College Code: QA
BRILLIANT INSTITUTE OF ENGINEERING & TECHNOLOGY
(Approved by AICTE, New Delhi, Affiliated to JNTU-Hyderabad)
.Abdullapur(V), Abdullapurmet (M), R.R. Dt. Hyderabad - 501505
. Website: **www.b-iet.ac.in**, e-mail: principal@b-iet.ac.in

Ref No: B-IET/2021-22/RP/1 Date 04-03-2021

RECRUITMENT POLICY

Qualifications

The qualifications, age, experience etc., shall be as per AICTE / UGC norms in respect of faculty members and AICTE norms in respect of Teaching and Non-Teaching staff members.

Appointments

- The posts will be filled up as per the number of posts required for the departments and recommended by the IQAC and Governing body .
- A staff selection committee should be framed as per the norms and approved by the governing council. The Principal is the competent authority to appoint any employee based on the recommendations of the Staff Selection Committee. The appointment orders shall be issued by the Principal.
- All administrative appointments such as Dean, Heads of the Departments will be through nomination by the Managing Body/Principal for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance in institute, and administrative capabilities.
- Selected faculty shall be on probation for a period of one year, which can be extended further faculty may be terminated earlier at the discretion of the management. She/he may continue to be on probation till they are confirmed in writing by the management.
- Faculty members shall not be permitted to leave the institution during the academic year/ semester.
- A notice of three months, on faculty side is required for the relieve / termination of service or on payment of three months' salary in lieu thereof, and in case of failure on his/her part to do so, the management will be entitled to recover the requisite amount either by withholding his/her salary to that extent or otherwise, as may be necessary.
- Faculty continuation in the employment will always be subject to his/her physical and mental fitness and also performance.

- Faculty member services will be governed by the Standing Orders / Rules and Regulations of the Institution as well as regulatory bodies such as AICTE and Affiliating University.
- Faculty member shall prepare session plan and course material well in advance and distribute to the students with the prior approval of the HoD or Principal.
- HoD and Principal have the discretion to allot subjects on careful evaluation of faculty domain, background, ability and experience.
- Faculty to involve themselves in any task assigned to them by the head of the department and head of the institute beyond teaching as a part of institution building initiative.

➢ **Selection**

a) The rules prescribed for selection of employees from time to time by AICTE /University / shall be followed. b) A post shall be filled up by direct recruitment through open advertisement or by:

1. Promotion from among qualified and eligible internal candidates by a selection.

2. Staff Selection Committee as directed by management

➢ **Seniority**

The matters related to seniority is finalized by the Governing Body of the institute asper the procedure laid out by Affiliated University.

➢ **Pay, Allowance, Increments**

1. Pay: 0| AICTE/UGC scales of pay as applicable from time to time shall be adapted to the posts classified as faculty members. University scales of pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.

2. Allowances: Dearness, House Rent and other allowances as per AICTE norms for faculty members and non -teaching staffs are extended by Management from time to time to all regular employees of the institute.

3. Sanction of Increments:

- Principal/Selection committee is the competent authority to recommend advance increments to the candidates selected based on their qualification / specialization

/Research contributions / previous salary drawn and experience at the time of appointment.

- 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.

Principal

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Ref No B-IET/2021-22/PP/2 Date 08-03-2021

PROMOTION POLICY

Cadre	Cadre	Qualification	Minimum experience
Assistant professor	Engineering &Technology	B.E./B.Tech. and M.E./M.Tech./ or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees	Experience not mandatory
	Humanities & sciences	At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject. Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET.	
Associate professor	Engineering &Technology	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch and at least total 6 research publications in SCI/SCIE/UGC/ AICTE approved list of journals	Minimum of 8 years of experience in teaching/ research / industry out of which at least 2 years shall be Post Ph.D. experience.
	Humanities & sciences	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject and minimum of seven publications in the peerreviewed or UGC-listed Journals	
Professor	Engineering &Technology	At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	Minimum of 10 years of experience in teaching / research / industry out of which

	Humanities & sciences	. Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals	at least 3 years shall be at a post equivalent to that of an Associate Professor

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Ref No: B-IET/2021-22/LN/2 Date 11-03-2021

LEAVE NORMS POLICY

- The rules and regulations regarding the number of teaching days and leaves shall be as prescribed by the college from time to time in line with the JNTUH guidelines.
- The extent of Leave entitlement is calculated on the basis of calendar year.
- Staff members are not entitled for any Leave of absence with pay during the initial period of sex months from the date of their appointment. They can avail sick leave as per the norms. However
- Faculty who is in his first year of service can utilize one leave with pay for every two months of completed service, in exigencies. Whereas in case of faculty who have completed one year of service with Aurora, the entire leave is available to them at the beginning of the calendar year. But in case an employee leaves the services in the middle of the calendar year, the salary for such utilized leave period shall be deducted from the last pay drawn by such employees.
- Leave may either be suffixed or prefixed to the holidays. If the leave is prefixed and suffixed to holidays, all such intervening holidays which fall between the leave, shall be treated as leave.
- Leave is subject to prior discretionary sanction of Principal, which depends on the demands of work situation, more so during the peak period, except in case of sick leave.
- The Principal is the sanctioning authority for approving the leaves in case of all the staff members.
- The staff shall use a prescribed application form, which shall consist of information about the transfer of duties during leave, including the arrangement of lecture and laboratory sessions to be handled. The person taking up such responsibility shall also sign the leave application. This application shall be submitted at least one day in advance.

- **Casual leave**

- Casual leave of 12 (twelve) days in an academic year shall be allowed to all employees of the Institute.
- In case an employee is joining in the middle of the year, the number of casual leaves that can be availed will be in proportion to the remainder of the academic year. Similarly, in case an employee is leaving in the middle of the year.
- Casual leave is essentially intended for emergencies/ short periods.
- Weekly offs and holidays falling during a period of casual leave shall be counted as part of leave. (Exception, subject to approval)
- Half day casual leave is permitted.
- The casual leaves may be carried forward from one month to the next, but will get lapsed at the end of the academic year.

- **Medical leave**

- Medical leave of 10 (Ten) days in an academic year shall be allowed to all employees of the Institute.
- In case an employee is joining in the middle of the year, the number of medical leaves that can be availed will be in proportion to the remainder of the academic year. Similarly, in case an employee is leaving in the middle of the year.
- Weekly offs and holidays falling during a period of medical leave shall be counted as part of leave. (Exception, subject to approval)
- Medical leave may be availed in case of illness or health-related conditions. A valid medical certificate must be submitted for leave exceeding two consecutive days

- **Duty leave**

- An employee may be allowed Duty Leave for any official work (related to Institute/ Institute/ Board/ Regulatory agency) assigned to him/ her for which he/ she is to leave the normal place of work.

- **Maternity leave**

- Maternity leave shall be granted for a maximum period of 90 days. Such sanction is restricted to two confinements only.

- **Marriage leave**

- An employee is entitled to 11 consecutive days of paid marriage leave for their own wedding after completion of one year of continuous service. The leave must be applied for in advance and may require supporting documentation. Marriage leave is a one-time benefit.

- **Summer vacation**

- Faculty members working in the Institutes will be allowed 10 (days) summer vacation leave in a calendar year.
- Vacation leaves not availed in a calendar year will lapse.
- While granting vacation leave, the Director/ Competent Authority will ensure that roughly 50% of the faculty members are present at any given time and the Institute is fully functional.
- No vacation will be available to an employee in the first year of his/ her service.
- Director of Institute shall not be eligible for vacation leave.

The pattern of summer vacation entitlement is detailed below

S.NO	CATEGEORY	SERVICE DETAILS	SUMMER VACATION
1	Faculty	≤one year service at BRIL	One day
		≤ two years Service at BRIL	Two days
		>two years service at BRIL	Four days
		≤ five years of service at BRIL	Seven days
		≥five year≤ ten years of service at BRIL	Fifteen days
2	Non-teaching staff	≥ Two years of service at BRIL	One week
3	Technical staff	≥ Two years of service at BRIL	One week
4	Maintenance staff	≥ Two years of service at BRIL	One week

- **Procedure of applying for sick leave**

The staff shall tree a prescribed application form and inform the sickness either in

advance or immediately after the sickness along with a medical certificate.

- **Procedure of applying for Maternity Leave**

  The staff shall use a prescribed application form, at least three months in advance before the maternity leave is to be taken and shall give alternative measures to be taken to adjust the duties and responsibilities. The maternity leave under no circumstances shall be extended (even as Leave in Absence without Pay).

- **Absence from workplace on duty**

  When a staff is away from workplace due to any work assigned by the institution, which is approved by the Principal, will be treated as Absence – on duty. The staff who is proceeding on such assignment shall duly follow the procedure as applicable for leave of absence with pay.

Principal
BIET

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Ref No B-IET/2021-22/WP/25 Date 20-03-2021

WELFARE POLICY

BIET Employee Benefits

- Fee concession is offered to the children of BIET teaching and non- teaching faculty members of our institution.
- Transport facilities are offered to all teaching and non-teaching staff, with non-teaching staff receiving this service free of charge.
- Regular free medical checkup camps are organized for all teaching, non-teaching, and ministerial staff members.
- Faculty orientation programs are conducted for newly appointed faculty members. Special programs on Mental health, such as "Understanding Gen Z," are organized for the well-being of BIET faculty members.

Medical Benefits

- Employees Provident Fund scheme (EPF) is available for both teaching and non-teaching staff from the date of joining.
- An insurance scheme is extended to all staff members.

Faculty Grievances Redressal

- A Grievance Section is established for teaching and non-teaching faculty to address and resolve their grievances.
- Having a feedback system to understand faculty needs and concerns.

PRINCIPAL

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Ref No: B-IET/2021-22/PRSP/ Date 15-03-2021

RESEARCH SUPPORT POLICIY

The aim of the research support policy is to create an environment that fosters a culture of research excellence, supports innovative inquiry, and encourages the advancement of knowledge and technology within the institution.

- Research coordinator(s) to provide information, guidance, and assistance to faculty and students in securing external grants, fellowships, and research funding from various sources, including government agencies, industry partners, and foundations.
- Faculty members are expected to undergo research activities like registering for Ph.D., quality publications, presentations in National/International conferences of repute, generation of research grants, and etc.
- Ensuring adherence to ethical standards, research integrity, and compliance with regulatory requirements and institutional policies for conducting research related activities.
- Facilitating collaborations with other higher education institutions, industry partners, and research organizations to foster joint research projects, knowledge exchange, and interdisciplinary research efforts
- Institute provides research facilities in terms of laboratory equipment, research journals and research incentives, etc. required by the faculty.
- Organizing workshops / training programs by the institution to promote a research culture on campus.
- Encouraging research publication leading to Patent/Patenting Research activities.
- Encouraging the faculties to participate in conferences / Workshops conducted outside Telangana by providing them the registration fees.

S,NO	Research Incentives	
1	Pursuing Ph.D., Candidates	Rs 500 per paper
2	Ph.D., Completed Candidates	Rs 1000 per paper
3	NPTEL Exam fee	Rs 1000 per exam
4	Faculty (Scopus indexed)	Rs 8000 per paper
5	Faculty (SCI)	Rs 10000 per paper

Principal

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Ref No: B-IET/2021-22/SP/3 Date 18-03-2021

SCHOLARSHIP POLACY

General Guidelines

- These scholarships are applicable to the undergraduate students.
- The scholarships shall not be disbursed if there are no eligible applicants.
- The decision of the committee in matters related to scholarship shall be final.
- The finance section shall process the approved sanction of scholarship and ensure timely disbursement of the scholarship.
- The details of the scholarship shall be accounted periodically and duly audited.
- Grievances if any shall be addressed by the Grievance Redressal of the college.

students with good records in sports, physically challenged persons, brother/sisters of our institute students/ alumni, and students from the BIET group employee family are also eligible to avail of BIET scholarship.

Scholarship structure for the academic Year 2020-2021:

S.MO	Particulars	**Tuition fee**
1	Free ship	10%
2	scholaship	10%
3	SC/ST	15%
4	mINORITY	20%
5	Sports quota	25&
6	Physically challenged	25%

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Ref No: B-IET/2021-22/LP/3 Date 22-03-2021

LIBRARY USAGE POLICY

General Rules

• Personal belongings should be left on the property counter at the entrance of the library. However, no valuable things must be left on the property counter.

Library staff shall not be responsible for any loss of valuables things. 14 | Pa ge • All library users are required to enter the e-Gate kept at the entrance every time they enter the library.

• The library follows open access system. Hence, books taken out of the racks should not be replaced after reference by the users. They should be left on the table itself and the library staff would place them back on the racks.

• A book misplaced is a book lost forever. Replacing books on different locations in the rack should be avoided. Such activities are considered as a serious offense. Anybody intentionally doing this would be severely punished.

• Personal books, library books already issued notebooks, etc. should not be taken inside the library. Only loose sheets are allowed inside.

• Strict silence should be observed inside the library. • Books will be lent to the students only upon producing the identity card

Central Library is kept open on all working days from 8.00 am to 7.00 pm and 9.00 am to 1.00 pm on holidays. The library will be available beyond working hours based on the necessity and request of the students. The library has a good collection of book volumes. In addition to this, journals, periodicals, technical magazines, and e-journals are also available for reference.

Students, Faculty, staff, authorities of the institute, and guest visitors (with the permission of the principal or the librarian) are eligible to use the facility of the library. Reference materials, books, current periodicals, and bound & loose back volumes, etc. can be referred to in the

library. Books that are kept under a special category will be issued on requisition. Taking clippings of advertisements, removal of plates or diagrams, and any other form of mutilation are strictly forbidden. If anything of this nature is observed, severe disciplinary action will be taken, and they will be permitted to utilize the library facilities further. BORROWING a) Materials All materials, except reference books

BORROWING

a) Materials All materials, except reference books, are issued to the members. Materials considered as reference books are encyclopedias, dictionaries, handbooks, periodicals (bound and loose), and books which are in great demand.

b) Conditions of Borrowing Students are permitted to borrow 4 books at a time from the library. Books borrowed should be returned on or before the due date. If a book is not returned on the due date an overdue charge of rupee one per volume per day shall be levied. If a book is due for over a month, a notice for its return with overdue charges will be put up on the college notice board. If the book is not returned within seven days after the date of the notice, steps will be taken to recover the cost of the books plus overdue charges.

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Ref No: B-IET/2021-22/SP-SP/3 Date 25-03-2021

Student Rights and Safety policy

Student rights

- **Right to a safe learning environment.**
- **Protection against ragging and harassment.**
- **Equal opportunities without discrimination.**
- **Right to raise complaints and grievances.**
- **Protection of personal information and confidential academic records.**
- **Freedom from bullying, harassment, corporal punishment, and physical or emotional harm.**

Student Safety Guidelines

- **Infrastructure & Campus Security:** Mandates secure boundary walls, restricted entry/exit points, CCTV surveillance, compulsory ID checks, visitor registers, and security personnel under national frameworks
- **Health, Hygiene, and Sanitation:** Provision of clean drinking water, separate and maintained toilets for boys, girls, and staff, hygienic food/mid-day meal handling, and regular safety check.
- **Psychosocial Well-being & Zero Tolerance:** Strict bans on ragging, bullying, and corporal punishment, supported by active anti-bullying committees and student counseling systems.[1]
- **Emergency Preparedness:** Regular fire and natural disaster evacuation drills, first-aid availability, and emergency response routes.

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Ref No: B-IET/2021-22/PI/3 Date 29-03-2021

PLACEMENT AND INTERNSHIP

General Principles & Role of the Placement Cell

- **Facilitator Role:** The Training and Placement Cell (TPC) or Office (TPO) acts as a bridge between students and recruiters. Registration for placement or internship assistance **does not guarantee** a job or internship offer.
- **Institutional Compliance:** Students who secure offers (on-campus or off-campus) are usually required to submit a signed copy of their offer letter to the TPO.

Internship Guidelines & Academic Credits

- **Duration & Structure:**
  Under AICTE Internship Policy and UGC Framework, internships range from short summer/winter breaks (2 to 8 weeks) to full-semester long internships and onecredit generally equates to roughly 30–45 hours of work.
- **Monitoring & Evaluation:** Internships are typically evaluated via daily logs/diaries, industry supervisor assessments, faculty visits/reports, and a final seminar or viva-voce presentation.

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Ref No: B-IET/2021-22/DP/3 Date 30-03-2021

DISCIPLINE POLICY

General guidelines

- Students must maintain discipline inside the campus.
- Ragging is strictly prohibited.
- Fighting, bullying, and harassment are not allowed.
- Students must respect faculty members, staff, and fellow students.
- Damaging college property is prohibited.

Behavior reflects the academic and social progress of a student as well as his upbringing at home and college.. The administration and staff of Campus School believe that it is important to encourage and reinforce positive behavioral patterns and to discourage negative behavioral patterns, and rely upon parental support and cooperation to accomplish this objective. Students should behave according to the following guidelines at all times.

Students must be punctual for BIET

- They must bring school diary to the school on all working days and get it signed by their parents/guardians regularly.
-)Students must come to school in proper neat and clean school uniform.
- They must have simple hairstyle. Awkward or fashionable hair styles are not permitted in the school.
- They must not wear any kind of jewellery in the school and must not have long and polished nails. They should not use perfumes.
- They should show courtesy in their behavior.

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