



6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of –

Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)

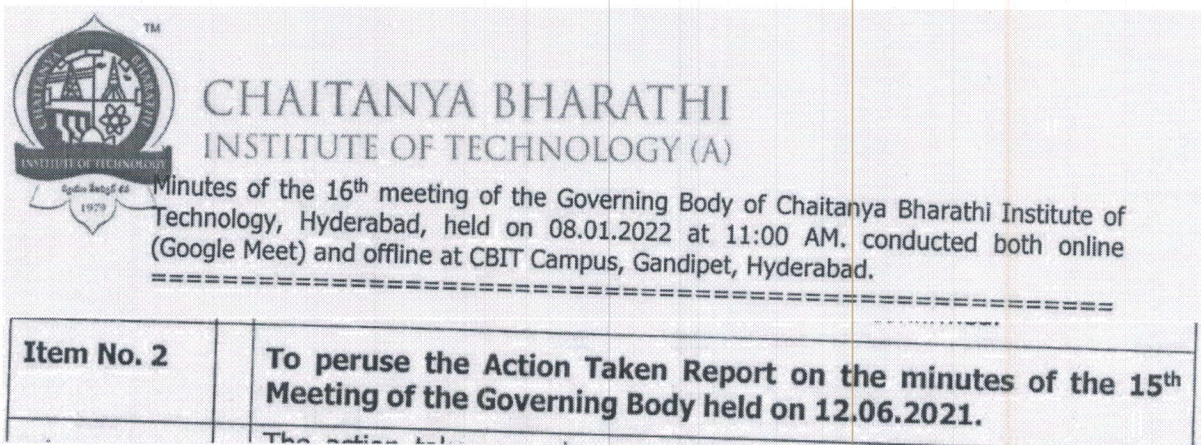
Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)

List of documents for Best practices institutionalized as a result of IQAC initiatives.


S No.	Description	Page No.
1.	Institutionalized Practice-1: Recruitment process of teaching positions: Extract of 16 th GB Meeting Minutes	2-2
	Recruitment Procedure	3-9
2.	Institutionalized Practice-2: Assessment of Research and Innovation activities of the faculty: Growth of Scopus Publications from 2018 to 2022	10-11
3.	Institutionalized Practice-3: Recognizing student's Career preferences and Awareness sessions.	12-13



Sub:- Extract of 16th Governing Body meeting minutes in regards to the Changes brought in Recruitment procedure



The recruitment procedures were discussed under the above item.


Attestation by Principal

Encl:

Recruitment Procedure

Recruitment Procedure

Introduction :

The Vision of CBIT is “To be the Centre of Excellence in Technical Education and Research”.

The statement focuses on Acquiring, Delivering and Gaining excellence at all aspects. Here at CBIT, Recruitment is not just about filling the positions, but we strive to acquire the Right Talent.

Talent Acquisition takes a long term view. We believe our People make the difference. We ensure Talent Retention is always linked to the process and thus, our Hiring Procedures are highly established where we go with a “No Compromise” Attitude at every stage.

We prefer Diversified Staff with the Right Qualification, Talent and Skill at every Position. The Institute follows the Procedures laid by the AICTE Norms.

The Process of Recruitment happens for different Positions as per the Requirement.

Assistant Professor/Associate Professor/Professor

1. Identify Vacancy and Evaluate the Need
2. Develop the Position Description
3. Search Plan
4. Application Procedure
5. Shortlist Prospective Applications for Assistant Professor/ Associate Professor/ Professor / Adjunct Faculty as per the AICTE Norms.
6. Initial Scrutiny and Interview Process

1. Identify Vacancy and Evaluate the Need

Proper Planning and Evaluation of the need will lead to hiring the Right Person for the Role and Team.

- Cadre Ratio (Professor: Associate Professor: Assistant Professor) is to be followed.
- A Ratio specified by regulatory bodies is to be followed for (Student: Teacher) in every Department.
- Core Specializations are considered to understand the present and the future need of the Department. This in turn helps the team to identify and fill in the suitable gaps.

2. Develop the Position Description

- Clearly articulate the required Qualifications and Responsibilities.
- Understand and able to express the Value Proposition for the Role.
- Identifies Tasks, Work Flow and Accountability, enabling the Department to plan how it will operate and Grow.
- Assists in establishing Performance Objectives.
- Is used for Career planning and Training by providing clear distinctions between levels of Responsibilities and Competencies required.
- Is used as a benchmark to assist in ensuring Internal and External Quality.

3. Search Plan

At CBIT, each position's Recruitment Plan is documented which is approved by the Head of the Institution and the Management. In addition to the position's placement goals the plan contains Advertising channels to be used to achieve those goals.

- Posting Period** – A minimum of posting requirements are planned and is scheduled based on the kind of the Position and urgency to fill in the requirements.
- Advertising Resources** - Advertisements are released in the leading Telugu and English dailies for the listed positions. The details of the open positions along with the other information like the Application Form, Eligibility Criterion, API Score Sheet, and other conditions are displayed on the CBIT website.
- Placement Goals** – We establish our placement goals in order to reach the Best Talent all over the State and Country. A continuous assistance from the HR Department is given to reach the Applicant's queries at any time.

4. Application Procedure

- Application Form can be obtained from the CBIT College Office or Website.
- Retired personnel from Teaching/Industry and R&D are encouraged to apply for the posts.
- The duly filled Application along with required enclosures through online/offline should reach the Principal on or before the prescribed date.
- The Application should include all the relevant Authenticated Data regarding Age, Academic Qualifications with Class/Grades, Experience, Post applied for, Publication list, Statement of Teaching Interests, Phone No, Email ID and the Names of Two referees (with contact information) together with attested Photostat copies of Certificates and Marks Cards (of all the years/semesters) etc.
- Separate Applications are to be submitted in the event of Candidates applying for more than one category of post.
- Candidates who had applied for the same posts in earlier Advertisement and have not been selected/shortlisted have to apply afresh again.

- All Regular Appointments will be on Two Years of Probation as per the Institute's rules.
- The age limit is as per the Institute Rules and is relaxable to the extent of merit or as mentioned by the recruitment committee and also in respect of the Retired Candidates.

5. Short listing the Prospective Candidates

The received Applications are organized and the relevant information is summarized at the Human Resources Department.

The objective of Short Listing is for two reasons:

- To reject Applications that do not meet the Eligibility Criteria
- To shortlist the Candidates from the remaining list so that the number of Candidates to be called for the subsequent interview process remains within manageable limits.

Usually, the primary concerns at this stage are the Educational Background, Previous Experience, Research Activities and the API Score of the Candidate. The HR Department shortlists the Applications with their Comments and Observations based on the requirement Criteria and Eligibility. The list is further checked and approved by the Head of the Institution to forward the shortlisted Applications to the next level of the Recruitment Process. The applications are then forwarded to the recruitment panel on the advisory board consisting IIT/IISc Professors. The sent applications are then screened and shortlisted by the panel considering the academic credentials, research papers, consultancies, age limit.

Note: Qualifications/Experience/Pay Scale

Minimum Qualification and Experience for all the Posts in various Departments will be as per the AICTE (All India Council for Technical Education) Norms.

The Qualification, Experience and the API Score Sheet as per AICTE norms are attached in the annexure.

6. Interview Process

The process of Selection for each post is scheduled and conducted at different periods. The procedures are listed below separately for each Post.

a. Assistant Professor

Shortlist the Applications at CBIT



Shortlisted list is sent to the Panel from IIT/IISc



Signature

Short-listing of applications by the Recruitment Panel from IIT and IISc



Shortlisted applicants are called for online/offline interviews with the IIT/IISc Panel



The selected list are forwarded to the final round of Interview with the OU Panel



Communicate with the Expert Panel from the Osmania University



Schedule the Dates for the Final Interview with the Expert Panel



Final Interview with the Expert Panel at CBIT, Head Office / Online



Final list of Selected Candidates approved by the Expert Panel



Release of Offer Letters within 15 days



Based on the Acceptance and the Joining Date from the Selected Candidate Appointment Order is released

Expert Panel

S.No	Panel Member	Number of Members
1	University Representative	1
2	Government Nominee	1
3	Subject Experts	2
4	Principal, CBIT	1
5	Management Member, CBIT	President

b. Associate Professor

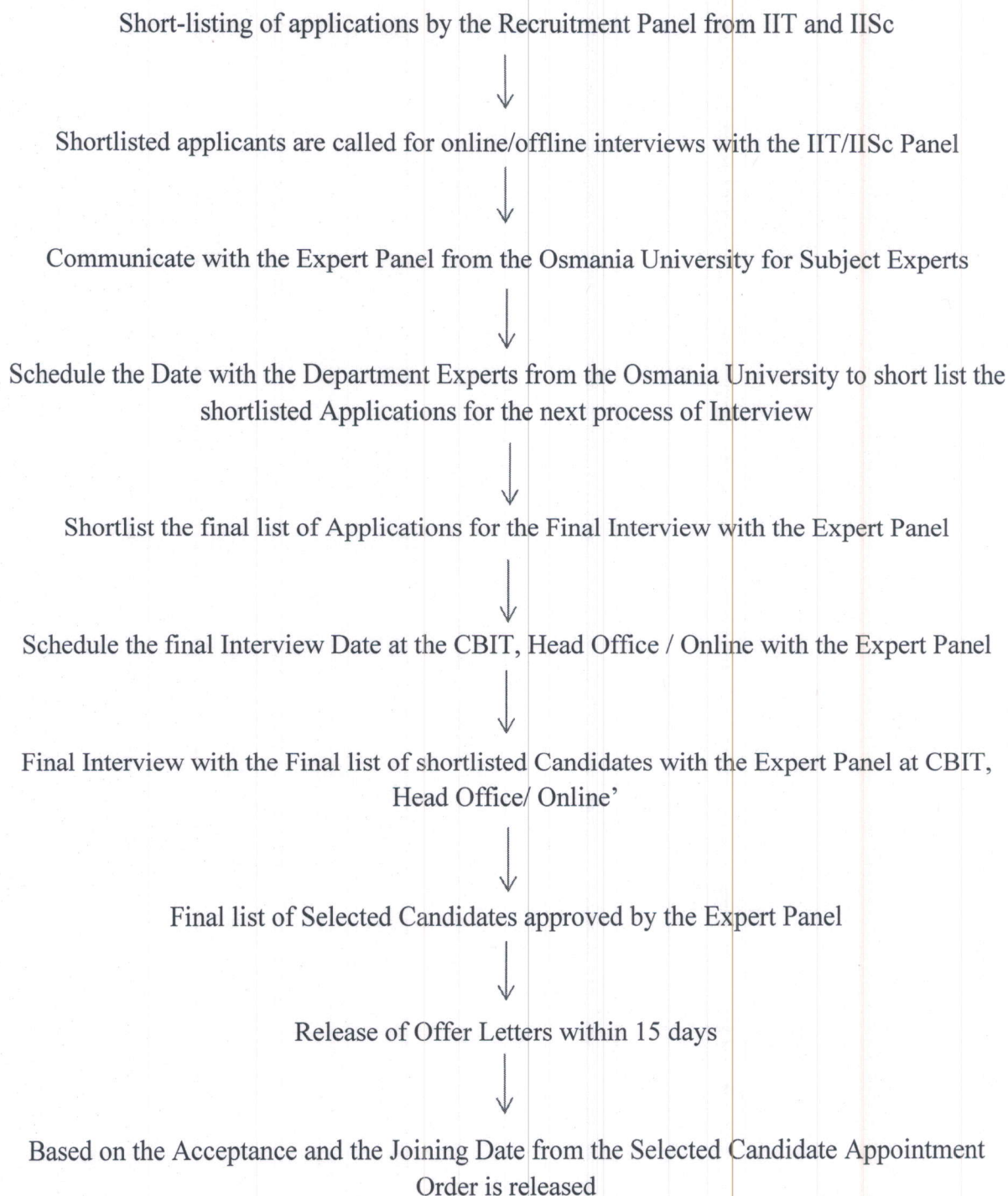
Shortlist the Applications based on the API score and eligibility criteria



Shortlisted list is sent to the Panel from IIT/IISc



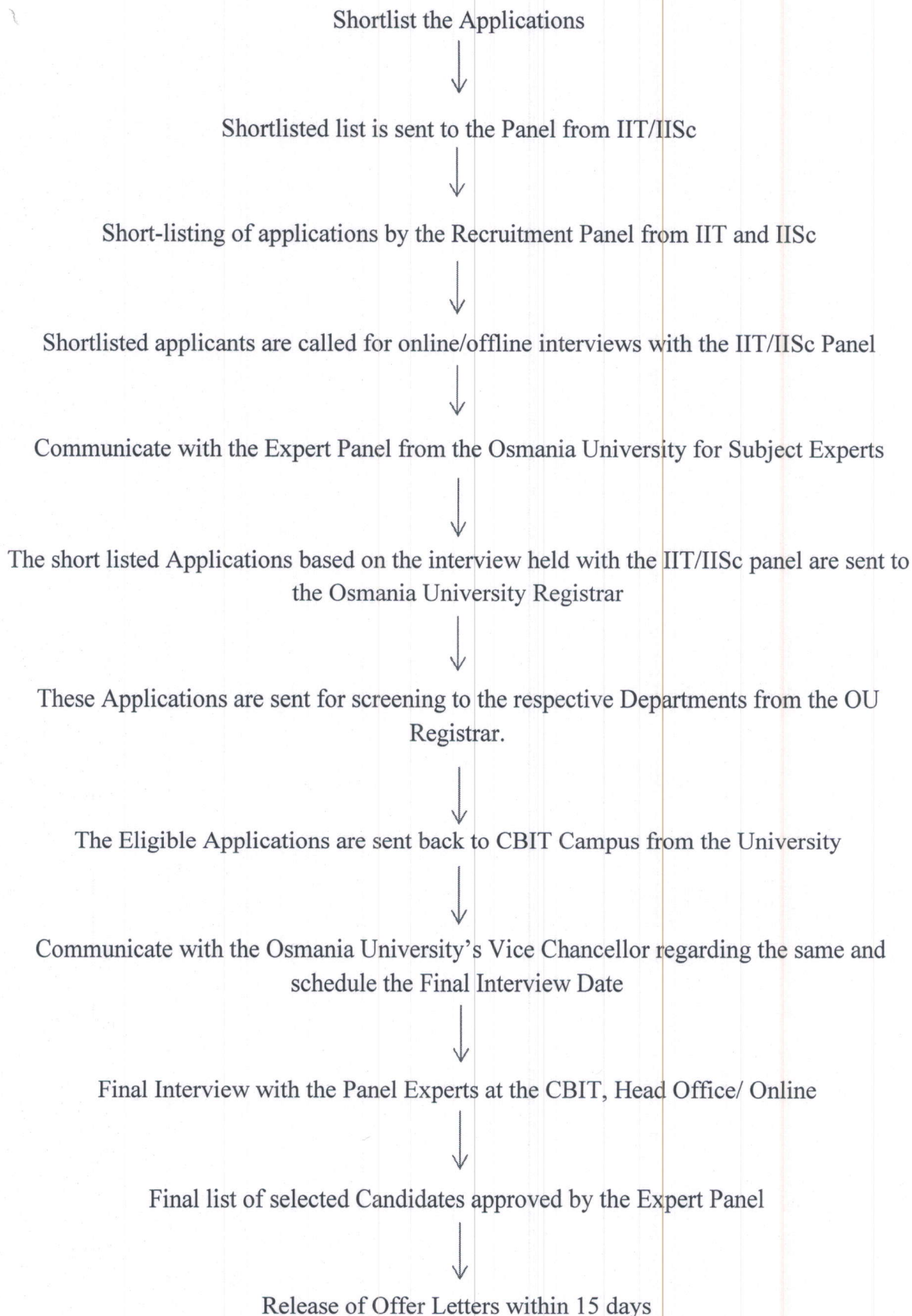
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Expert Panel

S.No	Panel Member	Number of Members
1	VC Nominee as the Chairman	1
2	Government Nominee	1
3	Subject Experts	3
4	Principal, CBIT	1
5	Management Member, CBIT	President

c. Professor



Based on the Acceptance and the Joining Date from the Selected Candidate Appointment
Order is released

Expert Panel

S.No	Panel Member	Number of Members
1	Vice Chancellor as the Chairman	1
2	Government Nominee	1
3	Subject Experts	3
4	Principal, CBIT	1
5	Management Member, CBIT	President

d. Adjunct Faculty :

- She/he is a Contractual/Part – Time Instructor who teaches courses. They are hired by the Institute to teach but are not full-time members.
- They are employed by the Institute for a specific purpose or length of time.
- The Qualifications/Experience/Pay Scale/Emoluments and other benefits are all followed as per AICTE Norms.

Note: All the Meetings / Interviews are scheduled in consultation with the Head of the Institution and the Management of CBIT.

Contract Faculty

The faculty who are not Regular in the Institution and carry their services on Contractual Basis with a consolidated Salary and cannot claim any other benefits or emoluments.

The Application is short listed and the Selection of the Applicant depends on the Panel Members listed here.

Expert Panel

S.No	Panel Member	Number of Members
1	President, CBIT	1
2	Principal, CBIT	1
3	Department Head, CBIT	1
4	Subject Experts	1/2



Chaitanya Bharathi Institute of Technology


Growth in the Scopus Publications and Scopus Citations from the Year 2018 to 2022

Source: SCOPUS DATABASE

1. Publications' Webpage:




← → ↻ 🔒 scopus.com/results/results.uri?sort=plf-f&src=s&nlo=&nlr=&nls=&si

Brought to you by CBIT - Library & Information Centre

 Scopus

820 document results

AF-ID ("Chaitanya Bharathi Institute of Technology" 6
OR LIMIT-TO (PUBYEAR, 2018))

 Edit  Save  Set alert

Search within results...

Refine results

Limit to Exclude

Open Access ^

<input type="checkbox"/> All Open Access	(222) >
<input type="checkbox"/> Gold	(117) >
<input type="checkbox"/> Hybrid Gold	(7) >
<input type="checkbox"/> Bronze	(90) >
<input type="checkbox"/> Green	(50) >

Learn more

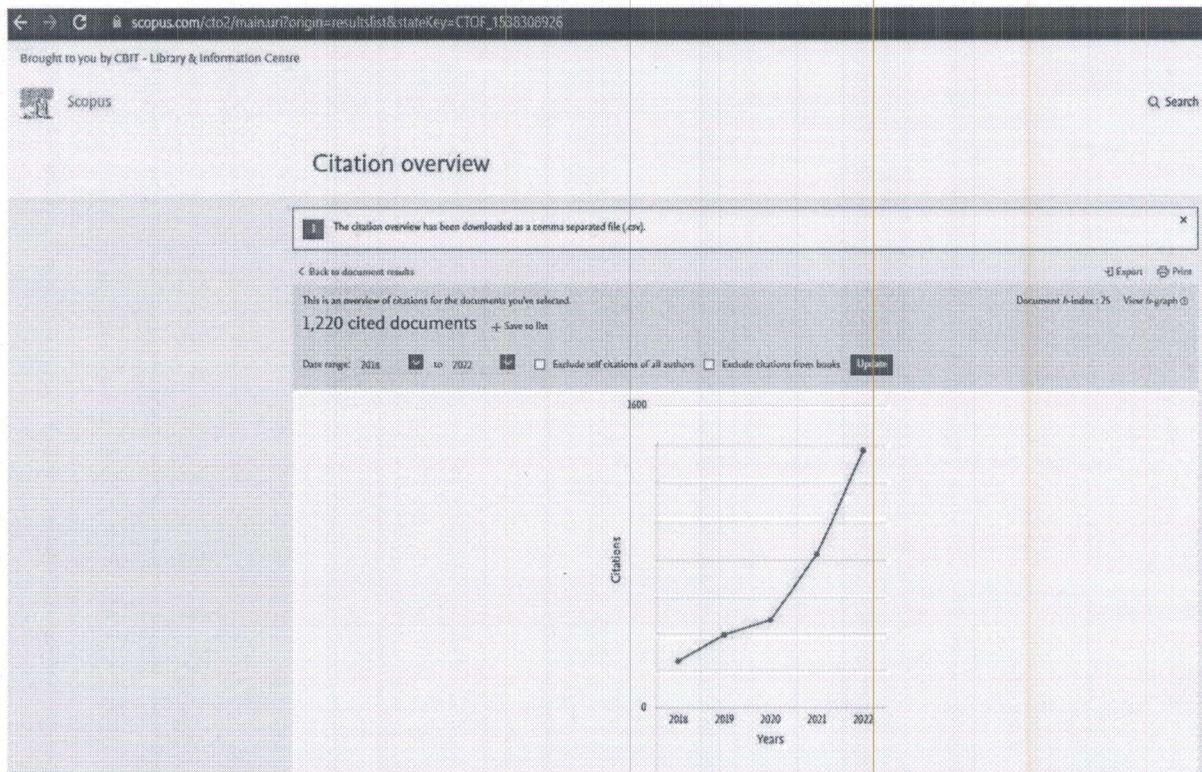
Year ^

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<input type="checkbox"/> 2021	(177) >
<input type="checkbox"/> 2020	(145) >
<input type="checkbox"/> 2019	(124) >
<input type="checkbox"/> 2018	(100) >

Author name

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2. Scopus Citations' Webpage:



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01.06.2022

CAREER DEVELOPMENT CENTRE

1. Recognizing student's Career preferences and Awareness sessions.

CDC has collected career preferences in February 2022 from all the students. Following is the count of responses received through the Google form link:

	I year	II year	III year	IV year
Preference	I	II	III	IV
Software	444	500	499	233
Core Job	147	215	143	84
GATE	50	80	51	30
MS	59	102	64	62
MBA	15	3	5	3
Own Business	47	44	16	5
Family Business	16	34	28	12
Others	25	13	1	49

Following awareness sessions are conducted:

- CDC has conducted meetings for Current prefinal year students with Alumni, Current final year students to provide guidance on how to prepare for placements. Total no. of awareness sessions held: 29.
Details can be found in the below link:
<https://docs.google.com/spreadsheets/d/1B1Z8fDL2tQ97Zw1wQn2BD138YgvtjbJbP9P2j-y0SPw/edit?usp=sharing>
- Director-CDC addressed all prefinal year students programme wise on how to gear up for upcoming placement season in software companies, Core companies, Govt jobs. Total no. of awareness sessions held: 08.
Details can be found in the below link:
https://docs.google.com/spreadsheets/d/1E_KbnvxVKT7BBHf93d_t8yuOiEZZVSPiVQOa6_iUMp4/edit?usp=sharing
- Faculty Placement Coordinators interacted with their respective students for creating awareness among prefinal year students to pursue their career preference. Total no. of meetings held: 10
Details can be found in the below link:
https://docs.google.com/spreadsheets/d/1E_KbnvxVKT7BBHf93d_t8yuOiEZZVSPiVQOa6_iUMp4/edit?usp=sharing
- Awareness sessions on Higher education to pursue MS are organized for prefinal students. Details can be found in the below link:
https://docs.google.com/spreadsheets/d/1xPLD0QBO7Ro2icHggEuFBvEx0yv_7nb2ICgK4

[ZxIVDk/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1xPLD0QBO7Ro2icHggEuFBvEx0yv_7nb2IC2K4ZxIVDk/edit?usp=sharing)

- v. Awareness session on CAT for MBA aspirants is conducted for interested students. Details can be found in the below link:
https://docs.google.com/spreadsheets/d/1xPLD0QBO7Ro2icHggEuFBvEx0yv_7nb2IC2K4ZxIVDk/edit?usp=sharing

2. Deployment of training platforms towards improving quality placements and strengthening of Core placements.

- a. Training platforms towards improving quality placements
To improve quality placements CDC has proposed to subscribe placement training platform Neoly for which approval is accorded by Principal.
- b. Strengthening of Core placements
- CDC is in deliberations with L&T edutech for upskilling of Mechanical students.
 - CDC initiated upskilling by Bioworld Research technologies for upskilling of prefinal year Biotech students. No. of students benefitted: 27.
 - CDC is in discussions with skillync for upskilling of Mechanical, EEE, ECE, Chemical, Civil.
 - Veda IIT Coupons are distributed for ECE-Core placement interested students. No. of Students benefitted: 18
 - CDC is in dialogue with Skillton for upskilling of Civil students.

No. of Core Company offers for the Academic Years 2020-21 and 2021-22:

S.No	Academic Year	No. of Companies	No. of Offers
1.	2020-2021	24	63
2.	2021-2022	33	167

Details can be found in the below link:

https://docs.google.com/document/d/1i3eshwQdFY5tMmehVgpNxYdIwA1Q_u-Q/edit?usp=sharing&ouid=103273372380910660941&rtpof=true&sd=true

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