



Chaitanya Bharathi Institute of Technology

(Affiliated to Osmania University : accredited by NBA (AICTE), ISO Certified 9001:2000)

Chaitanya Bharathi P.O., Gandipet, Hyderabad - 500 075.

e.mail: ircrcbit@yahoo.com; Website : www. cbit. ac. in

☎ (O) 08413-233356 ; 958413-233356 ; 958413-233865 ; Fax: 958413-232099



CBIT

O.O.No. CBIT/102/Admn/A1/2007

Date: 21.05.2007

PROCEEDINGS OF THE SECRETARY

Sub:- CBIT – Establishment – Teaching Staff – **Dr. N.V. Koteswara Rao**, Professor on adhoc basis, Department of Electronics and Communication Engineering, CBIT - Appointment as **Professor** on regular basis in the Department of Electronics and Communication Engineering – Orders Issued.

Ref:- 1) Application of Dr. N.V. Koteswara Rao, dated Nil.
2) Minutes of the Staff Selection Committee dated 19.05.2007.

Dr. N.V. Koteswara Rao, Professor on adhoc basis, Department of Electronics and Communication Engineering, CBIT, Hyderabad, and a candidate selected by the Staff Selection Committee, is appointed as **Professor** on regular basis in the Department of ECE, CBIT, Gandipet, Hyderabad, in the Scale of pay of **Rs.16400-450-20900-500-22400/-** with effect from the date of joining duty.


2) His basic pay is fixed at **Rs.16,850/-** in the above time scale and he will draw other allowances admissible under the Institute Rules and as amended from time to time.

3) He should execute a bond on **Rs.100/-** non-judicial stamp paper.

4) He should deposit all the original certificates at the time of joining duty.

5) He will abide by the Rules and Service conditions of the **CBIT** now in force and as amended from time to time.

6) He shall draw his next increment on 10.04.2008.


(D.KAMALAKAR REDDY)
Secretary / Correspondent

To

Dr. N.V. Koteswara Rao,
Professor (Adhoc),
Department of ECE,
CBIT, Hyderabad.

(Through Head, Dept. of ECE)

Copy to the Head, Dept. of ECE, CBIT.
Copy to the Establishment Section, CBIT.




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Institute of Technology
Gandipet, Hyderabad - 500 075.



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e.mail: ircrcbit@yahoo.com; Website : www.cbti.ac.in

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CBIT

O.O. No. CBIT/3182/Admin/2010

Date: 09/03/2010

Sub:- CBIT Establishment - Teaching Staff Dr. Y. Rama Devi, Professor on adhoc basis, Department of Computer Science and Engineering, CBIT, Hyderabad - Appointment as Professor on regular basis in the Department of Computer Science and Engineering - Orders Issued.

Ref:- 1) Application of Dr. Y. Rama Devi, dated 05.08.2009.
2) Recommendations of the Staff Selection Committee dated 25.02.2010.

Dr. Y. Rama Devi, Professor on adhoc basis, Department of Computer Science and Engineering, CBIT, Hyderabad, and a candidate selected by the Osmania University Staff Selection Committee is appointed as Professor on regular basis in the Department of Computer Science and Engineering, CBIT, Gandipet, Hyderabad in the Scale of pay of Rs.16400-450-20900-500-22400/- with effect from the date of joining duty.

2) Her basic pay is fixed at Rs.17,300/- in the above time scale and she will draw other allowances admissible under the Institute Rules now in force and as amended from time to time.

3) She should execute a bond on Rs.100/- non - judicial stamp paper that she shall serve the institute for at least three years in the present post.

4) She should deposit all the original certificates at the time of joining duty.

5) She will abide by the Rules and Service conditions of the CBIT now in force and as amended from time to time.

6) She shall draw her next increment in the month of July 2010.


(D.KAMALAKAR REDDY)
Member, Board of Management

Received
Kamalakara Reddy
6/3/2010 7/3/10

To
Dr. Y. Rama Devi,
Professor (Adhoc basis),
Dept. of CSE,
C.B.I.T., Hyderabad - 75

Copy to the Head, Dept. of CSE.
Copy to the Establishment Section.


2/3/10




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Chaitanya Bharathi Institute of Technology

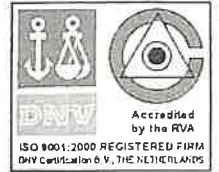
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Chaitanya Bharathi P.O., Kokapet (V), Hyderabad - 500 075.

E-Mail: principal@cbit.ac.in; Website : www.cbit.ac.in

☎ : (O) : Phones : 040 - 2419 3276 / 2419 3277 / 2419 3279

Fax : 040 - 2419 3278 / 2419 3280



O.O. No. CBIT/2159/Admn:2012

Date: 15.05.2012

PROCEEDINGS OF THE MEMBER, BOARD OF MANAGEMENT

Sub:- CBIT – Establishment – Teaching Staff – **Dr. P. Venkata Prasad**, Professor on Adhoc basis, Department of Electrical and Electronics Engineering, CBIT, Hyderabad - Appointment as **Professor** on regular basis in the Department of Electrical and Electronics Engineering – Orders Issued.

Ref:- 1) Application of Dr. P. Venkata Prasad, dated 29.01.2011.
2) Recommendations of the Staff Selection Committee dated 06.02.2012

Dr. P. Venkata Prasad, Professor on Adhoc basis, Department of Electrical and Electronics Engineering, CBIT, Hyderabad, and a candidate selected by the Osmania University Staff Selection Committee is appointed as **Professor** on regular basis in the Department of Electrical and Electronics Engineering, CBIT, Gandipet, Hyderabad in the Pay Band of **Rs. 37400 - 67000/- with AGP Rs.10,000/-** with effect from 06.02.2012 and monetary benefit from 01.07.2012.

2) His basic pay is fixed at **Rs.40,890/- with AGP Rs.10,000/-** in the above Pay Band and he will draw other allowances admissible under the Institute Rules now in force and as amended from time to time.

3) He should execute a bond on Rs.100/- non - judicial stamp paper that he shall serve the institute for at least three years in the present post.

4) He should deposit all the original certificates at the time of joining duty.

5) He will abide by the Rules and Service conditions of the **CBIT** now in force and as amended from time to time.


(D.KAMALAKAR REDDY)
Member, Board of Management
15/5/12
15/5/12

To
Dr. P. Venkata Prasad,
Professor (Adhoc basis),
Dept. of Electrical Engineering,
C.B.I.T., Hyderabad – 75

Copy to the Head, Dept. of Electrical Engineering.
Copy to the Establishment Section.



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Chaitanya Bharathi Institute of Technology (Regd. No. 855/2009)

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**Chaitanya Bharathi P.O., CBIT Campus, Gandipet, Kokapet (V),
Rajendranagar Mandal, Ranga Reddy District, Hyderabad - 500 075**
e-mail : principal@cbit.ac.in; principalcbit1979@gmail.com; Website - www.cbit.ac.in

☎ : 040 - 24193276; 24193277; 24193280; Fax : 040 - 24193278



O.O. No. CBIT/2980/Admn/2013

Date: 14.11.2013

PROCEEDINGS OF THE PRESIDENT, CBIT

Sub:- CBIT – Establishment – Teaching Staff – **Dr. K. Laxmi**, Associate Professor (CAS), Department of Chemistry, CBIT, Hyderabad - Appointment as Professor under Career Advancement Scheme (CAS) in the Department of Chemistry – Orders Issued.

Ref:- 1) Application of Dr. K. Laxmi, dated 16.09.2013.
2) Recommendations of the Staff Selection Committee dated 09.11.2013.

Dr. K. Laxmi, Associate Professor (CAS), Department of Chemistry, CBIT, Hyderabad, and a candidate selected by the Osmania University Staff Selection Committee is appointed as **Professor** under Career Advancement Scheme (CAS) in the Department of Chemistry, CBIT, Gandipet, Hyderabad, in the Pay Band of **Rs. 37400 - 67000/- with AGP Rs.10,000/-** with effect from 09.11.2013.

2) Her basic pay is fixed at **Rs.41,720/- with AGP Rs.10,000/-** in the above Pay Band and she will draw other allowances admissible under the Institute Rules now in force and as amended from time to time.

3) She should execute a bond on Rs.100/- non - judicial stamp paper that she shall serve the institute for at least three years in the present post.

4) She should deposit all the original certificates at the time of joining duty.

5) She will abide by the Rules and Service conditions of the **CBIT** now in force and as amended from time to time.

6) She shall draw her next increment in the month of July, 2014.

Malakonda Reddy
Dr. V. MALAKONDA REDDY
PRESIDENT

14/11/13

To
Dr. K. Laxmi,
Associate Professor (CAS),
Dept. of Chemistry,
C.B.I.T., Hyderabad – 75

Copy to the Head, Dept. of Chemistry.
Copy to the Establishment Section.



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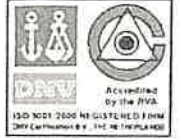
(Regd. No. 855/2009)

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**Chaitanya Bharathi P.O., CBIT Campus, Gandipet, Kokapet (V),
Rajendranagar Mandal, Ranga Reddy District, Hyderabad - 500 075**

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☎ : 040 - 24193276; 24193277; 24193280; Fax : 040 - 24193278



O.O. No. CBIT/2975/Admn/2013

Date: 14.11.2013

PROCEEDINGS OF THE PRESIDENT, CBIT

Sub:- CBIT – Establishment – Teaching Staff – **Dr. P. Prabhakar Reddy**, Associate Professor, Department of Mechanical Engineering, CBIT, Hyderabad - Appointment as **Professor** under Career Advancement Scheme (CAS) in the Department of Mechanical Engineering – Orders Issued.

Ref: - 1) Application of Dr. P. Prabhakar Reddy, dated 21.11.2012.
2) Recommendations of the Staff Selection Committee dated 09.11.2013.

Dr. P. Prabhakar Reddy, Associate Professor, Department of Mechanical Engineering, CBIT, Hyderabad, and a candidate selected by the Osmania University Staff Selection Committee is appointed as **Professor** under Career Advancement Scheme (CAS) in the Department of Mechanical Engineering, CBIT, Gandipet, Hyderabad in the Pay Band of **Rs. 37400 - 67000/- with AGP Rs.10,000/-** with effect from 09.11.2013.

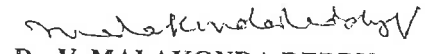

2) His basic pay is fixed at **Rs.43,250/- with AGP Rs.10,000/-** in the above Pay Band and he will draw other allowances admissible under the Institute Rules now in force and as amended from time to time.

3) He should execute a bond on Rs.100/- non - judicial stamp paper that he shall serve the institute for at least three years in the present post.

4) Should deposit all the original certificates at the time of joining duty.

5) He will abide by the Rules and Service conditions of the **CBIT** now in force and as amended from time to time.

6) He shall draw his next increment in the month of July, 2014.


Dr. V. MALAKONDA REDDY
PRESIDENT
14/11/13 

To
Dr. P. Prabhakar Reddy,
Associate Professor,
Dept. of Mechanical Engineering,
C.B.I.T., Hyderabad – 75

Copy to the Head, Dept. of Mech. Engg.,
Copy to the Establishment Section.



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Chaitanya Bharathi Institute of TechnologyTM (Autonomous)

(Regd. No. 855/2009)

ISO Certified 9001 : 2015

(Affiliated to O.U. All U.G and 5 P.G. Programmes (Civil, CSE, ECE, Mech. & EEE) Accredited by NBA; Accredited by NAAC (UGC) with "A" Grade

Chaitanya Bharathi P.O., CBIT Campus, Gandipet, Kokapet (V),
Gandipet Mandal, Ranga Reddy District, Hyderabad - 500 075, Telangana

CBIT

e-mail : principal@cbit.ac.in; Website: www.cbit.ac.in ☎ : 040 - 24193276, 277, 280, Fax: 040 - 24193278

Certificate No. : Q9196414393

No. CBIT/148 /HR/2019

Date : 09.04.2019

APPOINTMENT LETTER

To

Dr. A. Supraja Reddy,
Assistant Professor (Contract),
Dept. of ECE, CBIT,
Hyderabad.

Dear Dr. Supraja Reddy,

With reference to your Application dated 11.04.2018 and the interview you had with us, we are pleased to inform you that we have decided to offer you an opportunity to work with the Institute as Associate Professor in the Department of ECE, CBIT, Hyderabad, on the following terms and conditions.

1. You will report for duty on 01.07.2019.
2. You will be Appointed in the Scale of Pay Rs.37400-67000 plus AGP Rs.9000/- with a Basic Pay of Rs.37400/- plus AGP Rs.9000/- with specified allowances as per institute norms.
3. That your Services shall be liable to be transferred to any Department, Office / Establishment forming part of the Organization in any part of India and to any of the Sister / Associated Concern / Establishment without any extra Remuneration and you will abide by the Service Conditions, Rules and Regulations of that Concern / Establishment.
4. You will be on Probation, initially, for a Period of 24 months. After completion of the Probationary Period your performance will be reviewed for confirmation. Unless confirmed in writing, you will be deemed as a Probationer, even after the initial period of 24 months. During the Period of Probation either side may terminate the Service by giving 3 Months' Notice in writing or Payment in lieu thereof.
5. ~~You~~ You shall not engage in any ^{other} activity during the period of your tenure.
6. You will be governed by the Conditions of Service and the Rules and Regulations of the Institute that are in operation and those that may be brought into force from time to time at the sole discretion of the Management.
7. You shall diligently and faithfully perform and carry out the instructions and duties that may be entrusted to you at the sole discretion of the Management in any Department or Section or Place from time to time.
8. It is Your duty to keep the Institute informed immediately of any change in Your Residential Address.
9. If it is found at any time that the information given by you in your Application / Bio-data to be false or incorrect or suppressed, your Services shall be liable to be terminated without any Notice and there shall not be any Employer and Employee Relation between You and the Institute.



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10. During the Probation Period and thereafter on confirmation in the manner stated above, you shall devote your whole time towards the work of Associate Professor with a high standard of Discipline, Initiative, Efficiency and Economy. In the matter of Conduct, Discipline and other aspects of your Employment, the same will be governed by the Rules and Regulation of The Institute in existence at present or may be framed by the same from time to time.
11. On Your joining, whenever you apply for another Job in other Organizations, you must endorse one Copy to The Institute and must seek "No Objection Certificate" before appearing for the interview. In case of getting selected without complying accordingly, the Institution reserves the full right not to relieve or you may have to pay 3 months' salary in lieu thereof to the Institution.
12. At the time of your joining, you have to report to The Principal. You would be required to bring in your Original Certificates and Testimonials and submit one set of Photocopies, duly attested of the following Documents.
- Birth Certificate or equivalent proof of Your date of Birth.
 - Certificates relating to Educational Qualifications as well as Marks Sheets of your Graduate / Post Graduate Degrees / or any other Degree
 - Experience Certificate (s)
 - Last pay Certificate/Proof of the last Salary drawn
 - Three Passport size Photographs.
 - Residence Proof
13. INDEMNITY BOND: You shall execute an indemnity bond on Rs.10/- Non-judicial Stamp Paper indemnifying the Institute of the following conditions of (a) to (d).
- Shall perform all assigned duties with utmost sincerity and hard work.
 - To adhere to the Rules and Regulations stipulated by the Institute from time to time.
 - Shall not disclose any matter related to the Institute directly or indirectly to any unauthorized Person of the Institute or any other outlet.
 - Shall not engage in any other activities during working hours which are prohibited.
14. In case your performance is not satisfactory to the Management, the Institute reserves the right to act as per Law.
15. You shall give a minimum of 3 months' Notice before leaving the Service.
16. You would be required to join the duties immediately from the date of this Offer and if You accept this Offer, please submit a signed Copy of this Letter immediately indicating the date when You are likely to join, failing which this offer will automatically stand withdrawn.
- Please Sign the attached Duplicate Copy of this Letter in token of your acceptance of this Appointment and return the same to us before you join.

Malakonda Reddy V

Dr. V. MALAKONDA REDDY
PRESIDENT, CBIT.

Copy to the Head of the Department.
Copy to the personal file.

ACKNOWLEDGEMENT

I have read the above-mentioned terms and conditions and understood the same and hereby accept the same. I will be reporting to my job on 01.07.2019.

S. P. Reddy
10/04/19

SIGNATURE OF THE EMPLOYEE



Principal
PRINCIPAL
Chaitanya Bharathi
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Chaitanya Bharathi P.O., CBIT Campus, Gandipet, Kokapet (V),
Gandipet Mandal, Ranga Reddy District, Hyderabad - 500 075, Telangana

e-mail : principal@cbit.ac.in; Website: www.cbit.ac.in ☎ : 040 - 24193276, 277, 280, Fax: 040 - 24193278



O.O. No. CBIT/ 409 /Admn/A1/2017

Date: 15.06.2017

PROCEEDINGS OF THE PRESIDENT, CBIT

Sub:- CBIT – Establishment – Teaching Staff – **Dr. B. Suresh Kumar**, Assistant Professor, Department of Electrical and Electronics Engineering, CBIT – Appointment as **Associate Professor** on regular basis in the Department of EEE, CBIT, Hyderabad – Orders Issued.

Ref: - 1) Application of Dr. B. Suresh Kumar, dated 20.01.2016.
2) Recommendations of the Staff Selection Committee dated 27.05.2017.

Dr. B. Suresh Kumar, Assistant Professor, Department of Electrical and Electronics Engineering, CBIT, Gandipet, Hyderabad, and a candidate selected by the Osmania University Staff Selection Committee is appointed as **Associate Professor** on regular basis in the Department of Electrical and Electronics Engineering, CBIT, Gandipet, Hyderabad, in the Pay Band of **Rs.37400-67000/- + AGP Rs.9000/-** with effect from the date of joining duty. He should submit all the original certificates in the Administrative Office at the time of his joining duty.

2) His basic pay is fixed at **Rs.46,400/- (Rs.37400 + AGP Rs.9000/-)** in the above Pay Band and he will draw other allowances admissible under the Institute Rules now in force and as amended from time to time.

3) He will be kept on probation for a period of one year from the date of his joining duty. The Management reserves the right to extend the period of probation beyond one year, if his work and conduct are not satisfactory during the said period.

4) The Management reserves the right to terminate the services of an employee during the period of probation, or at any time thereafter by giving 3 months notice or 3 months salary in lieu thereof. The employee also has the option to leave the service of the Institute by giving 3 months notice or by remitting to the Institute an amount equivalent to 3 months salary in lieu thereof.

5) He will abide by the Rules and Service conditions of the CBIT now in force and as amended from time to time.


Dr. V. MALAKONDA RTEDDY
PRESIDENT

To
Dr. B. Suresh Kumar,
Assistant Professor,
Dept. of EEE, CBIT, Hyderabad - 75

Copy to the Head of the Department.
Copy to the Establishment Section




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Chaitanya Bharathi P.O., CBIT Campus, Gandipet, Kokapet (V),
Gandipet Mandal, Ranga Reddy District, Hyderabad - 500 075, Telangana

e-mail : principal@cbit.ac.in; Website: www.cbit.ac.in ☎ : 040 - 24193276, 277, 280, Fax: 040 - 24193278



CBIT

O.O. No. CBIT/ 410 /Admn/A1/2017

Date: 15.06.2017

PROCEEDINGS OF THE PRESIDENT, CBIT

Sub:- CBIT – Establishment – Teaching Staff – **Dr. K. Kishor**, Assistant Professor, Department of Mechanical Engineering, CBIT – Appointment as **Associate Professor** on regular basis in the Department of Mechanical Engineering, CBIT, Hyderabad – Orders Issued.

Ref: - 1) Application of Dr. K. Kishor, dated 28.01.2016.
2) Recommendations of the Staff Selection Committee dated 27.05.2017.

Dr. K. Kishor, Assistant Professor, Department of Mechanical Engineering, CBIT, Gandipet, Hyderabad, and a candidate selected by the Osmania University Staff Selection Committee is appointed as **Associate Professor** on regular basis in the Department of Mechanical Engineering, CBIT, Gandipet, Hyderabad, in the Pay Band of **Rs.37400-67000/- + AGP Rs.9000/-** with effect from the date of joining duty. He should submit all the original certificates in the Administrative Office at the time of his joining duty.

2) His basic pay is fixed at **Rs.46,400/- (Rs.37400 + AGP Rs.9000/-)** in the above Pay Band and he will draw other allowances admissible under the Institute Rules now in force and as amended from time to time.

3) He will be kept on probation for a period of one year from the date of his joining duty. The Management reserves the right to extend the period of probation beyond one year, if his work and conduct are not satisfactory during the said period.

4) The Management reserves the right to terminate the services of an employee during the period of probation, or at any time thereafter by giving 3 months notice or 3 months salary in lieu thereof. The employee also has the option to leave the service of the Institute by giving 3 months notice or by remitting to the Institute an amount equivalent to 3 months salary in lieu thereof.

5) He will abide by the Rules and Service conditions of the CBIT now in force and as amended from time to time.

malakonda
Dr. V. MALAKONDA RTEDDY
PRESIDENT

To
Dr. K. Kishor,
Assistant Professor,
Department of Mech. Engg.,
CBIT, Hyderabad - 75

Copy to the Head of the Department.
Copy to the Establishment Section



Principal
PRINCIPAL
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O.O. No. CBIT/ 3380 /Admn/A1/2014

Date: 26.02.2014

22.07.2014.

PROCEEDINGS OF THE PRESIDENT, CBIT

Sub:- CBIT – Establishment – Teaching Staff – **Dr. N. Ravi Dakshina Murthy**, Professor, Department of Civil Engineering, KITS, Warangal – Appointment as **Associate Professor** on regular basis in the Department of Civil Engineering – Orders Issued.

Ref: - 1) Application of Dr. N. Ravi Dakshina Murthy, dated 05.06.2013.
2) Recommendations of the Staff Selection Committee dated 06.02.2014.

Dr. N. Ravi Dakshina Murthy, Professor, Department of Civil Engineering, KITS, Warangal, and a candidate selected by the Osmania University Staff Selection Committee is appointed as **Associate Professor** on regular basis in the Department of Civil Engineering, CBIT, Gandipet, Hyderabad, in the Pay Band of **Rs.37400-67000/- + AGP Rs.9000/-** with effect from the date of joining duty. He should submit all the original certificates in the Administrative Office at the time of his joining duty.

2) His basic pay is fixed at **Rs.46,400/- (Rs.37400 + AGP Rs.9000/-)** in the above Pay Band and he will draw other allowances admissible under the Institute Rules now in force and as amended from time to time.

3) He will be kept on probation for a period of two years from the date of his joining duty. The Management reserves the right to extend the period of probation beyond two years, if his work and conduct are not satisfactory during the said period.

4) The Management reserves the right to terminate the services of an employee during the period of probation, or at any time thereafter by giving 3 months notice or 3 months salary in lieu thereof. The employee also has the option to leave the service of the Institute by giving 3 months notice or by remitting to the Institute an amount equivalent to 3 months salary in lieu thereof.

5) He will abide by the Rules and Service conditions of the **CBIT** now in force and as amended from time to time.

Dr. V. Malakonda Rteddy

Dr. V. MALAKONDA RTEDDY
PRESIDENT

26/2/14

To
Dr. N.Ravi Dakshina Murthy,
S/o N.R. Joga Rao
H.No.3-1-186, Kakatiya Colony,
Opp.Alankar, Warangal - 506011

Copy to the Head, Dept. of Civil Engineering.
Copy to the Establishment Section



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(Regd. No. 855/2009)

ISO Certified 9001 : 2015

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Chaitanya Bharathi P.O., CBIT Campus, Gandipet, Kokapet (V),
Gandipet Mandal, Ranga Reddy District, Hyderabad - 500 075, Telangana

CBIT

e-mail : principal@cbit.ac.in; Website: www.cbit.ac.in ☎ : 040 - 24193276, 277, 280, Fax: 040 - 24193278

Certificate No. : Q9186414993

No. CBIT/146/HR/2019

Date : 09.04.2019

APPOINTMENT LETTER

To

Dr. R. Ravinder Reddy,
Associate Professor (Contract),
Dept. of CSE, CBIT,
Hyderabad.

Dear Dr. Ravinder Reddy,

With reference to your Application dated 12.04.2018 and the interview you had with us, we are pleased to inform you that we have decided to offer you an opportunity to work with the Institute as Associate Professor in the Department of CSE, CBIT, Hyderabad, on the following terms and conditions.

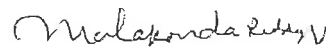
1. You will report for duty on 01.07.2019.
2. You will be Appointed in the Scale of Pay Rs.37400-67000 plus AGP Rs.9000/- with a Basic Pay of Rs.37400/- plus AGP Rs.9000/- with specified allowances as per institute norms.
3. That your Services shall be liable to be transferred to any Department, Office / Establishment forming part of the Organization in any part of India and to any of the Sister / Associated Concern / Establishment without any extra Remuneration and you will abide by the Service Conditions, Rules and Regulations of that Concern / Establishment.
4. You will be on Probation, initially, for a Period of 24 months. After completion of the Probationary Period your performance will be reviewed for confirmation. Unless confirmed in writing, you will be deemed as a Probationer, even after the initial period of 24 months. During the Period of Probation either side may terminate the Service by giving 3 Months' Notice in writing or Payment in lieu thereof.
5. ~~You~~ You shall not engage in any ^{other} activity during the period of your tenure.
6. You will be governed by the Conditions of Service and the Rules and Regulations of the Institute that are in operation and those that may be brought into force from time to time at the sole discretion of the Management.
7. You shall diligently and faithfully perform and carry out the instructions and duties that may be entrusted to you at the sole discretion of the Management in any Department or Section or Place from time to time.
8. It is Your duty to keep the Institute informed immediately of any change in Your Residential Address.
9. If it is found at any time that the information given by you in your Application / Bio-data to be false or incorrect or suppressed, your Services shall be liable to be terminated without any Notice and there shall not be any Employer and Employee Relation between You and the Institute.



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Institute of Technology
Gandipet, Hyderabad - 500 075.

10. During the Probation Period and thereafter on confirmation in the manner stated above, you shall devote your whole time towards the work of Associate Professor with a high standard of Discipline, Initiative, Efficiency and Economy. In the matter of Conduct, Discipline and other aspects of your Employment, the same will be governed by the Rules and Regulation of The Institute in existence at present or may be framed by the same from time to time.
11. On Your joining, whenever you apply for another Job in other Organizations, you must endorse one Copy to The Institute and must seek "No Objection Certificate" before appearing for the interview. In case of getting selected without complying accordingly, the Institution reserves the full right not to relieve or you may have to pay 3 months' salary in lieu thereof to the Institution.
12. At the time of your joining, you have to report to The Principal. You would be required to bring in your Original Certificates and Testimonials and submit one set of Photocopies, duly attested of the following Documents.
 - a) Birth Certificate or equivalent proof of Your date of Birth.
 - b) Certificates relating to Educational Qualifications as well as Marks Sheets of your Graduate / Post Graduate Degrees / or any other Degree
 - c) Experience Certificate (s)
 - d) Last pay Certificate/Proof of the last Salary drawn
 - e) Three Passport size Photographs.
 - f) Residence Proof
13. INDEMNITY BOND: You shall execute an indemnity bond on Rs.10/- Non-judicial Stamp Paper indemnifying the Institute of the following conditions of (a) to (d).
 - a) Shall perform all assigned duties with utmost sincerity and hard work.
 - b) To adhere to the Rules and Regulations stipulated by the Institute from time to time.
 - c) Shall not disclose any matter related to the Institute directly or indirectly to any unauthorized Person of the Institute or any other outlet.
 - d) Shall not engage in any other activities during working hours which are prohibited.
14. In case your performance is not satisfactory to the Management, the Institute reserves the right to act as per Law.
15. You shall give a minimum of 3 months' Notice before leaving the Service.
16. You would be required to join the duties immediately from the date of this Offer and if You accept this Offer, please submit a signed Copy of this Letter immediately indicating the date when You are likely to join, failing which this offer will automatically stand withdrawn.

Please Sign the attached Duplicate Copy of this Letter in token of your acceptance of this Appointment and return the same to us before you join.


Dr. V. MALAKONDA REDDY
PRESIDENT, CBIT.

Copy to the Head of the Department.
Copy to the personal file.

ACKNOWLEDGEMENT

I have read the above-mentioned terms and conditions and understood the same and hereby accept the same. I will be reporting to my job on 01.07.2019.


SIGNATURE OF THE EMPLOYEE




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Chaitanya Bharathi Institute of Technology

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Chaitanya Bharathi P.O., Gandipet, Hyderabad - 500 075.

e.mail: ircrcbit@yahoo.com; Website : www.cbit.ac.in

☎ (O) 08413-233356; 958413-233356; 958413-233865; Fax : 958413 - 232099



O.O. No. CBIT/1527/Admn/A1/2010

Date: 12.07.2010

PROCEEDINGS OF THE MEMBER, BOARD OF MANAGEMENT

Sub:- CBIT – Establishment – Teaching Staff – **Dr. S. Saraswathi**, Assistant Professor (Senior Scale), Department of SMS, CBIT, Hyderabad - Appointment as **Associate Professor** on regular basis in the Department of SMS, CBIT – Orders Issued.

Ref:- 1) Application of Dr. S. Saraswathi, dated 29.11.2008.
2) Recommendations of the Staff Selection Committee dated 15.05.2010.

Dr. S. Saraswathi, Assistant Professor (Sr. Scale), Department of School of Management Studies, CBIT, Hyderabad, and a candidate selected by the Osmania University Staff Selection Committee is appointed as **Associate Professor** on regular basis in the Department of School of Management Studies, CBIT, Gandipet, Hyderabad, in the Scale of pay of **Rs.12000-420-18300/-** with effect from the date of joining duty.

2) Her basic pay is fixed at **Rs.12,000/-** in the above time scale and she will draw other allowances admissible under the Institute Rules now in force and as amended from time to time.

3) She will be kept on probation for a period of one year from the date of her joining duty. The Management reserves the right to extend the period of probation beyond one year, if her work and conduct are not satisfactory during the said period.

4) The Management reserves the right to terminate the services of an employee during the period of probation, or at any time thereafter by giving 3 months notice or 3 months salary in lieu thereof. The employee also has the option to leave the service of the Institute by giving 3 months notice or by remitting to the Institute an amount equivalent to 3 months salary in lieu thereof.

5) She will abide by the Rules and Service conditions of the **CBIT** now in force and as amended from time to time.

(D. KAMALAKAR REDDY)
Member, Board of Management

To
Dr. S. Saraswathi,
Asst. Professor (Sr. Scale),
Dept. of SMS, CBIT,
Hyderabad

(Through Head of the Dept.)

Copy to the Head, Dept. of SMS.
Copy to the Establishment Section.

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CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY, HYDERABAD-75

O.O.NO.CBIT/ 21 /Admn/A1/2004

Date: 12.02.2004

PROCEEDINGS OF THE SECRETARY

Sub: - CBIT – Establishment – Teaching Staff – **Smt. A. Vijayalakshmi**, Assistant Professor (English) on adhoc basis – Appointment as **Assistant Professor (English)** on regular basis in the Department of Maths & Humanities – Orders – Issued.

Ref: - 1) Application dated 02.06.03 of Smt. A.Vijayalakshmi.
2) Recommendations of the Staff Selection Committee dated 10.02.2004.

Smt. A.Vijayalakshmi, Assistant Professor (English) on adhoc basis in the Dept. of Maths and Humanities, CBIT and selected by the Staff Selection Committee is appointed as **Assistant Professor (English)** on regular basis in the Department of Maths & Humanities, CBIT, Hyderabad, in the Scale of **Rs.8000-275-13500=00** with effect from the date of her joining duty.

2) Her basic pay is fixed at **Rs.8000=00** in the above time scale and she will draw other allowances admissible under the Institute Rules and as amended from time to time.

3) She will be kept on probation for a period of two years from the date of her joining duty. On completion of the period of two years, she will be declared to have satisfactorily completed her probation. The Management reserves the right to extend the period of probation beyond two years if her work and conduct are not satisfactory during the said period.

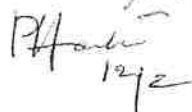
4) The Management reserves the right to terminate the services of an employee during the period of probation, or at any time thereof after giving 3 months notice or 3 months salary in lieu thereof. The employee also has the option to leave the service of the Institute by giving 3 months notice or by remitting to the Institute an amount equivalent to 3 months salary in lieu thereof.

5) She should submit all the original certificates in the Administrative Office at the time of her joining duty.


(D.KAMALAKAR REDDY)
Secretary/Correspondent

To
Smt. A.Vijayalakshmi,
Assistant Professor (English)
Dept. of Maths & Humanities,
C.B.I.T., Hyderabad. (Through Head of the Dept.)

C.C. to the (1) Head, Dept. of Maths & Humanities.
(2) Establishment Section.


12/2




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o/c

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Chaitanya Bharathi P.O., Gandipet, Hyderabad - 75

O.O. No. CBIT/1063/Admn/A1/2009

Date: 23.04.2009

Sub:- CBIT – Establishment – Teaching Staff – **Sri B.V.S. Rao**, Asst. Professor, M.J. College of Engineering, Hyderabad – Appointment as **Assistant Professor** on regular basis in the Department of Mechanical Engineering, CBIT – Orders Issued.

Ref: - 1) Application of Mr. B.V.S. Rao.
2) Recommendations of the Staff Selection Committee dated 25.03.2009.

Sri B.V.S. Rao, Assistant Professor, M.J. College of Engineering, Hyderabad, and a candidate selected by the Osmania University Staff Selection Committee is appointed as **Assistant Professor** on regular basis in the Department of Mechanical Engineering, CBIT, Gandipet, Hyderabad in the Scale of pay of **Rs.8000-275-13500/-**. He should **join duty during the first week of June 2009**. He should submit all the original certificates in the Administrative Office at the time of his joining duty.

2) His basic pay is fixed at **Rs.8275/-** in the above time scale and he will draw other allowances admissible under the Institute Rules now in force and as amended from time to time.

3) He will be kept on probation for a period of two years from the date of his joining duty. The Management reserves the right to extend the period of probation beyond two years, if his work and conduct are not satisfactory during the said period.

4) The Management reserves the right to terminate the services of an employee during the period of probation, or at any time thereafter by giving 3 months notice or 3 months salary in lieu thereof. The employee also has the option to leave the service of the Institute by giving 3 months notice or by remitting to the Institute an amount equivalent to 3 months salary in lieu thereof.

5) He will abide by the Rules and Service conditions of the **CBIT** now in force and as amended from time to time.


28/4
SECRETARY

To
Sri B.V.S. Rao,
H.No.2-223/6,
New Venkateswara Colony,
Jillela Guda, Vishalinar PO
Hyderabad-79

Received

11/7/09



Copy to the Head, Dept. of Mechanical Engg.,
Copy to the Establishment Section.



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Chaitanya Bharathi Institute of TechnologyTM (Autonomous)

(Regd. No. 855/2009)

ISO Certified 9001 : 2015

(Affiliated to O.U; All U.G and 5 P.G. Programmes (Civil, CSE, ECE, Mech. & EEE) Accredited by NBA; Accredited by NAAC (UGC) with 'A' Grade

Chaitanya Bharathi P.O., CBIT Campus, Gandipet, Kokapet (V),
Gandipet Mandal, Ranga Reddy District, Hyderabad - 500 075, Telangana



CBIT

e-mail : principal@cbit.ac.in; Website: www.cbit.ac.in ☎ : 040 - 24193276, 277, 280, Fax: 040 - 24193278

No. CBIT/ 319 /HR/2019

Date : 21.06.2019

APPOINTMENT LETTER

To

Dr. M. Rama Devi,
Flat No.37-93/36-2,
Road No: 4, Madhuranagar,
Naredmet X Road,
Secunderabad - 500056.

With reference to your Application dated 26.04.2019 and the interview you had with us, we are pleased to inform you that we have decided to offer you an opportunity to work with the Institute as Assistant Professor in the Department of Chemistry, CBIT, Hyderabad, on the following terms and conditions.

1. You will report for duty on 24.06.2019.
2. You will be Appointed in the Scale of Pay Rs.15600-39100/- with AGP Rs.6000/- with a Basic Pay of Rs.21,600/- with specified allowances as per institute norms.
3. That your Services shall be liable to be transferred to any Department, Office / Establishment forming part of the Organization in any part of India and to any of the Sister / Associated Concern / Establishment without any extra Remuneration and you will abide by the Service Conditions, Rules and Regulations of that Concern / Establishment.
4. You will be on Probation, initially, for a Period of 24 months. After completion of the Probationary Period your performance will be reviewed for confirmation. Unless confirmed in writing, you will be deemed as a Probationer, even after the initial period of 24 months. During the Period of Probation either side may terminate the Service by giving 3 Months' Notice in writing or Payment in lieu thereof.
5. You shall not engage in any other activity during the period of your tenure.
6. You will be governed by the Conditions of Service and the Rules and Regulations of the Institute that are in operation and those that may be brought into force from time to time at the sole discretion of the Management.
7. You shall diligently and faithfully perform and carry out the instructions and duties that may be entrusted to you at the sole discretion of the Management in any Department or Section or Place from time to time.
8. It is Your duty to keep the Institute informed immediately of any change in Your Residential Address.
9. If it is found at any time that the information given by you in your Application / Bio-data to be false or incorrect or suppressed, your Services shall be liable to be terminated without any Notice and there shall not be any Employer and Employee Relation between You and the Institute.
10. During the Probation Period and thereafter on confirmation in the manner stated above, you shall devote your whole time towards the work of Assistant Professor with a high standard of Discipline, Initiative, Efficiency and Economy. In the matter of Conduct, Discipline and other aspects of your Employment, the same will be governed by the Rules



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Gandipet, Hyderabad - 500 075.

and Regulation of The Institute in existence at present or may be framed by the same from time to time.

11. On Your joining, whenever you apply for another Job in other Organizations, you must endorse one Copy to The Institute and must seek "No Objection Certificate" before appearing for the Interview. In case of getting selected without complying accordingly, the Institution reserves the full right not to relieve or you may have to pay 3 months' salary in lieu thereof to the Institution.
12. At the time of your joining, you have to report to The Principal. You would be required to bring in your Original Certificates and Testimonials and submit one set of Photocopies, duly attested of the following Documents.
 - a) Birth Certificate or equivalent proof of Your date of Birth.
 - b) Certificates relating to Educational Qualifications as well as Marks Sheets of your Graduate / Post Graduate Degrees / or any other Degree.
 - c) Experience Certificate (s).
 - d) Last pay Certificate / Proof of the last Salary drawn.
 - e) Three Passport size Photographs.
 - f) Residence Proof.
13. INDEMNITY BOND: You shall execute an indemnity bond on Rs.10/- Non-judicial Stamp Paper indemnifying the Institute of the following conditions of (a) to (d).
 - a) Shall perform all assigned duties with utmost sincerity and hard work.
 - b) To adhere to the Rules and Regulations stipulated by the Institute from time to time.
 - c) Shall not disclose any matter related to the Institute directly or indirectly to any unauthorized Person of the Institute or any other outlet.
 - d) Shall not engage in any other activities during working hours which are prohibited.
14. In case your performance is not satisfactory to the Management, the Institute reserves the right to act as per Law.
15. You shall give a minimum of 3 months' Notice before leaving the Service.
16. You would be required to join the duties immediately from the date of this Offer and if You accept this Offer, please submit a signed Copy of this Letter immediately indicating the date when You are likely to join, failing which this offer will automatically stand withdrawn.

Please Sign the attached Duplicate Copy of this Letter in token of your acceptance of this Appointment and return the same to us before you join.

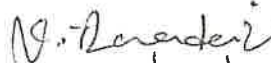

Smt. D. SANDHYA SREE
I/c. President, CBIT

Copy to the Head of the Department.
Copy to the personal file.

ACKNOWLEDGEMENT

I have read the above-mentioned terms and conditions and understood the same and hereby accept the same. I will be reporting to my job on 24/06/2019 (F.N)

SIGNATURE OF THE EMPLOYEE


24/06/2019




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CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY
Chaitanya Bharathi P.O., Gandipet, Hyderabad - 75

O.O. No. CBIT/1003/Admn/A1/2009

Date: 23.04.2009

27.5.2009

Sub:- CBIT – Establishment – Teaching Staff – **Sri M. Ramchander**, Assistant Professor (Adhoc), Department of MCA, CBIT – Appointment as **Assistant Professor** on regular basis in the Department of MCA, CBIT – Orders Issued.

Ref: - 1) Application of Sri M. Ramchander, dated 13.11.2008.
2) Recommendations of the Staff Selection Committee dated 26.03.2009.

Sri M.Ramchander, Assistant Professor (Adhoc), Department of Master of Computer Applications, CBIT, Gandipet, Hyderabad and a candidate selected by the Osmania University Staff Selection Committee is appointed as **Assistant Professor** on regular basis in the Department of Master of Computer Applications, CBIT, Gandipet, Hyderabad in the Scale of pay of **Rs.8000-275-13500/-** with effect from the date of joining duty.

2) His basic pay is fixed at **Rs.8000/-** in the above time scale and he will draw other allowances admissible under the Institute Rules now in force and as amended from time to time.

3) He will be kept on probation for a period of two years from the date of his joining duty. The Management reserves the right to extend the period of probation beyond two years, if his work and conduct are not satisfactory during the said period.

4) The Management reserves the right to terminate the services of an employee during the period of probation, or at any time thereafter by giving 3 months notice or 3 months salary in lieu thereof. The employee also has the option to leave the service of the Institute by giving 3 months notice or by remitting to the Institute an amount equivalent to 3 months salary in lieu thereof.

5) He will abide by the Rules and Service conditions of the **CBIT** now in force and as amended from time to time.

[Handwritten Signature]
27/05/09

SECRETARY

To
Sri M. Ramchander,
Asst. Prof. (Adhoc),
Dept. of MCA,
CBIT, Hyderabad

(Through Head of the Dept.)

Copy to the Head, Dept. of MCA.
Copy to the Establishment Section.



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CBIT

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(Regd. No. 855/2009)

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**Chaitanya Bharathi P.O., CBIT Campus, Gandipet, Kokapet (V),
Rajendranagar Mandal, Ranga Reddy District, Hyderabad - 500 075**

e-mail : principal@cbit.ac.in; principalcbit1979@gmail.com; Website: www.cbit.ac.in

☎ : 040 - 24193276; 24193277; 24193280; Fax: 040 - 24193278

O.O. No. CBIT/2328/Admn/A1/2012

Date: 25-10-2012



PROCEEDINGS OF THE MEMBER. BOARD OF MANAGEMENT

Sub:- CBIT – Establishment – Teaching Staff – **Mr. P. Srinivas Reddy**, Assistant Professor (Adhoc), Department of Civil Engineering, CBIT – Appointment as Assistant Professor on regular basis in the Department of Civil Engineering – Orders Issued.

Ref:- 1) Application of Mr. P. Srinivas Reddy, dated 03.02.2011.
2) Recommendations of the Staff Selection Committee dated 11.09.2012.

Mr. P. Srinivas Reddy, Assistant Professor (Adhoc), Department of Civil Engineering, CBIT, Gandipet, Hyderabad and a candidate selected by the Osmania University Staff Selection Committee is appointed as Assistant Professor on regular basis in the Department of Civil Engineering, CBIT, Gandipet, Hyderabad, in the Pay Band of Rs.15600-39100/- + AGP Rs.6000/- with effect from the date of joining duty. He should submit all the original certificates in the Administrative Office at the time of his joining duty.

2) His basic pay is fixed at Rs.21,600/- (Rs.15600 + AGP Rs.6000/-) in the above Pay Band and he will draw other allowances admissible under the Institute Rules now in force and as amended from time to time.

3) He will be kept on probation for a period of two years from the date of his joining duty. The Management reserves the right to extend the period of probation beyond two years, if his work and conduct are not satisfactory during the said period.

4) The Management reserves the right to terminate the services of an employee during the period of probation, or at any time thereafter by giving 3 months notice or 3 months salary in lieu thereof. The employee also has the option to leave the service of the Institute by giving 3 months notice or by remitting to the Institute an amount equivalent to 3 months salary in lieu thereof.

5) He will abide by the Rules and Service conditions of the CBIT now in force and as amended from time to time.

To
Mr. P. Srinivas Reddy,
Assistant Professor (Adhoc),
Dept. of Civil Engineering,
CBIT, Hyderabad - 75

(Signature)
(D. KAMALAKAR REDDY)
Member, Board of Management

(Signature)
26/10/12

Copy to the Head, Dept. of Civil Engg.,
Copy to the Establishment Section.

(Signature)

*Received two copies
before
25/10*



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Institute of Technology
Gandipet, Hyderabad - 500 075.



Chaitanya Bharathi Institute of Technology (Autonomous) (Regd. No. 855/2009)

(Affiliated to Osmania University, Accredited by NBA (AICTE), Accredited by NAAC (UGC), ISO certified 9001 2008)

Chaitanya Bharathi P.O., CBIT Campus, Gandipet, Kokapet (V),
Rajendranagar Mandal, Ranga Reddy District, Hyderabad - 500 075, Telangana

e-mail : principal@cbit.ac.in; Website: www.cbit.ac.in (☎) : 040 - 24193276, 277, 280, Fax: 040 - 24193278



O.O. No. CBIT/5551 /Admn/A1/2016

Date: 31.08.2016

PROCEEDINGS OF THE PRESIDENT, CBIT

Sub:- CBIT – Establishment – Teaching Staff – **Mr. P. Varaprasad Goud**, Assistant Professor (Contract basis), School of Management Studies, CBIT, Hyderabad - Appointment as **Assistant Professor** on regular basis in SMS, CBIT – Orders Issued.

Ref: - 1) Application of **Mr. P. Varaprasad Goud**, dated 25.01.2016.
2) Recommendations of the Staff Selection Committee dated 27.08.2016.

Mr. P. Varaprasad Goud, Assistant Professor (Contract basis), School of Management Studies, CBIT, Hyderabad, and a candidate selected by the Osmania University Staff Selection Committee is appointed as **Assistant Professor** on regular basis in School of Management Studies, CBIT, Gandipet, Hyderabad, in the Pay Band of **Rs.15600-39100/- + AGP Rs.6000/-** with effect from the date of joining duty. He should submit all the original certificates in the Administrative Office at the time of his joining duty.

2) His basic pay is fixed at **Rs.21,600/- (Rs.15600 + AGP Rs.6,000/-)** in the above Pay Band and he will draw other allowances admissible under the Institute Rules now in force and as amended from time to time.

3) He will be kept on probation for a period of two years from the date of his joining duty. The Management reserves the right to extend the period of probation beyond two years, if his work and conduct are not satisfactory during the said period.

4) The Management reserves the right to terminate the services of an employee during the period of probation, or at any time thereafter by giving 3 months notice or 3 months salary in lieu thereof. The employee also has the option to leave the service of the Institute by giving 3 months notice or by remitting to the Institute an amount equivalent to 3 months salary in lieu thereof.

5) He will abide by the Rules and Service conditions of the **CBIT** now in force and as amended from time to time.

malakonda reddy

**Dr. V. MALAKONDA REDDY
PRESIDENT**

31/8/16

To
Mr. P. Varaprasad Goud,
Assistant Professor (Contract),
SMS, CBIT, Hyderabad – 75.

(Through Head of the Department)

Copy to the Head, SMS.
Copy to the Establishment Section.

31/8/16



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Chaitanya Bharathi
Institute of Technology
Gandipet, Hyderabad - 500 075.

Chaitanya Bharathi Institute of Technology (Autonomous) (Regd. No. 855/2009)

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Rajendranagar Mandal, Ranga Reddy District, Hyderabad - 500 075, Telangana

e-mail: principal@cbit.ac.in; Website: www.cbit.ac.in (☎): 040 - 24193276, 277, 280. Fax: 040 - 24193278



CBIT



O.O. No. CBIT/5446/Admn/A1/2016

Date: 31.08.2016

PROCEEDINGS OF THE PRESIDENT, CBIT

Sub:- CBIT – Establishment – Teaching Staff – **Mr. C. Harish**, Assistant Professor (Contract basis), Dept. of EEE, CBIT, Hyderabad - Appointment as **Assistant Professor** on regular basis in the Department of EEE, CBIT – Orders Issued.

Ref:- 1) Application of **Mr. C. Harish**, dated 30.12.2015.
2) Recommendations of the Staff Selection Committee dated 27.08.2016.

Mr. C. Harish, Assistant Professor (Contract basis), Dept. of EEE, CBIT, Hyderabad, and a candidate selected by the Osmania University Staff Selection Committee is appointed as **Assistant Professor** on regular basis in the Department of EEE, CBIT, Gandipet, Hyderabad, in the Pay Band of **Rs.15600-39100/- + AGP Rs.6000/-** with effect from the date of joining duty. He should submit all the original certificates in the Administrative Office at the time of his joining duty.

2) His basic pay is fixed at **Rs.21,600/- (Rs.15600 + AGP Rs.6,000/-)** in the above Pay Band and he will draw other allowances admissible under the Institute Rules now in force and as amended from time to time.

3) He will be kept on probation for a period of two years from the date of his joining duty. The Management reserves the right to extend the period of probation beyond two years, if his work and conduct are not satisfactory during the said period.

4) The Management reserves the right to terminate the services of an employee during the period of probation, or at any time thereafter by giving 3 months notice or 3 months salary in lieu thereof. The employee also has the option to leave the service of the Institute by giving 3 months notice or by remitting to the Institute an amount equivalent to 3 months salary in lieu thereof.

5) He will abide by the Rules and Service conditions of the **CBIT** now in force and as amended from time to time.

Malakonda Reddy
Dr. V. MALAKONDA REDDY
PRESIDENT

To
Mr. C. Harish,
Assistant Professor (Contract),
Department of EEE,
CBIT, Hyderabad – 75.

(Through Head of the Department)

Copy to the Head, Dept. of EEE
Copy to the Establishment Section.



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Chaitanya Bharathi Institute of Technology

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Chaitanya Bharathi P.O., Gandipet, Hyderabad - 500 075.

e.mail: ircrbt@yahoo.com; Website : www. cbt. ac. in

☎ (O) 08413-233356 ; 958413-233356 ; 958413-233865 ; Fax: 958413-232099



CBIT

O.O.No.CBIT/82 /Admn/A1/2007

Date: 23.04.2007

Sub:- CBIT – Establishment – Teaching Staff – **Ms. K. Swathi**, Assistant Professor (ad hoc basis), Department of CSE, CBIT – Appointment as **Assistant Professor** on regular basis in the Department of CSE – Orders Issued.

Ref:- 1) Application of Ms. K. Swathi, dated 26.10.2006.
2) Recommendations of the Staff Selection Committee dated 18.04.2007.


Ms. K. Swathi, Assistant Professor (ad hoc basis), Department of Computer Science and Engineering, CBIT, Gandipet, Hyderabad and a candidate selected by the Staff Selection Committee is appointed as **Assistant Professor** on regular basis in the Department of Computer Science and Engineering, CBIT, Gandipet, Hyderabad in the Scale of pay of **Rs.8000-275-13500/-** with effect from the date of joining duty.

2) Her basic pay is fixed at **Rs.8000/-** in the above time scale and she will draw other allowances admissible under the Institute Rules and as amended from time to time.

3) She will be kept on probation for a period of two years from the date of her joining duty. The Management reserves the right to extend the period of probation beyond two years, if her work and conduct are not satisfactory during the said period.

4) The Management reserves the right to terminate the services of an employee during the period of probation, or at any time thereof after giving 3 months notice or 3 months salary in lieu thereof. The employee also has the option to leave the service of the Institute by giving 3 months notice or by remitting to the Institute an amount equivalent to 3 months salary in lieu thereof.

5) She will abide by the Rules and Service conditions of the **CBIT** now in force and as amended from time to time.


(D.KAMALAKAR REDDY)
Secretary/Correspondent

To
Ms. K. Swathi,
Assistant Professor (Adhoc),
Dept. of Computer Science Engineering,
C.B.I.T., Hyderabad.

(Through Head of the Dept.)

Copy to the Head, Dept. of CSE
Copy to the Establishment Section.






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PROCEEDINGS OF THE SECRETARY

Sub:- CBIT – Establishment – Teaching Staff – **Ms. I. Srujana**, Assistant Professor (adhoc basis), Department of Computer Science & Engg., CBIT – Appointment as **Assistant Professor** on regular basis in the Departments of CSE / IT – Orders Issued:

Ref: - 1) Application dated 02.06.2005 of Ms.I. Srujana.
2) Recommendations of the Staff Selection Committee dated 29.08.2005.

Ms. I. Srujana, Assistant Professor (adhoc basis), Department of Computer Science & Engg., CBIT, Gandipet, Hyderabad and a candidate selected by the Staff Selection Committee is appointed as **Assistant Professor** on regular basis in the Departments of CSE / IT, CBIT, Gandipet, Hyderabad in the Scale of pay of **Rs.8000-275-13500/-** with effect from the date of her joining duty.

2) Her basic pay is fixed at **Rs. 8000/-** in the above time scale and she will draw other allowances admissible under the Institute Rules and as amended from time to time.

3) She will be kept on probation for a period of two years from the date of her joining duty. The Management reserves the right to extend the period of probation beyond two years, if her work and conduct are not satisfactory during the said period.

4) The Management reserves the right to terminate the services of an employee during the period of probation, or at any time thereof after giving 3 months notice or 3 months salary in lieu thereof. The employee also has the option to leave the service of the Institute by giving 3 months notice or by remitting to the Institute an amount equivalent to 3 months salary in lieu thereof.

5) She will abide by the Rules and service conditions of the **CBIT** now in force and as amended from time to time.


(D.KAMALAKAR REDDY)
Secretary/Correspondent
ma

To
Ms. I. Srujana,
Assistant Professor (Adhoc),
Dept. of Computer Science & Engg.,
C.B.I.T., Hyderabad. (Through Head of the Dept.)

Copy to the Head, Depts. of CSE / I.T.,
Copy to the Establishment Section

8/6/05



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Chaitanya Bharathi P.O., CBIT Campus, Gandipet, Kokapet (V),
Gandipet Mandal, Ranga Reddy District, Hyderabad - 500 075, Telangana

e-mail : principal@cbit.ac.in; Website: www.cbit.ac.in ☎ : 040-24193276, 277, 280, Fax: 040-24193278



O.O. No. CBIT/455 /Admn/A1/2018

Date: 16.06.2018

PROCEEDINGS OF THE PRESIDENT, CBIT

Sub:- CBIT – Establishment – Teaching Staff – Mr. N. Santosh Kumar - Appointment as Assistant Professor on regular basis in the Department of Electrical and Electronics Engineering, CBIT – Orders Issued.

Ref:- 1) Application of Mr. N. Santosh Kumar, dated 12.4.2018
2) Recommendations of the Staff Selection Committee dated 05.06.2018.

Mr. N. Santosh Kumar, who is selected by the Osmania University Staff Selection Committee, is appointed as Assistant Professor on regular basis in the Department of Electrical and Electronics Engineering, CBIT, Gandipet, Hyderabad, in the Pay Band of Rs.15600-39100/- + AGP Rs.6000/- with effect from the date of joining duty. He should submit all the original certificates in the Administrative Office at the time of his joining duty.

2) His basic pay is fixed at Rs.21,600/- (Rs.15600 + AGP Rs.6,000/-) in the above Pay Band and he will draw other allowances admissible under the Institute Rules now in force and as amended from time to time.

3) He will be kept on probation for a period of two years from the date of his joining duty. The Management reserves the right to extend the period of probation beyond two years, if his work and conduct are not satisfactory during the said period.

4) The Management reserves the right to terminate the services of an employee during the period of probation, or at any time thereafter by giving 3 months notice or 3 months salary in lieu thereof. The employee also has the option to leave the service of the Institute by giving 3 months notice or by remitting to the Institute an amount equivalent to 3 months salary in lieu thereof.

5) He will abide by the Rules and Service conditions of the CBIT now in force and as amended from time to time.

Smt. D. SANDHYA SREE
I/c. PRESIDENT

[Signature]

To
Mr. N. Santosh Kumar,
H.No:13-6-250/3/12/29/A,
Haridas Nagar, Tallagadda,
Gudimalkapur,
Hyderabad - 500006

Copy to the Head of the Department,
Copy to the Establishment Section.

N.S.
16/6/18



[Signature]
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Gandipet, Hyderabad - 500 075



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ISO Certified 9001 2015

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Gandipet Mandal, Ranga Reddy District, Hyderabad - 500 075, Telangana



CBIT

e-mail : principal@cbit.ac.in; Website: www.cbit.ac.in ☎ : 040 - 24193276, 277, 280, Fax: 040 - 24193278

No. CBIT/ 298 /HR/2019

Date : 21.06.2019

APPOINTMENT LETTER

30-08-2019

To

Dr. C. Nagendranatha Reddy,
S/o. C. Siva Rami Reddy
H.No 2-5-75, Satram Street,
Allagadda, Kurnool, AP - 518543.

With reference to your Application dated 23.04.2019 and the interview you had with us, we are pleased to inform you that we have decided to offer you an opportunity to work with the Institute as Assistant Professor in the Department of Bio-Technology, CBIT, Hyderabad, on the following terms and conditions.

1. You will report for duty on 24.06.2019.
2. You will be Appointed in the Scale of Pay Rs.15600-39100/- with AGP Rs.6000/- with a Basic Pay of Rs.21,600/- with specified allowances as per institute norms.
3. That your Services shall be liable to be transferred to any Department, Office / Establishment forming part of the Organization in any part of India and to any of the Sister / Associated Concern / Establishment without any extra Remuneration and you will abide by the Service Conditions, Rules and Regulations of that Concern / Establishment.
4. You will be on Probation, initially, for a Period of 24 months. After completion of the Probationary Period your performance will be reviewed for confirmation. Unless confirmed in writing, you will be deemed as a Probationer, even after the initial period of 24 months. During the Period of Probation either side may terminate the Service by giving 3 Months' Notice in writing or Payment in lieu thereof.
5. You shall not engage in any other activity during the period of your tenure.
6. You will be governed by the Conditions of Service and the Rules and Regulations of the Institute that are in operation and those that may be brought into force from time to time at the sole discretion of the Management.
7. You shall diligently and faithfully perform and carry out the instructions and duties that may be entrusted to you at the sole discretion of the Management in any Department or Section or Place from time to time.
8. It is Your duty to keep the Institute informed immediately of any change in Your Residential Address.
9. If it is found at any time that the information given by you in your Application / Bio-data to be false or incorrect or suppressed, your Services shall be liable to be terminated without any Notice and there shall not be any Employer and Employee Relation between You and the Institute.
10. During the Probation Period and thereafter on confirmation in the manner stated above, you shall devote your whole time towards the work of Assistant Professor with a high standard of Discipline, Initiative, Efficiency and Economy. In the matter of Conduct, Discipline and other aspects of your Employment, the same will be governed by the Rules and Regulation of The Institute in existence at present or may be framed by the same from time to time.



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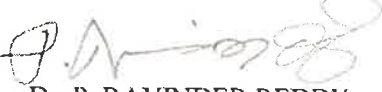
Further, the Faculty Members should bear in mind that the Institute incurs all the additional expenses towards the Faculty, over and above Salaries paid to the Staff Members in the form of ESI, PF, Medical Insurance, Gratuity Premium, Encashment of Earned Leaves, Medical Insurance apart from the expenses incurred towards Training and Development, FDPs, Seminars, Travel and Transport, Staff Welfare and Registration Fee/ Course Fees etc.


Therefore, to bring in accountability, and to assess and evaluate the performance of the Teaching Staff on a Scientific basis in order to raise the Standards of the Education based on NIRF Parameters, NBA Assessment procedures, AICTE and UGC Guidelines for the Institute to stay in contention with the top performing Institutions, the procedure to be followed to assess and evaluate the performance of the Teaching staff has been designed, developed and will be put to practice with immediate effect.

Further, the Evaluation/Assessment process will be conducted twice in an Academic Year. The Course-end Feedback in the final Semester will be done after the completion of all Internal Exams. Based on 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 issue of Notice of Caution. If such of the Staff fails in not improving up to the minimum Standards at least by the end of the consecutive third Academic Year, it will entail termination from Service.

In the case of Teaching Faculty on Probation, the Performance Assessment and Evaluation will be done subject to the terms of Appointment of Teaching Staff on Probation.

Hoping every one of you will achieve the Best of Performance and add value not only to your Careers but also the Institution during the Period of Your Employment by upholding and achieving the Vision and Mission of the Institute, We Wish You the Best of Success,


Dr. P. RAVINDER REDDY
PRINCIPAL, CBIT

Receiver's Signature : 
Name : Dr C. Nageshwar Reddy
Designation : Asst. Professor
Department : Biotechnology
Date : 28/01/2020




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**Chaitanya Bharathi P.O., CBIT Campus, Gandipet, Kokapet (V),
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e-mail : principal@cbit.ac.in; principalcbit1979@gmail.com; Website: www.cbit.ac.in

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O.O. No. CBIT/2331/Admn/A1/2012

Date: 25.10.2012

PROCEEDINGS OF THE MEMBER, BOARD OF MANAGEMENT

Sub:- CBIT – Establishment – Teaching Staff – Smt. K. Suman, Assistant Professor (Adhoc), Department of ECE, CBIT – Appointment as Assistant Professor on regular basis in the Department of ECE – Orders Issued.

Ref: - 1) Application of Smt. K. Suman, dated 24.01.2011.
2) Recommendations of the Staff Selection Committee dated 11.09.2012.

Smt. K. Suman, Assistant Professor (Adhoc), Department of ECE, CBIT, Gandipet, Hyderabad and a candidate selected by the Osmania University Staff Selection Committee is appointed as Assistant Professor on regular basis in the Department of ECE, CBIT, Gandipet, Hyderabad, in the Pay Band of Rs.15600-39100/- + AGP Rs.6000/- with effect from the date of joining duty. She should submit all the original certificates in the Administrative Office at the time of her joining duty.

2) Her basic pay is fixed at Rs.21,600/- (Rs.15600/- + AGP Rs.6000/-) in the above Pay Band and she will draw other allowances admissible under the Institute Rules now in force and as amended from time to time.

3) She will be kept on probation for a period of two years from the date of her joining duty. The Management reserves the right to extend the period of probation beyond two years, if her work and conduct are not satisfactory during the said period.

4) The Management reserves the right to terminate the services of an employee during the period of probation, or at any time thereafter by giving 3 months notice or 3 months salary in lieu thereof. The employee also has the option to leave the service of the Institute by giving 3 months notice or by remitting to the Institute an amount equivalent to 3 months salary in lieu thereof.

5) She will abide by the Rules and Service conditions of the CBIT now in force and as amended from time to time.

D. Kamalakar Reddy

(D. KAMALAKAR REDDY)
Member, Board of Management

To
Smt. K. Suman,
Assistant Professor (Adhoc),
Dept. of ECE, Hyderabad – 75. (Through Head of the Dept.)

Copy to the Head, Dept. of ECE.
Copy to the Establishment Section.



[Signature]
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CBIT

No. CBIT/ 310 /HR/2019

Date : 21.06.2019

APPOINTMENT LETTER

To

Mr. Malla Kalyan,
11-18-110 Bhagat Sing Nagar,
Road No 5, Saroornagar, Hyderabad -35

With reference to your Application dated 26.04.2019 and the interview you had with us, we are pleased to inform you that we have decided to offer you an opportunity to work with the Institute as Assistant Professor in the Department of Civil Engineering, CBIT, Hyderabad, on the following terms and conditions.

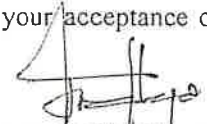
1. You will report for duty on 24.06.2019.
2. You will be Appointed in the Scale of Pay Rs.15600-39100/- with AGP Rs.6000/- with a Basic Pay of Rs.21,600/- with specified allowances as per institute norms.
3. That your Services shall be liable to be transferred to any Department, Office / Establishment forming part of the Organization in any part of India and to any of the Sister / Associated Concern / Establishment without any extra Remuneration and you will abide by the Service Conditions, Rules and Regulations of that Concern / Establishment.
4. You will be on Probation, initially, for a Period of 24 months. After completion of the Probationary Period your performance will be reviewed for confirmation. Unless confirmed in writing, you will be deemed as a Probationer, even after the initial period of 24 months. During the Period of Probation either side may terminate the Service by giving 3 Months' Notice in writing or Payment in lieu thereof.
5. You shall not engage in any other activity during the period of your tenure.
6. You will be governed by the Conditions of Service and the Rules and Regulations of the Institute that are in operation and those that may be brought into force from time to time at the sole discretion of the Management.
7. You shall diligently and faithfully perform and carry out the instructions and duties that may be entrusted to you at the sole discretion of the Management in any Department or Section or Place from time to time.
8. It is Your duty to keep the Institute informed immediately of any change in Your Residential Address.
9. If it is found at any time that the information given by you in your Application / Bio-data to be false or incorrect or suppressed, your Services shall be liable to be terminated without any Notice and there shall not be any Employer and Employee Relation between You and the Institute.
10. During the Probation Period and thereafter on confirmation in the manner stated above, you shall devote your whole time towards the work of Assistant Professor with a high standard of Discipline, Initiative, Efficiency and Economy. In the matter of Conduct, Discipline and other aspects of your Employment, the same will be governed by the Rules and Regulation of The Institute in existence at present or may be framed by the same from time to time.



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11. On Your joining, whenever you apply for another Job in other Organizations, you must endorse one Copy to The Institute and must seek "No Objection Certificate" before appearing for the Interview. In case of getting selected without complying accordingly, the Institution reserves the full right not to relieve or you may have to pay 3 months' salary in lieu thereof to the Institution.
12. At the time of your joining, you have to report to The Principal. You would be required to bring in your Original Certificates and Testimonials and submit one set of Photocopies, duly attested of the following Documents.
 - a) Birth Certificate or equivalent proof of Your date of Birth.
 - b) Certificates relating to Educational Qualifications as well as Marks Sheets of your Graduate / Post Graduate Degrees / or any other Degree.
 - c) Experience Certificate (s).
 - d) Last pay Certificate / Proof of the last Salary drawn.
 - e) Three Passport size Photographs.
 - f) Residence Proof.
13. INDEMINITY BOND: You shall execute an indemnity bond on Rs.10/- Non-judicial Stamp Paper indemnifying the Institute of the following conditions of (a) to (d).
 - a) Shall perform all assigned duties with utmost sincerity and hard work.
 - b) To adhere to the Rules and Regulations stipulated by the Institute from time to time.
 - c) Shall not disclose any matter related to the Institute directly or indirectly to any unauthorized Person of the Institute or any other outlet.
 - d) Shall not engage in any other activities during working hours which are prohibited.
14. In case your performance is not satisfactory to the Management, the Institute reserves the right to act as per Law.
15. You shall give a minimum of 3 months' Notice before leaving the Service.
16. You would be required to join the duties immediately from the date of this Offer and if You accept this Offer, please submit a signed Copy of this Letter immediately indicating the date when You are likely to join, failing which this offer will automatically stand withdrawn.

Please Sign the attached Duplicate Copy of this Letter in token of your acceptance of this Appointment and return the same to us before you join.


Smt. D. SANDHYA SREE
I/c. President, CBIT

Copy to the Head of the Department.
Copy to the personal file.

ACKNOWLEDGEMENT

I have read the above-mentioned terms and conditions and understood the same and hereby accept the same. I will be reporting to my job on 25th June, 2019.


SIGNATURE OF THE EMPLOYEE




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Rangipet, Hyderabad - 500 075.



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**Chaitanya Bharathi P.O., CBIT Campus, Gandipet, Kokapet (V),
Rajendranagar Mandal, Ranga Reddy District, Hyderabad - 500 075**

e-mail : principal@cbit.ac.in; principalcbit1979@gmail.com; Website: www.cbit.ac.in

☎ : 040 - 24193276; 24193277; 24193280; Fax: 040 - 24193278



O.O. No. CBIT/~~2332~~/Admn/A1/2012

Date: 25.10.2012

PROCEEDINGS OF THE MEMBER, BOARD OF MANAGEMENT

Sub:- CBIT – Establishment – Teaching Staff – **Ms. P. Vimala Manohara Ruth**, Assistant Professor (Adhoc), Department of Computer Science and Engineering, CBIT – Appointment as **Assistant Professor** on regular basis in the Department of CSE – Orders Issued.

Ref: - 1) Application of Ms. P. Vimala Manohara Ruth, dated 19.01.2011.
2) Recommendations of the Staff Selection Committee dated 12.09.2012.

Ms. P. Vimala Manohara Ruth, Assistant Professor (Adhoc), Department of Computer Science and Engineering, CBIT, Gandipet, Hyderabad and a candidate selected by the Osmania University Staff Selection Committee is appointed as **Assistant Professor** on regular basis in the Department of Computer Science and Engineering, CBIT, Gandipet, Hyderabad, in the Pay Band of **Rs.15600-39100/- + AGP Rs.6000/-** with effect from the date of joining duty. She should submit all the original certificates in the Administrative Office at the time of her joining duty.

2) Her basic pay is fixed at **Rs.21,600/- (Rs.15600 + AGP Rs.6000/-)** in the above Pay Band and she will draw other allowances admissible under the Institute Rules now in force and as amended from time to time.

3) She will be kept on probation for a period of two years from the date of her joining duty. The Management reserves the right to extend the period of probation beyond two years, if her work and conduct are not satisfactory during the said period.

4) The Management reserves the right to terminate the services of an employee during the period of probation, or at any time thereafter by giving 3 months notice or 3 months salary in lieu thereof. The employee also has the option to leave the service of the Institute by giving 3 months notice or by remitting to the Institute an amount equivalent to 3 months salary in lieu thereof.

5) She will abide by the Rules and Service conditions of the **CBIT** now in force and as amended from time to time.

D. Kamalakar Reddy

(D. KAMALAKAR REDDY)
Member, Board of Management

20/10/12

To
Ms. P. Vimala Manohara Ruth,
Assistant Professor (Adhoc),
Dept. of CSE, CBIT, Hyderabad – 75.

(Through Head of the Dept.)

Copy to the Head, Dept. of CSE.
Copy to the Establishment Section.

✓



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Institute of Technology