

# **C. BYREGOWDA INSTITUTE OF TECHNOLOGY**

Kolar, Karnataka – 563101



## **SERVICE RULES & HUMAN RESOURCE POLICY MANUAL**

2025-26



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## DEFINITIONS

- CBIT – C. Byregowda Institute of Technology, Kolar, Karnataka – 563101.
- College Premises - means the college buildings, administrative office, other ancillary offices and buildings as well as vacant spaces located within the college campus.
- Employer – Management of C. Byregowda Institute of Technology
- Management - shall mean and include the Managing Trustee/President/Secretary or any other person vested with authority by the Trust for the observance, implementation and enforcement of these Service Rules and Regulations, Standing Orders and Employee Manual.
- Employee - means any person who is employed for salary in any kind of work associated with CBIT & who gets his/her salary directly from CBIT.
- Notice Boards - shall mean places where the notices are displayed, which are approved and issued by the Employer on behalf of Management. It would be specially maintained in a conspicuous place for the purpose of displaying. notices/circulars/memos required to be given.
- Calendar Year - means period commencing from 1<sup>st</sup> day of January of the year and ending with 31<sup>st</sup> day of December in the same year.
- Academic Year - means the normal period stipulated in the academic calendar for activities from odd and even semesters in the present system year specified by the Government of Karnataka / VTU.
- Financial Year - means the period commencing from 1st April of the current year ending with the 31st day of March of the succeeding year.
- Faculty - includes all employees who teach subjects to the students in various departments.
- Staff - includes all employees who assist the faculty in various departments, assist the Principal in the administrative work and work in areas other than teaching.
- Pay - means monthly payment made to employees consisting of basic pay and Dearness allowance (DA) as fixed by the Management, excluding other allowances for those in the scale of pay or consolidated engagement payment for temporarily employed full-time persons.
- Salary - means payment paid for the month, and includes Basic Pay and applicable **allowances** (such as DA, House Rent Allowance (HRA), TA is Travel Allowance (TA), and other admissible components) and is subject to statutory **deductions** including PF, ESI, professional tax, income tax, or any other deductions mandated by law or institutional rules.
- Honorarium - means payments made to specialists and guests who will not have been on the rolls of full-time 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.
- Family - means the employee, the spouse and dependent children. In the case of an unmarried employee, his/her dependent parents.
- Qualifying service - means the period of satisfactory work days and includes all holidays and authorised fully paid sanctioned leave periods, but does not include non-regularised 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.

- Scale or Grade - means the running scale of basic pay with the indication of minimum and maximum basic, increments and efficiency bar (EB).
  - Probationer - means the person who has been taken in the scale but not confirmed as an employee pending the successful performance during the probation.
  - Confirmation - means the successful completion of Probation.
  - Temporary - means the person on rolls to offer his qualified services on a temporary basis on a monthly or consolidated compensation during the period of engagement on a full-time basis.
  - Part-time - means the person on the rolls to offer his specialised or qualified service but not on a full-time basis. The same could be either on a compensation basis, or honorary basis or at his own will/free, and include guest faculty and guest speaker.
  - Contract - means the person or group or organisation who offers specialised or qualified service for the execution of services on a contracted period on mutual understanding or agreement.
  - Reemployed - means a person reemployed on full-time after retirement from service.
  - Group D - means category involved as a supporting Employee requiring manual capability and includes Peons/ helpers/sweepers/Gardeners, attendees/cleaners/security/Hostel employees doing such supporting jobs.
  - 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 employees dealing with files and records.
  - Disciplinary authority - means the authority competent to impose a penalty without infringing any of the legal requirements and includes the authority that has been vested with such powers by the Management.
  - He/His - or any other masculine words used include feminine gender and are applicable equally.
  - UGC - University Grant Commission
  - AICTE - All India Council for Technical Education
  - DTE – Department of Technical Education
  - VTU - Visvesvaraya Technological University
  - MHRD - Ministry of Human Resource Development
  - IQAC – Internal Quality Assurance Cell
  - HOD - Head of the Department
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## **ABOUT THE TRUST**

C Byregowda Educational and Cultural Trust ® [CBECT] was established in memory of the great visionary, the late Sri. C. Byregowda, Ex-Agriculture Minister, Government of Karnataka, in the year 2009.

## **BOARD OF TRUSTEES**

Dr A. PRABHAKARA REDDY, President

Sri. V. KRISHNAREDDY, Secretary

Dr N. MANJULA, Treasurer

## **GOVERNING COUNCIL**

The Board of Trustees form the Governing Council to assist them in effectively managing the Institute's activities, which include Employment, Planning & Implementation, Policy development & Approval, Final decision-making, Accountability & Reporting, Publicity & Public relations, Admissions policies, Compliance & Accreditation, Risk & Ethics Oversight, Maintenance of premises and all Financial & Legal requirements.

The rules and regulations for governance are framed by the Board of Trustees and the Governing Council.

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## **ENGINEERING COURSES OFFERED AT CBIT**

1. Artificial Intelligence & Machine learning
2. Computer Science & Engineering
3. Computer Engineering
4. Civil Engineering
5. Electronics & Communication Engineering
6. Information Science
7. Mechanical Engineering

# **Approval of Service Rules & HR Policy Manual-2025**

*(By Management)*

*C. Byregowda Institute of Technology (CBIT), Kolar-563101*

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## **Subject: Approval of Service Rules & HR Policy Manual-2025**

The Management of **C. Byregowda Institute of Technology (CBIT)**, after reviewing the draft *Service Rules & HR Policy Manual* submitted by the Principal, **hereby approves** the manual in its present form.

The approved manual shall:

1. Apply to **all Teaching, Non-Teaching, Administrative and Contract staff** of CBIT.
  2. Come into effect from \_\_\_\_\_
  3. Be implemented and communicated to all employees by the Head of Institution.
  4. Require Governing Body approval for any future amendments.
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**Date:**

**Chairman**

**Secretary**

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## **VISION**

To become a Leading Institute by Imparting Quality Technical Education, Training and Research with Ethical Values

## **MISSION**

1. To establish a Quality Education System that produces thinking Professionals having good Technical Capabilities with Human Values
2. To Encourage Rural and Weaker Sections of the Society in Education and Training to meet the Professional Challenges
3. To strengthen through Institute-Industry Interaction to promote Internship and Entrepreneurship

## **CBIT – QUALITY POLICY**

CBIT is committed to delivering quality technical education through outcome-based teaching–learning, skilled faculty, and modern infrastructure. We strive to enhance student employability, innovation, and ethical values through continuous improvement. We promote a student-centric environment, industry collaboration, and transparent quality processes. Our IQAC ensures ongoing compliance with NAAC, AICTE, and VTU standards.

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## ACADEMIC ACTION PLAN

Step-by-step process of the academic activities conducted in CBIT is as follows.

1. **Subject Allotment-** Before the commencement of the semester, the subjects are allocated to the faculty members after collecting their preferences.
2. **Publishing of the CBIT Academic Calendar-** An academic calendar is published which includes all the academic, co-curricular and extracurricular activities.
3. **The Lesson Plan and Coursework** is prepared by the faculty, which is then verified by the Programme Coordinator.
4. **Review of the attainment of COs** of the previous batches and devising techniques to improve the attainment.
5. **Preparation of the course material and content delivery.** Usage of appropriate ICT tools for content delivery to improve the effectiveness of teaching and learning, and to make it more student-centric. The IQAC of CBIT organises various workshops at regular intervals to improve the effectiveness of teaching for the faculty of CBIT and other institutions.
6. The seminar coordinator and the project coordinator ensure that all activities related to the seminar and the project take place in the stipulated time.
7. Conduct of assignments/tutorials and class work according to the plan. Publishing of the attendance at regular intervals.
8. Conduct of the Internal Examination and its assessment. The Question papers and the answer keys are verified by the module coordinator to ensure that the standard is maintained and that portions are covered appropriately.
9. Publishing of the assessment marks.
10. Conduct of the class committee and course committee to address any issues related to the class/course.
11. Conduct of Advisor and advisee meeting every two weeks, and the minutes are reported to the Head of the Department.
12. Mapping of the assignment, tutorial and the internal test marks for computing the attainment of the course outcomes and the programme outcomes.
13. Organising various skill development workshops by the professional societies and the department associations.

## 1. PREAMBLE

C. Byregowda Institute of Technology (CBIT), Kolar, established under the aegis of **C. Byregowda Cultural & Educational Trust (Regd.)**, is committed to advancing quality technical education, promoting research, nurturing innovation, and contributing to the socio-economic development of the rural region and the nation. Inspired by the visionary ideas of Late **Sri C. Byregowda**, the institution stands as a testimony to his dedication to public service, rural empowerment, and educational upliftment.

These rules govern the appointment, duties, service conditions, conduct, leave, performance appraisal, disciplinary procedures, retirement, and terminal benefits of all employees of the institution.

They shall comply with:

- AICTE Regulations
- UGC Guidelines
- VTU Statutes (where applicable)
- Karnataka State Labour Laws
- Payment of Wages Act
- EPF & ESIC

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## 2. ORGANIZATION STRUCTURE

### 2.1 Governing Council

The highest policy-making body.

### 2.2 Principal

Chief Academic & Administrative Officer.

### 2.3 IQAC

Facilitator who drives all quality-related initiatives.

### 2.4 Dean/HODs

Department-level Academic administrators.

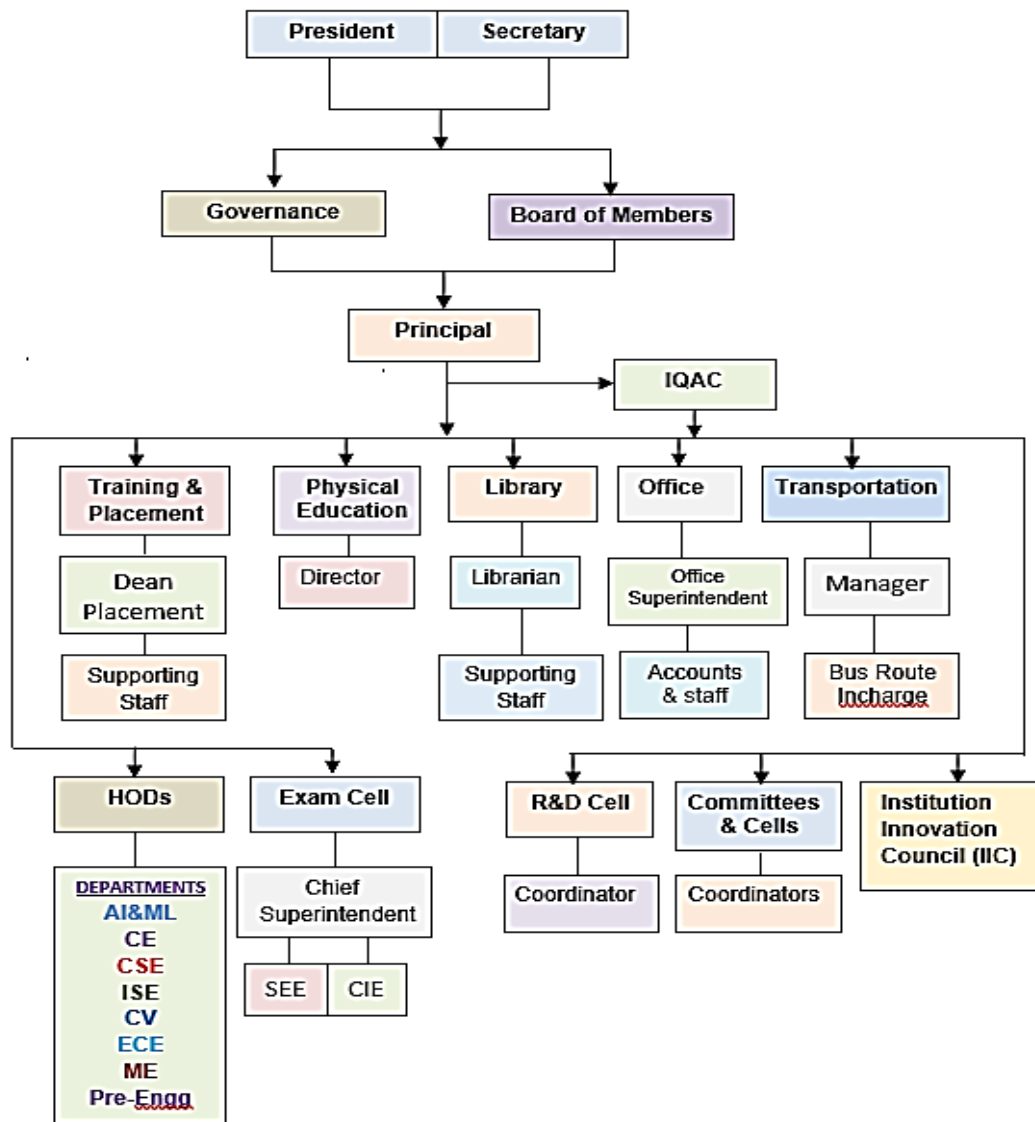
### 2.5 Administrative Officer

Head of Administration & HR.

### 2.6 Faculty & Staff

Teaching, non-teaching, technical and support personnel.

## ORGANISATION STRUCTURE




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### 3. RECRUITMENT & SELECTION POLICY

#### 3.1 Manpower Planning

- Annual manpower review before the academic year.
- Requirement initiated by HOD & approved by Principal/Management.

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#### 3.2 Recruitment Sources

- Advertisements (newspapers, website, job portals).
- Campus recruitment.
- Walk-in interviews.
- Faculty referrals.

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#### 3.3 Teaching Staff Selection

As per AICTE norms:

- Screening by HR & HOD
- Interview by Selection Committee (Experts + Management)
- Demonstration class (optional)
- Final approval by Governing Council

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### 3.4 Non-Teaching Selection

- Skill test/interview by Admin Officer
  - Technical tests for lab/studio staff
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## 4. EMPLOYMENT CATEGORIES

### 4.1 Regular Employees

Full-time staff with long-term employment.

### 4.2 Contract Employees

Fixed-term appointments for construction.

### 4.3 Temporary / Ad-hoc Employees

Short-term positions to meet immediate needs.

### 4.4 Visiting/Adjunct Faculty

Industry/research experts engaged part-time.

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## 5. APPOINTMENT RULES

Appointees will be bound by rules and regulations, terms and conditions, circulars, and Revisions thereon issued from time to time by the Management. Appointees will go through the duty list and acknowledge it as a token of acceptance of the terms and conditions and duties.

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### 5.1. Objective

To recruit qualified, competent, and ethical staff, ensuring compliance with:

- AICTE/UGC norms
  - VTU regulations
  - Trust rules
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### 5.2. Recruitment Procedure — Teaching Staff

#### 5.2.1 Advertisement

- Published in newspapers, website & job portals.
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#### 5.2.2 Shortlisting

- Screening based on AICTE qualification norms.
  - Academic credentials verified.
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#### 5.2.3 Selection Committee

- **Selection Committee for teaching staff:** The following are the members of Selection Committee for the selection of Professor/ Associate Professor/Assistant Professor.
    - a) Head of the Institute
    - b) Head of Department
    - c) Two internal Subject experts not below the rank of Professor
    - d) One External Subject expert not below the rank of Professor (if needed)
-

- **Appointment:** The selection result will be informed to the candidate after ascertaining the antecedents, etc. In any case, it should not take more than 7 working Days. The Appointment order will be issued at the time of joining for the candidate.
  - **Selection Committee for Non-teaching staff:** All regular appointments of non-teaching staff are made by the non-teaching selection committee constituted by the principal from time to time.
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#### **5.2.4 Selection Process**

- Personal interview
  - Demo class
  - Interaction with panel
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#### **5.2.5 Final Selection**

- Based on merit & panel recommendations.
  - HR issues Appointment Order.
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### **5.3. Recruitment Procedure — Non-Teaching**

#### **5.3.1 Administrative Staff**

- Skill/typing test
  - Interview by Admin Officer + Principal
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#### **5.3.2 Technical Staff (Lab)**

- Written/Skill test
  - Practical evaluation of lab handling
  - Interview by HOD/Principal
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#### **5.3.3 Support Staff**

- Background check
  - Basic interview
  - Police verification if required
- 

### **5.4. Probation & Confirmation**

- All new staff serve a 12-month probation.
  - Extension based on performance.
  - The concerned HOD will review the performance of the probationer at the end of the probation period.
  - This assessment will be on the parameters like Discipline, Attitude, Application, Job Knowledge, teaching skills and group values.
  - Confirmation given after appraisal and approval.
  - The performance evaluation report will be submitted to the HR Department.
- 

### **5.5. Record Keeping**

#### **HR maintains:**

- Recruitment file
  - Interview assessment sheets
  - Offer letters & appointment orders
  - Joining reports
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## 5.6. Promotions

Promotions to higher positions are based on qualification enhancement, competencies, past performance and on merit. Hence, on promotion, the individual's work profile and responsibility will change. The organisation will always consider the AICTE rules and regulations in this matter. The college will follow a certain criterion for determining the promotion. These criteria are listed below:

- Requisite qualification and experience
- Job knowledge
- Skill requirements/competencies of the job
- Performance history of past 3-5 years
- Demonstrated leadership qualities and teamwork
- Value-based job-related behaviour in the past.

The final decision will be taken by the Principal, and later approved by GC.

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## 6. ROLES & RESPONSIBILITIES (SUMMARY)

### 6.1. Principal / Director

- Serve as the chief academic and administrative head of the institution.
- Provide strategic leadership and ensure compliance with AICTE/VTU/UGC/State Government regulations.
- Oversee academic quality, faculty development, and student welfare.
- Approve annual budgets, academic calendars, and policy frameworks.
- Chair key committees, including Governing Council (as executive member), Academic Council, and IQAC.
- Supervise all administrative, academic, and financial operations.
- Represent the institution in external forums, inspections, and accreditation visits.
- Maintain discipline and ensure smooth functioning across departments.

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### 6.2 IQAC COORDINATOR

#### 6.2.1. Quality Planning & Monitoring

- Develop annual quality assurance plans aligned with CBIT's Vision and Mission.
- Set benchmarks for teaching–learning, research, student support, and governance.
- Promote best practices and quality culture across departments.

#### 6.2.2. Academic Oversight & OBE Implementation

- Coordinate **Outcome-Based Education (OBE)** across all programs.
- Monitor **course files, lesson plans, internal assessments, CO–PO mapping**, and student performance.

#### 6.2.3. Documentation & Data Management

- Collect, submit and maintain data for **AQAR submission, AICTE compliance**, and internal audits.
- Maintain digital and physical repositories of quality documents and records.

#### **6.2.4. Feedback & Continuous Improvement**

- Collect and analyse feedback from students, parents, alumni, faculty, and employers.
- Prepare action-taken reports to implement improvements.

#### **6.2.5. Coordination & Communication**

- Conduct IQAC meetings; record **minutes and follow-up actions**.
- Communicate quality policies and initiatives to all stakeholders.

#### **6.2.6. Capacity Building & Training**

- Organise **faculty development programs, workshops, and quality awareness sessions**.
- Encourage adoption of ICT and innovative teaching methods.

#### **6.2.7. Accreditation & Compliance**

- Support NAAC/NBA visits, AICTE approvals, VTU compliance, and audits.

#### **6.2.8. Student-Centric Initiatives**

- Promote skill development, career readiness, and community engagement, especially for rural students.
- Identify gaps and implement corrective measures to improve student outcomes

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### **6.2. Heads of Departments (HODs)**

- Manage academic, administrative, and developmental activities of the department.
- Assign subjects, workload distribution, and academic schedules.
- Monitor curriculum implementation, teaching quality, and student performance.
- Facilitate research, departmental events, FDPs, and industry interactions.
- Maintain documentation for NAAC/NBA/VTU inspections.
- Conduct departmental meetings and communicate decisions to faculty.
- Address departmental grievances and ensure compliance with rules.

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### **6.3. Faculty Members**

- Deliver coursework effectively through structured lesson plans.
- Conduct internal assessments, evaluations, mentoring, and student guidance.
- Maintain academic records: course files, attendance, and assessment data.
- Engage in research, publications, patents, and funded projects.
- Participate in institutional development, committees, and accreditation work.
- Mentor students in academics, placements, and personal development.
- Maintain professional ethics, discipline, and continuous learning.
- Set up new Labs
- Industrial visits, conducting seminars, workshops, conferences

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### **6.4. Technical Staff / Lab Assistants**

- Support laboratory sessions, experiments, and practical training.
- Maintain lab equipment, calibration records, safety logs, and stock registers.
- Assist faculty during lab classes and project work.
- Ensure adherence to safety protocols and cleanliness of labs.

- Facilitate procurement, installation, and maintenance of lab equipment.
  - Provide technical support during workshops and academic activities.
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### **6.5. Administrative Staff / Office Management**

- Manage admissions, student records, fee collection, and university documentation.
  - Support the Principal in administrative correspondence and official communication.
  - Handle statutory compliance, filing, and record keeping.
  - Coordinate examination work and academic office functions.
  - Maintain confidentiality and ensure efficient office operations.
  - Assist in organising meetings, maintaining minutes, and communicating decisions.
  - Working hours can be extended during the admission process
- 

### **6.6. Human Resources (HR) Department**

- Manage recruitment, onboarding, termination, and employee relations.
  - Maintain service records, leave management, payroll processing, and appraisal files.
  - Implement promotion policies, performance evaluations, and training programs.
  - Ensure compliance with labour laws, PF/ESI, and service regulations.
  - Address grievances and support welfare initiatives.
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### **6.7. Support Staff (Attenders, Housekeeping, Security)**

- Maintain classroom and campus cleanliness.
  - Assist faculty in arranging classrooms, laboratories, and events.
  - Handle photocopying, documentation movement, and logistical support.
  - Ensure campus security, gate management, and visitor control.
  - Support examination and administrative work as assigned.
  - Based on the work uncertainty, need to stay back on the campus until further order by the principal.
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### **6.8 LIBRARIAN**

- Purchase of books as per the requirements of AICTE and VTU.
  - Subscription and renewal of E-journals, Journals, Magazines and newspapers.
  - Stock entry & maintenance. Issue and collection of books.
  - Binding and lamination facilities.
  - Coordination of the purchase of books for students.
  - Submission of Annual Budget Proposal.
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### **6.9 SECURITY OFFICER**

- Acts as in-charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
  - Monitors Material movement in and out of the premises.
  - In charge of monitoring the persons inside the campus; verifying the ID Cards.
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### **6.10 TRANSPORT MANAGER**

- In charge of organizing transportation for students and staff from the college to designated routes and back again.
- In charge of performing regular maintenance on all buses.
- In charge of checking the logbooks kept by the drivers on a regular basis. Responsible for informing the Principal at any major repair of the college vehicle.
- Responsible for the purchase of a new vehicle.
- In charge of transporting staff and students to educational tours and sports competitions, etc.
- In charge of managing the schedule of buses. Responsible for the timely payment of Insurance.

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## **7. WORKING HOURS, ATTENDANCE & DISCIPLINE**

### **7.1 Working Hours**

- Staff Reporting time: 8:50 AM on all working days
  - Classes commence at 9:00 AM & wind up at 4:15 PM
  - Staff departure timing: 4:25 PM on all working days.
  - Tea break: (10:50 AM to 11:10 AM) 20 mins
  - Lunch break: (1:00 PM to 1:40 PM) 40 minutes.
- This applies to all Employees of CBIT.

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### **7.2 Attendance**

- Biometric mandatory (Face recognition) and Sign in Departmental Register.
- 10 Minutes Late entry of reporting time/early leaving before departure time, if it occurs more than 2 times/month, will result in a warning. 3 times occurrence will be treated as LOP.
- For more than 3 LOPs, a memo will be issued.

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### **7.3 Dress Code**

Clothing with offensive or inappropriate designs or stamps is not allowed. Not adhering to the dress code will attract a penalty of ₹100/- per day deducted from salary.

#### **7.3.1 Dress Code for Male Faculty**

- Formal full-sleeve or half-sleeve shirts (light or sober colours preferred).
- Formal trousers; jeans are not permitted on regular working days.
- Formal shoes (closed footwear), slippers are not permitted.

#### **7.3.4 Dress Code for Female Faculty**

- Saree
- Footwear must be formal; slippers/flip-flops are not permitted.

#### **7.3.5 Not Permitted for Any Staff**

- Jeans, T-shirts, cargo pants, or casual wear.
- Sleeveless tops, transparent or overly bright clothing, tight pants.
- Sports shoes (except during sports events), floaters, or slippers.
- Unprofessional accessories.

#### **7.3.6 Special Days / Exceptions**

- Casual dress may be permitted on designated days (For example, Yoga day, Ethnic day), with prior approval from the Principal.
- Laboratory staff may wear protective lab coats/aprons as required.
- Traditional attire is allowed during festivals or cultural programs.

### **7.3.7 Enforcement**

- HoDs shall ensure compliance within departments.
  - Repeated non-compliance may lead to written warnings through the Administrative Office.
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### **7.4 General Discipline**

- No smoking, alcohol or political activity on campus.
  - Respectful behaviour toward students and colleagues.
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### **7.5 Extra Duties**

Employees may be assigned duties during:

- Admissions
  - Examinations
  - Events, festivals, workshops
  - Extra remuneration may be provided as per policy in case of OOD/SCL
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## **8. CODE OF CONDUCT**

### **8.1. Code of Conduct for CBIT STAFF (Teaching & Non-Teaching)**

#### **8.1.1. Professional Integrity**

- Maintain the highest standards of ethics, honesty, and accountability.
  - Adhere to AICTE/UGC/VTU regulations and college policies.
  - Avoid conflicts of interest in academic and administrative decisions.
  - Maintain confidentiality of student, staff, and institutional information.
- 

#### **8.1.2. Behaviour & Workplace Conduct**

- Treat all students, colleagues, and stakeholders with respect, fairness, and dignity.
  - Promote an inclusive, discrimination-free, and harassment-free environment.
  - Maintain punctuality and professional behaviour at all times.
  - Dress appropriately, reflecting academic and professional standards.
- 

#### **8.1.3. Teaching & Academic Responsibilities (*for teaching staff*)**

- Deliver syllabus-aligned, updated, and quality-driven instruction.
  - Maintain lesson plans, academic records, and timely evaluation of student work.
  - Avoid favouritism, bias, or unfair academic practices.
  - Encourage critical thinking, innovation, and student participation.
- 

#### **8.1.4. Student Interaction**

- Maintain appropriate boundaries in staff–student interactions.
  - Provide academic support, mentorship, and guidance when required.
  - Never use abusive, humiliating, or discriminatory language.
  - Zero tolerance for harassment, exploitation, or misconduct.
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#### **8.1.5. Institutional Responsibilities**

- Participate actively in committees, events, exams, and assigned duties.
- Protect college property, maintain cleanliness, and follow safety procedures.
- Avoid political or commercial activities within the campus.
- Maintain transparency in financial and administrative transactions.
- In case of leave or planned absence, the teacher has to make an alternate arrangement, a duty signed by the person taking leave & the person who is in charge of the alternate or substitute.
- No employee shall communicate directly or indirectly any official information or document to any other person/organisation/authority without prior permission from the head of the Institution
- Any employee shall communicate with the principal through the HOD only, and the Principal will take it forward with the management.
- No employee shall communicate or write to the government or Governing bodies namely DTE, VTU/AICTE/UGC/NBA/NAAC or Department of higher education or Non-Government Organizations (NGOs), or Community Organizations to any other member of the Legislative Assembly, or the Member of the Parliament, or members of the Governing Council, or meet any of the above persons *for official purpose* without the written permission of the Principal, nor the employee shall bring any political pressure or pressure from any of the above mentioned officials upon the management for official recommendations with regards to his/her employment promotion etc. in the college.
- Every employee is bound to be present in their department during working hours, discharging his/her duties as specified by the authority.
- Employees shall not entertain visitors (except parents/guardians of the genuine student) at the place of work or in the department without the permission of the Head of the Institution/ Principal/ Management.
- Students ' or Employees' personal birthday /anniversary celebrations within the college premises are prohibited.

#### **8.1.6. Digital & Communication Ethics**

- Use institutional email, internet, and digital tools responsibly.
- Do not share confidential data or misuse digital platforms.
- Avoid posting negative or damaging content about the institution on social media.

#### **8.1.7. Research & Professional Development**

- Uphold academic integrity in research—no plagiarism or falsification.
- Seek continual professional development through training, FDPs, and workshops.
- Acknowledge all sources ethically in publications and reports.

#### **8.1.8. Compliance & Disciplinary Action**

- Staff must comply with all college, university, and statutory regulations.
- Any violation of this code will lead to disciplinary action as per institutional policy.

### **8.2. Code of Conduct for CBIT STUDENTS**

#### **8.2.1. General Behaviour**

- Maintain discipline, dignity, and respect inside and outside the campus.
- Treat faculty, staff, and peers with courtesy.
- Wear a valid College ID Card within the college premises at all times.
- Follow all circulars, notices, and academic instructions issued by the college.

#### **8.2.2. Academic Conduct**

- Attend classes, labs, and exams regularly and on time.
  - Maintain a minimum 85% attendance required.
  - No plagiarism, copying, impersonation, or exam malpractice.
  - Maintain lab safety standards and follow faculty guidelines.
- 

### **8.2.3. Campus Discipline**

- Ragging, bullying, harassment, or any form of discrimination is strictly prohibited.
  - Possession or use of alcohol, drugs, or tobacco is banned.
  - No violence, vandalism, or damage to college property.
  - Dress modestly and follow the prescribed dress code.
- 

### **8.2.4. Digital & Online Conduct**

- Use the college internet ethically.
  - Avoid cyberbullying, harassment, hacking, or sharing inappropriate content.
  - Do not record, circulate, or post classroom or campus content without permission.
- 

### **8.2.5. Classroom & Academic Spaces**

- Maintain silence, order, and respect during lectures.
  - Mobile phones only for academic use, as permitted by the faculty.
  - Follow proper behaviour in labs, workshops, and the library.
- 

### **8.2.6. Safety & Security**

- Follow safety instructions, emergency procedures, and evacuation guidelines.
  - Report unsafe conditions, suspicious activity, or misconduct promptly.
  - Unauthorized access to restricted areas is not permitted.
- 

### **8.2.7. Transport & Hostel Conduct**

- Maintain discipline in college buses and hostels.
  - Respect drivers, wardens, and hostel staff.
  - No destructive behaviour, loud noise, or violation of hostel timings.
- 

### **8.2.8. Grievance & Compliance**

- Students may approach the **Grievance Cell**, Class Advisor, or HOD for concerns.
  - Confidentiality and respect will be ensured.
  - Violations of the code will result in disciplinary action as per college rules.
- 

## **8.3 PREVENTION OF RAGGING**

### **8.3.2. Prohibition by law.**

- a. Imprisonment up to a term of 2 years
- b. A fine up to Rs.10000/-
- c. Dismissal from the Institution. The students so dismissed shall not be admitted to any other Educational Institution for three years.

Ragging, in any form is prohibited by law. The Govt. of Kerala has banned ragging in Educational Institutions / Hostels vide the Kerala Prohibition of Ragging Act 1998 Section 3 which makes ragging punishable as follows:

### **8.3.3. Anti-ragging Committee and Anti-ragging Squad**

In compliance with the AICTE regulations Anti-ragging Committee and Anti-ragging Squad have been constituted to prevent the menace of ragging. The squad conducts frequent patrolling in the common areas of the campus and maintains vigil to prevent the occurrence of ragging. The squad will also have the responsibility to investigate incidence of ragging, if any.

#### **8.3.4. Rules and guidelines**

Students shall not indulge in any of the following activities, which are treated as ragging:

- a. Any act that prevents, disrupts or disturbs the regular academic activity of a student.
- b. Exploiting the service of a junior student by a senior student or a group of senior students.
- c. Any act of financial extortion or forceful expenditure burden put on a junior student, including fund-raising for organisations.
- d. Any act of physical abuse, including all variants of it: annoying, playing, practical jokes, sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts or gestures.
- e. Any act of abuse by spoken words, emails, SMS or any other means.
- f. Any word or act that causes hurt to the dignity of the individual.
- g. Entering without permission any class other than the one assigned to a student.
- h. Forcing a student to boycott class without his/her consent to participate in strike, demonstration, dharna, etc.

#### **8.3.5. Reporting Cases of Ragging**

The complaints or information with regard to ragging could be oral or written, and even from third parties. The burden/responsibility of proving his/her innocence rests with the accused. Complaints can be lodged with the Principal, HODs, Class Advisor or any of the members of the Anti-Ragging Committee. All complaints/information received shall be kept strictly confidential. In the event of a student being booked for a criminal offence and being suspended from the College, he/she will be reinstated only after obtaining a clearance certificate from the Police Officer concerned.

#### **8.3.6 Sexual Harassment**

Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

#### **8.3.7 Professional Ethics and Academic integrity**

As an institution with a vision to mould professionals as epitomes of noble values, the Institute gives importance to professional ethics and is committed to fostering a vibrant learning environment based on the principles of social commitment. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of academic work. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. It is expected that the students adhere to the ethical standards.

---

### **8.4 Expected Behaviour**

Employees shall:

- Maintain professional behaviour, integrity and professional ethics
- Treat students and colleagues with respect. No unauthorised private tuition.

- Confidential handling of student data.
  - Uphold institutional vision and values. Protect the Institution's assets and intellectual property.
  - Avoid harassment or discrimination, and bias
- 

### **8.5 Prohibited Behaviour**

- Smoking, alcohol, and drugs inside campus
  - Political/religious campaigning
  - Misuse of institutional funds or property
  - Sharing confidential information
- 

### **8.6 Conflict of Interest**

Employees shall disclose:

- External employment
  - Consultancy assignments
  - Business relationships
  - Prior written approval is mandatory
- 

## **9. LEAVE RULES**

### **9.1. Introduction**

All the members of staff who have put in a minimum of one year service and a reconfirmed on the regular rolls of the college would be eligible for the leaves detailed here in below. These leave rules apply to all teaching, administrative, technical, and support staff of the institution. Leave is a privilege, not an automatic right, and must be sanctioned in advance.

---

### **9.2. Leave Rules**

- All kinds of Leaves/permissions/OODs should be applied on the previous day for approval by the Principal, forwarded by the HOD, and by making alternate arrangements for academic work or any other assigned work. Approved leave applications must be submitted to the office.
- A staff member taking too many leaves in a semester/ academic year is liable for termination from the duties without any notice.
- In all cases of absence from duty without availing leave or obtaining permission, or an employee fails to discharge his duties assigned to him, the principle of 'Leave without pay or No work no pay' shall apply to all such employees.
- 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 the sanction. If done, the same will be treated as indiscipline.
- 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 a discreet way, the same entails removal from service with no benefits and disciplinary action.
- Absence without approval is treated as Loss of Pay (LOP).
- 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.

---

### 9.2.1 Casual Leave (CL)

- Teaching Staff: 15 working days per year.
- Probationary: 12 working days per year.
- Non-Teaching Staff: 15 working days per year
- Maximum 3 consecutive days unless specially permitted.
- 1 RH/year (for the Varamahalaksmi festival) will be granted.

---

### 9.2.2 Medical Leave (ML)

- 10 days/year requires evidence of a medical certificate. Only in case of severe health issues (for example, fractures, admitted for more than 10 days)
- Can be clubbed with CL, if approved by the management.

---

### 9.2.3 Maternity Leave

- Married lady employees who have been confirmed in the grade are only eligible.
- The maximum period of leave is *84 days* without pay.
- This benefit is granted up to two deliveries.
- Applicable to women with at least one year of service in the previous year.

---

### 9.2.4 Vacation Leave

- Confirmed teaching Employee in grade at the Institution who can avail a vacation after attending to examinations, valuations, academic/administrative work etc, as per the academic calendar.
- Employees who have not completed one year are eligible for vacation leave as below:  
Less than six months - 0 days. Between six months and one year - 6 days.
- Teaching staff (above one year service): 10 working days in a semester, in a maximum of 2 slots.
- HODs: 6 working days in a semester, in a maximum of 2/3 slots.

---

#### 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.
- Probationers and full-time - Temporary Employee -Teaching and Non-teaching Employee who are on probation and temporary/Temporary Employee.
- CONTRACT and reemployed EMPLOYEE and includes both teaching and non-teaching employees.

---

### 9.2.5 On-Office Duty Leave (OOD)

- University work and research activities.
- Mandatory submission of proof after the event.

---

### 9.2.6 Special Casual Leave (SCL)

- For conferences, workshops, FDPs, or exceptional circumstances.
  - Professor: 08, Associate professor: 06 & Assistant professor: 04 (maximum SCLs can be availed per year, at the discretion of Principal/Management).
- 

### **9.2.7 Compensatory leave (CPL)**

- Compensatory leave can be availed by the faculty members against duty performed on a holiday for which no extra remuneration is paid.
  - Such compensatory leave should be availed within one month from the date on which the actual duty was performed.
- 

## **10. PERFORMANCE MANAGEMENT SYSTEM (PMS)**

### **10.1. Purpose**

#### **The PMS ensures:**

- Quality teaching
  - Accountability
  - Research contributions
  - Institutional development
  - Transparent increments & promotions
- 

### **10.2. Performance Appraisal of Teaching Staff**

#### **10.2.1 Teaching Indicators**

- Course coverage
- Quality of course file
- Lesson plan adherence
- Student feedback (minimum benchmark: 80%)
- University exam results

#### **10.2.2 Research Indicators**

- Publications (Scopus)
- Patents filed/granted
- Funded projects
- Paper presentations
- Book/Book chapters

#### **10.2.3 Professional Development**

- FDP participation
- Certifications
- Workshops/Training attended

#### **10.2.4 Contribution to the Institution**

- NBA/NAAC/AICTE work
- Department committees
- Event organisation & additional responsibilities
- Mentoring & counselling

#### **10.2.5 Administrative Responsibilities**

- Class coordinator, Lab in-charge, BoS/BoE work
  - Admission duties
- 

### **10.3. Performance Appraisal of Non-Teaching Staff**

#### **10.3.1 Technical Staff**

- Lab readiness
  - Equipment maintenance logs
  - Safety compliance
  - Support to faculty and students
- 

#### **10.3.2 Administrative Staff**

- Accuracy of documentation
  - Speed of work
  - Communication & behaviour
  - Confidentiality
  - ERP proficiency
- 

#### **10.3.3 Support Staff**

- Timeliness
  - Cleanliness/maintenance
  - Behaviour & discipline
- 

### **10.4. PMS Cycle**

- Appraisal Period: January to December of every year.
  - Mid-year review: optional
  - Final review by: HOD → Principal → Management
- 

### **10.5. Output of PMS**

- Annual increment
  - Promotions/career advancement
  - Training recommendations
  - Performance improvement plan (if required)
- 

## **11. TRAINING & DEVELOPMENT POLICY**

### **11.1 Faculty Development**

- Mandatory FDPs
- AICTE ATAL/Swayam MOOC courses
- Research skill development
- Encouragement for PhD under the Part-time model

### **11.2 Staff Development**

- Software training, Management Development Courses
- Communication skill programs
- Regulatory training (Accounts, HR, ERP)

---

## 12. COMPENSATION & BENEFITS

### 12.1 Salary Structure

- Payment of salary shall be made within 10 days after the completion of the calendar month, after effecting necessary deductions towards the statutory deductions, refund of loans, extra payments made previously, house rent, all authorised deductions, fines if any, etc., except under unavoidable circumstances and disciplinary proceedings.
- Probationers are eligible for annual increments, subject to satisfactory completion of probationary service in 1st year. 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 be revised to the 1st day of the month of promotion.
- 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, the probationary period can be extended or services terminated. A 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.
- The Probationer absenting for a continuous 8 days or more without sanctioned leave is considered a deserter and deemed to have abandoned the job, and services shall be terminated.
- During the period of probation, a maximum of 12 casual leave days at the rate of 1 day for every completed month of service exists. However, after successful completion of 1st year probation, the leave benefits are normally applied.
- As per AICTE norms (or institution scale).
- Annual increment based on appraisal, as said in clauses 10.2 & 10.3

### 12.2 Allowances

- HRA, TA, Academic allowances (if applicable).

### 12.3 Statutory Benefits

- EPF
  - ESI (if applicable)
  - Group Insurance (Max. ₹2,00,000/employee)
- These benefits are only during service and do not apply to any family members.

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## 13. PROMOTION POLICY

- Promotion Policy provides the framework for the career progression of faculty members from a lower post to a higher post shall be at the discretion of the management and will be determined based on merit, quality of service, loyalty to the organization, contribution to the department & to the college, self-appraisal, achievements, conduct, efficiency, ability, health, feedback, hardworking, nature of the job, years of service and the individual's suitability for the post.
- The employee who is going to be promoted has to give an interview in the midst of the selection committee (constituted by the organisation), exhibiting his achievements & the work done to the institution.

- For the purpose of promotions, previous performance, achievements, overall contribution to the organization, pending cases, set norms & conditions, confidential reports, self-appraisals shall be considered for all employees.
  - The promotional aspect depends on the semester's self-appraisal report of the faculty since the day of joining the institute & is fully performance-oriented and the achievements that he/she has done to the organisation.
  - Couple of increments will be given once the employee completes his/higher studies & possible under the merit (depends on the sole discretion of the management).
- 

### **13.1 Teaching Staff**

As per the AICTE Career Advancement Scheme (CAS):

- Assistant Professor → Associate Professor
- Associate Professor → Professor

Criteria include:

- PhD
  - Publications
  - Experience
  - Appraisal scores
  - Contribution to institution
- 

### **13.2 Administrative & Technical Staff**

- Seniority + Skill + Performance
  - Vacancy-based promotions
- 

## **14. DISCIPLINARY PROCEDURES**

### **14.1 Minor Misconduct**

- Late attendance
  - Minor insubordination
  - Academic lapses
- 

### **14.2 Major Misconduct**

- Harassment, abusive behaviour
  - Theft, fraud
  - Intentional violation of policies
  - Malpractice in exams
- 

### **14.3 Disciplinary Process**

- Complaint recording
- Preliminary enquiry
- Show-cause notice
- Formal enquiry committee
- Management decision

Employees have the right to submit a defence.

#### **14.3.1 Penalties include: Depending on severity:**

- Verbal warning
  - Written warning
-

- Withholding of increments
  - Suspension
  - Reduction to a lower rank
  - Termination
- 

## **14.4 Disciplinary Rules**

### **14.4.1 Misconduct Includes**

- Insubordination
- Habitual late attendance
- Absence without permission
- Misuse of funds, theft, fraud
- Harassment or abusive behaviour
- Academic malpractice

### **14.4.2 Disciplinary Process**

- Written complaint
  - Preliminary enquiry
  - Show-cause notice
  - Formal enquiry committee
  - Management decision
- 

## **15. GRIEVANCE REDRESSAL MECHANISM**

- Internal Complaints Committee (ICC)
  - Anti-Ragging Committee
  - Woman Empowerment Cell
  - Appeal allowed to management
- 

## **16. RESIGNATION, RELIEVING & FINAL SETTLEMENT**

### **16.1 Notice Period**

- Teaching: **2 months**
- Non-teaching: **1–2 months**
- Waiver possible at management discretion

### **16.2 No Dues Certificate Mandatory**

Library, labs, HR, accounts, department.

### **16.3 Relieving Order**

Issued after completion of notice and clearances by the principal, after approval by the management

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## **17. TERMINATION POLICY**

### **Applicability**

This policy applies to:

- Regular (permanent) employees
  - Probationary employees
  - Contract-based employees
-

- Temporary and outsourced staff (where relevant clauses apply)
- 

## **17.1. Types of Termination**

### **17.1.1 Termination During Probation**

- Employees on probation may be terminated with 1 month's early notice or 1 month's salary instead of notice.
- Reasons may include poor performance, misconduct, or unsuitability for the role.
- A performance review shall be documented before termination.

### **17.1.2 Termination of Contract Employees**

- Generally, requires 1 month's early notice unless misconduct is proven.

### **17.1.3 Termination of Permanent Employees**

Permanent employees may be terminated under:

- Misconduct (as per Disciplinary Rules)
- Non-performance / poor performance
- Violation of institutional rules
- Moral turpitude, fraud, or criminal conviction
- Absenteeism without authorisation
- Redundancy or restructuring (only with Governing Council approval)

Notice period:

- **2 months' notice OR 2 months' salary instead of notice**, except in cases of gross misconduct.
- 

## **17.2. Grounds for Termination**

### **17.2.1 Misconduct (Major Offences)**

- Misappropriation of funds
- Falsification of records
- Physical assault, harassment, or abusive behaviour
- Sexual harassment (as per POSH Act 2013)
- Breach of confidentiality or data theft
- Wilful damage to property
- Serious violation of academic ethics (plagiarism, falsifying exam records)
- Negative feedback about the Institution in the background, gossiping.

### **17.2.2 Minor Misconduct**

- Habitual late coming
- Negligence of duty
- Disobedience of reasonable orders
- Improper behaviour with students/staff

Disciplinary action will follow due process before termination.

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## **17.3. Termination Process**

### **17.3.1 Preliminary Investigation**

- Conducted by Principal/HR/Disciplinary Committee.
  - Employee is informed in writing of the issue.
-

### **17.3.2 Show-Cause Notice**

- Employee receives a **written notice** stating allegations.
- Employee is given **7–10 days** to submit a written explanation.

### **17.3.3 Domestic Enquiry (Mandatory in Major Cases)**

- Conducted as per principles of natural justice.
- The employee may produce witnesses, documents, and a defence representative.
- Findings are recorded and submitted by the disciplinary committee to the Governing Council.

### **17.3.4 Final Decision**

- Based on the enquiry report.
- Issued by the Governing Council/Management.

### **17.3.5 Notice Period & Settlement**

- Notice period as per employment category.
  - Settlement includes:
    - Salary dues
    - PF/Gratuity as per statutory norms
    - Relieving order & service certificate (unless terminated for serious misconduct)
- 

## **17.4. Termination Without Notice**

Allowed only in cases of:

- Proven gross misconduct/red-handed caught up
  - Acts endangering the life, property, or reputation of the institution
  - Criminal actions involving moral turpitude
  - Fraud or tampering with student records/exams
  - Negative feedback on the Institution/system in the background, gossiping.
- 

## **17.5. Abandonment of Employment**

If an employee is absent without information for **7** consecutive working days:

- A notice is sent to the employee's last known address/email.
  - If no response within 10 days, employment may be terminated for abandonment of service.
- 

## **17.6. Appeal Mechanism**

Employees may appeal termination orders to:

- Management/Governing Council, within 30 days of the order.
  - Decision of Governing Council is final and binding.
- 

## **17.7. Special Conditions for Teaching Faculty (As per UGC/AICTE norms)**

- Termination must not be arbitrary; performance appraisals and warnings must be documented.
  - Academic freedom and fair hearing are protected.
-

- Any termination of senior faculty (Associate/Professor) requires Governing Council approval.
- 

### **17.8. Exit formalities**

- Clearance from all departments
  - Submission of college property (including ID card)
  - Exit interview (optional)
  - Final settlement processed within 30 days of the last working day
- 

### **17.9. Confidentiality**

- Employees must maintain the confidentiality of all college data even after termination.
  - Legal action may be initiated for breaches.
- 

### **17.10. Statutory Compliance**

This policy complies with:

- Karnataka Shops & Establishments Act
  - Industrial Employment (Standing Orders) Act (if applicable)
  - UGC/AICTE Regulations
  - EPF/ESI/Gratuity laws
  - POSH Act 2013
- 

## **18. RETIREMENT & SUPERANNUATION**

The date of retirement will be on the last day of the month in which he attains the age of 60/62 years. If the date of birth is on 1<sup>st</sup> of the month, the employee retires on the last day of the previous month. Date of birth, date mentioned in the transfer certificate, SSLC/ 10th standard school leaving certificate. In the absence of any of them, a Management-nominated doctor's certificate is taken as the valid date of birth, and the decision is final. No Changes/modifications made shall be considered at any time.

- Teaching Staff: **60 years**
  - Non-Teaching: **60 years**
  - Re-employment based on need & performance.
  - Teaching staff after retirement at the age of 60 years of service can continue up to the age of 65 years, under the re-employment procedure. Further, based on their capability can be considered for any suitable post as decided by the Management.
  - Re-employment Salary: 80% of the gross salary for teaching staff & 70% of the gross salary for non-teaching /office staff drawn before retirement in CBIT, will be fixed by the Management.
  - Re-employment of Non-CBIT staff: Their age and salary are as decided by the Management.
- 

## **19. TERMINAL BENEFITS**

### **19.1 PF Settlement**

Processed as per EPFO rules.

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## 20. STAFF WELFARE MEASURES

### 20.1 Employees Provident Fund (EPF)

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

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### 20.2 Employees' State Insurance Corporation [ESIC]

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

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### 20.3 Financial Assistance

- The Management provides 50% financial support (not more than ₹3000/- per faculty in a semester) to their staff members for attending conferences, workshops and Faculty Development Programme.
  - The Management provides a loan facility from C. Byregowda Credit Cooperative Society Bank for eligible staff.
- 

### 20.4 GROUP INSURANCE

The Management provides group insurance (sum assured Max. ₹ 2,00,000/employee) for the existing CBIT staff, with accidental benefits.

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## 21. ENTERPRISE RESOURCE PLANNING (ERP) POLICY

### 21.1. Purpose

To establish a transparent, accountable and ICT-enabled system for academic and administrative management in alignment with NAAC and AICTE digital governance norms.

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### 21.2. Scope

Applies to all ERP modules supporting statutory compliance, including admissions, attendance, examinations, curriculum delivery, fee management, HR, library, placements and grievance redressal.

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### 21.3. Key Objectives (NAAC/AICTE Oriented)

- Strengthen **e-governance** in academics, administration, finance and student support.
  - Ensure accurate, real-time institutional data for **compliance, audits and accreditation**.
  - Promote digital record-keeping to support **IQAC documentation** and transparency.
  - Enhance service efficiency through ICT-enabled workflows.
- 

### 21.4. Roles & Responsibilities

- **Management:** Approves policy and ensures resources for e-governance.
  - **Principal:** Leads ERP implementation and institutional compliance.
  - **IQAC:** Monitors ERP usage, documentation and continuous improvement.
  - **ERP Coordinator:** Manages system configuration, backups, security and vendor communication.
-

- **HODs:** Ensure academic data (attendance, assessments, syllabi, CO-PO mapping) is updated as per AICTE/NAAC requirements.
  - **Faculty:** Upload attendance, internal marks, lesson plans and course files on time.
  - **Admin Staff:** Maintain fee, HR and statutory records (SC/ST cell, grievance, anti-ragging).
  - **Students:** Use ERP for academic progress, fees, notifications and grievances.
- 

### 21.5. Data Entry & Validation

- All academic and administrative entries must comply with **AICTE data integrity standards**.
  - HODs verify entries before submission for IQAC/NAAC documentation.
  - Errors must be corrected promptly.
- 

### 21.6. Access & Security

- Role-based access as per AICTE digital policy guidelines.
  - Password sharing prohibited; login misuse subject to disciplinary action.
  - Daily automated backups; periodic review of data recovery procedures.
- 

### 21.7. Usage Guidelines

- ERP is the **official platform** for lesson plans, attendance, internal marks, exam schedules, grievances and notices.
  - Paperless workflows encouraged to support **green campus and e-governance** initiatives.
- 

### 21.8. Monitoring & Compliance

- IQAC conducts periodic audits of ERP data for **NAAC documentation and AQAR reporting**.
  - Non-compliance (delayed entries, inaccurate data) will be escalated.
- 

### 21.9. Training & Support

- Orientation for new users and periodic staff training.
  - Technical support via ERP Coordinator and vendor.
- 

### 21.10. Review of policy Cycle

This policy will be reviewed by IQAC every two years or earlier, and any proposed amendments will be sent to the Principal and Governing Council.

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## 22. FEEDBACK POLICY

### 22.1. Purpose of the Feedback Policy

The purpose of the Feedback Policy is to systematically collect, analyze, and act upon feedback from all stakeholders—students, faculty, alumni, employers, and parents—to continuously improve the teaching–learning process, curriculum, infrastructure, and overall institutional effectiveness.

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### 22.2. Objectives

- To obtain regular feedback from stakeholders on academic and non-academic processes.
  - To evaluate the quality of teaching, curriculum relevance, support services, and campus facilities.
-

- To identify strengths and areas for improvement in departments and the institution.
  - To use feedback data for informed decision-making and quality enhancement.
  - To ensure transparency and accountability in academic functioning.
- 

### 22.3. Stakeholders Covered

Feedback is collected offline/online from the following groups:

1. **Students**
    - Course/teacher feedback
    - Program feedback
    - Exit (final-year) feedback
  2. **Faculty**
    - On curriculum, examination system, research support, governance
  3. **Alumni**
    - On career relevance of curriculum, training quality, industry readiness
  4. **Employers/Industry Representatives**
    - On graduate skills, employability, industry requirements
  5. **Parents/Guardians**
    - On campus facilities, communication, academic progress of students
- 

### 22.4. Mode of Feedback Collection

- **Online feedback forms** through ERP/Google Forms/LMS
- **Offline written forms** (if required) for parents or rural students
- **Feedback boxes** installed in departments
- **Parent–Teacher meetings & Alumni Meet** interactions

All feedback is collected confidentially and anonymously.

---

### 22.5. Parameters / Indicators Measured

Typical indicators include:

#### A. Academic Quality

- Clarity of teaching
- Syllabus coverage
- Lab facilities
- Use of ICT tools
- Evaluation fairness

#### B. Curriculum Relevance

- Alignment with industry needs
- Need for additional courses/certifications

#### C. Support Services

- Library resources
- Transport
- Internet/Wi-Fi
- Grievance redressal

#### D. Campus Facilities & Safety

- Cleanliness
  - Security
  - Anti-ragging measures
- 

### 22.6. Feedback Analysis Mechanism

1. **Collection** → Received by the IQAC / Feedback Committee
-

2. **Compilation** → Data is compiled using Excel
  3. **Analysis** → Statistical tools used to generate reports with scores (mean, percentage).
  4. **Interpretation** → Strengths, weaknesses, and priorities identified.
  5. **Action Taken** → Action Taken Report (ATR) prepared by departments/IQAC.
  6. **Review** → Reports submitted to Principal/Academic Council.
  7. **Publishing** → Feedback summary + ATR uploaded on college website
- 

### 22.7. Action Taken Mechanism

Typical actions may include:

- Curriculum revision proposals to University
- Faculty training / FDPs
- Lab & library upgrades
- Mentor–mentee improvements
- Improving campus amenities (transport, washrooms, canteen)
- Additional value-added/certificate courses
- Enhancing internships & placement support

Each action taken must be documented and reviewed by IQAC.

---

### 22.8. Confidentiality & Ethics

- Stakeholder identity is kept anonymous.
  - Data is used only for academic improvement.
  - Feedback results are not used for punitive measures against faculty.
  - Transparency is ensured by publishing an “Action Taken Report.”
- 

## 23. MISCELLANEOUS

### 23.1 Uniforms

- Whatever is desirable in the interest of service, the Management may prescribe a uniform for any category of employees.
  - The management reserves the right to decide as to the category of number of employees to be provided with uniforms, and this will not entitle the other categories of employees’ right to claim uniform or allowance instead of uniform.
  - The Management can, at its discretion, discontinue giving uniforms, and the employees this deprived of, 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, it shall.
- 

### 23.2 Reimbursement

- Reimbursement of travel expenses, including accommodation charges and daily allowance, is granted in accordance with the rules laid down by the Board of Management from time to time.
- Subject to limits prescribed in the schedule, reimbursement of travel expenses shall cover the following: i) Actual Cost of the ticket or fare paid for the journey. ii) Daily Allowance iii) Accommodation charges at Non-AC Rooms in Non-Star Lodging, subject to production of the Hotel bill and receipt.
- An upgrade in the mode/class of travel is permissible only when authorised by the Secretary, Board of Management.

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

### 23.3 Celebration of days of National importance

The following important days of the country will also be celebrated on the campus:

1. Republic day (26th January)
  2. Ambedkar Jayanthi (14th Apr.)
  3. World Environment Day (05<sup>th</sup> June)
  4. World Yoga Day (21<sup>st</sup> June)
  5. Independence Day (15th Aug.)
  6. Teachers' day (05th Sep.)
  7. Engineers Day (15<sup>th</sup> Sep.)
  8. Gandhi Jayanthi (02nd Oct.)
  9. Ayudha Pooja/Navaratri (Based on festive date)
  10. Kannada Rajyotsava (01<sup>st</sup> Nov. or any one day in November)
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## 24. STUDENT POLICY

### 24.1. Purpose

To ensure a **safe, disciplined, and academically supportive** environment for all students and to promote holistic development.

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### 24.2. Student Rights

Students have the right to:

- Quality teaching and fair evaluation
  - Safe, harassment-free campus
  - Equal opportunities in academics & extracurricular activities
  - Access to labs, library, and learning resources
  - Confidential grievance redressal
- 

### 24.3. Student Responsibilities

Students must:

- Attend classes regularly and maintain academic progress
  - Follow college rules, dress code (if applicable), and discipline
  - Treat faculty, staff, and peers with respect
  - Maintain cleanliness and protect college property
  - Carry valid college ID at all times
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### 24.4. Academic Conduct

- Minimum attendance: **85%** (as per university norms)
  - Zero tolerance for malpractice, plagiarism, or impersonation
  - Follow lab safety and academic integrity guidelines
- 

### 24.5. Campus Behaviour

- Ragging, bullying, harassment, and violence are strictly prohibited
  - No tobacco, alcohol, drugs, or substance abuse
  - Responsible use of mobile phones and digital platforms
-

- Respectful behaviour in classrooms, labs, transport, and hostels
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#### **24.6. Safety & Security**

- Follow safety signs, emergency procedures, and evacuation rules
  - Report unsafe conditions or misconduct immediately
  - Cooperate with security personnel during checks
- 

#### **24.7. Grievance Redressal**

Students may report grievances related to academics, harassment, hostel, or examinations to:

- Class Advisor / HOD
  - Grievance Redressal Committee
  - Online portal (if available)
- Confidentiality ensured.
- 

#### **24.8. Participation & Conduct**

- Encourage participation in clubs, sports, NSS/NCC, events, and technical competitions
  - Maintain balance between academics and extracurricular activities
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#### **24.9. Policy Review**

This policy is reviewed annually by the College Administration to comply with AICTE/VTU guidelines

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### **25. LIBRARY POLICY**

#### **25.1 PREAMBLE:**

CBIT Library & Information Center has wide collection of books, journals, magazines and newspapers as e-copies.

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#### **25.2 OBJECTIVES**

- To provide the right information at the right time in the right form to its users.
  - To maintain the standard and reputation of the college through excellence in library services
  - To create various bibliographies and library pathfinders for easy access and retrieval of information.
  - To create an atmosphere wherein students and faculty may carry on the learning process enjoyable.
  - To provide a well-organised collection of books, periodicals, sitations and electronic media.
  - To maintain a current and useful library collection reflecting the needs of all courses.
- 

#### **25.3 POLICY STATEMENTS**

- All students and faculty members must show their ID cards when entering and exiting the library via the gate entry system to record their entry into the library.
  - Under no circumstances, personal books, files and other articles (except a small notebook or loose sheets of paper) will not be allowed inside the library
  - Strict silence and decorum shall always be maintained in the library.
  - Any marking or writing in the books by the members is strictly prohibited.
-

- Use of mobile phones is not permitted inside the library. If possessed, it should be in SWITCHED OFF mode
- The Department Library is provided to offer users easy access and to assist staff members in preparing teaching materials
- During Library hours, the concerned library staff in charge should make the student entries in the Gate Entry System, which is kept at the entrance. All library transactions should be through the Circulation counter only
- The books borrowed from the college library should be returned by the students at the end of the academic year, and “No Dues Certificate” must be obtained. Staff members getting relieved from the college should also return the books borrowed from the library and a “No Dues Certificate” must be obtained
- Each student is allowed to borrow 5 books from the library, and each teaching staff is entitled to borrow 6 books.
- Members must show their identity cards to the librarian when using library facilities or borrowing books for identification purposes.
- Users should clarify any damage to books before borrowing them from the library.
- Any subsequent complaints about the deficiency or defacement of the book will not be entertained.
- If a book is found to be defective upon return, it will not be accepted, and the concerned user must replace it with a new one.
- If a borrower reports a book as lost, they must replace it with a new copy. If they fail to do so, they will be required to pay an amount equal to twice the cost of the lost book
- Books, excluding reference books and journals, will be issued to the users for an initial period of 15 days. They have the option to renew for an additional 15 days, provided no other user has reserved the book.
- Reference books, project reports, journals, and question papers are not available for borrowing. However, students may photocopy a limited number of pages from these materials.
- All borrowed books must be returned by the specified due dates. Late returns will incur fines according to the existing rules.
- Renewals are only processed if the book is presented either on the due date or earlier.

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#### **25.4 CIRCULATION SECTION RULES**

Library members should produce their valid ID card when they borrow/return/renew their books at the Circulation Counter. Members are not allowed to use another user’s ID card. Members are encouraged to check their library transaction details in “My Account”.

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#### **25.5 RENEWAL OF BOOKS**

Members can renew the borrowed books for a maximum of one time. Members can also renew their books through the online renewal system, which is an intranet service. Books will be renewed only if the title does not attract a fine, the reservation and also if it has not been renewed already.

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#### **25.6 BOOKS BORROWED**

The users should not bring the borrowed books inside the library unless they want to return them. The users should not return the borrowed books on the same day they have borrowed. Members are held responsible for all materials issued on their cards.

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#### **25.7 LOSS OR DAMAGE**

Members should check the book thoroughly for missing pages, chapters, pictures, index, etc., while borrowing the books from the library. No books in damaged condition will be accepted from the member. Mutilated or spoiled books will have to be replaced by the borrower. Members who lost the books should replace the latest edition of the same title, else should pay double the cost of the book, along with a fine.

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## **26. SECURITY POLICY**

Security service carries out over 24 hours/365 days and requires access to all areas on campus. Continuous availability of security staff at various locations is also ensured.

### **26.1. Purpose**

This Security Policy ensures a safe, secure, and disciplined campus environment for students, faculty, staff, and visitors. It outlines measures for physical security, digital security, emergency response, and responsible behaviour within the college premises.

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### **26.2. Scope**

This policy applies to:

- All students
  - Teaching and non-teaching staff
  - Administrative staff
  - Contract employees (security, housekeeping, transport, canteen)
  - Visitors and guests
  - Vendors and service providers
- 

### **26.3. Physical Security Measures**

#### **26.3.1 Campus Entry & Exit**

- Security personnel are posted at main gates 24/7.
- Mandatory ID card display for students and staff.
- Visitor entry is only after signing the register and obtaining an entry pass.
- Vehicle entry is regulated with parking stickers and verification.

#### **26.3.2 Surveillance**

- CCTV monitoring in academic blocks, library, labs, exam cell, hostels, parking areas, and strategic campus points.
- CCTV footage stored for a minimum of 30 days.

#### **26.3.3 Hostels**

- Warden and assistant wardens are responsible for discipline and safety.
- Entry/exit timings enforced.
- Random inspections conducted to ensure safety norms.

#### **26.3.4 Transport Safety**

- College buses are regularly inspected for safety and roadworthiness.
  - GPS-enabled tracking preferred for bus routes.
  - Drivers follow speed limits and safety rules.
- 

## **26.4. IT Security Policy**

### **26.4.1 IT Infrastructure**

- Use of licensed software and secure networks.
- Password-protected Wi-Fi access for students and staff.
- Restricted access to sensitive administrative systems (ERP, exam cell, accounts).

### **26.4.2 Cyber-Safety for Students**

- Anti-bullying, anti-harassment, and responsible internet usage guidelines.
  - Prohibition of hacking, data theft, impersonation, or misuse of digital resources.
- 

## **26.5. Emergency Preparedness**

### **26.5.1 Fire & Safety**

- Fire extinguishers checked and serviced annually.
- Basic fire-safety training conducted for staff and hostel wardens.

### **26.5.2 Medical Emergencies**

- On-campus first-aid facilities available.
- Tie-ups with nearby hospitals for emergency care.
- Emergency contact numbers displayed across campus.

### **26.5.3 Disaster Management**

- Procedures for handling natural disasters (lightning, earthquake) are explained to staff/students through drills.
- 

## **26.6. Behavioural & Campus Conduct**

- Strict prohibition of ragging (as per UGC Regulations).
  - Zero tolerance for violence, harassment, vandalism, substance abuse, or possession of weapons.
  - Students must follow the code of conduct regarding dress, discipline, and academic honesty.
  - Anti-ragging committee and Internal Complaints Committee (ICC) function as per statutory norms.
- 

## **26.7. Reporting & Grievance Redressal**

- Students/staff may report security issues to:
    - Security Officer
    - Principal
    - Grievance Redressal Committee
    - Women's Safety Cell / ICC
  - Anonymous reporting facility encouraged (drop box or in person).
- 

## **26.8. Responsibilities**

### **Management**

- Provide infrastructure, manpower, and resources for campus safety.

### **Security Personnel**

- Maintain vigilance, conduct patrols, and respond immediately to incidents.

### **Faculty & Staff**

- Ensure student discipline during class hours, events, and labs.
-

## **Students**

- Follow all security guidelines and report suspicious activities immediately
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## **27. TRANSPORT POLICY**

### **27.1. Purpose**

The Transport Policy ensures safe, reliable, and timely transportation for students and staff commuting to and from the college. It establishes standards for vehicle safety, route planning, driver conduct, and operational management.

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### **27.2. Scope**

This policy applies to:

- All college-owned buses
  - Students using college transport
  - Drivers and transport support staff
  - Transport Coordinator and Transport Committee
- 

### **27.3. Transport Operations**

#### **27.3.1 Bus Routes & Scheduling**

- To & pro routes are planned to cover major towns and rural areas where staff & students reside.
- Timings fixed to ensure arrival before the first hour class/ Practical Exams and departure after the last session.
- Route maps displayed on the college buses & notice board.
- Any changes in route/timing communicated in advance.

#### **27.3.2 Bus Pass & Usage**

- Students must obtain a Transport ID/Bus Pass every semester/year.
  - Students must carry ID/pass during travel; no unauthorised travel permitted.
- 

### **27.4. Safety Measures**

#### **27.4.1 Vehicle Safety**

- All buses must comply with RTO norms and periodic fitness checks.
- Buses inspected monthly for:
  - Brakes
  - Tyres
  - Lights
  - Emergency exits
  - Fire extinguishers
- Annual comprehensive service is mandatory.

#### **27.4.2 Driver Conduct**

- Only trained, licensed, and experienced drivers employed. Their data needs to be collected.
  - Drivers must:
    - Follow fixed speed limits
    - Avoid mobile phone usage while driving
    - Maintain discipline and respectful behaviour
-

- Follow safe driving practices on rural roads

### 27.4.3 Student Conduct

- Students must board/exit only at designated stops.
  - Strict instructions against:
    - Standing at the footboard
    - Shouting or distracting the driver
    - Damaging bus property
    - Misbehaviour with staff or fellow students
  - Ragging is strictly prohibited inside the buses.
- 

### 27.5. Emergency Preparedness

- Each bus is equipped with a **first-aid box** and a **fire extinguisher**.
  - In case of breakdown, an alternative vehicle is arranged immediately.
  - Emergency contacts of the transport in charge are displayed inside each bus.
  - Accident/incident must be reported to the Transport Coordinator within 24 hours.
- 

### 27.6. Roles & Responsibilities

#### 27.6.1 Transport Coordinator

- Prepare and monitor bus routes.
- Maintain attendance of drivers and conductors.
- Conduct safety inspections and maintain records.
- Resolve student complaints related to transport.
- A log book must be maintained for fuel usage and other repair works of the vehicles.
- The Fitness Certificate for all the vehicles is to be renewed with the RTO office periodically.

#### 27.6.2 Transport Committee

- Review transport operations every semester.
- Recommend improvements in safety, routes, and schedules.

#### 27.6.3 Students

- Follow transport rules strictly.
  - Report irresponsible driving or safety issues immediately.
- 

### 27.7. Fee & Refund Policy

- Transport fee reviewed annually by the transport in charge & approved by the Management.
  - Full fees must be paid by the students at the beginning of the semester/year.
  - Cancellation /Refunds issued only if requested as per college rules.
- 

## 28. ADMISSION POLICY

### 28.1. Purpose

To ensure a **transparent, fair, and merit-based** admission process aligned with AICTE, State Government, and University regulations.

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### 28.2. Admission Principles

- **Merit-based selection** through Government KCET/KEA counselling (KCET/COMEDK) and approved management quota.
  - **Equal opportunity** without discrimination based on caste, gender, religion, language, or socio-economic background.
  - **Transparency** in eligibility, fees, and procedures via college website and prospectus.
  - **Strict compliance** with AICTE, DTE, and VTU norms.
- 

### 28.3. Eligibility

#### UG (B.E.)

- 10+2/PUC with Physics, Mathematics + required optional subject.
- Minimum marks as prescribed by the Government/AICTE.
- Admission through KCET / COMEDK / Management quota.

#### Lateral Entry

- Diploma in a relevant field; admission through the Government lateral entry quota or management seats.
- 

### 28.4. Admission Procedure

1. **Application** via Government counselling or college office/website.
  2. **Document Verification** (marks cards, ID, CET/COMEDK scorecard, certificates).
  3. **Seat Allotment** as per merit and quota rules.
  4. **Fee Payment** within notified deadlines.
  5. **Admission Confirmation** after verification and university registration.
- 

### 28.5. Reservation & Quotas

- SC/ST/OBC/KM categories & SNQ quota as per **State Government rules**.
  - Management quota seats filled with full transparency.
- 

### 28.6. Refund & Cancellation

- Refunds processed strictly as per **AICTE & University guidelines**.
  - Withdrawal requests must be submitted in writing.
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### 28.7. Data & Confidentiality

- Student records are maintained securely.
  - Personal information treated as confidential.
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### 28.8. Policy Review

The Admission Committee reviews this policy annually to ensure compliance with statutory guidelines

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## 29. INTERNAL ASSESSMENT (CIE) POLICY

(Continuous Internal Evaluation – CIE)

### 29.1. Purpose

To ensure a **fair, transparent, and systematic** Continuous Internal Evaluation (CIE) process that supports student learning and complies with VTU/AICTE norms.

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### 29.2. Scope

This policy applies to:

- All UG programs that include theory & laboratory courses
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### 29.3. CIE Components

CIE will include:

- **Internal Tests:** Minimum **2 tests** per semester (as prescribed by the VTU).
- **Assignments / Tutorials/Seminar/Quiz/Group Discussion**
- **Laboratory Evaluation**
- **Attendance component** (if applicable as per university rules)

Typical CIE breakup (example for VTU pattern):

- Test 1: Maximum 50 marks/duration: 90minutes (Syllabus: 2 to 2.5 Modules)
  - Test 2: Maximum 50 marks/duration: 90minutes ((Syllabus: 2 to 2.5 Modules))
  - Average of two scaled to 25 marks, or as per the VTU syllabus/norms
- 

### 29.4. Internal Test Conduction Guidelines

#### 29.4.1 Test Planning

- Academic calendar must include scheduled CIE test dates.
- Question papers prepared by subject faculty, reviewed by HOD/Academic Coordinator.
- Question paper must follow Bloom's Taxonomy and the VTU pattern.

#### 29.4.2 Test Execution

- Tests conducted in a strict, exam-like environment.
- Seating arrangement, invigilators, CIE Committee.
- Malpractice strictly prohibited; disciplinary action for violations.

#### 29.4.3 Evaluation

- Evaluated within **7 working days** from the date of test.
  - Marks and answer scripts shared with students for transparency.
  - Faculty must discuss common errors and provide feedback.
- 

### 29.5. Laboratory CIE

- Continuous evaluation during lab sessions.
  - Components include:
    - Viva
    - Record maintenance
    - Lab performance
    - Internal lab test
- 

### 29.7. Project/Seminar CIE

- Periodic evaluation by the internal guide and review committee.
  - Plagiarism checking is mandatory for final submissions.
  - Rubrics-based evaluation to ensure fairness.
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### 29.8. Attendance

- Attendance updated regularly in ERP/register.
  - Students with attendance shortage will not be permitted to take tests as per university/college guidelines.
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### 29.9. Grievance Redressal

- Students may request re-evaluation/clarification within 3 days of receiving test scripts.
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- HOD/CIE Committee decision is final.
- 

### **29.10. Record Maintenance**

- CIE marks uploaded in ERP and documented monthly.
- Faculty must maintain:
  - Question papers
  - Answer scripts
  - Attendance
  - Assignment records
  - Rubrics & evaluation sheets

All documents are preserved for at least 3 academic years.

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### **30. DATA PROTECTION & CONFIDENTIALITY**

- Employee files & student data are confidential.
  - No sharing of personal/academic information without authorisation.
  - IT policy covers email, internet usage, and cybersecurity.
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### **31. AMENDMENTS**

Management reserves the right to modify policies with notification.