of the staff year on year.

In order to help the faculty to pass the appraisal, certain amendments are made from the AY 2023-24 with necessary inputs. All these amendments and additions have been circulated among the teaching staff members. It is to be noted that the faculty who fail to pass the appraisal for 3 continuous years from 2023-24 are liable to be terminated from service and is stressed again so that such of the staff who are lagging behind will improve their performance.

It is also to be noted that the performance appraisal period every year starts on 1st July and ends on 30th June of the subsequent year and the performance appraisal evaluation form will be circulated between July to October of the subsequent year. Further the consolidated appraisal hand book for teaching staff will be released every year in the month of June for the following year. A consolidated performance appraisal hand book for 2024-25 also will be released shortly.

PERFORMANCE APPRAISAL FOR THE YEAR 2023-24

Part A: Faculty Information	
S.No.	Faculty Details
A.1	Employee ID :
A.2	Name of the Faculty :
A.3	Name of the Department :
A.4	Designation :
A.5	Mobile No. :
A.6	Highest Qualification :
A.7	Date of Joining :
A.8	Total Service after M.Tech & Ph.D (as on 1 st July of 2024) :
A.9	Experience at CBIT (as on 1 st July of 2024) :

Part B: Teaching, Learning and Evaluation (120)				Documentary Proof Page No.
S.No.	Criteria	Evaluation Rubrics	Max. Points	
B.1	Courses Taught, Success Rate and Attainment of Course Outcomes (40)			
B.1.1	Odd Semester	Title of the course with course code:		
		Success Rate of ODD Semester	$\frac{\text{Pass \%}}{100} \times 10$	10
		Grade Point Average of the class in the course (consider only pass students)	(GPA/10) *5	5
		Number of course outcomes attained	1 point for each CO	5
B.1.2	Even Semester	Title of the course with course code:		
		Success Rate of EVEN Semester	$\frac{\text{Pass \%}}{100} \times 10$	10
		Grade Point Average of the class in the course (consider only pass students)	(GPA/ 10) *5	5

		Number of course outcomes attained	1 point for each CO	5	
<p>Note:</p> <ul style="list-style-type: none"> - Points are allotted for success rate only if the pass percentage is ≥ 75 and zero points for 75% - Proofs are to be submitted for each point duly signed by the concerned Head and approved by the Principal. - Attainment of course outcomes initially will be verified and signed by the Head of the concerned department and after the IQAC department verifies and authorizes the same, it will reach the Principal for the final verification. - The results may be taken as the best of 4. Out of three, 2 should be compulsory theory. 					
B.2	Feedback on Teaching (20)				
B.2.1	Odd Semester	Points are allotted only if the feedback percentage is $\geq 75\%$ and zero points for $<75\%$	$\frac{\%}{100} \times 10$	10	
	Even Semester		$\frac{\%}{100} \times 10$	10	
B.3	Pedagogical Initiatives (40)				
B.3.1	Usage of ICT Tools		2 points per tool	4	
B.3.2	Alternate Assessment Tools/In-class Assessments		2 points per tool	4	
B.3.3	Design of Complex Engineering Problems/Activities / Case Studies (for B.Tech/M.Tech) Designing of Case Studies(for MBA)		2 point per problem	6	
B.3.4	Course End Projects (for B.Tech/M.Tech) Survey Reports/Study Reports/Project Reports (for MBA)		2 points per project/report	6	
B.3.5	Innovative Teaching Methods/ Active Learning Strategies		2 points per method	6	
B.3.6	Content Development (Video Lectures, Laboratory Manual, Handouts, Course Instructional Material etc.) Every individual has to claim and not on sharing basis		5 points per each item	10	
B.3.7	Awareness on OBE (Description in 500 Words)		Should be assessed during Face-to-Face Interaction	4	
<p>Note: If the faculty claims that they have developed a common program or a platform for the above mentioned points, marks are to be divided among them. The list should be signed by all the members in that particular group.</p>					

B.4	Student Mentoring (20)				
B.4.1	Number of students mentored (N)				
B.4.2	Frequency of mentor-mentee meetings				
B.4.3	Number of students cleared all the courses in first attempt, N1	Odd Semester	(N1/N) *4	4	
B.4.4	Number of students cleared all the courses in first attempt, N2	Even Semester	(N2/N) *4	4	
B.4.5	Number of students participated in inter-institutional Events		0.5 point per student	2	
B.4.6	Number of students received awards or prizes in competitions		1 point per student	2	
B.4.7	Number of students undergone NPTEL self-learning course (MOOCs) and acquired certificate of merit with credits		0.5 point per student	3	
B.4.8	Number of students undertaken certification courses by reputed industries/organizations		0.5 point per student	2	
B.4.9	Mentee's attendance	Number of students having attendance \geq 75%, N3	(N3/N) *3	3	
Total (B)				120	
Note: Mentoring refers to the students under that particular faculty only.					

Part C: Research Contribution (110)				
S.No.	Criteria	Evaluation Rubrics	Max. Points	Documentary Proof Page No.
C.1	Research Papers and Publications (50)			
C.1.1	Papers Presented in Conferences (Indexed in Scopus/Web of Science)	5 points per paper	10	
C.1.2	Papers Published in Journals (Indexed in Scopus / Web of Science / SCIE / ESCI)	Q1	25 points per paper	25
		Q2	15 points per paper	
		Q3/Q4	10 points per paper	
C.1.3	Number of Citations in previous calendar year (Jan 1 to Dec 31) (Source : Scopus)	1 point per citation	5	

C.1.4	Publication of Book Chapters (Indexed in Scopus/Web of Science/SCIE/ESCI etc.,)	First Author – 5 points Second Author – 3 points	5	
C.1.5	Publication of (Authored/Edited Textbooks) (Must submit the validation report from isbnsearch.org)	First Author – 5 points Second Author – 3 points	5	
C.2	Funded Research Projects (20)			
C.2.1	Research Projects – Approved/Ongoing (Points can be claimed during the period of Project)	≥ 10 Lakhs: PI - 15 points, Co-I - 10 points 5 to 10 Lakhs: PI – 10 points, Co-I - 5 points < 5 Lakhs: PI - 5 points, Co-I - 5 points Applied: PI – 5 points, Co-I – 3 points	15	
C.2.2	Outcome of Research project (Tangible Output: Paper Publication or Product Developed)	PI/Co-I – 5 points	5	
C.3	Products and Patents (20)			
C.3.1	Product / Working Model / Software Application Developed	5 points per product/model/application	5	
C.3.2	Number of Patents Granted / Published	1 Granted - 10 points 1 Published - 5 points	10	
C.3.3	Money generated from Patent or Copyright during the CAY	5 points (No minimum limit on generation of money)	5	
C.4	Consultancy (5)			
C.4.1	Consultancy work undertaken and Corporate Training	> 10K 10K to 25K 25K to 75K 75K to 1 Lakh >1 lakh	1 point 2 points 3 points 4 points 5 points	5
C.5	Supervisorship (5)			
C.5.1	Number of PhD Scholars Supervising / Guided	1 point per scholar for supervising / 5 for guided and awarded (CAY)	5	

C.6	Student Projects (10)			
C.6.1	Number of student projects guided (Valid if Project converted to paper publication) Note: It is not applicable for H & S Faculty	B.Tech/MBA/M.Tech : 2 points per Team/Project. In case only one project is allotted, mini project is also considered.	10	
Total (C)			110	
Note:				
1. In Part C, excess contribution for items C.1, C.2, C.3 & C.4, may be adjusted in another item at a weightage of 50% if it doesn't exceed its maximum score.				
2. For Assistant Professors only 80 and Associate Professors only 90 points are considered under part C, excluding C.1.4(5), C.1.5(5), C.2.2(5), C.3.3(5), C.4.1(5) and C.5.1(5), however excess contributions will be given weightage and considered during assessment.				

Part D: Extension Activities and Professional Development (70)				Documentary Proof Page No.
S.No.	Criteria	Evaluation Rubric	Max. Points	
D.1	Professional Development (25)			
D.1.1	Trainings Attended by the Faculty	FDP of NPTEL Course (8 or 12 Weeks) / Internship in Industry (2 Weeks and Above) – 2.5 points per training	5	
		<ul style="list-style-type: none"> • Sponsored FDP of National/International Agencies (2 Weeks or 1 Week) / NPTEL Course (4 Weeks) – 2 points per training • Workshop (Less than 1 week) – 1 point per training • Certifications – 5 points 	5	
D.1.2	Training Conducted by the Faculty as Coordinator /Co-coordinator	<ul style="list-style-type: none"> • FDP/STTP/Workshops (1 or 2 Weeks) – 5 points each • FDP/STTP/Workshops (less than one week) - 2.5 points each 	10	
D.1.3	Value added/Add-on course/ Workshops designed and conducted (Duration of minimum 30 hrs.)	5 points per course	5	
D.2	Professional Interactions (30)			
D.2.1	Membership of Professional Society (IEEE, ACM, IETE, ISTE, ASME, ASCE, CSI, etc.)	2 Lifetime – 1 per membership 1 Annual – 5 per membership	5	

D.2.2	Interaction with Outside World	<ul style="list-style-type: none"> • Member of Accreditation Bodies/Governing Body/Academic Council/Fellow in Professional Bodies/Board of Studies/ Professional Societies activity/Examiner for PhD – 10 points • Journal Editor(Q1 journal : 4 points) ; Q2 Journal : 3 Points) • Project Examiner: M. Tech / B. Tech / MBA / MCA – 2.5 points • Question Paper Setting – 5 points, Lab Examiner – 2 points • Resource Person for Seminar/FDP or Reviewer for Journal : 5 points • International Visits – 10 points • MOUs- 5 points 	15	
D.2.3	Awards and Achievements (Best Teacher / Best Paper / Best Researcher / Young Researcher / Gold Medal / Awards for Contributions / Awards from Professional Societies etc.)	10 per award	10	
D.3 Contribution in Administration at Workplace (15)				
D.3.1	Contribution to Institution (Description in 200 Words)	Principal Authentication and Appraisal	5	
D.3.2	Contribution to Department (Description in 500 Words)	HOD Authentication and Appraisal	10	
Total (D)			70	
Note:				
<p>1. In Part D, no adjustment for excess contribution.</p> <p>2. For Assistant Professors only 50 points and Associate Professors only 60 points are considered under part D, excluding D.1.2 (10) and D.2.3 (10) however excess contributions will be given weightage and considered during assessment.</p>				

Part E: Additional Information (Optional)	
Description & Upload PDF	
Total (B+C+D)	300

Note:

1. The minimum total score to be secured for Assistant Professors is 160 (Part-B-80, Part-C-50, Part-D-30) and Associate Professors (only PhD) is 190 (Part-B-90, Part-C-60, Part-D-40) and Professors (only PhD) is 220 (Part-B-100, Part-C-70, Part-D-50).

2. 15% relaxation in each category for the faculty who are holding administrative positions. Their evaluation will be done based on the equivalent contributions made in their respective administrative positions at the satisfaction of Principal / Management.
3. Score will be awarded for the metrics as per the evidences submitted.

New guidelines for increment calculation :

- I. Different slabs for scoring marks in each criteria and accordingly the increments are distributed.
 - Passing all the three criteria (Sections B, C and D) – 100% increment
 - Passing only one criterion (Section B) – 30% increment
 - Passing only one criterion (Section C) – 50% increment
 - Passing only one criterion (Section D) – 20% increment
 - Passing any two criteria (Sections B & C) – 80% increment
 - Passing any two criteria (Sections B & D) – 50% increment
 - Passing any two criteria (Sections C & D) – 70% increment

- II. Also the publications list is not just limited to the earlier approved list of CBIT Publications, but the publications groups which are adding to NIRF, NAAC, NBA and other statutory bodies will be considered.

Signature of the Faculty Member

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For Office Purpose

ASSESSMENT

1. Remarks of the HoD :

2. Remarks of the Principal :

3. HR Dept. verification :

PRINCIPAL

Note : Enclose the documentary proofs for Part : B to D criterias.