



Balaji Institute of Technology & Science

Estd.: 2001

Laknepally, NARSAMPET, Warangal - 506331

(Affiliated to JNTUH, Hyderabad and Approved by the AICTE, New Delhi)

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Report On Recruitment, Promotional Rules And Policies

Recruitment:

1. Appointments:

The Management/ Principal is the competent authority to appoint any employee based on the recommendations of the selection board. The appointment orders shall be issued by the Management.

2. Qualifications:

The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching staff and AICTE/ State Government / University norms in respect of Non-Teaching Staff.

3. Selection:

- Selection shall be through open advertisement. AICTE and University guidelines will be followed for recruitment of staff.
 - Workload from Departments
 - Cadre-wise requirement as per AICTE
 - Calling for applications / walk-in-interviews through advertisement and website
 - Selection committee which includes external/internal subject experts
 - Scrutiny of applications
 - Issue of appointment letters
 - Ratification by G.B
- The committee for Staff Selection shall have the following members
 - Chairman
 - Principal
 - HOD of the Department
 - Subject experts
 - Invitees
- The Management / Governing Body may in special circumstances appoint qualified persons by invitation/deputation/ contract basis year after year up to a maximum of Five years.
 - The selected candidates will be given appointment orders. The selections will be presented to the Governing Body for approval. The selected candidates who join the duty may have to satisfy the university's norms.

- When an employee joins the college, a personal file shall be opened with
 - Application with photo and appointment order
 - Joining report
 - Certificates of qualification and experience
- The following shall also be maintained in the same file.
 - Assessment reports
 - Rewards / punishment details
 - Significant event to be recorded.
 - Promotion & salary hike
 - Higher qualification details, if acquired during service.
 - Research publications
 - Professional body membership details
 - Agreements if any
 - Resignation / retirement details.
 - Service Register

4. Seniority:

The matters related to seniority is finalized by the Governing Body of the college as per the procedure laid out by State Government/ Affiliating University

5. Pay, Allowance, Increments and Promotions:

Pay: AICTE/UGC scales of pay shall be applicable from time to time to the posts classified as teaching staff. State Govt. / University scales of pay shall be applicable from time to the posts classified as non-teaching staff.

Allowances: Dearness, House Rent and other allowances as per AICTE norms for teaching staff and State Govt. norms for non -teaching staff are extended by Management from time to time to all regular employees of the college.

Regular Increments: The regular increments shall be sanctioned by the Principal / Management on the satisfactory performance of the employee as recommended by the Head of the Department in the prescribed Performa.

- **Motivational Initiatives: (To faculty)**
Motivational Initiatives for faculty, other staff and students are described in the chapters human resources faculty & staff and human resources students.
- **Sponsoring to Higher Education:**
 - ✓ For full time Ph.D. programme : Faculty will be paid full salary per month. They have to work for three years after successfully completing the programme as per the bond executed.
 - ✓ Faculty will be paid Half salary per month in case they are sponsored to take admission for full time Ph.D. programme. They have to work for 3


Principal

years after successfully completing the programme as per the bond executed.

- ✓ The college may sanction long leave for higher studies without payment of salary . They should stay for a minimum period of one year. If they leave without completing that period they have to pay triple the amount the college has incurred as costs for extending those service benefits during his leave period
- ✓ For Professors & Associate professors two Seminars/Conferences with financial and two seminars/conferences without financial commitment in a semester. In case of Assistant Professors, they will be sponsored to two Seminars/Conferences with registration fee and special leave will be sanctioned for any number of conferences with out any financial commitment.
- ✓ One way TA along with registration will be paid to the sponsored candidates to present papers in the conferences held Abroad.Special leave will be sanctioned for journey time and conference days only.
- ✓ To encourage faculty to become members of Professional Bodies like IEEE / ISTE / AIMA giving some weightage in the evaluation ratio of the teacher. Every teacher is expected to become a member of a society concerning his branch.
- **Incentive for acquiring M.Phil / Ph.D degree during service:** One advance increment may be given to the faculty who acquire M.Phil & Two advance increments may be given to the faculty who acquire Ph.D in their service.
- **Special Pay :** Depending upon experience, Qualifications and specialization a special pay upto Rs.5000 may be sanctioned.

PROMOTIONAL POLICY

- The requirement to get promoted from Asst.Professor to Sr. Asst. Professor is 5 years of total experience and Registered for Ph.D.
- The requirement to get promoted from Asst.Professor / Sr. Asst. Professor to Associate Professor is total experience of at least 5 years with Ph.D.
- The requirement to get promoted from Associate Professor to Professor is total experience of at least 10 years with Ph.D. and at least 5 years of experience as Assoc. Professor.

Promotions under Career Advancement Scheme: Promotions under Career Advancement Scheme shall be granted as per AICTE norms. Composition of Committee for promotions under Career Advancement Scheme shall be the same committee as the formulated for selection of faculty and meets as and when required.



Principal

Dr. J. Institute of Technology & Science