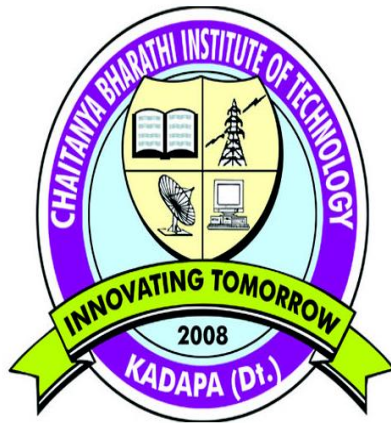


# Human Resource Policy Manual



**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY**  
**Vidya Nagar, Pallavolu, Proddatur**

**ANDHRA PRADESH-516360**

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CBIT Quality Policy

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## **VISION**

TO IMPART FUTURISTIC TECHNICAL EDUCATION, ADVANCE KNOWLEDGE, RESEARCH AND INSTILL HIGH PATTERN OF DISCIPLINE THROUGH OUR DEDICATED STAFF, THAT WILL BEST SERVE THE NATION AND THE WORLD IN THE CONTEMPORARY CENTURY

## **MISSION**

- Committed in creation disseminating knowledge, to the students hailing from both rural and urban areas of Andhrapradesh and other parts of india
  - Endeavor to develop in each student, the ability and passion to work creatively with relevance to real world problems
  - Provides world class, quality education and gives importance for discipline , ethics and character building
-

## Objectives

- Understanding principles of learning.
- Understanding psychology of student.
- Develop instructional objectives for an identified topic.
- Prepare instructional plans.
- Understand the salient features of different methods of teaching.
- Plan and deliver lectures effectively.
- Use appropriate methods of teaching.
- Use appropriate material and media for teaching.
- Provide feedback to students using tools of evaluation.

## QUALITY POLICY

To provide world class infrastructure, equipment and well qualified faculty for the growth of the students by developing competencies, personality and improvising them with industrial knowledge to meet global standards.



## HUMAN RESOURCE PLANNING

- 1.1.1 The Principal/Director shall assess in the month of April every year the staff requirement for the subsequent academic year.
- 1.1.2 He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- 1.1.3 He will consider appointing a Professor/senior faculty to be the Head of every discipline, besides the number of Associate/Assistant Professors and Teaching assistants required in accordance with the faculty student ratio prescribed herein.
- 1.1.4 The faculty student ratio shall be **1:15** and for this purpose the Professor shall also be included in counting the number of faculty.
- 1.1.5 The minimum contact hours during the week for each category shall be maintained as follows:
- |                       |    |
|-----------------------|----|
| Principal             | 4  |
| Professors            | 8  |
| Associate Professors  | 12 |
| Assistant.Professors. | 16 |
- 1.1.6 He will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts.

# RECRUITMENT

- 1.2.1 The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- 1.2.2 The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
  - 1.2.2.1 Advertisement in the Newspapers
  - 1.2.2.2 Files maintained for storing the unsolicited applications
  - 1.2.2.3 Referral candidates at Campus.
- 1.2.3 The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
- 1.2.4 The committee shall short list the candidates in the following processes:
  - 1.2.4.1 Personal Interviews
  - 1.2.4.2 Class room demonstrations
- 1.2.5 The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal/Director and the Chairman/Correspondent who in turn Interview the candidates and decide on the appointment.
- 1.2.6 An Offer of appointment shall be released by the Principal/Director /Chairman /Correspondent in the Form 1 appended to this manual.
- 1.2.7 BE/BTECH Distinction or 1<sup>st</sup> Class Graduate with no arrears and ME/MTECH 1<sup>st</sup> Class Graduate is eligible for appointment as **Assistant Professor** in Engineering Departments. MSc/MA with high preference for MPhil Qualification, 1<sup>st</sup> Class Graduates are eligible for appointment as Assistant Professor in Science/Humanities Dept.
- 1.2.8 Ph.D with 1<sup>st</sup> Class in BE/BTECH and ME/MTECH with 3 years teaching/industry/research experience or ME/MTECH from Industry/Profession with minimum five years of research experience is eligible for appointment as **Associate Professor**.
- 1.2.9 Ph.D with 1<sup>st</sup> Class in BE/BTECH and ME/MTECH with ten years teaching/ industry/ research experience or ME/MTECH from Industry/Profession with minimum ten years of research experience is eligible for appointment as **Professor**.

# ORIENTATION

- 1.3.1 Every faculty appointed in the College shall be given a brief introduction about the College by the Principal/Director on the day of his/her joining.
- 1.3.2 The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- 1.3.3 He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.
- 1.3.4 The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- 1.3.5 The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.



## POSITIONS AND PAY SCALES

2.1.1 The College will have the following positions of hierarchy in the teaching departments:

- a. Principal/Director
- b. Special positions
- c. Professors
- d. Associate Professors and
- e. Assistant Professors

2.1.2 In addition, each department shall have support staff like Lab Assistants, programmers, technicians.

2.1.3 The College Office will have the following positions of hierarchy in the administrative department.

- a. Administrative Officer
- b. Accountant, Secretary to Principal/Director /Chairman, Clerical Assistants
- c. Office Assistants.



2.1.4 The Scales of pay for various teaching positions will be as follows:

a. Principal/Director and Special Positions....

*Pay as per AICTE norms, commensurate with the qualifications and experience*

b. Professor Rs 37400 – 67000 + AGP 10000

c. Associate Professor Rs 37400 – 67000 + AGP 9000

d. Assistant Professor Rs 15600 – 39100 + AGP 6000

2.1.4 Scales of Pay for non teaching positions shall be as follows:

a AO Rs 4000 – 250 - 6000

b.Cashier/Accountant Rs 3000 – 250 - 5000

c.Clerical Assistant Rs 2000 – 250 – 4000

d.Office Assistant Rs 1500 – 125 – 3000

e.LAB Assistant Rs 2500/2000 – 250 – 4000

In addition, staff can be given additional benefits of Rs 125/250/500 for his/her additional skills or Bachelor or Master degrees. Previous experiences carry Rs 75 per year of experience. Lab assistants get Rs 2500 or Rs 2000 based on their diploma or ITI Qualification.

## DEARNESS & OTHER ALLOWANCES

2.2.1 In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties with the exception of those in consolidated pay category.

2.2.2 Management can also decide other allowances for Professor, Principal/Director and Special posts.

# INCREMENTS

- 2.2.3 Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution.
- 2.2.4 Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

## INCENTIVES AND REWARDS

2.3.1 Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution. Points d to l are applicable to staff members with minimum 1 year of service at the Institution.

- a) For producing 100% results in a theory paper: Rs 2000/- Cash Award.
- b) If 1 student fails in a theory paper: Rs 1500/- Cash Award.
- c) If 2 students fail in a theory paper: Rs 1000/- Cash Award.
- d) Department-wise, Yearly, BEST FACULTY AWARD: Rs 2000/- Cash Award at the discretion of management.
- e) Professional Society Life Membership Fee - 10% paid by the Management for Faculties with minimum two years of service at the Institution (Maximum One Professional Society per Staff Member at the discretion of management).
- f) Paper publications in National/international Conferences/journals - 50% of total cost not exceeding Rs.2000 ceiling with 2/3 days ON DUTY.
- g) Faculties undergoing Full-time/part time, higher Education (PhD) - 1 day OD/week is provided.
- h) Accredited departments with 5 years -Faculties are given one time cash award of Rs 1000/- each and Support Staff members Rs 700/- each at the discretion of management
- i) Accredited departments with 2 years -Faculties are given one time cash award of Rs 800/- each and Support Staff members Rs 500/- each at the discretion of management

2.3.2 Support Staff Members are provided with free computing skills programs. In addition, they can avail fees and on-duties towards higher education against service agreements.



## LEAVE

### 3.1 Annual Leave

3.1.1. The teaching staff of the college will be eligible for 15 annual leave. on the following basis:

- |                                      |                |
|--------------------------------------|----------------|
| a. For the first year of service ... | 7 days         |
| b. For the second year of service... | 14 days        |
| c. After third year of service...    | 21 days/ annum |

3.1.2. The annual leave can be availed during the annual vacation period, unless under special circumstances the Principal/Director grants it on the basis of the merit of the case.

3.1.3. The Annual leave can also be offset against leave due to sickness or maternity at the discretion of the management

### 3.2 Maternity Leave

3.2.1. Management gives 30 days paid maternity leave for women employees, 60 days of paid maternity leave given for women employees who cross 5 years' of service in this institute.

### **3.3 Casual Leave**

3.3.1. The teaching staff will be eligible for 1 day of Casual leave with pay every month to the total of 15days per annum.

3.3.2.All the casual leaves can be utilized during academic year by staff.

### **3.4 Study Leave (all at the discretion of management)**

3.4.1The teaching staff of the College can be granted leave for advancement of their education, in India or abroad.

3.4.2 The faculty who is going on leave as aforesaid will have lien on employment, and is eligible for 50% (Full-time) or 100% (Part-time) pay during such leave of absence.

3.4.3 The faculty will sign an agreement with the College specifying the terms and conditions of leave as aforesaid, as determined by the Principal/Director /Chairman/Correspondent on case to case basis.

3.4.4The Management, at its discretion will extend assistance towards higher education fees, as interest free loan or as 100% assistance.

3.4.5 Staff members availing facilities for full time study need to sign agreements with the Management to serve the Institution for five years, along with sureties. In case of breach of agreement, staff member has to repay the fees and salary availed along with bank interest.

3.4.6.Staff members availing facilities for part time study need to sign agreements with the Management to serve the Institution for three years, along with sureties. In case of breach of agreement, staff member has to repay the fees amount availed along with bank interest.

3.4.7.Staff members undergoing part time programs can have flexi-timing and On-Duties. They can't leave the Institution during the program tenure and have to serve minimum one year after completion of higher education. In case of any pre-mature departure, they have to repay amount equivalent to the number of on-duty days.

3.4.8.Higher educational programs need to be completed in the stipulated time of two or three years.

### **3.5 On duty assignments**

3.5.1. The College can permit any staff member to take special assignments with other Colleges or industrial units, for specific period of time or to attend seminars or training programs.

3.5.2. The period of absence due to such assignments shall be treated in the following manner:

- a. Where the assignment is under arrangement between the College and the other unit, the staff will continue to receive the pay and perquisites from the College.
- b. Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him/her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisite from the College.

Under such circumstances, the Principal/Director /Chairman/ Correspondent shall decide the leave of absence, based on current responsibilities and requirements in the College.

- c. Where the Staff is proceeding on a training programme duly sponsored by the College, the entire period will be treated as On duty and he /she will be eligible for the pay and perquisites as though he has been working in the College during such period.

# 4

## PROMOTION POLICY

4.1 All promotions shall be considered on the basis of merit- cum – seniority basis.

4.2 The Principal/Director shall appoint a committee for promotion, in which he shall be the Chairman, with Professors/senior faculty and invited experts from Industries/Other Institutions.

4.3 The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.

4.4 Under normal circumstances the senior most member of the staff shall be considered for **promotion to the next higher level position**, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:

- a. Associate Professor: 5Years after ME/M.Tech/MBA with relevant API score or seven years total experience ME/ M.Tech/MBA/M.Phil degree should have register for PhD. Those completed PhD can be appointed as Associate Professor
- b. Professor(ME/M.Tech/MBA/M.Phil) : 10 or 15 years after ME/M.Tech/MBA/M.Phil degree should have register for Ph.D
- c. Professor (PhD) : On getting PhD degree with 10 years total experience.

4.5 Those who are promoted shall be fitted in the Scale of Pay applicable to that category at the discretion of the management

4.6 All decisions on promotions shall be taken up from the month of June every year.



## RETIREMENT

### 5.1. Retirement from Service

- 5.1.1. All teaching and non teaching staff shall retire on completing the age of superannuation, which is 62 for teaching and 60 for non-teaching.
- 5.1.2. When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1<sup>st</sup> of May of the succeeding year.
- 5.1.3. The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- 5.1.4. If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal/Director and appropriate sanction by him.
- 5.1.5. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

### 5.2. Retirement benefits

- 5.2.1. All employees who are coming under the purview of the Employees Provident Fund legislation, shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.
- 5.2.2. The College shall contribute 12% of the pay subject to the ceiling of Rs 780 per person, towards the Employer's contribution to the EPF Scheme.



- 5.2.3. The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution to the Employer's contribution to the EPF Scheme
- 5.2.4. The College shall remit both the contributions as stated above to the EPF Scheme authorities.
- 5.2.5. The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the concerned employee.
- 5.2.6. The College shall endeavour to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.
- 5.2.7. The College shall also pay to the employee the following benefits at the time of his/retirement:
- a. Gratuity, if any, payable under Payment of Gratuity legislation
  - b. Encashment of Salary towards accumulated leave on his/her Annual leave account
  - c. Arrears of Salary, if any, payable.



## DISCIPLINE AND GRIEVANCE PROCEDURE

### 6.1 Code of Conduct for Faculty

6.1.1 Faculty shall be at the appointed classroom at the appointed time without any exception.

6.1.2 Every faculty shall take attendance at the beginning of the teaching hour.

6.1.3 Every faculty shall close the hour punctually at the end of the hour.

6.1.4 A faculty finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be

- taking correctional action if it is within his/her power, or
- reporting the matter to the Principal/Director

6.15 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.

6.16 Faculties and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution in the Department and the College.

6.17 Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.

6.18 Faculty shall maintain a respectable work conduct in terms of:

- i. Preparation for the particular day's Classes, with latest information added to earlier course content.
- ii. Keeping all teaching aid material required for conducting the class in an orderly manner.

- iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- iv. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- v. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

6.1.9 Faculty shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow faculty, parents and other members of public.
- Not entering into quarrels, fights or any act of disrespectful nature.
- Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization this might cause conflict of interest with the duties of a faculty and the reputation of the Institution.

6.1.10 Faculties shall confirm to the Ethical Standards of a faculty as described in Annexure 6.

## DISCIPLINE

- 6.2.1 Any faculty who is violating the code of conduct defined in Section 6.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Director /Chairman/Correspondent.
- 6.2.2 If a faculty commits an act of misconduct or misdemeanor by violating the code of conduct, any one can report in writing to the Principal/Director .
- 6.2.3 The Principal/Director shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- 6.2.4 If the Principal/Director is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

- 6.2.5 He shall proceed with issuing a Show Cause Notice, fully describing the office and the action proposed to be taken, giving sufficient time for the accused faculty for giving his/her explanation.
- 6.2.6 On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal/Director shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- 6.2.7 The course of action for disciplining a faculty shall be under the following categories:
- a. Memo and Censure.
  - b. Warning in writing, with recovery of monies, where financial loss is involved in the act.
  - c. Suspension from work without remuneration.
  - d. Dismissal or discharge from service.
  - e. Any staff member receiving more than two memo or warning will be given punishments mentioned in c or d.
- 6.2.8 Where the punishment proposed is in the categories c or d under Section 6.2.7, the Principal/Director shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- 6.2.9 The Principal/Director shall report the proceedings periodically to the Chairman/Correspondent.

### 6.3 GRIEVANCES

- 6.3.1 The Principal/Director shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- 6.3.2 The Grievance Committee shall be composed of three persons in the ranks of Head of the Departments, Principal/Director /Dean and Chairman/Correspondent.
- 6.3.3 The Principal/Director shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- 6.3.4 The grievance committee shall:
- have a member secretary, to monitor the proceedings
  - meet once every week on a stipulated day and time

- 6.3.5 Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- 6.3.6 The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- 6.3.7 The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.
- 6.3.8 The Member-Secretary shall record and maintain the minutes the meetings.



## CONSULTING, R&D AND TEACHING ASSIGNMENTS

### 7.1 Consulting, R&D

- 7.1.1 The College encourages its faculty to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the faculty competence.
- 7.1.2 The faculty shall undertake such assignments
- When the College is approached for such help and the College assigns such engagement to the particular faculty or
  - When the faculty himself/herself is approached by the outside agency for such help.
- 7.1.3 In either case, the faculty shall take up the assignment by obtaining the approval of the Principal/Director /Chairman/Correspondent in writing.
- 7.1.4 The faculty shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- 7.1.5 The faculty shall also associate other members of the faculty in working on the assignments.
- 7.1.6 The faculty shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
- a) Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
  - b) In all other cases like consultancy assignments, it shall be 80:20 (20% to College).
- 7.1.7 Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the

faculty appropriately, in the presence of the Principal/Director /Chairman/ Correspondent.

- 7.1.8 The Project Co-Ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

## 7.2 Teaching assignments.

- 7.2.1. The College permits its faculty to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:
- 7.2.2. A faculty, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal/Director , who will go through the nature of the assignment and approve the same.
- 7.2.3. Unless approved by the Principal/Director , a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.



## INHOUSE R&D AND SEMINARS/WORKSHOPS

### 8.1 In-house R&D

8.1.1 The College encourages its faculty to undertake department-wise R&D Activities along with Students and other Staff Members.

8.1.2 Each Department is given a sanction of Rs 25000/- in a year, towards in-house R&D activities.

8.1.3 Staff members can submit their proposals through the HEAD of the Department and can avail a maximum of Rs 5000/- per project, towards developing a prototype or model.

### 8.2 Seminars/Workshops

8.2.1 The College encourages its faculties to organize AICTE/ISTE funded Seminars and Workshops for the benefits of fellow facultys and students.

8.2.2 The Management provides additional 100% funds for any AICTE/ISTE funded programs and 50% funds for other programs organized by the Department (maximum of Rs 25000 per Department).





## INCENTIVES - STUDENTS

9.1.1 The Management is pleased to announce the following incentives and rewards for Students:

- 9.1.1.1 Student securing 1<sup>st</sup> and 2<sup>nd</sup> Ranks in a semester, Rs 500/- and Rs 300/- Cash awards and additional library tokens (But have to get minimum 80% Marks).
- 9.1.1.2 Students achieving/maintaining 1<sup>st</sup> and 2<sup>nd</sup> ranks are eligible for 25% FEES WAIVER during the subsequent year (But have to maintain minimum 90% Marks).
- 9.1.1.3 For any University Rank holder (Top 3 Positions), 20% Fees will be refunded.
- 9.1.1.4 There will be a BEST-OUTGOING STUDENT AWARD with a cash prize of Rs.3000
- 9.1.1.5 There will be BEST STUDENT AWARD (Department-wise).
- 9.1.1.6 20% of Professional Society Fees (annual) will be paid by Management for Students with 90% aggregate.
- 9.1.1.7 There will be personality development, entrepreneur-ship, ethics, communications skills, computing skills and placement specific programs for Students using college facilities
- 9.1.1.8 There will be subsidized add-on skills programs as per Industries Requirements using college facilities.

## Annexure 1

Form of appointment letter on college letter head



# Bharathi Educational Society

Regd.No. 360/2007

MIG, 2-10, A.P.H.B. Colony, PRODDATUR. Y.S.R. Dist. Andhra Pradesh.  
Ph : 08564 - 254389, Cell : 9849071375.

**V. Jayachandra Reddy**  
Secretary & Correspondent

Date \_\_\_\_\_

## PROCEEDINGS

**Sub:** Chaitanya Bharathi Institute of Technology - Pallavolu – Establishment – Teaching – Appointment of Mr. \_\_\_\_\_ to the post of **Asst. Professor** in the department of **Master of Business Administration** – Orders – Issued.

**Ref:** Proceedings of the College Staff Selection Committee.

### ORDER

On behalf of the management, I am happy to inform you that you have been selected for appointment to the post of **Asst. Professor** in the department of **Master of Business Administration** in Chaitanya Bharathi Institute of Technology with a consolidated pay of Rs.14,000-00 per month.

The terms and conditions of appointment are as follows:

1. You will be on probation for a period of two years.
2. You are required to serve for a minimum period of one year from the date of joining.
3. You will be subject to the rules, regulations and decisions as may be prescribed by the management from time to time.
4. This offer of appointment is approved by a duly constituted selection committee as per the norms of AICTE.
5. You are required to join duty on or before 20.10.2014 positively.
6. You are required to produce all your original certificates / testimonials in support of qualifications at the time of reporting for duty for verification and retention in the office.
7. You have to give one month notice if you wish to resign. Similarly the management will have a right to terminate your services by giving one months notice.

We look forward to your joining and wish you a long and happy association with us.

To,

Secretary & Correspondent

Copy to account section  
Copy to A.O

**Annexure 2***Letter of Confirmation*

Date:

To

Dear Mr/Ms

Further to our letter of appointment dated...., we are pleased to confirm your services in the College as a .....with effect from.....

You will continue to receive the same salary and allowances, as you have been receiving at present and your service of years in this institute will be counted.

With best wishes,

Faithfully Yours,

Principal

**Annexure 4**

*Form of Show cause notice*

Date:

To

**SHOW CAUSE NOTICE/MEMO.**

It has been reported against you that on..... at...you have..... the original report of which is appended for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show cause in writing within 48 hours of receipt hereof, failing which further action will be taken exparte.

Principal

Enc: Copy of the original report.

## **Annexure 5**

Date:

To

Dear Prof./Mr.

We wish to bring it to your attention, that you will be attaining the age of superannuation on....and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the College till the end of this academic year and you will be retired from service on April 30, ....

The College places on record the services rendered by you for ...yrs and ...months, and we wish you a healthy long and pleasant retired life.

With best wishes,

Yours faithfully,

Principal

## **Annexure 6**

### **ETHICAL STANDARDS FOR FACULTY**

#### A Faculty

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
  - to respect parents, faculty, elders
  - to express the love of brotherhood to fellow students
  - to accept and extend due respect to every religion and social grouping
  - to love the Nation and commit their endeavours to Her progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise

#### A Faculty

- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort

#### A Faculty

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions

## A Faculty

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the School or of fellow facultys, students or any other member of society

## A Faculty

- shall always accept the entity of fellow faculty, honor their sentiments and respect their value system
- shall always endeavour to assist fellow faculty, either in their teaching practice or in any form of adjustment required for discharging their responsibilities