

**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY**  
**VIDYA NAGAR, PRODDATUR– 516 360**



**HUMAN RESOURCE POLICY**  
**MANUAL**

**2020**

## **Vision of the institute**

To impart futuristic Technical Education, advance knowledge, research and instill high pattern of discipline that will best serve the nation and the world in the contemporary century.

## **Mission of the institute**

1. Committed in creating and disseminating knowledge, to the students hailing from both, rural and urban areas of Andhra Pradesh and from other parts of India.
2. Endeavors to develop in each student, the ability and passion to work creatively with relevance to real-world problems.
3. Provides world-class, quality education and gives importance for discipline, ethics and character building.

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# 1. MANAGEMENT

## 1.1 Bharathi Education Trust

Bharathi Educational Trust was formed with the objective of foraying into Education field to pioneer the effort of empowering the students of humble background. The Trust felt that the students from the rural society, are often denied a fair share in the economic and career growth that an engineering student from the urban society generally enjoys.

The Trust sincerely felt that an engineering institution with a resolve to change the scenario by providing all the guidance and assistance to empower such students to compete with more privileged ones and win would be a real game changer. The Trust wanted to start an institution which would be the change agent in bringing about this transformation and thus the Chaitanya Bharathi Institute of Technology.

## 1.2 Chaitanya Bharathi Institute of Technology

Chaitanya Bharathi Institute of Technology is situated in Pallavolu, a peaceful location, 50 KM away from Kadapa and hustle & bustle of the city. Chaitanya Bharathi Institute of Technology was established in the year 2008, offering courses in Bachelor of Technology in Electronics & Communication, Electrical & Electronics, Computer Science, Mechanical and Civil Engineering, . We subsequently added Mechanical and Civil branches and also Post Graduation courses. As an institution we are constantly evolving in order to live up to the expectations set forth by Bharathi Educational Trust. We are training our students in accordance with their career ambition, be it pursuing higher studies or be getting employed on completion of graduation or be it becoming an entrepreneur. As a strategy, we continue to identify new skill set that may be required for our students to win in this competitive world and impart such skills right from their first year of study at out college. Our ultimate goal is to become a benchmark institution in Andhra Pradesh and establish a reputation for excellence in education beyond the borders of the state and the country.

## 2. DEFINITIONS:

In this document, unless there is anything repugnant in the subject or context:

2.1 “College” means the Chaitanya Bharathi Institute of Technology, Vidya Nagar, YSR Kadapa, Andhra Pradesh – 516 360

2.2 “Employer” means the Chairman who is in charge of the College or any one duly authorized to act on his behalf.

2.3 “Notice” means a notice in writing required to be given or exhibited on the notice board for the purpose of these Standing Orders.

2.4 “Notice Board” means notice board installed at or near the main entrance of the College, Administrative Building etc.,

2.5 “Premises” means the college buildings, administrative office, other ancillary offices and buildings as well as vacant spaces located within the college premises.

2.6 “Employees” means any person employed in the College to do any Technical and Non – Technical work.

2.7 “Work premises” includes the premises of the college or works and other places of work where a work man is deputed to work.

2.8 “Words importing the singular number shall include the plural number and vice versa”

2.9 Words importing the masculine gender shall include the feminine gender.

### **3. COLLEGE PROFILE**

Chaitanya Bharathi Institute of Technology established in the year 2008, is a leading college affiliated to Jawaharlal Nehru Technological University, Anantapuramu, providing valuable courses. CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY, PRODDATUR is located in the Rayalaseema Region, on the sprawling campus of 10 acres with panoramic and pleasant view. The college holds the high ideals of practical education, emphasizing in all courses those things which are relevant to “real life”. However, CBIT is not just a place for the academic elite. The college prides itself on being one of the nation’s most inclusive Engineering College, offering higher education to many who would not otherwise have the opportunity to experience it. CBIT is proud of its close connections with the communities it serves, and with those further afield. CBIT stands at the forefront of innovation, energy and enthusiasm. With a great wisdom, the founder of this college has rightly coined the motto “Innovating Tomorrow”.

#### **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.

## **4. RECRUITMENT POLICY**

### **4.1 Manpower assessment**

Head of the Department shall calculate the Human resource requirement in the beginning of the academic year. Consolidation of subject wise teaching load Calculation. Student – Teacher Ratio (as per AICTE guideline)

### **4.2 Manpower requirement finalization**

This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester of the college. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He/ She will put up the requirement for his / her respective department to the selection committee during the semester.

The Selection committee will consult with the Top Management/Principal and then determines if the vacancy is to be filled through in- house staff or a new Employee has to be selected. As far as possible the Management/Principal will ensure that all existing Employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. Definite guidelines are followed for calling the qualified candidate.

### **4.3 Call for candidates**

The committee shall augmented candidate ina ratio of 1:3 for every position to be filled, from any or all of the following sources:

1. Advertisement in the News Papers
2. Files maintained for sorting the unsolicited applications
3. Referral candidates at campus

#### **4.4 Interview & Reporting order**

- A. Screening of applications is done by the respective Interview committee.
- B. Short listed candidates are informed through call letters, E-mails and over telephones by the respective Department Heads
- C. Interview Committee consists of Principal/Designated Authority, respective Heads of the department and subject experts and one external subject expert. Selection is based upon the technical skill and depth in knowledge
- D. Direct interview is conducted for senior posts. Interview committee shall be constituted by the Chairman as per the guidelines approved by the designated authority.
- E. Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the CHAIRMAN/EXECUTIVE DIRECTOR/PRINCIPAL for the respective post based upon the qualification and experience of the candidate.
- F. Assistant Professors/ Associate professor/ Professor are appointed as per AICTE norms and other designated post as per the requirement of the Top Management.



## **5. JOINING FORMALITIES**

### **5.1 Objective**

To ensure smooth and hustle free joining process of the Candidates who have been offered a job with the institution.

### **5.2 Operating Authorities**

1. The Management – The Principal and The Director
2. Office Superintendent – OS
3. Respective Department Head (HOD)

### **5.3 Appointment order Issuance**

- Selected candidates are finalized and appointments orders ought to prepare by the Selection committee.
- Approval of the Top Management for issuing Appointment Orders.
- Issue of appointment orders by Principal/Chairman/Executive Director

### **ORIENTATION:**

- 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
- 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.
- He will also take him/her on a tour to the campus, explaining him/her the various code of conduct observed in availing the facilities in the college

- The HOD will also ensure that all the registration formalities, including submission of joining report etc., by obtaining the assistance of the office team.
- The HOD will introduce the new faculty member in the first class he//she is going to handle in every section of his assignment.

## **6. POSITIONS AND PAY SCALES**

Position	Pay Band	AGP
Professor	37400 -67000	10000
Associate Professor	37400 -67000	8000
Assistant Professor	15600-39100	6000

### **6.1 Yearly increment**

- Employees are eligible to the increment prescribed at the end of 12 months service in the College. Increment for the staff members is given on four quarters (Dec/Mar/June/Sep) with respect to the month of joining. (End month of the Quarter)
- Additional Increments shall be given to employees based on their contributions and results achieved in the University Examinations at the discretion of the Top Management.

### **6.2 Benefits extended to faculties**

- Employees Provident Fund (EPF).
- Refreshment

### **6.3 Hostel accommodation**

- Employees are provided hostel if requested. They should get prior permission from Management / Principal/Designated Authority.

- Faculty members acting as wing in-charges are provided with food concession in mess and hostel.

#### **6.4 Transport allowance**

- Two way Free Transport for Teaching staffs.
- Two way Free Transport for Non-Teaching staffs

#### **6.5 The college will have the following positions of hierarchy in the teaching departments:**

- a. Principal/Director
- b. IQAC Coordinator
- c. Professors
- d. Associate Professors and
- e. Assistant Professors

#### **6.6 In addition, each department shall have support staff like lab assistants, Programmers, Technicians**

#### **6.7 The college office will have the following positions of hierarchy in the administrative department**

- a. Administrative Officer (AO)
- b. Accountant, clerical Assistants
- c. Office Assistants

#### **6.8 DEARNESS AND OTHER ALLOWANCES**

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. Management can also decide other allowances for professor, principal / director and special posts

## **7. LEAVE**

### **7.1 Annual Leave**

The teaching staff of the college will be eligible for 15 annual leave (Summer Vacation) 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

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

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

### **7.2 Casual Leave**

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

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

Continuous absent for more than 5 days will be treated as Leave on Loss Pay for the actual number of days absent

At a time not more than 5 days including holidays shall be granted. Carryover of lapsed CL to the next Academic year is not permissible

### **7.3 Study Leave**

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

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

Paternity leave The Paternity leave will be granted to the faculty as per norms. 11.7 Marriage leave The leave can be granted to all unmarried employee, during their marriage time subject to maximum of 7 days, which could be taken from vacation leave.

#### **7.4 On duty Assignments**

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.

On Duty Permission will be granted only after the prior permission in writing from the Head of the Department and approval by the Principal. The staff must also sign in the register maintained for availing On Duty.

## **8. PROMOTIONS**

### **8.1 Promotions**

1. The chance to progress is important to each of us. By promoting from within our organization, when present Employees are qualified and as justified by our College needs and growth, the College offers as many opportunities for advancement as possible.
2. All promotions shall be considered on the basis of merit- cum – seniority basis. The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Colleges.
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 and any misconduct he/she has committed during the service for promotion.
4. Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualifications are promoted.
5. Those who are promoted shall be fitted in the Scale of Pay applicable to that corresponding category.

## **9. EMPLOYEE GROWTH AND DEVELOPMENT POLICY**

### **9.1 Objective**

To improve the employees knowledge, skills and attitude and to facilitate their overall individual development.

### **9.2 Operating Authorities**

1. The Management – The Principal
2. IQAC Coordinator

### **9.3 Operating Procedure**

Faculty Development Training Programmes:

- Based on the needs of the industry and the performance of the Faculty Members, Training needs are identified. Based on Training needs and the list of Training Programmes that have to be organized is made

Higher Studies:

- The faculties are motivated to pursue Higher Education.
- The Management approves OD for the faculties who are to appear for Examinations.
- Those Faculty Members who are pursuing Ph.D can avail On Duty to carry out the activities of Ph. D

## **10. RESIGNATION POLICY**

### **10.1 Objective**

To provide unbiased and equitable treatment to all employees who are leaving and providing them with necessary requirement for a smooth separation.

### **10.2 Operating Authorities**

1. The Management – The Principal
2. Head of the Department (HoD)

### **10.3 Operating Procedure**

Given below are the procedures to be followed by all employees while getting relieved from the institution. And all queries at variance with this policy are to be addressed to the Management.

- a. Any permanent employee desirous of leaving the service shall provide three months' notice or three month's wages in lieu of notice to the Management in writing.
- b. The employee shall formally inform the Management in writing either in the month of September (for the employees who intend to get relieved by the end of the Odd Semester) and in the month of February (for the employees who intend to get relieved by the end of the Even Semester) about their intention to get relieved from the services.
- c. After completion of three months of notice period, the employee by producing the Certificates Receipt and Acknowledgment form can get the certificates from the Office.



## **EMPLOYEE TERMINATION**

### Objective

To provide appropriate regulations when an employee is to be terminated

### Operating Authorities

1. The Management – The Principal
2. Head of the Department (HoD)

### Operating Procedure

Given below are the procedures to be followed by all employees if he/she is terminated from the institution. And all queries at variance with this policy are to be addressed to the Management.

- a. In the case of Cessation of Service, a permanent employee's one month wage in due off or one months' notice period may be issued.
- b. The reason for terminating the employee shall be communicated in writing at the time of discharge
- c. All payments will be settled in full before the notice period expires.

### **POWER TO MODIFY THE RULES:-**

These rules are subject to modifications or amendments as may be made from time to time by the Management.