

C BYREGOWDA INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi, Recognized by Govt. of Karnataka & Affiliated to VTU, Belagavi.)



HR POLICY

KOLAR – SRINIVASAPUR ROAD, KOLAR – 563101, KARNATAKA.
E-Mail: cbitkolar@gmail.com Website: www.cbitkolar.edu.in Mobile no: 6360281836





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VISION

Committed to Provide Excellent Learning Facility

Motivate the Students to Learn & Imbibe Good Qualities to Excel Globally

MISSION

Dissemination of Quality Education by Creating Learning Centric Facilitate Learning Environment

To provide State of Art Laboratories to Augment Training & Research

QUALITY POLICY

C Byregowda Institute of Technology (CBIT) is dedicated to consistent quality enrichment of technical education and planned transformation into a centre of excellence ensuring contemporary improvement in standards of rural community.

QUALITY OBJECTIVES

C Byregowda Institute of Technology (CBIT) shall strive for continual improvement in meeting the statutory and regulatory requirements, keeping the following objectives in mind:

1. To achieve accreditation with national bodies.
2. To achieve better results in university examinations.
3. To achieve placements for eligible students.
4. To develop collaboration with industry - institution for mutual benefits to enhance employability of students and faculty development programmes.



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SERVICE RULES

1.1 GENERAL:

These service rules apply without exception to all employees in the service and appointed for C Byregowda Institute of Technology (CBIT) run by the C Byregowda Educational & Cultural Trust (CBECT) Kolar

1.2 REPEAL AND SAVINGS:

“Service Rules” incorporates contents of the previous Service Rules, modifications and changes governing conditions of service leave rules, disciplinary measures. Scales of pay, qualification, age shall be governed according to all other statutory norms as applicable to concerned employees of Technical Institution. These rules are effective from January 1st, 2019.

1.3 DEFINITIONS:

- 1.3.1 “Management” means the Board of Trustees of C Byregowda Educational & Cultural Trust (CBECT) Kolar. Chairman and Secretary on behalf of Management will issue all orders and circulars from time to time. Management may also include any other person as decided by Board of Trustees for any limited purpose.
- 1.3.2 “Employer” means C Byregowda Institute of Technology (CBIT) run by the C Byregowda Educational & Cultural Trust.
- 1.3.3 “Institution” means C Byregowda Institute of Technology (CBIT) run by the C Byregowda Educational & Cultural Trust (CBECT)
- 1.3.4 “Employee” means a person, male or female who is employed by the Management
- 1.3.5 “Head of Institution” means a person appointed by the Management called Director/Principal who is responsible for the Management of the Institution in its academic and administrative matters and who is accountable to the Management.
- 1.3.6 “Superintendent” means any person designated as the head of office and includes Director assigned for administrative work, Administrative officer, senior superintendent.
- 1.3.7 “Academic year” means the year specified by the Government or University or any statutory bodies as applicable.



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- 1.3.8 “Financial year” means the year consisting of 12 calendar months, the start and end dates which could vary depending on the purpose.
- 1.3.9 “Pay” means monthly payment made to employees consisting of basic pay and Dearness allowance as fixed by the Management excluding other allowances for those in scale of pay or consolidated engagement payment for temporarily employed fulltime persons.
- “Salary” means pay and all allowances paid for the month and include CCA, qualification/Personal pay, Management contribution towards Provident fund paid if any and any other allowances.
- 1.3.10 “Honorarium” means payments made to specialists and guests who will not have been on the rolls of fulltime employment but have been invited being specialists, part-timers or guests at various programs, conferences, selections or meetings. The same would also include reimbursement of expenses incurred.
- 1.3.11 “Family” means the employee, the spouse and dependent children. In the case of an unmarried employee, his/her dependent parents.
- 1.3.12 “Qualifying service” means the period of satisfactory work days and includes all holidays and authorized fully paid sanctioned leave periods but does not include non-regularized absence, unpaid study or medical leave, suspension periods for which the penalties have been imposed. The total number of days for one year of qualifying service is 365 days. Only the period of service after confirmation in the grade is counted towards qualifying service. No weightage of any sort is added for arriving at qualifying service other than stated already.
- 1.3.13 “Scale or Grade “ means the running scale of basic pay with the indication of minimum and maximum basic, increments and efficiency bar (EB).
- 1.3.14 “Probationer” means the person who has been taken in the scale but not confirmed as an employee pending the successful performance during the probation.
- 1.3.15 “Confirmation” means the successful completion of Probation.
- 1.3.16 “Temporary” means the person on rolls to offer his qualified services on temporary basis on a monthly or consolidated compensation during the period of engagement on fulltime basis.
- 1.3.17 “Part time” means the person on rolls to offer his specialized or qualified service but not on full time basis. The same could be either on compensation basis or honorary basis or at his own will/free and include guest faculty and guest speaker.



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- 1.3.18 “Contract” means the person or group or organization who offers specialized or qualified service for the execution of services on contracted period on mutual understanding or agreements.
- 1.3.19 “Reemployed “means a person reemployed on fulltime after retirement from service.
- 1.3.20 “Group D” means category involved as a supporting Employee requiring manual capability and includes Peons/ helpers/sweepers/Gardeners, attendees/cleaners/security/Hostel Employee doing such supporting jobs.
- 1.3.21 “Ministerial” means category involved in office jobs and maintenance of records and includes office clerks/ typists/ accountants/ receptionists/ telephone operators/ computer operators/ confidential Assistants/ stenographers/secretarial service Employee dealing with files and records.
- 1.3.22 “Disciplinary authority” means the authority competent to impose penalty without infringing any of the legal requirements and includes the authority who have been vested with such powers by the Management.
- 1.3.23 “He/His “or any other masculine words used includes feminine gender and applicable equally.

2.0 APPOINTMENTS

2.1. HEAD OF INSTITUTION AND ALL THE APPOINTMENTS

Head of Institution Will be selected and appointed by the Management.

2.2 OTHERS:

2.2.1. They will be selected by the Management.

2.2.2. The appointing or engaging authority will be:

2.2.2.1. Chairman and Secretary, CBECT.

2.3 RULES for APPOINTEES:

2.3.1. Appointees will be bound by rules and regulations, terms and conditions, circulars and Revisions thereon issued from time to time by the Management.

2.3.2. Appointees will go through the duty list and acknowledge as a token of acceptance for the terms and conditions and duties.



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- 2.3.2 Appointments are done through the process of selection decided by the Management. The general composition of the selection committee would be Head of the Institute, Head of the Department, One Senior faculty of the department, one external invited expert and a University nominee.
- 2.3.4 No appointee shall be taken on rolls without verifying: proof of date of birth, eligibility for the post in original, statutory requirements and antecedents, in case of doubt.

3.0 TERMS AND CONDITIONS OF SERVICE

3.1. EMPLOYEES IN SCALE after confirmation:

- 3.1.1. Salary shall be determined from time to time in accordance with the scale of pay and allowances or revisions as prescribed by the Management for each appointment.
- 3.1.2. The period of absence without sanction of leave will not count for payment of salary. No work no pay Principle holds good.
- 3.1.3. Payment of salary shall be made after the completion of calendar month, after effecting necessary deductions towards the statutory deductions, house rent, all authorized deductions, fines, etc.
- 3.1.4. An employee, who has completed the whole of the preceding term satisfactorily, is entitled to receive salary during vacation.
- 3.1.5. **The annual increment** for an employee falls due on the completion of one year of qualifying service. Subsequent annual increment will be effective only from that day. In the case of promotions, the date of future annual increments will get revised to the 1st day of the month of promotion.
- 3.1.6. **The Superannuation age of employees shall be 60 years.** The date of retirement will be on the last day of the month in which he attains the age of 60 years. If the date of birth is on 1st of the month, the employee retires on the last day of the previous month.
- 3.1.7. For the purposes of Date of birth, date mentioned in the transfer certificate, SSLC/ tenth standard school leaving certificate, Notarized affidavit given at the time of appointment of the employees are valid. In the absence of any of them, Management nominated Doctor's certificate is taken as valid date of birth and the decision is final. No Changes/ modification made shall be considered at any time.



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3.2. PROBATIONERS:

- 3.2.1 All Employees appointed in the scale will be on probation for the period as per terms of offer from the date of reporting.
- 3.2.2 The existing confirmed employees in grade posted to any new higher post/position/alternate post but not as a promotion will also be on probation afresh as the probation is done to assess the suitability for the post/position of posting.
- 3.2.3 Duration of probationary period can only be reviewed by Director/Principal based on the performance of probationers, their previous competency and on the recommendations of the head department. The period of absence without sanction of leave will not count for payment of salary. No work no pay Principle holds good. The same will be treated as indiscipline and can also result in extension of probationary period automatically.
- 3.2.4 Payment of salary shall be made within 10 days after the completion of calendar month, after effecting necessary deductions towards the statutory deductions, refund of loans, extra payments made previously, house rent, all authorized deductions, fines if any, etc. except under unavoidable circumstances and disciplinary proceedings.
- 3.2.5 Only those Probationers who have completed the preceding period before vacation satisfactorily are entitled to receive salary during vacation.
- 3.2.6 Probationers are eligible for annual increments subjected to satisfactory completion of probationary service in 1st year. Second annual increment for those on 2 year probation will be on satisfactory completion of probation. The annual increment on confirmation will be effective only on completion of that day. In the case of promotions, the date of future annual increments will get revised to the 1st day of the month of promotion.
- 3.2.7 Absence without sanctioned leave, performance and dereliction of duties and responsibilities, violation of code of conduct, and terms and conditions of offer will be taken into consideration for confirmation. Based on the assessment, probationary period can be extended or services terminated. Maximum of two extensions each of 6 months may be considered by the Management beyond which the services shall be terminated. The decision of the Management is final.



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- 3.2.8 The Probationer absenting for continuous 8 days or more without sanctioned leave is considered as the deserter and deemed to have abandoned the job and services shall be terminated.
- 3.2.9 Only on successful confirmation, the period of probation excluding extensions and absence is counted towards service.
- 3.2.10 During the period of probation, no leave except casual leave at the rate of 1 day for every completed month of service exists. However, after successful completion of 1st year probation the leave accumulated during the 1st year of probation can be sanctioned during the 2nd year of probation.

3.3 APPRAISALS CONFIDENTIAL REPORT

Appraisal of the performance of every employee will be carried out annually or as decided by management. This will normally be done based on feedback by the students and Head of the Department in hierarchy and finally reviewed by the Head of the Institution. This report will be basis for deciding annual increment, specified increments, Promotion or disciplinary action.

3.4 EMPLOYEES ON PARTTIME

They are not eligible for any leave, or benefits other than the terms and conditions of offer or any subsequent instructions issued from time to time by the Management.

4.0 CODE OF CONDUCT

The same is applicable for all the employees.

- 4.01 Every person shall at all times, submit to high standards of excellence and integrity; maintain loyalty and devotion to duty. He/she should do nothing which is unbecoming of an employee of the Institution.
- 4.02 Shall not join or continue to be a member of an association, the objects or activities of which are contrary to the interest or philosophy of the institution or the country. He /She shall not engage or participate in any demonstration/protest which is against the philosophy, spirit and practices of the institution.
- 4.03 Shall not through any means, publish in his own name or anonymously or in the name of any other person, a communication to the press or public utterance or make any statement or



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express an opinion which may result in adverse criticism or embarrassment to the institution or Management or to any responsible member thereof.

- 4.04 Shall be subject to the code of conduct and discipline as laid down by the Management, duty list and instructions issued by the head of institution from time to time.
- 4.05 Shall attend all the courses/seminars/conferences such as Computer courses, Personality development courses, skill development, alternate job development courses, etc as directed by the Institution and Management.
- 4.06 While in the fulltime employment of the institution, shall honestly and to the best of their ability, engage in the duties laid down by the Management, and/or the head of institution, as their whole time employment and they shall not undertake or carry on any other activity or business, including tuition, consultancy during college timings which will reduce their efficiency, commitment and concerns as adjudged by the head of the institution.
- 4.07 It is highly unethical for any individual to pass derogatory remarks about the Management, other Employees, contractors, students or parents. Grievances, if any shall be detailed to the Head of institution in writing.
- 4.08 In addition to above, teaching Employee to note the following;
- 4.08.1 Loyalty, sense of dedication and courteous behaviour at all times, should be an inspiration to the students under their care.
- 4.08.2 Should do and say all that is in their power to promote harmony and team spirit among members of Employee, and also to encourage helping one another.
- 4.08.3 Faculty is expected to be objective in his/her judgments.
- 4.08.4 Shall not be late to class and while in class shall use the entire time for teaching which should include varied techniques and the correction/ valuation of an individual student's presence.



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- 4.08.5 “Off class” periods shall normally be spent in preparation of lessons and evaluation of submission by students, counseling the students and helping the authorities by taking up additional responsibilities as specified from time to time.
- 4.08.6 Complaints that come from parents or others are often based on some misunderstanding. The faculty should be frank and fair with parents and respect them and their views and judgments. Serious complaints should be referred to the head of institution as soon as possible.
- 4.08.7 Faculty’s conduct, speech should be exemplary and should follow the Dress Code specified by the Management.
- 4.08.8 Shall promote students for extensive usage of library and professional bodies.
- 4.08.9 Financial propriety and optimality shall be exercised in all the dealings meeting to just needs of requirements including purchase specifications, quantity, bias, etc.
- 4.09 Employee shall obey all the instructions issued or come to known concerning the items of social interests, discipline such as usage of mobile at the campus, parking, dirtying, bad habits including smoking at public places, Dress regulations, consumption of drugs/intoxicated drinks or facilitations of the same.
- 4.10 Employee irrespective of positions is bound by the instructions issued from time to time by the Management including concerning discipline, security, theft, etc.
- 4.11 Employee shall subject themselves for check, if need be by the security personnel including at the gates.
- 4.12 Employee who is the cause of disharmony among others, would be considered guilty of serious misconduct
- 4.13 Employee shall be present for their institutional activities unless otherwise permitted.



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- 4.14 Employee shall be at their workplace in the institution premises for the entire working hours of the Institution. They shall not go out of the work spot without the written permission of competent authorities during the authorized working hours.
- 4.15 Employee shall not absent without the sanctioned approval of the competent authority.
- 4.16 Employee in scale who absents for more than 8 continuous work days is liable for disciplinary action.
- 4.17 Employee on engagement for a specific period on consolidated salary absenting for more than 8 days is deemed to have severed Temporary appointment.
- 4.18 Employee shall not accept any other job outside the institution when on fulltime employment unless permitted by the Management. If the same is noticed, the same is treated as a break in service and disciplinary action is initiated. The termination of probationer is resorted to without notice.

5.0 LEAVE RULES

5.1 EMPLOYEE CATEGORY

Employee shall be divided into categories as under for leave purposes:-

- 5.1.1. VACATION EMPLOYEE-- Confirmed teaching Employee in grade at the Institution who avail vacation after attending to examinations, valuations, etc.
- 5.1.2. NON-VACATION EMPLOYEE--Confirmed administrative, Head of institution, Nominated teaching Employee of Head of Institution to help him/her, office, Ministerial, technical and Group D Employee who are in grade.
- 5.1.3. PROBATIONERS AND FULLTIME Temporary Employee -Teaching and Non-teaching Employee who are on probation and temporary/Temporary Employee.
- 5.1.4. CONTRACT and reemployed EMPLOYEE and includes both teaching and non-teaching Employee

5.2 CASUAL LEAVE:

- 5.2.1. Till the completion of one year of service at CBIT, CL @ 1 day per month will be carried forward.
- 5.2.2 After completion of one year, 15 days per annum will be credited and not more than 3 days at a stretch can be availed.



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5.3 VACATION:

5.3.1. Employees who go on vacation leave must see that the academic work does not suffer any way and should avail in such a way that their services are available to the institution at short notice.

Employees who have not completed one year are eligible for vacation leave as below:

5.3.1.1. Less than six months - 3 days

5.3.1.2. Between six months and one year - 6 days

5.3.1.3. Above one year – 10 working days in a semester in max of 3 slots.

5.4 MATERNITY LEAVE:

5.4.1 Married lady Employee who have been confirmed into grade, are only eligible.

5.4.2 The maximum period of leave is *84 days* with pay.

5.4.3 Maternity benefit is granted up to two deliveries.

5.5 LEAVE--GENERAL INSTRUCTIONS:

5.5.1 For availing any kind of leave, prior approval by the appropriate leave sanctioning authority is required.

5.5.2 In case of emergency or sudden illness, information should reach the Institutional office/HOD/Head of the institution within one working day.

5.5.3 Leave cannot be claimed as a matter of right but only as a Privilege. Leave can be refused, revoked or curtailed by the sanctioning authority.

5.5.4 Leave without pay may be granted by the Head of the institution, based on the merits of the case in consultation and approval by the Management. However, the leave cannot be availed before sanction. If done, the same will be treated as indiscipline.

5.5.5 No leave of any kind will be granted for taking up any other job in India or abroad for any period. If the same has been done in discreet way, the same entails removal from service with no benefits and disciplinary action.



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6.0 MISCELLANEOUS

6.1 UNIFORMS

- 6.1.1 Whatever it is desirable in the interest of service, the Management may prescribe a uniform for any category of employees.
- 6.1.2 The management reserves the right to decide as to the category of number of employees to be provide with uniforms, and this will not entitle the other categories of employee's right to claim uniform or allowance in lieu of uniform.
- 6.1.3 The Management can, at its discretion, discontinue giving uniforms and the employees this deprived off, shall have no claim against the management regarding the same. The type of uniform to be prescribed shall be at the discretion of the management. Once the management provides the uniform, if shall

6.2 ACCOMMODATION

- 6.2.1 There is no obligation on the part of the management to provide accommodation to the employees. Consequently no employee can claim accommodation as a matter of right.

7.0 TRAVEL EXPENSE REIMBURSEMENT RULES

7.1 REIMBURSEMENT

Reimbursement of travel expense including accommodation charges and daily allowance is granted in accordance with the rules laid down by the Board of Management from time to time.

- 7.1.1 Subject to limits prescribed in the schedule, reimbursement of travel expense shall cover the following:

Actual Cost of ticket or fare paid for the journey

Daily Allowance

Accommodation charges at actual:- Non AC Rooms in Non Star Lodging, subject to production of Hotel bill and receipt.

An upgrade in the mode/class of travel is permissible only when authorised by the secretary, Board of Management.

- 7.1.2 The Management reserves the right to arrange or prescribe accommodation of its choice for any class of employees, while they are on authorised itinerary.



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8.0 STAFF WELFARE MEASURES:

8.1 EMPLOYEES PROVIDENT FUND

8.1.1 As per provisions of Government of India, Employees Provident Fund and Miscellaneous Act, 1952.

8.2 EMPLOYEES STATE INSURANCE CORPORATION [ESIC]

8.2.1 As per provisions of Government of India, Employees' State Insurance Act, 1948 (ESI Act).

8.3 FINANCIAL SUPPORT

8.3.1 The Management provides financial support to their staff members for attending conference, workshops and Faculty Development Programme.

PRESIDENT

SECRETARY