





**Channabasaveshwara Institute of Technology**  
*NH 206 (B.H. Road), Gubbi, Tumkur – 572 216. Karnataka.*

# **Employee Welfare Policy**

**Mandatory Disclosure:**

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## **Channabasaveshwara Institute of Technology**

The Channabasaveshwara Institute of Technology (CIT) was established in the year 2001 and is affiliated to Visvesvaraya Technological University (VTU), Belagavi. It is located in an ideal and congenial environment in the outskirts of Gubbi town, Tumkur city on the Bangalore - Honnavar National Highway 206, 90 km from Bangalore, spread over 60 acres of lush green, landscaped campus. It is one among the institutions run by Sree Channabasaveshwara Swamy Rural Education Society (CRED) Regd., Gubbi. The Chairman of the Society is Sri G. S. Basavaraj, Former Member of Parliament from Tumkur Constituency.

At the time of inception, the college had an intake of 180 students in the three undergraduate disciplines of Computer Science, Information Science and Electronics & Communication Engineering. The undergraduate course in Electrical & Electronics Engineering was started in the year 2004 and Civil and Mechanical Engineering branches were started in 2010, in the same year Post Graduate courses in engineering of different disciplines like Electronics, Computer Science also incepted. CIT focuses in developing young entrepreneurs and has started Management studies in Business Administration under VTU in 2010. Further another P.G course in Software Engineering stream started in 2012. In addition with this, second shift diploma programmes in Electronics, Mechanical Engineering were started in the same campus with the name of CIT Polytechnic in the year of 2012. In 2013, another two courses in the stream of Civil and Computer Science were added.



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Date: 1.1.2017

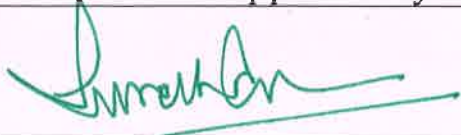
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### 1. Preamble

In the realm of education, teachers are not just purveyors of knowledge; they are perpetual learners themselves, constantly adapting to the ever-evolving landscape of modern education. Acknowledging the critical role of educators in shaping the future, Channabasaveshwara Institute of Technology, Gubbi, has wholeheartedly embraced the notion of equipping its teaching faculty with the tools and knowledge needed to remain relevant in the educational arena. This commitment to faculty empowerment is evident from the moment teachers join our institution.

Our faculty empowerment initiatives encompass a comprehensive cycle of activities that encompass human resource planning, recruitment, professional development programs, performance assessment, feedback mechanisms, and in-depth analysis. These measures collectively ensure that our educators remain well-prepared to enhance their professional competence through a variety of evolving mechanisms. Continual efforts are made to foster the professional growth of our faculty, encompassing training, retraining, and motivation tailored to the roles they perform and the responsibilities they shoulder.

| Particulars        | Reviewed & Approved By                                                               |
|--------------------|--------------------------------------------------------------------------------------|
| Signature          |  |
| Name & Designation | Dr. Suresh DS<br>Director & Principal                                                |

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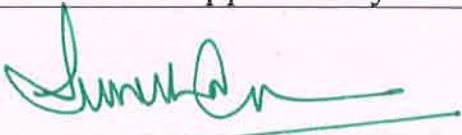
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### 2. Objectives:

Encourage faculty members to attend seminars, conferences, workshops, and faculty development programs by providing financial support for registration and travel expenses within the state (II Class train fare/Bus Sleeper). For activities outside the home state, registration fees will be reimbursed. This facility applies to those who have completed their probationary period and is extended once a year.

- Inspire faculty to undertake research projects in diverse fields of interest.
- Motivate faculty to become members of Professional Bodies by covering 50% of the membership fee, enabling participation in their programs and the organization of technical events in collaboration with these bodies.
- Provide incentives to faculty who receive national and international awards and publications based on impact factor and h-index.
- Faculty members who secure significant research projects will receive a 5-7% incentive on the total sanctioned amount.
- Allocate a financial share in the revenue generated from consultancy and corporate training to faculty.

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- Organize training programs for non-teaching staff, enhancing their computer proficiency and technological skills in their respective fields. Encourage and support staff in pursuing higher education in their areas of interest.

|                    |                                                                                      |
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### 3. Implementation of the Policy:

Channabasaveshwara Institute of Technology, Gubbi, has implemented a series of measures aimed at attracting and retaining distinguished faculty members to elevate the quality of education and services provided to our students. We offer a conducive work environment with top-notch infrastructure, facilitating a positive teaching and learning atmosphere.

Faculty members are actively encouraged to engage in research and consultancy endeavors. Competitive remuneration packages are extended across all faculty levels, reflecting our commitment to recognizing and valuing their contributions. Faculty members are granted opportunities to participate in programs organized by our institution, further enhancing their professional growth.

Our institution celebrates faculty achievements, including the publication of research articles in National/International Journals indexed in Scopus and the acquisition of project grants, with appropriate incentives. We also acknowledge and appreciate faculty members who pursue patents by covering the entire patenting cost and presenting certificates of appreciation.

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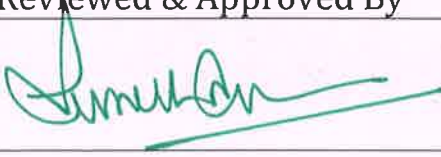
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### Employee Welfare Initiatives at CIT

1. Employees' Provident Fund (EPF): Implemented for the majority of employees.
2. ESI Facility: Available for non-teaching staff.
3. Leave Entitlement: Teaching and non-teaching staff members are entitled to up to 15 days of casual leave per year and 2 restricted holidays per year, in addition to vacation at the end of every semester.
4. Privileged Leave: Privileged leave facility is available in addition to existing Casual Leave (CL) and Restricted Holidays (RH) for all employees who have served more than seven years in our institution, which can be used for medical emergencies.
5. Maternity and Sick Leave: Maternity leave without pay (for females), sick leave, and Special Casual Leaves (SCLs) in case of hospitalization are provided for the benefit of staff members.
6. Insurance Coverage: Teaching, non-teaching, and administrative staff of the Institute are insured.
7. COVID-19 Insurance Policies: Available for teaching, non-teaching, and administrative staff employed by the Institute.

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8. Transportation Facilities: Provided for all staff at a subsidized rate.
9. Educational Fee Concession: A 50% fee concession is granted to the children of employees who pursue education in any of the institutions within the CIT group.
10. Hostel Accommodation: Boarding and lodging facilities are offered at a nominal cost to needy faculty members.
11. Medical Expense Support: Financial support is extended to faculty members for their medical expenses upon request.
12. Loan Facilities: various loan facilities are provided through TMCC Co-operative Bank for CIT staff.
13. Uniform Distribution: Periodic distribution of uniforms to non-teaching staff members.
14. Faculty Recognition: Faculty members are honoured for their contributions to departmental and institutional development.
15. Celebratory Gifts: New Year gifts, festival gifts, and birthday celebrations for staff members.

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16. Accident Insurance: Coverage provided for all staff members.
17. COVID-19 Support: Financial assistance was provided during the COVID-19 pandemic for hospitalized faculty members.
18. Consumer Cooperative Society: CIT staff and students have access to a cooperative society.
19. Medical Discounts: Memorandum of Understanding (MoU) with Abhinandan Hospital, Gubbi, offering discounts on outpatient services, lab tests, and diagnostic procedures.
20. Laptop Provision: Laptops provided to faculty members who are part of the administration.
21. Performance Appraisal System: Available for both teaching and non-teaching staff to ensure fair and transparent career development.
22. Testing centre for various National level & state level exam: The National Testing Agency (NTA) administers a wide range of examinations across various disciplines & our centre has been designated by TCS iON to host

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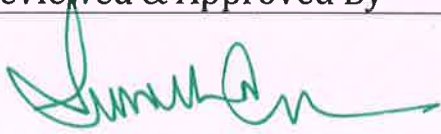
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several prominent exams. A 30 to 40 percentage of the earnings from TCS iON will be distributed to the staff members who were involved in the process. This distribution is recognition of their valuable contributions to the successful execution of the TCS iON process.

23. Research Guidance: Guidance to Ph.D. candidates, upon fees, research guides shall receive a payment equal to 30% of the fees.

24. Funding/ Research grants received: Faculty members who receive a research grant from any funding agency (Govt.), 4% to 7% of the total grant amount shall be paid as an incentive.

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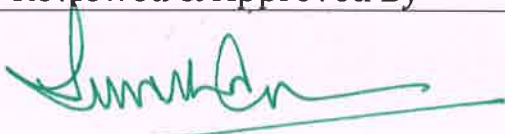
### Conclusion:

All employees within our organization are required to take note that these benefits are specifically intended for CIT employees, and they should be well-informed about this. Channabasaveshwara Institute of Technology firmly believes in the importance of these benefits and their capacity to motivate our employees. This policy remains in effect as long as an employee serves the institution.

Should any questions arise regarding the interpretation of these regulations, they will be directed to management, whose decisions will be considered final.

Furthermore, any alterations or amendments to the policy will be incorporated into it through an official office order.

Lastly, all legal matters pertaining to this policy fall under the jurisdiction of Tumkur.

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