



# Jawaharlal College of Engineering and Technology

(An ISO 9001 - 2015 Certified Institution)

(Approved by AICTE, New Delhi & Affiliated to APJ Abdul Kalam Technological University)

Jawahar Gardens, Lakkidi, Mangalam - 679 301

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# Human Resource Policy Handbook





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## **1.1 PREAMBLE**

Nehru Group of Institutions wishes to maintain a work environment that fosters personal and professional growth for all employees. All employees, irrespective of their profile, designation and work approach have the additional responsibility of fostering a cohesive environment and henceforth creating respect for each person.

It is the responsibility of all employees to:

- Foster and maintain cohesion, cooperation, fairness and transparent communication among each other.
- Treat each other in a fair manner, with dignity and respect.
- Evolve and promote peace, harmony and teamwork in all relationships.
- Strive for mutual and effective understanding of standards for performance expectations, and communicate transparently and routinely to reinforce effective cohesion.
- Develop the quotients of emotional bonding and intellectual capacity in each employee by making “participation of each” as the backup.
- Help in achieving the insightful requirement of growth and development in employees by helping them to achieve their personal goals in the respective institutes under NGI.
- Administer all policies equitably and fairly, organizing all operational aspects with absolute formal transparency, recognizing each as very important and different but each for contribution; that individual performance should be recognized, appreciated and measured against predetermined standards set; and that each employee has the right for fair treatment.
- Make employees understand and recognize the importance of crisis in their personal lives and to help employees for compassion and better understanding, among themselves.

## **1.2 ESTABLISHMENT OF THE TRUST**

- Nehru College of Educational and Charitable Trust was established way back in 1994 by the founder - Chairman late P. K. Das an eminent Chartered Engineer, a renowned Academician, a great Industrialist and a well known Philanthropist with the focused

objective of imparting world class value added practical education in aviation and other fields of technology. The founder in 1968 started originally for promoting a College of Aeronautics, diversified later on and established a cluster of Educational Institutions both in Tamil Nadu and Kerala. The group of Institutions are now offering U.G, P.G and Research Programs in Aeronautics, Architecture, Arts and Science, Bioscience, Commerce, Engineering, Fashion Designing, Hotel Management, Information Technology, Law, Management, Media Studies, Medicine, Nursing, Pharmacy, Social Work, a 900 and bed super specialty Medical College and Hospital and other fields of technology and has evolved into one of the biggest and reputed conglomeration of educational institutions, popularly called “Nehru Group of Institutions”.

- The Trust was registered in the year 1994 under the Indian Trust Act 1982, as a public charitable Trust by Mr. P. K. Das son of late V. P. M. Nair at 451 – D, Palakkad Main Road, Coimbatore – 641 008 with Adv. Krishna Das, Dr. P. Krishna Kumar and Dr. P. Thulasi as Trustees for the objects set out and on the terms and conditions maintained in the Deed.

### **1.3 STATEMENT OF PHILOSOPHY**

“Moulding True citizens” is an intrinsic insight of transforming young populace with an advantage of learning functions, understanding and pursuing skills and realizing avenues of opportunities. Conversion of a quest or an urge as a realized option in an individual is possible only if a platform is given and the contributions are substantiated. NGI articulates the perceiving status of market requisites, social structure and professionally self heartfelt identity in individuals.

### **1.4 VISION**

Emerge as a centre of excellence for professional education to produce high quality engineers and entrepreneurs for the development of the region and the Nation.

### **1.5 MISSION**

To become an ultimate destination for acquiring latest and advanced knowledge in the multidisciplinary domains.

To provide high quality education in engineering and technology through innovative teaching-learning practices, research and consultancy, embedded with professional ethics.

To promote intellectual curiosity and thirst for acquiring knowledge through outcome-based education.

To have partnership with industry and reputed institutions to enhance the employability skills of the students and pedagogical pursuits.

To leverage technologies to solve the real-life societal problems through community services.

### **1.6 HR OBJECTIVE**

NGI aims to become the best employer in the industry by incorporating the best management practices, to attract and retain the best talents.

### **1.7 SCOPE**

Helps students to learn and imbibe discipline, culture, emulate professional decorum and sensitize the reasons for expansion and development. Students will also get opportunities to help the down-trodden and under-privileged through social activities. Students will experience research through the acknowledging figures of primary and secondary data, and in consultancy assignments during their mini and major project sessions. All this lead to making NGI students emerge as leaders, managers and socially reliable constituents for progress and development.

### **1.8 APPLICABILITY**

The service rules and other regulations shall be applicable to all teaching and non teaching staff of Nehru Group of Institutions recruited by the Management.

## 1.9 DEFINITIONS

- Employees mean all persons under the full time employment of the institution in teaching and non teaching category other than the temporary and contract staff.
- Management means, Chairman, Managing Trustee, Trustee, CEO & Secretary, Manager and Correspondent of institutions /Trust.

In these Standing Orders unless there is anything repugnant to the subject or context-

- A. **“Service Rules and Regulations”** means the rules (standing order) established by the Nehru Group of Institutions. For managing the employment of all colleges and units of NGI both in Tamil Nadu and Kerala or elsewhere applicable in all premises
- B. **“Management/Employer”** It shall mean and include the Chairman / Managing Trustee, CEO & Secretary and Trustee.
- C. **“Employee”** means all persons unless the full time employment of NGI Institutions in teaching and non- teaching category other than the temporary and contract staff.
- D. **“Premises”** means and includes its building, Administrative Offices, Laboratories, stores and such other premises (whether at present existing or that may be established in future) which are used for the purpose of the Establishment or for keeping any of the properties belonging to the establishment and includes Staff quarters and the vacant places adjacent or apartment thereto which are owned, leased to or hired by the Nehru College of Educational and Charitable Trust for its projects and other places where the activities are extended and those located anywhere in India.
- E. **“Service”** means the period during which an employee is employed by the Establishment and includes the period during which he is on duty as a probationer and/as a permanent employee as well as on persons on leave duty sanctioned.
- F. **“Day”** means the 24 hours of a Calendar day beginning and ending at midnight but extends up to the end of the shift, where it begins before midnight and ends after midnight.

- G. **“Month”** means the calendar month, but for the purpose of calculation of and its payment if the management prescribes another period in respect of any Employee or class or classes of Employees, it shall mean such other period.
- H. **“Year”** means Calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>).
- I. **“Habitual”** means any act which has been repeated for more than twice.
- J. **“Authorized persons”** means any person authorized by the Chairman / Managing Trustee, CEO & Secretary and Trustees of the establishment of these Standing Orders empowered by him/her by general or special order may act as representative of the establishment in any matter connected with the day to day activities.
- K. **“Satisfactory”** shall mean to the satisfaction of the management,
- L. **Disciplinary authority**” means the Chairman & Managing Trustee or any other authorized authority of the establishment by general or special order may act as Disciplinary Authority and initiate disciplinary proceedings and impose any of the punishment specified hereunder on any Employee.

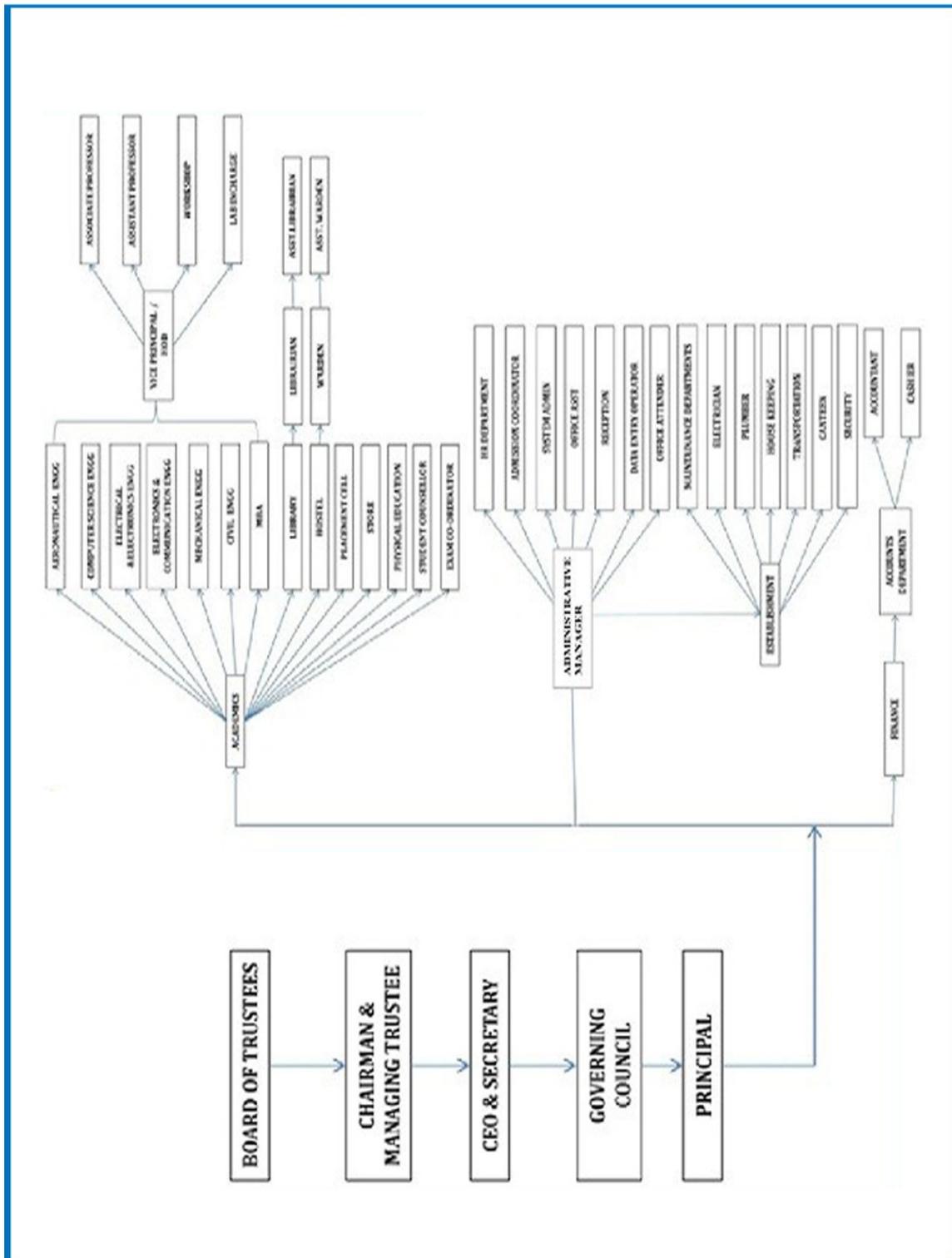
#### **1.10 CONTROLLING AUTHORITY**

The Managing Trustee / The CEO & Secretary shall be the controlling authority in respect of all administrative, Academic and financial operations of the colleges. He / She may declare any senior person as a controlling authority for employees below him / her. For effective monitoring and implementation of actions, an ERP is put in place for administration, finance and accounts, operations and examinations

#### **1.11 ADMINISTRATIVE SETUP**

- Jawaharlal College of Engineering and Technology Centre was established in 2008 and is managed by Nehru College of Educational and Charitable Trust established at an auspicious movement in the year 1968.
- The College was initially affiliated with university of Calicut, later affiliated to A P J Abdul Kalam Technological University, Kerala, with the motive of becoming a model institution for Technical education within the state and the country. The Administrator acts as the representative of the management. The principal is responsible and accountable to meet overall objective of the college. Statutory and non-statutory committees take charge of academic and administrative Procedures.

### 1.12 ORGANIZATION CHART



## **2. THE PUBLISHED SERVICE RULES, POLICIES & PROCEDURES**

- Employee manual will be verified and published in every academic year. Last manual was published in year 2018 which includes service rules, policies and procedures. One copy of staff manual is provided to all faculties and other staff members.
- Every student is provided with an Academic Calendar which details the general rules, policies and procedures related to academic activities. Academic Calendar will be verified and published in every academic year.

## **3. EMPLOYMENT AT NGI**

- Employment at NGI is an equal opportunity employer and employs personal without regards to race, ancestry, place of origin, color, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and /or mental handicap or financial ability.
- While remaining alert and sensitive to the issue of fair and equitable treatment for all NGI has a special concern with the participation and advancement of members of four designated groups that have traditionally been disadvantage in employment for women, persons with visual, physical disabilities and economically back ward classes.

### **3.1 RECRUITMENT**

The vacancies at various categories will be filled up by the Management by anyone of the following channels Direct / Applications / Contacts Advertisements in mass media Placement agencies

#### **References Internet**

- The candidates have to appear in person for an interview at their own cost on receipt of communication.
- The candidates should bring with them all original certificates and testimonials.
- Select candidates may be asked to make a presentation if the Management/Selection committee so desires
- Every employee shall produce conduct and character certificates from two responsible persons and also one from the institutions he has last studied /worked.

- Candidates who have been convicted by a court of law for an offence involving moral responsibilities shall not be considered for recruitment.
- The minimum age limit for recruitment shall be 18 years and the maximum age limit for different categories shall be as decided by the Management from time to time.

### 3.2. CLASSIFICATION OF EMPLOYEES

The employees shall be classified as:-

- a) **Permanent**
  - b) **Probationer**
  - c) **Fixed term employee**
  - d) **Temporary**
  - e) **Badly or Substitute**
  - f) **Casual**
  - g) **Trainee /Apprentice**
  - h) **Helpers**
  - i) **Contract laborers**
  - j) **Part time**
  - k) **Professional**
- 
- a) **Permanent Employee:** *Permanent Employee* is one who is employed on a permanent basis and includes such one who has completed his/her probation period successfully and on such successful completion of probation is approved in writing by the Chairman & Managing Trustee/ Board of Trustees / Authority or any other person authorized by him/her.
  - b) **Probationer:** *A Probationer* is an employee who is provisionally employed in a post to verify his/her performance efficiency, character and conduct. Every employee recruited to the service of the establishment on a regular basis shall, unless otherwise specifically mentioned in the appointment order, be on probation for a period, which shall be one

year initially. Management may extend the period of probation of any employee up to a further period not exceeding 6 months / 1 year as may be found necessary by the Management from time to time, if they are not satisfied with the work / performance and / or conduct of any probationer during the period of probation. During probation, the Management is at the liberty to terminate the service of a Probationer without prior notice and without payment of any compensation or such other benefits.

The performance, work, character and conduct will be evaluated from time to time during probation and if needed will be called for discussion by the authority and intimate the remarks as a token of the evaluation and the probationer shall be liable to sign the evaluation sheet. In addition to evaluation as stated above in order to update their knowledge as part of probation, there will be written and oral tests. During the probation period, the management shall monitor the performance of the employee with regard to his/her knowledge and skills, aptitude towards his/her work and the establishment, behavior while dealing with superiors and peers, flexibility to adapt to the requirement of the position, and the employee s performance with standards of discipline and other value that are consistent with the culture of the establishment. On completion of successful probation, he/she will be given posting as permanent employee and confirmation letter will be given.

A Probationer remains as a Probationer even after the probationary period is completed until he has been confirmed in a particular post and given confirmation letter.

If permanent employee is promoted to higher post he shall be treated as a Probationer in the new post. At any time during the period of Probation or an extension thereof, until his/her promotion is confirmed in writing be reverted to his/her original permanent post, pay scale and other allowances which he was eligible.

- c) **Fixed term employee:** Fixed term employee is a person who has been posted in a particular category for a fixed period. However, his/her working hours, allowances, salary / wages and other benefits shall not be less than that of a permanent employee and his/her service shall be automatically terminated without any notice after the expiry of the terms fixed.

- d) **Temporary Employee:** A temporary employee is a person who is engaged on a temporary basis for work which is of temporary nature and duration or is likely to be finished within a limited period. The period within which is likely to be finished should also be specified but it may be extended from time to time, if necessary.
- e) **Badly / Substitute:** Badly or Substitute means one who is employed in the place of a permanent employee or probationer who is temporarily absent for a small period.
- f) **Casual Employee:** Casual employee is one who is employed to fulfill unexpected requirement due to unusual or seasonal pressure of work or for work which is of an occasional or casual nature. The employee salary / wages are fixed on “daily” or “hourly” basis, and the employee is not entitled to leave or any other benefit of any kind as available to permanent employees. His/her employment is of casual nature and is being engaged only as and when required.
- g) **Trainee / Learner:** A trainee / learner shall be engaged with a stipend or post as unpaid. During the period of his/her training, the management depending upon the nature and skill of the work posted initially for a period not exceeding one year, which can be extended for a period of one year. The trainee cannot claim as a matter of right for employment in the Establishment after the completion of training. The trainees are not entitled to any of the benefits of the employees of any category.

A trainee/Learner if causes any damage or loss to the Management, the cost of the same shall be realized from him /her. The trainees are covered with separate terms and conditions of the establishment as mentioned in the appointment order but wherever the terms and conditions are not expressed in the terms of appointment, the Standing Order shall apply.

A trainee can be sent off from the establishment by the competent authority, if his/her punctuality, dedication, attitude, work and conduct are not found to be satisfactory as reported by department heads concerned at any point during the training period.

**Student Trainee** – Those candidates who have joined as student trainee without stipend for a specific period as part of their curriculum will be posted as student trainee. For that the students should submit request letter from principal /department head.

- h) Helpers:** “Helper” means any person being engaged as “assistants” to other workman. They shall be engaged at any time in any section or department as per the requirement by the management. They are not entitled for being selected to any posts either as Trainee, Probationer or permanent employee. However, it is the liberty of the management to select any of the Helpers as trainee or probationers, if the management so decides.
- i) Contract employee:** Contract employee is one who is employed on a contract for a stipulated period of time or for a specific work, on the lapse of which his / her employment automatically ceases. A contract employee shall be entitled only for the benefits as specified in writing in terms of employment. After the expiry of the contract period, his/her service would stand terminated without notice nor notice pay.
- j) Part time employees:** - A part time employee means a person who is employed for work for less than normal period of working hours. Part time employees are not ordinarily entitled to the benefit provided to fulltime employees. They shall be entitled to such benefits as fixed by the management in the appointment order. If they are on permanent nature, they will be posted initially as probationer otherwise treat them as temporary employee or contract employee which shall be mentioned in the appointment letter.
- k) Professional employee:** - Means professionally qualified person includes Principal, Director, Dean, Teaching Faculties, Advocates / Lawyers, Engineers, Chartered Accountants and consultants etc. Doctors are ordinarily posted as Consultant Doctors. Professional Employee shall be entitled only to such benefits as fixed by the management in the appointment order and they will be considered as professional employees and will not be eligible for any other benefits other than those mentioned in their appointment letter. They will not be eligible for gratuity also. All professionals listed above are professional employees and will not be eligible for any other benefits other than what are mentioned in their appointment letters or mentioned in the contract.

### **3.3 FACULTY REQUIREMENT**

- The co-coordinators from each department will prepare the department faculty work load as per guide lines, one month before the odd/even semesters for the coming academic year. Relevant details used to arrive at the department faculty workload shall be attached and explained.
- The Principal shall scrutinize the department faculty workload and after necessary modifications, if required, get the approval of the Management. Thereafter the Principal shall cause the preparation of a consolidated faculty workload for all departments and get it approved by the Management.

### **3.4. RECRUITMENT AND SELECTION**

- All employment opportunities at NGI are posted on NGI s website and on the websites of affiliated organizations, News paper advertisements, and referrals from existing employees and also encouraged.
- Vacancies arises from line to line shall be consolidated and notified in the leading newspapers as decided in the management. The advertisement shall specify minimum qualifications and other requirements for the post(s) so as to meet the norms prescribed by AICTE and other competent authority.
- Applicants are invited to submit their application along with a current resume, demonstrating that they meet the minimum criteria for the position being sought all applications are screened and candidates selected for interview are contracted.
- The screening and short listing of the applications shall be done by the HR department with the help of the coordinators of the each departments concerned and in consultation with the Principal. Only teaching/industry/research experience gained after getting P.G. will be considered as qualifying experience for direct recruitment for teaching posts.
- Candidates who teaches in AICTE/UGC recognized institution in one full academic year will be considered as having one year of teaching experience. Part time/guest/ad-hoc/contract teaching experience will not be considered for recognizing teaching experience.
- Study leave/deputation period of a candidate for higher studies shall not be treated as qualifying experience.

- Interview dates shall be decided by the HR department in consultation with the Principal and the department coordinators.
- Interview dates shall be decided by the HR department in consultation with the Principal and the department coordinators.
- Notice of interview shall be issued and communicated to the candidates sufficiently in advance in any case at least one week before the date of interview. Candidates shall also be given intimation over email/phone/SMS.
- Interview shall be conducted by the members for appointment framed by the Board of Trustees NGI. The Principal and the coordinators of the concerned department shall be the ex-officio members of the interview board. The interview board may include an external subject expert or others as it deems fit.
- All new employees to NGI will receive induction orientation session which will encompass an overview of general policies, procedures and operations. This will also provide employees, new to a position and an opportunity to learn the performance expectations management has with regard to the position.
- They will be given a copy of this employee hand book and will be advised to learn its contents.
- They will also made aware of policies such as, code of ethics, and asked to accept the terms on their adherence to same

### **3-5 AICTE NORMS**

- The workload for the faculty as per AICTE norms.
- A relaxation of two hours in the workload may, however, be given to HODs who are actively involved in administration.
- One laboratory Class will be counted as three teaching hour. For laboratory sessions the size of a group/batch generally is 20.
- Academic Projects-Academic Projects are not to be calculated in the workload of faculty for M.Tech Course. This is considered as a regular laboratory work, i.e. 1.5 hrs will be treated as the workload for those faculty members. All the faculty members will get a project guide ship. This will not be considered as additional work load. All faculty

members have to find time to guide, listen to the presentations and evaluate their student project team.

- As per AICTE norms student-faculty ratio is 20:1. The student-faculty ratio is computed at the institutional level and not at the departmental level. The ratio is calculated not at a given point of time but based on the average number of faculty members and average number of students in an academic year. The Faculty members who are on maternity leave and those who have been deputed for PhD/ higher studies under a contract are to be taken into account while calculating student-faculty ratio.
- No substitute appointment will be made to fill a vacancy caused by a faculty member proceeding on maternity leave. However, in case there are two or more faculty members from a department proceeding on maternity leave around the same time ad-hoc faculty will be appointed on contract basis for that period, based on need.
- Additional workload caused by a vacancy that is likely to exist only for a few months has to be shared among faculty members of the concerned departments.

### **3.6 RECRUITMENT PROCESS**

- Recruitment of candidates shall be on merit and suitability as decided by the interview board and a rank list of suitable candidates shall be prepared based on the assessment of the board.
- The rank list of selected candidates shall normally be valid for one month but this period may be extended by the management depending on the need and circumstances or as deemed fit.
- The interview board may, if deemed necessary, recommend the stage at which the pay of a candidate may be fixed in the relevant scale or may make other suitable recommendations
- Regarding the pay or service conditions of a candidate, considering the previous experience, qualifications and other academic achievements of the candidate. If the interview board does not make any such recommendation, the candidate shall be offered only the starting pay of the relevant scale and other benefits as per the Rules of Nehru Group of Institutions Kerala..

- Offer of appointment shall be conveyed to the candidate by email, phone or bySMS.
- If the candidate accepts the offer, the appointment order signed by the HR Department shall be issued to the candidate.
- If any meritorious candidate applies for any post even without notification, the management will be free to consider him/her for a suitable post

### **3.7 APPOINTMENT**

#### **3.7.1 QUALIFICATION FOR APPOINTMENT OF FACULTY**

- Qualification for appointment of faculty shall be followed as notified by AICTE/ University from time to time.
- Only experience after acquiring the basic academic qualification for the post shall be considered as relevant.
- Only degrees from Recognized University by the AICTE/UGC shall be treated as valid.
- If a class/division is not awarded, 60% marks in the aggregate shall be considered as equivalent to first class/division. If Grade Point System is adopted it will converted into equivalent marks as stipulated in AICTE Notification F.No.37-3/Legal/2010 dt., January 22, 2010.

#### **3.7.2 APPOINTMENT, PROBATION AND REGULARIZATION.**

- The appointing authority shall be the management Nehru Group of Institutions, Kerala.
- Depending upon experience and situational importance, the probation period for an employee is fixed. The first appointment in the case of regular faculty shall be on probation for a period of one year provided by the management. During this period both parties may assess suitability for employment with the employer, provides management an opportunity to assess skill levels and address areas of potential concern.
- Leave during this period shall not be counted for this purpose, the performance of new faculty members on probation shall be reviewed at six months interval and the services of those found unsuitable as assessed by the management shall be terminated either during the period of probation or at the end of the probation. If the management considers it desirable, it may give an extension of probation for a suitable period not longer than one year but no second extension of probation shall be given under any circumstances.

- At the time of first appointment the management has the right to direct the candidate to undergo an induction course or any other similar programme. The time spent on such course or program shall be treated as part of the probation. While in service, the management may direct a faculty member for further training or refresher course.
- On satisfactory completion of probation as decided by the management, the probationer will be given regular appointment. The performance of regular faculty members shall be reviewed once in an academic period.
- Appointment of retired persons will normally be on contract basis and on consolidated salary.
- A newly appointed faculty member shall submit a joining report to the Management at the time of joining and is required to submit his/her original certificates of age, academic qualification and experience (if any claimed by him/her) to the college office. In every case formal documents will be maintain and will be included in the respective employees personal files.

### **3.8 REPORTING FOR DUTY**

- The selected candidates will be issued with a formal offer letter immediately on the same day of interview by the HR Department of the Corporate Office.
- The candidates so selected shall have to surrender their original degree certificates with the HR Department or else the same have to be surrendered at the earliest.
- The receipt issued by the HR Department for having received the original certificates has to be kept at the safe custody of the candidates.
- The certificates will be returned to the individuals only on resignation and on production of this original receipt.
- On surrendering of the original degree certificates, the HR Department will issue a letter of appointment to the candidates addressed to the Principals of the respective colleges so as to enable them to report for duty with the Principals of the respective colleges.
- The candidates have to report for duty only on the issue of a letter of appointment addressed to the Principals of the respective colleges by the corporate office. The following documents are to be produced at the time of reporting for duty with the Principals of the colleges

- A joining report
- Letter of appointment
- Copies of all degree certificates and testimonials
- Two testimonials one from the institutes previously worked or from the college previously studied and other from a local responsible person
- Experience & Service certificates for both teaching and industry
- Two passport size photographs
- Latest medical certificate

The contact persons for various entry formalities are presented below

<b>FORMALITIES</b>	<b>WHOM TO CONTACT</b>
➤ Joining report	Respective Principals / Heads of Institutions / HR Head
➤ Attendance Register	Office Superintendents / HR Department
➤ Punching (Daily Attendance)	Office Superintendent
➤ Bank Account Opening (for Salary purpose)	Accounts department, (Corporate Office)
➤ ID Card	Office Superintendent Other colleges -System Admin NGI
➤ Transport	All Colleges – Transport In charge
➤ Appointment order	HR Department, Corporate Office

The newly recruited staff can follow the induction guidelines given above

### **3.9 PRINCIPLES FOR DECIDING SENIORITY**

- Generally the seniority is based on the date of joining. However, if in the same selection process more than one candidate has been recruited, their seniority will be decided on the basis of the rank (Appraisal) secured by them, irrespective of the date of joining.
- If a candidate has been given much more than the normal joining time, say for completing a course of study or for similar reasons, his seniority will be decided on the basis of the date of joining.

- Faculty members who are granted leave for higher studies will retain their original seniority when they join back after the completion of their studies.
- Before the introduction of the new pay scales as per AICTE notification F. No. 37-3/ Legal/ 2010 dt. January 22, 2010, there were three grades of lecturers, viz. lecturer, senior lecturer and selection grade lecturer, but as per the above notification all these grades have been Merged into one and the post is designated as Asst. Professor.

### **3.10 WORKING DAYS, WORKING HOURS AND LEAVE RULES**

- Monday to Saturday will be working days for the institution except Second and third Saturdays.
- Regular and other formal holidays as applicable, declared by government and management. Classes start at 9.00 am and close at 4.10 p.m.
- All staff members are required to sign in register before 8.50 am and leave at 4.20 pm and for all non teaching staff should sign in register before 8.30 am and leave at 4.20 P.M. for administrative staff should sign in register before 8.45 am and leave at 5.10pm.
- All public holidays and Sundays are holidays for all faculty members. Saturdays will be working days for office staff and other staff, except non-teaching technical staff.
- Apart from the above the faculty will have following vacations like summer vacations- 20 days, winter vacations 10 days. Onam holidays 10days.
- Holidays declared by the govt. (with the clause “for all educational institutions including professional colleges”) will be holidays for both the students and the faculty.
- In case of University exams, days of Hartal, restricted holidays and district holidays will be working days for the entire staff, teaching and non teaching. Absence on these days shall be treated as leave and online application for leave should be submitted to the competent authority. The management reserves the right to convert any holiday into a working day in special circumstances.

#### 4. TERMS AND CONDITIONS

- Every employee shall conform to and abide by the rules & regulations and shall observe, comply with and obey all orders and directions which are issued from time to time by the Management or any cadre under whose jurisdiction or control he / she is placed.
- The dressing of the faculty is an important factor which gives an overall image & impression of the teachers as facilitators. The faculty needs to be dressed in best possible way using formats with neck tie or else safari suit for men during working hours and sarees with white waist coat for women.
- Every employee of the Nehru Group of Institutions shall at all times maintain absolute integrity and devotion to duty. The whole time of a Nehru Group of Institutions Employee is at the disposal of the Nehru Group of Institutions which pays him/her and he/she may be employed in any manner required by the proper authority without claim for additional remuneration.
- The job description, duties and responsibilities will be as decided by the Management / Principal / HOD from time to time.
- The work load assigned will be based on requirement of the college.
- The faculty has to strictly adhere to the teaching methodology of the college (Please refer ISO/NAAC/NBA/NABH/IQAC/AICTE/ MCI/BCI/COA/NCI/PCI & UGC procedures and other systems in this regard)
- The teaching faculty is expected to conduct examinations, give assignments and take up evaluation of them besides conducting subject based seminars.
- The faculty may have to deliver guest lecturers in any of the colleges under Nehru Group as and when required.
- An employee shall not move out of Head quarters without getting prior permission.
- Salary of the employees of all colleges shall be paid before 5<sup>th</sup>, 10<sup>th</sup> and 15<sup>th</sup> of every month.
- Salary will be proportional to the no. of days attended by the faculty.
- Only Sundays and public holidays will be considered as holidays and will be eligible for salary.

- Confidential matters relating to the Institution and the Department shall not be divulged by any teacher.
- The faculty will ultimately be responsible for any damages, in the section, class / Lab / Workshops caused by self, students and attenders as such the teacher has to be vigilant / alert to fix the responsibilities on such losses.
- No teacher or other employed in the College shall engage him / her or participate in any demonstration or activity which is prejudicial to the sovereignty and integrity of India, the security of the state, friendly relations with foreign countries & public order / decency / morality of any act which involves contempt of court, defamation or incitement.
- No teacher or other person employed in the college shall indulge in any criticism of policies of the government either directly or individually or participate in the activity which will bring disrepute to the Government.
- No teacher shall accept any job of a remunerative character from sources other than the Management or give private tuition to pupils without the written permission from the competent authority.
- No teacher shall represent grievances, if any, except through proper channels, nor will any canvassing be done from any non-official or outside influence or support in respect of any matter pertaining to the College.
- No employee shall be a member of any political party and carry on activities either openly or in-camera in support of any such party.
- No employee shall participate in any demonstration or resort to any form of strike in connection with their official duties and conduct.
- No employee shall, engage directly or indirectly in any trade or business or undertake any other employment.
- No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service under the Nehru Group of Institutions.
- No employee shall, except with the previous sanction of the Management or of the prescribed authority ask for or accept contributions to otherwise or associate himself / herself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

- It shall be the duty of an employee who has been arrested on a criminal charge made or a proceeding taken against him/her in connection with his/her position as an employee or otherwise which is likely to embarrass him/her in the discharge of his/her duties or which involves moral turpitude, to intimate the fact of his/her arrest and the circumstances connected therewith, to the Management promptly in writing even though he might have subsequently been released on bail. Failure on the part of the employee concerned to so inform will be regarded as suppression of material information and will render him/her liable to disciplinary action on this ground alone, apart from any action that may be taken against him/her on the conclusion of the case against him/her.
- Any contravention of any law by an employee, which involves moral turpitude, shall be regarded as a serious offense of which action shall be taken departmentally. Where such contravention is followed by a conviction in a court of law, the employee may be punished departmentally on the basis of the conviction alone without following the procedure laid down for departmental inquiries.
- No free transport is provided for the staff.
- Faculties who have availed the leave benefits Annual, Christmas, Onam, Summer / Winter holidays will be requested to refund the salary for the availed holidays in the event of their resigning before the academic year.
- Faculty enjoying the benefit of free accommodation and transport will be required to refund the money in the event of leaving the institute prior to the completion of their probation.
- For Men/ Lady Staff, accommodation will be provided in Boys/Ladies hostel if required on payment as applicable to students subject to availability of vacancies.
- Every Employee is expected to conduct, behave himself/herself in away befitting his/her position and status as an employee of the establishment and prestige and fair name of the establishment.
- He/She shall co-operate with his/her fellow employees, the Management, the competent authority and the entire administration in maintaining the best establishment relationship and congenial and pleasant atmosphere of the Establishment, which would be conducive to render better service to the public and establishing healthy relationship and understanding.

- Whenever a uniform is prescribed, for any post or category, the employee shall wear such uniform.
- In case any restriction on the use of any type(s) of dress or ornaments has been imposed for any class or classes of employee all such employee shall abide by such restrictions.
- The employee shall not entertain personal visitors within the college/hostel without the permission of the Head of the Department/Supervisor.
- They shall maintain absolute integrity and honesty inside and outside of the establishment and shall maintain decent standards in their personal life.
- No employee shall be permitted to enter in to any service / engagement elsewhere full time, part time or honorary without the prior written sanction of the management. The permission granting is at the sole discretion of the management
- They shall not engage any political/trade union activity within the establishment.
- No meeting shall be conducted within the establishment premises without express/written permission from the Chairman & Managing Trustee /Authority concerned.
- No employee shall join or participate in an association or trade union which is not registered or functioning in accordance with the Trade Union Act, 1926. Every employee shall inform the management the name of union in case he/she is a member. Otherwise the relationship with the establishment shall be governed as if he/she is not a member in any union.
- No Employee shall reveal to an outsider or fellow employee the confidential information he/she has come across in the running of the Institution.
- The Employee shall not resort to any means of publicity or publication within or outside the institution either relating to the conduct or working of the establishment or on his/her personal grievance without prior written sanction of the management.
- The Employee shall not be under the influence of any liquor or other intoxicating material while on duty. Also, while on outside the premises of the establishment he shall not be under the influence of any liquor or intoxicated material that may affect the reputation and goodwill of the establishment.
- The employee shall not enter such place and premises to which he has been denied or restricted access by virtue of the specialty of the places or any other restrictions.

- They shall give proper guidance and help to the visitors. Anybody requires any help may be advised to meet the Public Relations Department/HR Department.
- All the members of the staff shall co-operate with the training programmes or community programmes etc undertaken by the organization.
- Any difference of opinion or any dispute among employees should be reported to the Authorities concerned / grievance committee and shall obey the decisions of the grievance committee.

#### **4.1 SERVICE CONDITIONS**

##### **4.1. 1 EMPLOYMENT EQUITY**

Nehru Group of Institutions (NGI) is an equal opportunity employer and employees personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental handicap or financial ability. While remaining alert and sensitive to the issue of fair and equitable treatment for all, NGI has a special concern with the participation and advancement of members of four designated groups that have traditionally been disadvantaged in employment: women, persons with visual, physical disabilities and backward classes.

#### **4.2 EMPLOYEE CLASSIFICATIONS**

- Each position at NGI shall be classified as Academics/ Administrative/ Management in nature, as determined by the Board of Trustees. This decision will be based on the responsibilities and duties assigned, job profile and qualifications required for each position.
- It should be noted that senior positions, as decided by the corporate administration wing will not be covered by the Hours of Work and Overtime provisions, as decided and advised.

### **4.3 EXCLUSIVE SERVICE:**

An Employee shall not at any time of work against the interest of the establishment and shall not take any employment in addition to his/her job in the establishment, which may adversely affect the interest of the establishment during the course of the employment in the establishment.

### **4.4 EXCLUSIVE AND ESSENTIAL SERVICE**

The services of the employees connected with the work of the following section / categories are declared essential. In the event of strike the Management is empowered to ask the employee working in the following department/ sections/ categories to attend their daily scheduled work by putting up a notice on the notice board and such employees shall carryout such instructions and the Management has the right to award major punishment to these employees who act against the instruction of the Management, without observing any procedure.

- Security staff
- Driver (Ambulance, bus driver, car drivers, water tanker drivers and lorry drivers)
- Telephone operators
- Canteen staff
- Power, Water supply and sanitation Employee
- STP operators
- Attendees
- House Keeping
- Lift Operators
- Gardeners
- Maintenance staff

### **4.5 EMPLOYER PROPERTY**

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee service or furnished by the Employer including but

not limited to computers, reports, files, diskettes, manuals, literature, confidential information, or other materials shall remain and be considered as the exclusive property (including intellectual property) of the Employer at all times, and shall be surrendered to the Head of the organization, in good condition, promptly and without being requested to do so.

#### **4.6 EMPLOYEE DUTIES**

Attached to an Offer of Employment, is a description of the job and the associated responsibilities, along with any additional tasks possibly required. This document will be used to evaluate the performance both during the probation period and after. Any doubts, has to be clarified on receipt of appointment order, with the HR department.

#### **4.7 PROBATION**

Depending upon experience and situational importance, the probation period for an employee is fixed. The first one year of employment is probationary. During this time, both parties may assess suitability for employment with the Employer, provides management an opportunity to assess skill levels and address areas of potential concern. At the completion of the probation period, the employee and employer shall meet and review progress up to date. At this time one of three things will occur:

- i. Probation willed
- ii. Probation may be extended for an additional six months or 1year
- iii. Employment will end

#### **4.8 SALARY AND OTHER BENEFITS**

##### **SALARY AND WAGES:**

Salaries shall be determined by the Board of Trustees or head of the Trust, based on budget considerations and commensurate with the experience of the successful candidate and prevailing industry standards. The organization shall pay employees on a monthly basis, less the usual and necessary statutory and other deductions payable in accordance with the mandatory government slabs and employer s standard payroll practices.

The pay structure for the teaching faculties are in conformity with the guidelines issued by the UGC, AICTE, MCI, BCI, COA, NCI and PCI as the case may be as assigned to self financing institutions.

The pay structure for the non teaching staff are in conformity with the concerned state governments of Kerala and Tamil Nadu as applicable to self financing institutions.

Salary, on a monthly basis is transferred to the employees savings bank account on or before 5<sup>th</sup>, 10<sup>th</sup> and 15<sup>th</sup> of every month.

#### **4.9 RATES OF SALARY / WAGES AND PAYMENT OF WAGES:**

Notices shall be displayed on the notice board/ office specifying the minimum scale as per the statutory bodies mentioned and will pay the salary / wages as per provisions.

- Every employee shall at the time of appointment be advised in writing about the rate of salary / wages/stipend.
- All employees may receive their salary / wages through the bank account, and the decision about respective bank and branch shall be at establishment s sole discretion.
- Unclaimed salaries / wages of the deceased employee shall be paid to the legal nominees/ heirs on production of legal proof and if not received within particular period of time will deposit in welfare fund as per Rule.
- Authorized deductions from salaries/ wages made to employee in accordance with the payment of statutory obligations and their rules there under.
- The salary / wages of each employee shall be paid after deductions if any as follows-
  1. Fines
  2. Deduction for damage or loss of goods entrusted to the employee for safe custody or for loss of money which is required to be accounted for, if the damage or loss is due to his/her negligence.
  3. Deduction for Income Tax payable by the employee, deducted at source.
  4. Deductions required to be made by order of Court or other authorities competent to do so,

5. Deduction for subscription to Employees Provident Fund, Family pension scheme, ESI and deductions required to be made by any law for the time being in force.
6. Deduction for absence from duty
7. Deduction of Professional Tax.
8. Deduction of fine from salary as part of disciplinary action.
9. Any other deduction authorized by the employee himself/herself and the Chairman / Managing Trustee from time to time

#### **4.10 PUBLIC HOLIDAYS**

- The list of public holidays will be decided by the Management for each year and will be communicated during the month of January every year to all colleges for adoption.
- Any midterm changes on holidays shall be communicated by the Management from time to time.

NGI (Kerala) will have public holidays as declared by the government of Kerala and other days declared by the management.

#### **4.11 TEACHING FACULTY - LEAVE RULES**

##### **4.11.1 CASUAL LEAVE:**

Every employee of Nehru Group of Institutions shall be eligible for 12 days of Casual Leave in an academic year including the newly joined faculties.

- The newly joined members of the faculty are also eligible for Casual Leave of 12 days in an academic year. Each faculty will be credited with one day Casual Leave for every month of their service rendered to NGI. The members shall be made eligible to avail Casual Leave based on the Casual Leave available at credit at the time of application.
- Casual Leave can be availed not exceeding 3 days at a time.
- Not more than one staff shall avail Casual Leave in a department at a given point of time.

- Casual Leave can be accumulated and availed within the academic year. However, un-availed Casual Leave cannot be carried over to the next academic year.
- Casual Leave has to be availed only with prior sanction of the HOD/Head of Institutions unless there is an exigency.
- Suffixing or prefixing of public holidays along with Casual Leave is subject to the approval by the Principal concerned.
- Casual Leave cannot be combined with Annual / Vacation / OD / Medical or Emergency Leave.
- Casual Leave will be sanctioned only after satisfying that the applicant has made adequate alternate arrangements for executing his/her duties during his/her leave period.
- Casual Leave cannot be claimed as a matter of right and when the exigencies of services so demand, leave of any description may be refused or the employee compulsorily recalled from leave by the sanctioning authority.

**Encashment Benefit of Casual Leave:**

- The management extends the benefit of encashment of Casual Leave, un-availed during an academic year.

**4.11.2 VACATION LEAVE**

- The teaching faculty after completion of one year service at NGI shall be eligible for Vacation Leave of 20 days during May - June (Even semester ) and 10 days during November – December (Odd semester)
- The teaching faculties who are freshly recruited and are within their one year of service at NGI, are eligible to avail only 10 days of leave during May - June and 5 days during November –December.

**Note :**

1. For purpose of allowing Vacation Leave, Physical Directors, Librarians and Assistant librarians shall be considered as Teaching Faculty.
2. Proportionate deduction will be made if a Faculty Member leaves the services of the college before completion of the year.

## CASUAL LEAVE

Employees will be given 12 days of casual leave per year, for the purpose of pursuing their personal emergent activities.

### 4.12 NON TEACHING STAFF - LEAVE RULES

#### 4.12.1 CASUAL LEAVE

Every employee of Nehru Group of Institutions shall be eligible for 12 days of Casual Leave in an academic year including the newly joined staff.

- The newly joined members of the staff are also eligible for Casual Leave of 12 days in an academic year. Each staff will be credited with one day Casual Leave for every month of their service rendered to NGI. The members shall be made eligible to avail causal leave based on the Casual Leave available at credit at the time of application.
- 12 days of Casual Leave is permitted for the eligible staff members in an academic year.
- All other terms and conditions stipulated for availing Casual Leave for teaching faculty shall hold good for non teaching staff also.

**Note :** The Non Teaching staff cadres include Administration Officers, Site Engineers, Site Supervisors, Campus Supervisors, Workshop Superintendents, Placement & Training Department, Workshop Assistants, Lab Assistants, Lab Instructors, System Administrators, PA to Principals, Office assistants, Attenders, and such other cadres as may be decided by the Management from time to time.

#### 4.12.2 DUTY LEAVE

- Management may sanction on duty leave in excess if it is found necessary to enable the faculty member/staff to perform duties assigned by the University or the Principal.
- Employees will be given the provision for availing on duty with respect to formal/official work as directed and confirmed by the reporting authority and after final approval by the chairman and managing trustee.eg. Attending conference, seminars, workshops ,university related works delivering invited talks ,and other activities as deemed to be formal and official and approved by the chairman and managing trustee etc

### 4.12.3 MATERNITY LEAVE

Maternity leave will be granted to female employees as per the Maternity benefit Act 1961. ESI covered employees are eligible for maternity leave as per ESI act only and also the maternity benefit (amendment act) of 2017 and latest amendment if any applicable to self-financing institutions.

### 4.12.4 COMPENSATORY LEAVE (CCL):

The employees can avail compensatory leave for the duty they attended on holidays. Compensation leave registers should be maintained and the leave duly sanctioned by the HODs and Principals shall be credited in the register indicating the holidays and purpose on which the individuals attended duty.

The employee can avail the CCL, subject to availability and at the discretion of the HODs and Principals. The number of compensatory leave permissible to individuals is restricted to 20 days in an academic year. Leave during suspension period: No leave shall be granted to an employee under suspension.

### 4.13 OTHER BENEFITS

- All employees of NGI are offered medical and surgical treatments on requirement with phenomenal concessions at P.K. Das Institute of Medical Sciences, Vaniyamkulam, Palakkad Dist.Kerala.
- All employees are under the coverage of Accident insurance.
- All employees comes under the provisions of statutory obligations, for availing benefits, as being decided by the management.

## BENEFITS

### 1. Health Policy Scheme - Chikitsa

- a) The Scheme will be known as **CHIKITSA** and can be availed by the NGI staff who have completed one year and can avail Medical treatment in PKDIMS Hospital on credit basis (Both OP and IP at discount rates)
- b) The Credit facility will be applicable for Inpatient Treatment only under this scheme and should be availed at P.K.Das Institute of Medical Science Vaniyamkulam, Palakkad District Kerala only.

- c) The credit facility will be applicable to the employees i.e. staff, his/her wife/husband, parents and children only.
- d) PKDIMS hospital will allow the credit facility treatment scheme on production of the Identity Card of the employee by filling up a prescribed form in which Name of the employee and Name of the Institution should be clearly mentioned.
- e) On receipt of this form, intimation will be sent to the concerned institution by PKDIMS for their information and institution will in turn confirm correctness and admissibility immediately.
- f) Rs.50, 000/- will be the admissible amount available for credit for all employees. The bills exceeding Rs.50, 000/- will be remitted by the employee directly at hospital as per the normal norms of the hospital. Health insurance card/health insurance policies can be clubbed/linked with this health scheme and the excess amount to be remitted to the hospital can be availed through the Chikitsa scheme.
- g) After discharge the final bill will be obtained by the staff concerned and should be handed over to the concerned institution for final settlement and payment to PKDIMS. A copy of the bill will be sent to the concerned institution by PKDIMS hospital to verify correctness.
- h) Final settlement of the bills will be made by the concerned institution within **30 days of receipt of bills**. Towards this the concerned staff will remit 50 % of the total bill at the concerned institution and the concerned institution will remit 100% of the bill amount to PKDIMS from their respective fund and recover the balance 50% amount from the individual in 10 equal installments.
- i) The credit facility will be admissible as per eligibility criteria and as per terms and conditions .
- j) However the Management has the right to amend/consider each case on merit and credit facility can be denied without assigning any reasons thereof and make necessary amendment to the above clauses.

## 2. The Discount Policy for staff and first degree relatives

at PKDIMS will be as under :-

- a) **OP Ticket charges** :- 50% discount for OP tickets in case of NGI staff and and 25 % discount for first degree relatives.
- b) **Investigation** :- 20% discount will be admissible for NGI staff members and 10% discount for first degree relatives
- c) **Radiology** :- 20% discount for NGI staff and 10% for their first degree relatives.
- d) **IP Admission** :- 20% discount of the total amount of the IP bill in case of NGI staff and 10% in case of first degree relatives
- e) **Medicine and consumables as per the policy of Hospital** :-

**Note** : First degree relatives means father, mother, husband, wife and children of the NGI staff only.

## 3. Accident Insurance to the staff members

All the staff are insured through Insurance schemes as per the scheme Incorporated.

### FORM FOR ALLOWING CHIKITSA CREDIT FACILITY SCHEME IN PKDIMS HOSPITAL

Sl.No.	Particulars	
1	Name of the Patient admitted	
2	Name of the employee with details of I/Card and number -Relationship with the employee incase of immediate relative	
3	Whether Employee is willing to avail the Chikitsa Credit facility for himself for his immediate relative YES / NO ( PUT TICK MARK)	
4	Name of the Institution with address	
5	Whether availed Chikitsa credit facility earlier	
6	If availed amount of bill outstanding with number of installments	
7	In the case of first degree relative specify the relation	
8	Initial of the Duty In charge at PKDIMS	
9	Initial of the PKDIMS Director	
10	Remarks	

**Note :** This form should be got filled from the NGI employee on their admission to the hospital After receipt of this form a email/sms will be sent to the concerned institution by the PKDIMS Reception / HR and obtain confirmation of the concerned employee and then only they should allow credit facility. However they will allow admission in the hospital.

#### **4.13.1 LOSS OF PAY LEAVE**

- Loss of pay leave may be granted by the management in the case of genuine need such as sickness, if the management is satisfied that the staff member will not be able to attend duties in spite of his best efforts and that he has exhausted all other types of eligible leave.
- A medical certificate will be insisted in the case of leave on account of sickness.
- Leave on loss of pay will be granted only for one month at a stretch and the maximum loss of pay leave that can be granted in one instance will be limited to three months.
- Loss of pay leave beyond three months in a calendar year, if sanctioned by the management as a special case, will not count for increment but will count for seniority.
- Loss of pay for a day at a time may be granted by the management in other cases if the management is satisfied that due to unforeseen exigencies the faculty member/staff member is not able to attend duty and all casual leave is exhausted but the total number of such leave shall be limited to three days in a semester.

#### **4.13.2 STUDY LEAVE**

- A faculty member who has put in at least reasonable year of service at JCET will be eligible for study leave.
- The management reserves the right to sanction leave for other courses for appropriate duration if the management is satisfied that such a study by a member of the faculty will be beneficial to the institution.
- Study leave where counted for service if it is availed through QIP/FIP scheme of AICTE/UGC

- Extension of study leave will, normally, be not granted. The individual on study leave should rejoin the institution on the expiry of study leave.
- Unless the management permits him/her to extend the leave for want of vacancy or for other reasons.
- In such a case the individual will retain his/ her lean and seniority until he/she rejoins on the expiry of his/her extended leave or the management directs him/her to rejoin duty cutting short the extended leave.

#### **4.13.3 GENERAL PROVISIONS ON LEAVE**

- Approval of the competent authority should be obtained before availing any type of leave.
- taken, the competent authority should be contacted over phone at the earliest possible opportunity and Oral permission obtained. This should be followed by written application and ratification of Availing the leave.
- Availing leave without previous sanction will be treated as unauthorized absence and for such period of absence the pay shall be deducted at double the normal rate.
- Unauthorized absence for a continuous period of more than 30 days will be treated as voluntary desertion of service and the service of such persons shall be treated as automatically terminated.
- All kinds of authorized leave will count for seniority and increment, except study leave, unless otherwise specified. Study leave on QIP/FIP scheme of AICTE/UGC will count for seniority and increment, but other types study leave will count for seniority only.
- Leave not availed in a calendar year will not be permitted to be carried over to the subsequent year.
- It is the duty of the faculty member/other staff member going on leave to make alternate arrangement, with the approval of the HOD/Principal, to engage the classes/ attend to the work during his/her absence.

#### **4.13.4 EMERGENCY LEAVE**

In case of emergency situation a faculty member may leave the service of the college by giving three months salary in lieu of notice, provided he or she completes all the academic duties and satisfactory hand over same to the principal.

#### 4.13.5 PERMISSION

Each employee can avail two permissions in a month for a period of **one hour** each time. In the event of an employee availing permission for the third time within the month, it will be treated as  $\frac{1}{2}$  day casual leave.

#### 4.13.6 LATE COMERS

Late coming up to a maximum of 10 minutes is allowed three times in a month and the employee can sign in the attendance register. Late coming for the fourth time will entail  $\frac{1}{2}$  day casual leave deduction.

#### 4.13.7 ABSENCE

An Employee after presenting himself or herself is found absent from his or her proper place of work/ duty during working hours without the expressed consent of the Head of the Department/In- charge, shall be treated as absent from duty. For the period of such absence, proportionate salary will be deducted and will be treated as misconduct relating to duty.

- When an employee unauthorized absents himself/herself from duty on account of participation in any unjustified or illegal strike or cessation of work, by a body of persons employed in the Establishment acting in combination or as a consorted refusal to continue to work under a common understanding of any number of workman or if any employee participate in any strike which is not legal or if any employee absents himself/herself from duty unauthorized / without permission in addition to disciplinary action, it shall cause interruption in service entailing for forfeiture of wage/ salary for the period of such absence and also his/her past service. Where an employee for feits past service, he/she shall lose the benefit of all increments earned by him/her in the scale of pay in the post he has been holding at the time of such interruption, such past service shall not be counted for the purpose of increment, leave or terminal benefits including gratuity.

#### **4.13.8 ENTRY AND EXIT**

1. No employee shall enter for duty at the establishment premises without the identity card/badge, if issued, during working hours.
2. Entry and exit of employee shall only be through the gate or gates specified for the purpose and only during the specified hours.
3. An employee who is on off duty or has resigned or suspended, discharged, or dismissed shall leave the premises immediately and shall not enter any part of it except with the express permission of the Chairman & Managing Trustee or authorized person.
4. An Employee suffering from any contagious or infectious diseases shall leave the premises on instructions from the superior concerned.
5. The ward in charge may arrange break time for taking food and tea and if there is excess time, they have to take rest at their own duty station.
6. Visitors to the employees are not allowed in the premises without proper and valid written authorization/permission from the HR Department/In-charge.
7. All the materials taken out by the employees should be accompanied by gate pass prepared and duly signed by authorized persons.

#### **5. SAFETY:**

Adherence to all safety guidelines and instructions, including instructions on fire prevention, use of safety equipment and appliances, precautions to be followed on handling certain process / procedure is obligatory on the part of all employees working in Laboratories, workshops, maintenance department etc.

- a. Employee shall not, unless specifically authorized, interfere with any safety device or machine, or violate any safety guidelines. Breach of this shall be viewed with grave concern and corrective action will be initiated, including disciplinary action and punishment.
- b. Every employee shall immediately report any injury sustained to him/her or any other employee in the course of their employment to the immediate superior by writing who in turn shall report it to the Head or any officer appointed in his/her behalf for immediate attention. It is the duty of every employee to personally ensure and be responsible for his/

her work place and machines being kept clean and tidy. It is also the duty of every employee to report to proper authority any defect, which he/she may notice and which may endanger himself/herself or any other employee or might result in damage to any property.

## **6. EXIT POLICY/ RETIREMENT /RESIGNATION**

- Age of retirement for all staff is as per the Kerala Govt. norms. The management reserves the right to appoint a retired person on suitable terms if it considers that such a step is in the interest of the institution.
- Retired teachers will not be given extension as per AICTE after the age of 65. However their services can be availed on a contract payment if the management desires so, if the Council/University norm permits.
- Management has the right to terminate the service of a staff member by giving notice of 3 months / 3 months' pay in lieu of notice if his/her performance/conduct is not satisfactory.
- Notice of resignation should be given three months in advance. If there is shortage in notice period, salary for a proportionate period should be paid to the management.
- Leave not availed in Calendar year will not be permitted to be carried over to the subsequent Year.
- For regular faculties will not be given extension as per AICTE after the age of 65 years and for staff 60years. However their services can be availed on a contract payment if the management desires so, if the Council/University norm permits.

## **7. DISCIPLINARY PROCEEDINGS**

- Discipline at NGI shall be progressive, depending on the nature of the problem. its purpose is to identify unsatisfactory performance and/or unacceptable behavior the stages may be verbal reprimand, written reprimand, suspension pending enquiry, dismissal. Some circumstances may be very serious enough that all three steps are not used and decisions will be taken outright. Some examples of these types of situations are causing injury to others, loss of property, goodwill, moral turpitude etc. In every case formal documents will be maintained and will be included in the respective employee's personal file.

- An employment contract may be terminated by employee at any time for cause without notice or payment in lieu of notice or severance pay what so ever, except payment of outstanding wages, overtime and vacation pay to the date of termination .Termination causes includes but is not limited to any act of dishonesty, conflicts of interest, breach of confidentiality, harassment, in subordination or careless, negligent or documented poor work performance

**The Management, however reserves the right to modify, amend, delete or incorporate any of the above rules as may deem fit.**

### **7.1 APPLICABILITY**

- Provisions of this manual shall apply to all the teaching staff of JCET.
- They shall also apply to the non-teaching technical staff, office staff and other members of the staff employed by NGI in the service of the college, to the extent applicable to them.

## **8. RESEARCH PROMOTION SCHEME**

- Research is the tool to create and innovate usable and exploitable scientific information for providing new, cheaper, efficient and sustainable solutions for the needs of mankind.
- It is a multimodal and multidimensional process based on a combination of various sciences, engineering skills, technologies, manufacturing, marketing and management techniques.
- The economic growth of any society is now increasingly dependent on creativity through human resources, innovation through research and development, and capital through intellectual property rights. JCET is eager to contribute to the social and economic development of the country by promoting the research propensity among its staff and students and has, therefore, introduced certain incentive schemes for Science and Engineering research.

### **8.1 HOW TO BRING ABOUT RESEARCH FINDINGS**

Findings/results of a research work can be shared with the community by Attending conferences, presenting papers in conferences, Publishing in research journals/ books/ monographs/ periodicals/ conference proceedings and by obtaining patents. Classification of journals should be on universally accepted criteria, i.e., based on impact factor SIF (Scimago). The ranking for 2011 is available at <http://www.scimagojr.com>

### **8.2 TO ATTEND A CONFERENCE / WORKSHOP / FDP**

A request with confirmation letter from the organizers of the conference has to be submitted to the Review Committee through the Principal. The Review Committee, after looking at the nature of the conference and other details, will submit the recommendation to the Principal. The Principal will forward the recommendation to the Management who will take the final decision. The Financial support to the above will be approved based on the actual registration charges, Travel expenses as applicable to Train/Bus/Air, Dearness Allowance and Accommodation Charges

### **8.3 TO PRESENT A PAPER IN CONFERENCE**

- A request with the acceptance letter from the organizers of the conference and full paper for presentation in the conference has to be submitted to the Review Committee through the Principal.
- The faculty member has to present the paper in the Review Committee meeting. The review Committee, after looking at the nature of the conference, presentation, quality of the paper and other details will submit its recommendation to the Principal, who will forward the same to the Management with his comments. The Management will take the final decision.
- A faculty member is not permitted to attend or present a paper in a conference more than two times in a year.

### **8.4 FOR OTHER PUBLICATIONS**

The author(s) has to submit the reprint to the Review Committee through the Principal. The Review Committee will make the recommendation to the Principal, who will forward the same to the management with his comments. The management will take the final decision in the matter.

### **8.4.1 FINANCIAL INCENTIVE FOR RESEARCH PUBLICATIONS**

#### **PUBLICATION IN INTERNATIONAL JOURNALS:**

- For publishing the works in International Journals, the author is entitled for an incentive of Rs.5, 000 for a single authored paper. The impact factor should be above 5 or 10 for the publication.
- In case of joint publications, the senior author is eligible for Rs. 3,000 followed by Rs. 2,000 each for second and subsequent authors.
- This incentive will be allowed only once in a year.

#### **PUBLICATION IN NATIONAL JOURNALS:**

- For publicizing the works in national Journals, the author is entitled for an incentive of Rs.1, 000 for a single authored paper.
- In case of joint publications, the senior author is eligible for Rs.750 followed by Rs.250 each for second and subsequent authors.
- This incentive is allowed only once in two years.

#### **CONSULTANCY, R & D AND TEACHING ASSIGNMENTS**

1. The College encourages its teachers to take consultancy and in-house R & D assignments. The teacher shall undertake such assignments when the College is approached for such help and the College assigns such engagement to the particular teacher or when the teacher himself / herself is approached by the outside agency for such help. In either case, the teacher shall take up the assignment by obtaining the approval of the Head of the Institution/Principal / Chairman / Administrator in writing.
2. A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
3. Unless approved by the Head of Institution/ Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

4. The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency, however, the charges shall be shared with the college on the following basis :
- Where it is a project or R & D type assignment, testing, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College)
  - In all other cases like consultancy assignments, it shall be 70:30(30% to College).

**Note : All other classified employees explained in Clause 3.2 should participate in an annual refreshment/training programme organized by Management**

#### **ELIGIBILITY CRITERIA FOR THE CLAIM:**

- The faculty should have a minimum service of one year at the Nehru Group of Institutions.
- The proposal should come along with the reprints of the article published in the prescribed format with the recommendation of HOD / Principal.
- They should also give an undertaking to the Management that they will serve at the Nehru Group of Institutions at least for a period of one year the following academic year since the publications.

### **9. PERFORMANCE APPRAISALS**

The performance Review document will be a live document for each employee. A comprehensive performance appraisal review report has to be submitted by every employee, each year. This review report format will be different for academics and administration.

#### **9.1 APPRAISALS**

- a. Performance appraisal is carried out at predetermined intervals and is documented.
- b. Appraisal shall be done for all employees including staff, contract employees, interns, students, trainees if they are involved in the care providing or supporting activities in the institution functions.

- c. Performance appraisal is evaluated based on the expected performance described in the job descriptions.
- d. Self-appraisal reports shall be sought from the following staff.
- e. Supervisory cadres and above (Qualified with the capacity to understand the purpose and to fill the format)
- f. Staff members are eligible to increments prescribed at the end of 12 months in service in the institution. The increments will effect at the beginning of every academic year, ie. In the month of June.
- g. Additional increments shall be given to staff members based on their contributions and results achieved at the discretion of the Management.
- h. Annual staff performance appraisal systems consists of
  - i. Students feed back
  - j. Appraisal by Head of the Department
  - k. Appraisal by Peer group.
  - l. Appraisal by Head of the Institution
  - m. Appraisal by Management
  - n. Appraisal by professional HR Consultants and firms.

All the staff members are required to submit their self evaluation report at the end of every academic year in the prescribed format. The Head of the Department, Principal, HR Head and Administrator will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for internal promotion and increments, selection to higher post etc. results of the appraisal will find a place in the personal file.

Paper Publication- Journal/Conference

Patent – Apply/Sanction

Testing /Consultancy

Conduct/coordinate – Conference/Seminar/FDP/TEDx/Hackathon/Workshop/any similar event.

CME (Continued Medical Education Program)

An Employee who is successfully completed his/her probation period and whose appointment is in the permanent vacancy has been confirmed by the Chairman & Managing Trustee/Management and written confirmation order will be issued.

## **10. PROMOTIONAL POLICIES**

### **TEACHING STAFF**

Promotions to higher positions are considered strictly as per the All India Council for Technical Education (AICTE) and the University norms and the norms as laid down by the respective universities of various colleges. Besides qualification and experience, quality of service and discrete contribution are also given weight age.

### **NON TEACHING (INCLUDING CORPORATE OFFICE STAFF)**

Promotion to higher positions are considered based on the efficiency and quality of work as well as the total services rendered to the group. The Self appraisal reports and personal files of staff and recommendations of the Principals are taken into consideration. The promotion depends on the vacancies either created or fallen vacant and the need for additional staff based on the demands of workload.

For senior positions, each employee will be responsible for developing their respective work plan for the year. This plan will be reviewed by the management and amended as necessary. At the time of performance appraisal, the employer and employee will review the objectives and results achieved. Throughout the year the employee and employer may refer to this document to track progress made towards objectives, highlight areas of concern and indicate challenges identified along the way.

**Note: Performance reviews, for all employees will occur near the end of March/ April.**

## **11. PAY AND OTHER BENEFITS**

- 1) Increments in the scale of pay are payable on the month of August based on the performance evaluation of both odd and even semesters (as per the Academic Performance).

- 2) Increment is neither automatic nor mandatory. No increment may be awarded if the overall performance appraisal indicates that the performance score is below the minimum fixed.
- 3) A faculty member who acquires a University/Council recognizable doctoral degree in the subject that he teaches while serving in the college may be considered for special increments as per AICTE notification F. No. 37-3/Legal /2010 dt. January 22, 2010, from the date of his/her production of degree certificate in the college office.

### **11.1 PERSONAL FILE**

NGI has individual personal file for each employee selected and working. It also regularly collects personal information for inclusion in personal files.

### **11.2 MAINTENANCE OF SERVICE RECORDS:**

- A) The establishment shall maintain a Service Record in respect of each employee in the appropriate form, wherein particulars of that employee shall be recorded with the knowledge of the management and on the details furnished by employees.
- B) The date of birth of employee, once entered in the service record of the establishment shall be the sole evidence of his/her age in relation to all matters pertaining to his/her service including fixation of the date of retirement from the service of the establishment.

**N.B: Information which is contained in an employee's personal file includes the following: résumé, letter of offer, performance reviews, amendments to job descriptions (if any), disciplinary notices.**

### **11.3 NO DUE CERTIFICATE:**

An Employee who ceases to be on the service of the Institution shall return all the goods/ articles/ tools/ instruments/ data in any form that were required to be kept by him/her in connection with his/her work to the concerned department and will obtain "No Due Certificate" submit to HR department. Only on production of such No-Due certificate, the salary and other amounts if any, due to the employee shall be paid. The employee also will be issued experience certificate after receiving the no due certificate. For any reasons, if the employee does not return the items belonging to the institution within a reasonable period, the Management may deduct the cost of such items or withhold the employee's salary payable or take legal proceedings in the court of law.

#### **11.4 SERVICE CERTIFICATE:**

Every employee who served for a minimum one year period shall be entitled to a service certificate at the time of leaving his/her service provided he/she produced a Clearance Certificate no due certificate from the concerned department.

#### **11.5 SAVING CLAUSE:**

Nothing contained in these Standing Orders shall operate interrogation of any law applicable to the employee or to the prejudice of any right of the employee under an agreement, settlement or award for the time being in force, or contract of service.

#### **11.6 INTERPRETATION AND AMENDMENT OF STANDING ORDERS**

The management may, from time to time amend the standing orders in accordance with the provisions of the Industrial Employment. (Standing Order Act 1946)

### **12. PROCEDURE FOR DEALING WITH MISCONDUCTS / DISCIPLINARY PROCEDURE**

An Employee found with having committed misconduct, the concerned Principal / in charge/Supervisor/Concerned party shall give in writing a report concerning the incident/misconduct to the Administrator/HR Department and She/he shall issue a show cause notice setting out briefly the facts and circumstances alleged and the nature of misconduct and ask him/her to submit his/her reply to the show cause notice within 48 hrs. If the reply is not satisfactory, a charge memo may be issued or and if it is severe misconduct, a domestic enquiry conducted.

If the misconduct is very serious and the continuous of his/her presence may harm the establishment or badly influence witness of the incidence, he may be served with suspension order pending enquiry at once and issue charge sheet at the earliest. The charge sheet may specify the period with in which the employee shall give written explanation.

Where an employee refuses to receive charge sheet or written communication in connection with disciplinary action, shall be sent to the employee by Registered A/D post or by speed post to the last known address of the employee. In any case if the charge sheet, notice, orders or communication is returned undelivered, exhibiting a copy of the same in the establishment s notice board shall be deemed to be proper service of the charge sheet.

The employee shall keep his/her explanation in writing within the time specified in the charge sheet which shall not exceed seven days.

When a disciplinary action against an employee is contemplated or is pending or where a criminal proceedings against him/her in respect of any offence are under investigation or trial and the Management is satisfied that it is necessary or desirable to place the employee under suspension, pending enquiry the Management may by order in writing suspend the employee with effect from such date as may be specified in the order.

The employee will be eligible for subsistence allowance during the period of suspension, only if the delay in the completion of disciplinary proceedings against such employee is not directly attributable to the conduct of such employee. The employee should file a certificate to the effect that he has not been employed anywhere during the suspension period.

If no reply is received in respect of the charge sheet with in the stipulated or extended time, the management or the authorized authority may proceed on the basis that the employee has no explanation to offer and take further necessary steps as it deems proper and necessary.

Where the explanation given by the employee is not found satisfactory and if it is considered necessary to take further proceedings under the Service rules and regulations / Standing Orders, the Management or the authorized authority may order domestic enquiry to be held by an enquiry officer nominated by the Management.

Except where the officer holding the enquiry for reasons to be recorded in writing considers it frivolous or likely to cause undue delay not commensurate with the utility of examining such witnesses, the employee shall be permitted to produce and examine any witnesses to substantiate his/her explanation or disprove the charge. He shall be given all reasonable opportunity to cross examine any witness on whose statement or evidence the charge rests. No outsider will be permitted to take part or help the person charged in the enquiry. However, if the employee charged for misconduct desires and makes a request to the enquiry officer, he can at his/her discretion permit the assistance of any other employee of the establishment if he is so willing. The Management or the

authorized authority may, if so desired, engage a presenting officer, who shall be an employee of the Establishment, for presenting the charge against the delinquent employee at the enquiry.

The proceedings of the enquiry shall be recorded in English.

The enquiry officer shall make a brief and faithful record of the statement made and the evidence laid before him/her both in support of and against the charge, and shall forward his/her findings enquiry report to the concerned authorities.

The charge sheet, the explanation and record of enquiry with the findings and such recommendations as the enquiry officer may make, shall submit to management for the purpose of taking a final decision. The decision and punishment, if any, shall be communicated in writing to the employee concerned as early as possible.

Where after such examination of the record, the charge against the employee is found unsustainable or disproved, any suspension or extension of suspension shall be withdrawn and all periods of suspension be treated as if the employee was on duty and the employee shall be entitled to wage or salary for the period.

In awarding the punishment under the Standing Orders, the Management or the authorized officer shall take into account the gravity of the misconduct, the previous record, if any, of the employee and any other extenuating or aggravating circumstances that may exist before awarding punishment. If proposed for capital punishment of dismissal, the findings of enquiry officer is to be communicated with a final notice declaring the proposed punishment.

### **12.1 EXHIBITION OF STANDING ORDER**

A copy of the standing order in English shall be in the corporate office and other respective institutions under the custody of HR department.

### **12.2 DISCIPLINE**

Discipline at NGI shall be progressive, depending on the nature of the problem. Its purpose is to identify unsatisfactory performance and / or unacceptable behavior. The stages may be:

- i. Verbal reprimand
- ii. Written reprimand
- iii. Suspension pending enquiry
- iv. Dismissal

Some circumstances may be very serious enough that all three steps are not used and decisions will be taken outright. Some examples of these types of situations are causing injury to others, loss of property and goodwill, moral turpitude etc.

**N.B: In every case, formal documents will be maintained and will be included in the respective employee's personal file.**

### **12.3 SEXUAL HARASSMENT**

Sexual Harassment broadly means

- Any unwelcome sexually determined behavior whether direct or implied will fall within the definition of sexual harassment.
- This will included mandor request for sexual favors, sexually colored remarks, physical contact, advances, showing pornography including obscene screen saver, wall paper etc. The Management shall take appropriate steps to prevent to deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required as:-
  - a. Express prohibition of sexual harassment as defined above at work place and it shall be notified, published and circulated in appropriate ways.
  - b. Criminal Proceedings – where the conduct of sexual harassment amounts to a specific offence under the Indian Penal code or under any other law, the company initiates action in accordance with law by making a complaint with the appropriate authority ensuring that victims or witnesses are not victimized or discriminated against the dealing with the complaints of sexual harassment.

#### **12.4 SEXUAL HARASSMENT COMMITTEE**

A six member Internal Complaint Committee has to be formed. A woman in the managerial cadre as the Chairperson from the establishment, two members from the employees (one shall be lady), and two members from employer side (one shall be lady) and One lady NGO/Social worker from outside the establishment who works for the empowerment for women are the members of the committee. This is as per The Sexual Harassment of Women at workplace- (Prevent, Prohibition, Red resale) Act 2013. This Act is Applicable to 10 or more workers working in an establishment. Whenever a sexual harassment problem arises; case will be referred to the committee; which will study the case carefully; recommendations will be given to the Chairman & Managing Trustee for final decision. The committee report shall also be included in the Annual Report of the Establishment.

#### **12.5 LEAVING EMPLOYMENT**

In case of emergent situations, a faculty member may leave these services of the college by giving three month salary in lieu of notice period, provided he/she completes all the academic duties and satisfactorily hand over the same to the principal.

#### **12.6 TERMINATION FOR CAUSE**

An Employment Contract may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages, overtime and vacation pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance.

#### **12.7 PUNISHMENT**

The following shall be the punishments for proved misconduct. The punishments will be imposed based on the gravity and implication of the misconduct.

- A. Warning or censure.
- B. Withholding of increments, with or without cumulative effect, or postponing of any increment to any future date with or without cumulative effect.

- C. Recovery from his/her payoff the whole or part of any pecuniary loss caused to the Establishment by such misconduct.
- D. Imposition of fine up to 2 days of salary / wage in a month.
- E. Reversion or Demotion to a lower grade or post or time scale or to a lower grade or post in the same pay scale either permanently or for specified duration.
- F. Reduction in basic pay.
- G. Suspension for a period of 15 days at a time, without pay/ salary, or on such reduced pay/ salary as maybe ordered.
- H. Barring of promotion.
- I. Discharge from service without compensation or notice.
- J. Dismissal.

Except as otherwise indicated in the order of discharge or dismissal, when the employee suspended pending enquiry is discharged or dismissed he shall be deemed to have discharged or dismissed with effect on and from the date of commencement of suspension.

Any other punishment that deems as just and necessary. An enquiry need not be held if:

The institution has issued a show cause notice to the employee advising him/her of the misconduct and punishment for which he may be liable for such misconduct.

- a. The employee makes a voluntary admission of guilt in reply to the aforesaid show cause notice.
- b. The misconduct is such that even if proved the establishment does not intend to award the punishment of discharge or dismissal.
- c. However, if the employee concerned requests for a hearing regarding the nature of the proposed punishment, such a hearing shall be given.
- d. An enquiry need not also be held if the employee is charged with misconduct for which the punishment proposed to be given is Censure or Warning.
- e. However The employee shall be served a show cause notice advising him/her of misconduct and the evidence on which the charge is based.

- f. The employee shall be given an opportunity to submit the written statement of defense, and for those purpose has a right to have access to the documents and materials on which the charge is based.
- g. If the employee request shearing, such hearing shall be given and in such hearing, he may be permitted to be represented by an inside representative of the establishment authorized to defend him/her if such an enquiry been held.

## **12.8 GRIEVANCE PROCEDURE**

All grievances shall be handled in accordance with the procedure laid down below:-

- a) Any Employee having a complaint or grievance arising out of employment may submit it in writing to his/her immediate superior who will deal with it and intimate his/her decision to the employee concerned with a copy to HR department within three days.
- b) If the employee is not satisfied with the decision or the action taken by his/her immediate superior within 3 days, he may submit the matter in writing to Administrator/HR head and he/she shall examine the matter and intimate his/ her decision to the employee within five days.

### **12.8.1 APPELLATE AUTHORITY UNDER GRIEVANCE PROCEDURE**

Managing Trustee or authorized person shall be Appellate Authority. Any person aggrieved by the decision of the Administrator/ HR Manager shall have the right to appeal to the Appellate Authority within 10 days of the decision. No appeal shall be entertained after the expiry of 10thday. The Chairman & Managing Trustee or authorized person will examine the grievance and give his/her her decision within 15 days of receipt of the complaint. The decision will be final

## **13. RESIGNATION / TERMINATION OF SERVICES**

- New entrants into the services of Nehru Group of Institutions will normally be considered to be in temporary service and will be on probation for a period of one year.

- The Management reserves the right to terminate any individual during this period without notice or compensation on any of the grounds like gross negligence and dereliction of duties & responsibilities, breach of rules & regulations of the Group, gross misbehavior, insubordination or misappropriation of funds and all such other grounds.
- A staff who intends to leave will normally be relieved by the end of an academic year unless it is warranted by other compelling grounds.
- If the employee desires to resign on his / her own, he / she shall give three months notice to the Management. In the event of failure to give notice, he / she shall be liable to pay three months salary in lieu of. This shall be done without prejudice to any resulting claims.
- No employee shall have the right to resign the post in the middle of the academic year / Semester. However, under unavoidable circumstances, if one has to resign so, the faculty has to pay three months salary to the Management in compensation.
- Principals / Director / Dean Academics / HOD s and Professors are to execute six months notice to the Management.
- In any case, a minimum of three months notice will be required.
- Under no circumstances, the original certificates will be given back to the staff, unless he / she resigns his / her job or his / her services terminated. The original certificate will be given on the date of relieving him / her of his / her duties & responsibilities after submission of his/her relieving application duly signed by the respective authorities.
- The original receipt given by the office at the time of surrendering the certificates has to be produced at the time of getting back the original certificates.

### **13.1 RESIGNATION**

Subject to the terms and conditions in the Order of Appointment, an employee may resign his/her job, but the resignation shall come in to effect only on accepting the same by the Management or competent Authority.

Subject to the terms and conditions in the order of appointment an employee shall not resign, leave or discontinue his/her service in the establishment, without giving any prior notice as prescribed in writing to the competent authority of his/her intention

to resign, leave or discontinue his/her service provided that the Management may waive such notice at their discretion.

The period of such notice shall not be less than:

- a. 30 days in respect of probationary employee
- b. 90 days in case of permanent employee/others
- c. months in case of Principal/Director/Deans

An Employee shall not be allowed to withdraw his/her resignation after the expiry of 3 days of tendering the resignation. Allowing this is purely the management discretion.

### **13.2 TERMINATION OF EMPLOYMENT:**

- A. Monthly rated permanent Employee seeking to leave the establishment shall give three months clear notice for termination of his/her service or pay in lieu of notice shall be given. Management also shall give three months notice before terminating the services of a permanent employee unless it is not by way of any disciplinary action. Pay in lieu of notice period may also be done.
- B. Where the employment of any employee is terminated, otherwise than by way of disciplinary action, the wages earned by him/her and the dues, if any, shall be paid within 7 working days from the day on which his/her employment is terminated.
- C. An order of the termination of the service shall be signed by the authorized person representing the Management.
- D. If an Employee is continuously sick or medically unfit to carry on his/her duties or develops serious defects in eye sight or hearing or mental or physical deficiency subject to certification of the Medical Officer, shall be discharged with one month Notice in writing or salary in lieu thereof to the employee concerned.
- E. If the employee is on leave or absent on the date of resignation, his/her service will be considered as the last day he remains / altered in service of the establishment.

### **13.3 AUTOMATIC TERMINATION OF EMPLOYMENT**

An Employee shall be deemed to have left the service of the Establishment on his/her own account, and he/she shall lose the lien on his/her employment and the name of such employee shall be struck off from the rolls of the institution, if he/she:-

- 4 Absents without permission continuously for more than 8 working days OR.
- 4 Having been granted leave, fails to report for duty for more than 8 days on expiry of leave.

#### **14. ACCOMODATION AND TRANSPORTATION:**

To give accommodation and transportation to employees is not mandatory. However, the establishment may provide accommodation and transportation to the employees who are necessary for the smooth running of the establishment. They have to follow the separate rules framed for the purpose of accommodation by the establishment which should be signed by the employee before occupying the room as a token of accepting the conditions /rules.

#### **15. RETIREMENT**

Under normal conditions, the teaching faculties are retired on completion of age 70 as per norms while non teaching staff are retired on attaining the age of 58 in the case of Tamilnadu and 56 in the case of Kerala. However, the retirement of Principal is restricted to the age of 65 based on the declaration of age at the time of recruitment as applicable to self finance institutions.

Apart from the above, necessary amendments will be undertaken for specific profiles of employees, depending upon the requirement. The decision for any amendments will be at the behest of Board of Trustees.

On retirement, the employee shall return to the establishment all properties belonging to the establishment and other articles which have been issued to him/her by the establishment for use during the period of his/her employment. If the employee defaults to return these articles, the establishment may recover the cost by deduction from the amounts due to employee or employee to pay amount of loss incurred.

Retired persons can be engaged on Contract / Fixed Term contract basis but they shall not be eligible for ESI, EPF & Welfare Fund contribution etc.

## 16. **SECRECY**

- i. Records and information of the students and staff are strictly confidential unless acting on the instructions of the Management. On no account must information concerning students and staff or other details are to be divulged or discussed within or outside the establishment.
- ii. No Employee shall in writing or any manner disclose to any person (including co-worker) or communicate to public, newspapers, journals, books, periodicals, pamphlets or leaflets by word or mouth or by any other means disclose or cause to be disclosed at any time, any information or documents official or otherwise relating to the institution except with the written approval of the Management.
- iii. No employee shall take any papers, books, drawings, photographs, video instruments, documents, case sheets or any other property in any form belonging to the institution out of the work premises except with the written permission of the Management.
- iv. Breach of the above orders shall also be, misconduct under these service conditions and the employee shall be punishable in accordance with Service rules, regulations and Standing Order.

## 17. **DISCIPLINARY ACTION COMMITTEE**

The management may form a **DISCIPLINARY ACTION COMMITTEE, (DAC)** with following members to initiate preliminary examinations of the seriousness of misconducts of the employees. After receiving the reply to the show cause notice from the employee, She/he may be called before the DAC and make aware the seriousness of the issue and get it convince the employees concern. The DAC may arrive the findings and give recommendation to the Chairman & Managing Trustee.

Members of the DAC

- i. HOD
- ii. Administrative Head / HR Head
- iii. Senior Faculty member
- iv. Senior Administrative staff

## **18. POLICY ON FACULTY EMPOWERMENT**

In order to promote the conduct as well as attending seminars, workshops and symposia as well as attending faculty development programmes and quality publications, the management is providing the following incentives.

### **Participation in Seminars / Conferences / Symposia / Workshops:**

The faculty members participating in Seminars / Conferences / Symposia / Workshops are entitled to claim 50 percent of the registration fee.

A faculty member can avail this facility twice in a year at the maximum.

### **Eligibility criteria for the claim:**

1. Faculty members should have at least a minimum of one year experience at Nehru Group of Institutions.
2. The faculties should have submitted a research paper through the Principal / Management and it should have the acceptance for the presentation either oral/poster at the said Conference/Seminars.
3. Proposals for participation should be submitted along with copy of the article the letter of acceptance and the letter of invitation for presenting the paper by the organizers.
4. In case of joint publication, only the senior author is eligible.
5. The proposals should be submitted in the format prescribed and with the recommendations of the HOD / Principals concerned.

### **Participation in Faculty Development Programme:**

Faculty members participations in the Faculty Development Programme organized by reputed Institutions with NBA / NAAC Accreditation are entitled to claim the registration fee towards the FDP subject to a maximum of Rs.2,000 and faculty can avail this facility only once in two academic years.

### **Eligibility criteria for the claim:**

The faculty should have put in at least one year of service in Nehru Group of Institutions.

The Proposal should be submitted with the acceptance letter for the participation from the host institutes.

The faculty has to give an undertaking to the Management that he / she will serve the Nehru Group of Institutions at least for a period of one year, the academic year that follows the year of training.

The proposals should be submitted in the format prescribed and with the recommendations of the HOD / Principals concerned.

## 19. PUBLICATIONS

### ➤ **Publication of books:**

For books authored by single author published by a reputed publisher, the author is eligible for a lump sum incentive of Rs.5,000.

If the books are authored jointly by more than one faculty, the first author will be eligible for an incentive of Rs.3, 000, second author Rs.2, 000 and third and subsequent author Rs.1, 000. This incentive is allowed only once in a year.

Besides this, the management will issue a certificate of appreciation for quality publications.

### ➤ **Publication in International journals:**

For publishing the works in International Journals, the author is entitled for on incentive of Rs.5, 000 for a single authored paper. The impact factor should be above 5 or 10 for the publication.

In case of joint publications, the senior author is eligible for Rs.3, 000 followed by Rs.2, 000 each for second and subsequent authors. This incentive will be allowed only once in a year.

### ➤ **Publication in National journals:**

For publicizing the works in national Journals, the author is entitled for an incentive of Rs.1, 000 for a single authored paper.

In case of joint publications, the senior author is eligible for Rs.750 followed by Rs.250 each for second and subsequent authors.

This incentive is allowed only once in two years.

### **Eligibility criteria for the claim:**

The faculty should have a minimum service of one year at the Nehru Group of Institutions.

The proposal should come along with the reprints of the article published in the prescribed format with the recommendation of HOD / Principal.

They should also give an undertaking to the Management that they will serve at the Nehru Group of Institutions at least for a period of one year the following academic year since the publications.

### **General rules and norms:**

In all such cases, the decision of the Management will be final.

The scrutiny and selection will be done by the Management as per norms and procedures framed by the Management from time to time.

All the above incentives are applicable only to regular employees and not for faculties engaged on contract or as visiting faculties.

## **20. CODE OF CONDUCT**

- Every employee shall abide by and comply with the Regulations and Rules framed hereunder by the Management and as amended from time to time, and all orders and directions of his/her superior authorities.
- The faculty has to desist from entering into unhealthy arguments of any kind and adopt a posture of contradiction with the superiors and elders.
- The faculty has to avoid reprimanding the juniors in the presence of their subordinates & students.
- A teacher should scrupulously avoid smoking, chewing betel leaves and such other undesirable habits in the presence of students and within the precincts of the College.
- No teacher shall encourage or indulge in any form of malpractices connected with examinations or other college activities.
- The faculty has to avoid using harsh and slang languages in the premises.
- The use of mobile phones in the campus during working hours is strictly forbidden.

- Faculty has to develop his / her general and professional knowledge of skills and remain updated in the specific line of work.
- Every teacher shall, by precept and example, inculcate respect for law and order among students.
- Every teacher shall, by precept and example, instill the love of the motherland in the minds of the pupils.
- Every teacher shall organize and promote all college activities which foster the feelings of universal brotherhood among pupils.
- Every teacher should try to preserve and promote the dignity and solidarity of the profession.
- Every teacher must be an advocate of freedom of thought and expression.
- A teacher should aim to co-operate and secure the co-operation of the others in all activities, both curricular and co-curricular, which aim to improve the moral, mental, physical, social and economic well- being of pupils.
- Every teacher must be impartial in the treatment of his/her students. One should be sympathetic and helpful to deserving of students, irrespective of their social backgrounds.
- Every teacher must regard each individual student as capable of being uniquely creative and must do everything in his/her means to develop these special qualities /talents.
- Every teacher shall consider the College property and funds as it is his/her own and should exercise great prudence and care in using them.
- Every employee shall endeavor to promote the interests of the Nehru Group of Institutions and shall not act in any manner prejudicial thereto.

## **21. ETHICAL STANDARDS FOR FACULTIES:**

- Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
  - to respect parents, teachers, elders.
  - to express the love of brotherhood to fellow students.
  - to accept and extend due respect to every religion and social grouping.
  - to love the Nation and commit their endeavors to Her progress.

- Shall have a sense of belonging to the Institution.
- Shall assume total dedication to the teaching profession.
- Shall always have an urge to excel in professional expertise.
- Shall wear a respectable attire, befitting the society expectations.
- Shall keep up immaculate personal hygiene at all times.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members. of public which might provoke a sensation or ill feeling of any sort.
- No teacher shall encourage or indulge in any form of malpractices connected with examinations or other college activities.
- The faculty has to avoid using harsh and slang languages in the premises.
- The use of mobile phones in the campus during working hours is strictly forbidden.
- Faculty has to develop his / her general and professional knowledge of skills and remain updated in the specific line of work.
- Every teacher shall, by precept and example, inculcate respect for law and order among students.
- Every teacher shall, by precept and example, instill the love of the motherland in the minds of the pupils.
- Every teacher shall organize and promote all college activities which foster the feelings of universal brotherhood among pupils.
- Every teacher should try to preserve and promote the dignity and solidarity of the profession.
- Every teacher must be an advocate of freedom of thought and expression.
- A teacher should aim to co-operate and secure the co-operation of the others in all activities, both curricular and co-curricular, which aim to improve the moral, mental, physical, social and economic well-being of pupils.

- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner.
- Shall confer with them on any special problem in solving the problem and guiding them properly on how and who to approach for further help.
- Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the School or of fellow teachers, students or any other member of society.
- Shall always accept the entity of fellow teachers, honor their sentiments and respect their value system.
- Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.
  - a. Every teacher must regard each individual student as capable of being uniquely creative and must do everything in his/her means to develop these special qualities /talents.
  - b. Every teacher shall consider the College property and funds as if it is his/her own and should exercise great prudence and care in using them.

## **22. GENERAL RULES AND REGULATIONS**

1. Any student Admitted to B.Tech/M.Tech/MBA/MCA under Nehru Group of Institutions, Kerala shall undergo the prescribed course of study as per the stipulations of Government of Kerala/ APJ Abdul Kalam Technological University and directions of AICTE, New Delhi.
2. College working hours will be between 8.30 am and 5.30 pm on all working days.
3. As far as possible the students must attend all classes throughout the course achieving 100%attendance
4. Attendance is marked for each subject. 75% attendance is mandatory for each subject for writing the university examinations. Under unavoidable circumstances students

are permitted to take leave. Duty leave is applied if and only the attendance is 65 % and above. Leave is normally sanctioned for any approved activity taken up by students outside the College covering sports and other extra-curricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 25% of the academic contact hours for the course. In case of long illness or major personal tragedies / contingencies the College, Principal can relax the minimum attendance requirement to 60% to write the end semester examinations. This is permitted for one or more courses registered in the semester. Principal will keep all records which lead to his/her decisions on attendance, for verification by the academic auditor. However this concession is applicable only to any 2 semesters during the entire programme. In case of prolonged illness, break of study is permitted. Other leave rules as per KTU ordinance.

5. Students are required to follow the proper procedure while availing leave. A leave requisition form has to be submitted to the Class Advisor/ HOD either before or immediately after availing leave with the permission of parent / guardian. Medical certificate can be attached if leave is more than 3 days continuously.
6. Students are required to attend classes wearing decent attire.
7. Students are expected to take care of their personal property and the College Authority accepts no responsibility in respect of the loss of property of students in the College premises or for accidental injury caused during the course.
8. All entries made in the application for admission ought to be correct and authentic and no material shall be concealed.
9. All fees pertaining to the college are to be paid on or before the prescribed date intimated in the prospectus or calendar and as per the undertaking provided.
  - For the late payment of fees, late fees may be levied.
  - Course discontinuous and refund of fees will be applicable as per the Govt Order / AICTE Norms.
10. All original certificates are to be deposited with the College and the same will be forwarded to the University for the Verification.
11. For every payment which should be made to the College Office, a receipt in the proper form duly signed by the Accountant should be obtained.

12. Every student will be issued an identity card on admission. This card is to be returned on completion of the course. In case of loss of the ID a duplicate one may be issued at a cost when an affidavit is provided by the student.
13. Any other lawful due to the College should be paid promptly when the College makes a request.
14. Students are required to undertake Industrial visit and Internship as an integral part of the course and expense for the same should be borne by them.
15. Every student should get admitted to the course at the beginning of every academic year respective of the duration of the course. This is to ensure by the Principal that the deficiencies noted in the performance of the students in the preceding academic year are made good by proper counseling and other remedial measures by the College. Application will be supplied for the said readmission at free of cost. If deficiencies are not removed totally, the student may be given conditional admission with proper undertaking by the student jointly with the parent. When readmitted to the higher class a readmission card will be issued to the student by the Principal. In case of readmission for an year out / under break of study student should apply for readmission to the University through Principal. Further on confirmation of readmission the student shall pay the requisite tuition fees to the college and readmission slip to be obtained from the Academic Office.
16. Those students who have not sought readmission nor paid the fees for the next academic year shall cease to have their names in rolls of the college and they shall not be permitted to attend the classes without complying these formalities. Parents and students are requested to cooperate with the college authorities in this regard.
17. First year students are advised to stay in college hostel or must come from their respective home. No students are allowed to stay outside the Campus as Paying Guest / sharing accommodation etc..
18.
  - a) List of working days and holidays given in the KTU academic calendar are applicable to the students.
  - b) Holidays for faculties and administrative staffs will be declared as and when required.

- c) Students can download all forms related to academic and non-academic from the respective college websites for their usage (Eg:-TC Request Form, Migration Certificate, Leave Application, Hostel Admission and Relieving form, Caution deposit refund form, Dues clearance form, Bus pass form, etc.).
19. Students should follow the traffic rules strictly inside the Campus and vehicles should park only in the designated parking area. Entry beyond that point is strictly prohibited.
  20. Bike race / motor car race / elephant procession or similar activities should not be permitted inside the Campus /Hostels.
  21. No type of vehicles should be used during celebrations inside the College Campus and Hostels.
  22. In the interest of security of students, Police may be informed in advance about all festival celebrations.

### **22.1 REGULATIONS OF ATTENDANCE**

1. Late comers shall be permitted to enter the class during class hours. However they will not be permitted attendance for that particular hour.
2. Students are required to follow the proper procedure while availing leave. A leave requisition form has to be submitted to the Class Advisor / HOD either before or immediately after availing leave with the permission of parent / guardian. In case of long leave due to medical reasons, the leave form should be supported with a medical certificate.
3. Leave letter must be submitted after getting endorsement from Faculty Advisor and forwarded through the HOD & Principal.
4. Students are expected to reach the college on time and attend all the classes till the scheduled closing time. They are required to obtain permission from the faculty advisor and the HOD in case they have to leave during class hours.
5. Students are expected to be in their respective classes before the commencement of the classes. Students of one branch should not go to the other classes or junior classes.

6. During class hours, students should remain in the class irrespective of whether the faculty has come or not. After 5 minutes, the class representative must inform this matter to the HOD.
7. No student shall leave the classroom without the permission of the Faculty Member. During class hours they shall not be permitted to go out of the class.
8. Students shall keep their seats and classroom in a neat condition and arrangements should not be disturbed or furniture dislocated.
9. Habitual neglect of class work, non-submission of assignments and projects, record books, series tests and examination shall be view desirously.
10. Students should maintain decorum, discipline and good behavior during functions.
11. They should bring the respective notebooks, assignment books, drawing instruments, drawing sheets etc. when they come to the class.
12. They should complete the record books before entering the laboratories.

## **22.2 REGULATIONS OF DRESS CODE**

1. Proper dress code (uniform of the College) should be adhered to before entering the classrooms, laboratories or workshop on all working days.
2. All students have to wear Identity Card in the college premises in proper manner. The same should be produced when and where required in the campus. ID card is mandatory for all academics and non- academic matters.
3. Male students should come with proper uniform and insert their shirts and wear black leather shoes while coming to the College. Nobody should come with exotic hairstyles.
4. Female students should wear college uniform regularly with black shoes.
5. All students must wear lab coats and black shoes during workshops / lab hours.
6. Casual dresses, Tee Shirts, Jeans and Dhotis are not permitted during academic sessions / working hours.
7. Students are allowed to wear civil dresses on Wednesdays however; they should avoid fancy dresses, dhotis, T Shirts.
8. In case Wednesday happens to be an Examination day, those who are appearing for examination should come in uniform and are not allowed to come in civil dress.
9. The Principal / HODs and all Faculty Members are empowered to check the dress code of students.

### 22.3 REGULATIONS ON CONDUCT

1. Students should not get involved in any nefarious activities that will be degrading the college, state or nation.
2. Students should not indulge in bullying, eve-teasing or Ragging any other person. If they violate this rule, suitable action shall be initiated against them according to the relevant Indian Law.
3. Students should not smoke or use drugs, alcohol or any substance injurious to health within the College campus. If violated, serious action shall be initiated against them.
4. Students should not wander in the verandas or Corridors during class hours. Nor should they go out of the class unless called for by the College Authorities for some valid reason.
5. Any kind of misbehavior shall be viewed seriously.
6. Students shall not defile or desecrate the rooms, walls, floor, furniture and other equipments etc in the Campus. Any violation will attract suitable action, and steps shall be taken to procure the cost of repair / restoration from the student.
7. A student suspended twice and gets involved in misbehavior for the third time shall be summarily dismissed from the College.
8. Visitors / parents / guardians are not permitted to see the students during class hours. However under extra ordinary circumstances College Authorities may waive this clause.
9. Students must get permission before entering the staff room or office.
10. Students are responsible for the safe custody of tools/equipment /apparatus they use. In case of any damage, either willful or accidental, steps shall be taken to procure the cost of repair or in case of irreparable circumstances the cost of new equipment, from the student.
11. Political, union activities, dharnas, gharao and shouting slogans or mass boycotting from the classes are totally forbidden. Any violation will attract strict action. Admission is granted to the College under this specific condition alone, which parents may be note. Admission to the higher class is also governed by this specific condition. These type of activities are totally banned by various court of law as per various Judgments.
12. Usage of Mobile phone is banned inside the Class room/ laboratory/workshop and library. If somebody bring the mobile phone, it should be keep in separate place provided by the college. Carrying Mobile phones to examination halls are strictly prohibited and punishable crime.
13. Those students who go out of the Campus during Class hours (excluding lunch time) need to obtain permission slip from their respective HOD s / authorized person.

#### 22.4 ACADEMIC REGULATIONS

- All students are put under the guidance of a Faculty Member for advice, help and monitoring the progress in studies, their well being and solving their personal problems.
- The Faculty Advisor shall keep the Head of the Institution informed about the progress of students, their problems etc. The Faculty Advisor must maintain a cord.
- Parents must meet the Faculty Advisor / Principal at least once in a semester and get a feedback about their ward.
- Students must be regular in attending series test and assignments.

#### 22.5 LIBRARY REGULATIONS

1. Library will be kept open during the college working hours and Saturdays.
2. Each student is permitted to borrow 3 books at a time for a period of 14 days.
3. Students may take the book twice consecutively and after that it shall not be issued to the same student.
4. Each student may keep the book for 14 days and return the same. If not returned in time the Librarian shall fix an appropriate fine per day of default.
5. Strict silence is to be observed in the library.
6. Any misbehavior in the library and any act of defiling books shall attract strict action. Steps shall be taken to procure the cost of repair/ restoration/ replacement from the student.
7. Photocopying facilities are available and may be utilized by the students. For this the cost must be borne by the student.
8. Students shall leave the books on the table after reading and they are not expected to replace the books on the racks.
9. Reference books and journals shall not be issued to anybody.
10. Each student is expected to handle the books in careful manner.
11. While entering the library, member should leave their personal belongings in the shelf provided. They are allowed to take only loose sheets of writing papers within.
12. Member should see that the books they borrow are in good condition. If any book is found changed on returning, the concerned member is able to rectify/ compensate for the damage as decided by the librarian.

13. Members can reserve books by giving advance intimation to the librarian through the intent register.
14. Member should return the borrowed books on or before the due date. No reminder will be sent regarding the return of books. If a member fails to return the books in time he / she will have to pay fine of Rs2 per day per book. Ten days after the due date the fine will be increased to 10 per day per book till the book is returned or replaced.
15. If any student loses a book, he/ she should bear the cost of replacement of the book. In case the particular book is out of print, an alternative book of approximately the same cost shall be selected by the Principal and the cost shall be borne by the student.
16. Reference books are exclusively for reference purpose only within the library and will not be issued outside or no photo copying is allowed.
17. Library identity card is mandatory for library transaction.
18. Faculty members can borrow books only on the basis of issued library tickets from the office.
19. Any member violating the library rules and regulations will forfeit their privilege to utilize the library facilities forever.

#### **22.6 RULES AND REGULATIONS FOR INDUSTRIAL VISITS**

1. The students should not initiate the process of arranging Industrial visits and educational tours according to their whims and fancies.
2. The respective HODs should initiate the process of Industrial visit at least one month before the visit.
3. The detailed programme regarding the Industry to be visited, places, tentative date, and other details must be charted out and be routed through the Principal for approval.
4. The HOD may identify the tour representatives, treasurers and submit the detailed proposal for getting sanction from the industries concerned to the under signed through the Principal.
5. Only after obtaining the permission from industries concerned, the students can go on Industrial visit.
6. The trips should preferably performed by train. Bus journeys can be arranged for places which can be accessed within a day or two.

7. The HOD should oversee the process through selected Faculties who shall accompany the students. Once assigned, the same Faculty must accompany the students and alternative arrangements are not allowed without the prior permission of the Principal.
8. Proper accounting of the collection and expense must be maintained and scrutinized by the HOD. These accounts must be submitted to Principal for approval.
9. The joint declaration by the students and their parents and the verification of the signature of the parents must be done by the HOD.
10. The declaration forms and the tour details must be submitted to the Director of Technical Education (DTE) for obtaining the sanction for the Industrial Visit.
11. Strict discipline and dignified behavior are expected from the students.
12. Misbehavior towards anybody, usage of tobacco, cigarettes or drugs and alcoholic drinks shall be deemed as an offence and disciplinary action shall be initiated against such students. The Faculty in charge should monitor these matters and be vigilant.
13. The places /hotels/ residences must be booked sufficiently early and their addresses and contact numbers be submitted to the undersigned. The tour diary and time table must be submitted in advance.
14. The students shall not go near dangerous spots, forbidden areas and other unwanted place.
15. Students are expected to behave decently and courteously towards each other.
16. No student shall be permitted to go out from the places of stay after 7PM.
17. The tour party should start from the College at the appropriate time and they should break up in the College itself and not in between at an earlier date and in other places.
18. No student is permitted to leave the place other than the specified ones.
19. Any violation of these rules will attract strict disciplinary actions.
20. Regular reports about the progress of the tour shall be provided to the Principal on a daily basis.
21. Any extra ordinary incident must be intimated to the Principal /College office immediately.

(Name & Signature of the Parent/Guardian)

(Signature of the student)

Date:

Place:

<b>WORKING SCHEDULE</b>			
Class Hours	Office Hours	Computer Laboratory Hours	Library Hours
Mon – Sat	Mon – Sat	Mon – Sat	Mon – Sat
9.00am To 4.00pm	8.30am to 5.30pm	8.30am to 4.30pm	8.30am to 4.30pm

## 23. DUTIES AND RESPONSIBILITIES

### 23.1 PRINCIPALS

- The Principal / Head of the institution shall be solely responsible to the Chairman & Managing Trustee/CEO & Secretary / Correspondent/ Manager and Management on all administrative, academic research and related activities of the college/ institution in order to maintain and uphold the academic supremacy and competence.
- Shall formulate and present to the Chairman & Managing Trustee /CEO & Secretary / Correspondent/ Manager Policies and guidelines on all administrative, academic, research and related activities pertaining to the college in order to maintain excellence in teaching and research.
- Shall provide expert counseling and guidance and high profile academic leadership to the Heads of Departments, Staff and students towards academic excellence.
- Shall effectively coordinate the administrative, academic, research and related activities of all the departments of the institution and ensure smooth function of both teaching and research activities.
- Shall be responsible for the successful conduct of all the approved degree programmes of the institute as per the norms stipulated by the University and the AICTE, India and shall be responsible for carrying out all such instructions and directions communicated from the University and from other statutory bodies.
- Shall be responsible for building the state of the art infrastructure and for the maintenance and constantly upgrading the same to facilitate world class teaching, learning and research activities.
- Shall be responsible for monitoring the registration and the progress of students admission to various degree programmes of the institution.

- Shall be responsible for the preparation of annual budgetary requirements of the college as desired by the Management from time to time.
- Shall be responsible for the procurement and purchase of stores, equipments, lab chemicals consumables and such other items as may be necessary from time to time following conventionally acceptable procedures ensuring both quality and economy.
- Shall constantly monitor and review the academic and research programmes through adoption of all such monitoring and evaluation tools like, surprise checks, spot inspection calling for reports, conduct of critical review meetings of HOD s, faculties and students, feedback from HODs faculties and students and through performance appraisal of both teaching staff and students with due observance of statutes and regulation of Nehru Group of Institutions.
- Shall be responsible for acquiring quality certification from National / International agencies and to that extent take all such academic and research improvement of the campus.
- Shall be responsible for maintenance and upkeep of discipline of both staff and students of the college.
- Shall perform such other duties as directed by the Management from time to time.

### **23.2 HEADS OF THE DEPARTMENTS**

- The HOD / Heads of the Department shall be solely responsible to the Principal and Management on all administrative, academic research and related activities of the department in order to maintain and uphold the academic supremacy and competence in the Department.
- Assist the Principal in formulating policies and guidelines on all administrative, academic, research and related activities pertaining to the discipline / Department in order to maintain excellence in teaching and research in the Department.
- Provide expert counseling and guidance and high profile academic leadership to the staff and students in the department towards academic excellence.
- Solely responsible for the maintenance and upholding of a high degree of technical supremacy and competency in the discipline concerned in teaching, research and all such other related activities.

- Responsible for maintaining close rapport with a stream of high profile academicians in the state and elsewhere on similar specialization and to use their expertise and input in up grading the teaching and research standards and in building up of world class infrastructure of all kinds.
- Effectively coordinate the administrative, academic, research and related activities of all the staff of the department and ensure smooth functioning of both teaching and research activities of the department.
- Endeavor to maintain a higher level of attendance, Pass percent and University ranks.
- Personally inspect and satisfy that the courses / Subjects in the departments are effectively and successfully handled by the staff to the entire satisfaction of students and Management.
- Personally verify and satisfy that the contents provided in all reports including daily, weekly and monthly reports to the Principal / Chairman & Managing Trustee /CEO & Secretary are correct and true and are duly supported by proper evidence and records,
- Constantly verify the course files, lesson plans and all such other academic records of individual staff and of the faculty and ensure for their quality and content and updating.
- Report on the performance of staff and students to the Principal / Secretary after assessing them through scientifically designed evaluation procedures including students feedback.
- Strive to promote a stream of highly competent and dedicated faculty through induction, faculty development programmes, Internships, higher qualification and all such other HRD means.
- Solely responsible for building the state of the art infrastructure in the department and for the maintenance and constant up gradation of the same to facilitate world class teaching, learning and research activities.
- Assist the Principal in the procurement and purchase of stores, equipments, lab chemicals, consumables and such other items as may be necessary from time to time.
- Responsible for the preparation of annual budgetary requirements of the department as desired by the Principal from time to time.
- General supervision of the works of both staff and students in the department and review the performance of staff in respect of teaching, research and other related activities.

- Strive to promote / motivate the students for their participation in extra and co curricular activities besides inter collegiate, district and state, and National level competitions.
- Assist the Principal in the maintenance and upkeep of discipline of both staff and students of the department.
- Endeavor to render special and well conceived coaching classes to students for empowering them to face the campus interviews confidently.
- Assisting the Principal in acquiring quality certification of the institution by National and International agencies and to this extent ensure departments participation in the process through academic up gradation.
- Responsible to enter into MOU with related Industries and Institutions to establish a healthy Industry Institutional relationship.
- Responsible for the care and maintenance of department sproperty.
- Responsible for performing all such other duties & responsibilities as desired by the Principal / Secretary from time to time.

### **23.3 PROFESSOR / ASSOCIATE PROFESSOR**

- To handle effectively the subjects assigned, in a regular phased manner and completion of syllabus in full within the semester.
- To monitor the attendance of all students in the class well as the academic standing and communicating the observations to parents.
- Conduct and correction of internal and model examinations and counseling the students based on their performance with special additional coaching to weak students.
- To obtain feedback from students and modify the teaching and training as per the students suggestions.
- To aim for better performance of students in the subjects handled and to counsel them based on their performance
- To keep in touch with parents and updating them with the students attendance, marks obtained in examinations as well as conduct and character.
- Will assist the HOD in discharging his/her duties in all daily academic administrative activities, overall promotion of college and in the development of the Institution

- To maintain all academic records as stipulated by the respective universities.
- To strive for excellence in teaching and learning process and to assist better placement of students.
- Will try to propose projects from all possible funding agencies and help in the improvement of research and developmental activities of the Institution.
- Will attend to any other specific works of the department as assigned by the HOD
- Will also execute and perform any other duties as assigned by the management from time to time.

#### **23.4 ASSISTANT PROFESSOR**

- To handle effectively the subjects assigned, in a regular phased manner and completion of syllabus in full within the semester.
- To monitor the attendance of all students in the class as well as the academic standing and communicating the observations to parents.
- Conduct and correction of internal and model examinations and counseling the students based on their performance with special additional coaching to weak students.
- To obtain feedback from students and modify the teaching and training methods as per the students suggestions.
- To aim for better performance of students in the subjects handled and to counsel them based on their performance
- To keep in touch with parents and updating them with the students attendance, marks obtained in examinations as well as conduct and character.
- Will assist the HOD in discharging his/her duties in all daily academic administrative activities, overall promotion of college and in the development of the Institution
- To maintain all academic records as stipulated by the respective universities.
- To strive for excellence in teaching and learning process and to assist better placement of students.
- Will attend to any other specific works of the department as assigned by the HOD
- Will also execute and perform any other duties as assigned by the management from time to time.

### **23.5 NCP & IR - DIRECTOR - INDUSTRY RELATIONS**

- Shall look after functioning of Nehru Corporate Placement and Industry relations through proper allocation of duties and responsibilities to all the staff, their functioning and progress data generation, documentation and achievement with reference to targeted aims and goals.
- Shall be responsible to strategically plan and work rigorously towards promoting student placements of all campuses through outsourcing of Companies / Corporate and such other Government and non government al agencies.
- Shall be fully responsible for ensuring Placements of all students in the various disciplines of campuses with a steady increase in the number of giant, prominent and reliable recruiters who could offer decent positions and reasonably higher remuneration.
- Shall give guidance with details on value addition to the subjects concerned as per the industry requirements for high profile Placements.
- Shall compile department wise data base of industries to be contacted for Placements, Industrial visits, Guest Lectures, Distinguished guests and students projects.
- Shall collect the details of all passing out students on their Placement preference as to the location and nature of industries and shall arrange for the training requirements specific to their interest.
- Shall assist in building and maintaining good and enduring rapport with various Corporates, Industries and Companies to forge ahead with collaborative industry academic activities.
- Shall assist in providing necessary industrial exposure initiatives to students and faculties through all possible measures and effective coordination with all concerned.
- Shall assist in the establishment of MOUs with major Companies/Corporates/Industries/ Educational and Research organizations to bring about qualitative improvement in academics and to ensure industrial exposure to both students and faculties through exchange and sharing of infrastructure knowhow and human resource.
- Shall assist in facilitating visits by senior executive industry leaders for interaction and relation building by students and faculties during special occasions as dignitaries, resource personnel etc.

- Shall assist in the resume preparation of students, record maintenance on Placement and trainings, conduct of Alumni, Association, Parent Teacher Meets, students club, students Associations, brand building of Nehru Group of Institutions with schools and colleges and in the conduct of campus events of all kinds for improved industrial / corporate relations.
- Shall build and maintain good and enduring rapport with various Corporates, Industries and Companies to forge ahead with collaborative industry academic activities.
- Shall be instrumental for providing necessary industrial exposure initiatives to students and faculties through proper sensitizing of the Principals, HODs and faculties of the colleges on various industry institute linkages.
- Shall be instrumental for the promotion, conduct and functioning of Alumni Association, Parent Teachers meet, Students Clubs, Students Associations, Students Counseling and Motivation at the various campuses.
- Shall sincerely attend to on priority the works entrusted to them by the management from time to time.

### **23.6 HEAD - TRAINING AND DEVELOPMENT**

- The Head - Training and Development will be solely in charge for all the Internal Placement trainings offered to students of all colleges from time to time.
- Shall effectively coordinate with the Principals, HOD s and faculties of various campuses in framing the contents of various training programmes, assigning the course teachers and conduct of the programmes for all batches and disciplines.
- Shall also monitor the functioning of various Corporates outsourced for training purposes in our campuses with respect to the contents, quality and effectiveness of the programmes.
- Shall get the feedback from the participants and report to the undersigned on the usefulness or other wise of the trainings.
- Shall also suggest for improving the various training programmes based on all feedbacks and help the management on outsourcing proper and efficient agencies for specific training purposes needed for the students of various disciplines with relevance to the Corporates and companies visiting.

- Shall take up the responsibility of ensuring at least 30 percent of success rate in every on or off campus interviews organized through effective monitoring of the training programmes and bringing in the most appropriate trainers.
- Shall be initiating some incubation centre's on Circuit branches of Sciences wherein our students can be engaged for taking up projects to strengthen the research base of the campuses besides ensuring our students to earn while learning and getting hands on training for better placements.
- Shall equip our students with current advanced areas of Sciences in Circuit branch which includes Cloud Computing and Android application.
- Shall assist the group in automation process of various academic, accounting and administrative procedures normally being followed in higher educational institutions.
- Shall also attempt to generate more income to the group by selling the products developed through the projects carried out at the incubation centers.
- Shall also assist in improving the placements of our students through bringing in various recruitment Corporates and other companies
- Shall provide placement preparation guidance and information specific to each of the visiting Corporates / companies for the students to get themselves prepared in a better way.
- Shall provide logistic support and leadership to all Principals, HODs and Faculties to plan, propose and execute programmes of such nature which will improve the communicative skill, knowledge and aptitude in students and make them industry ready.
- Shall provide strategic counseling and guidance on various placement trainings beyond academics for various disciplines of students in the different campuses to ensure each and every student develops competency in the chosen field and the right kind of trainers are recruited and motivated.
- Shall maintain a separate record of training and developmental activities given to students on a student to student basis
- Shall also be responsible for the brand building of Nehru Group of Institutions at schools and colleges, conduct of group discussions and personal interviews for MBA students besides seminars and training programmes at Nehru Group of Institutions.

- The training programs are aimed at enhancing the employability skill set of the student, in which every graduate must hone their Leadership, Communication, Time Management, Problem Solving and Interpersonal skills. The programs offered to Graduates and Post Graduates are continuously monitored and revised to incorporate latest methodologies, technologies, theories and practices.

### **23.7 ADMINISTRATIVE OFFICER / MANAGER**

- Attending 6 days in a week and whenever required extend it to clear pending duties.
- All matters related to All India Council for Technical Education (AICTE), Pharmacy Council of India (PCI), Bar Council of India (BCI), Council of Architecture (COA), Indian Nursing Council (INC), University Grants Commission(UGC), Directorate General of Civil Aviation (DGCA), Medical Council of India (MCI) and Universities etc., to be checked / corrected and make available to the Principal / CEO & Secretary / Management.
- ·Keeping list of students having fees arrears up to date, taking appropriate follow-up as per the direction of the corporate office.
- Assisting the purchase of the department and accounting it properly
- All the requirements related to the college like Library / Class room / Staff room / Computer Lab / other labs of each college has to be assessed and invite quotations from different vendors and do the comparative study on price and quality before the purchase. (The quotations can be forwarded to Management for finalization and clarifications).
- Identify staff (Teaching and Non- Teaching) who are availing leave often especially on Saturday and Monday and more than two days in a month and inform to Principal.
- Don't involve in irrelevant discussion and maintain silence in the office and surroundings.
- Responsibility for the overall performance and monitoring of the college developmental activities.
- Management of office environment by using information system.
- Gathering, adapting, storing and distributing information's within the College.
- Organizing, providing leadership and controlling all administrative functions in the department.
- Rendering a service to other functions within the organization

- Efficient housekeeping & catering requirement for guest / employee.
- Planning, sourcing and maintenance of company transport.
- Liaison works with all Government offices like Collector (students scholarship), Police station (Any problem solving), Telephone Electricity, Water, Panchayat, etc.
- Responsibilities for travel arrangements for domestic and international itineraries of the VIP's visiting campus after consulting with management.
- Keeping abreast with the latest trends in intra and extra office communication needs equipment. Monitor printing and updating documents of the organization.
- Maintenance and supervision of all office and academic records.

### **23.8 CAMPUS MANAGER**

Under the direction of an assigned supervisor, perform a variety of complex tasks related to the implementation, administration, and monitoring of campus programs and services; and provide support to faculty, staff, and students.

1. Recommend and assist in the implementation of campus goals and objectives.
2. Evaluate campus operations and activities; recommend improvements and modifications; prepare various reports on operations and activities; recommend improvements in workflow, procedures, and the use of center facilities, equipment, and other resources.
3. Participate in planning activities; assist in developing, implementing, and assessing new programs and services; research, compile, analyze, and summarize data for special projects, programs, services, and various comprehensive reports, assist in the preparation of class schedules.
4. Oversee, coordinate, and assist in providing campus student services programs including admissions and records, counseling/advising, financial aid, and student government/activities.
5. Provide information regarding college policies, procedures and processes to faculty, staff, and students.
6. Assist in budget preparation and administration; prepare cost estimates for budget recommendations submit justifications for budget items; monitor and control expenditures and budget accounts.

7. Supervise, plan, prioritize, and evaluate the work of campus staff; coordinate work flow and activities among departments or offices; schedule coverage of activities; oversee campus activities to assure proper service levels.
8. Supervise the development and implementation of internal and external communications.
9. Participate in the selection, orientation, training, and evaluation of employees.
10. Develop calendars of campus activities, meetings, and various events; coordinate activities with other departments, offices, students, the public, and outside agencies.
11. Participate in community activities that enhance the College's presence.
12. Perform other duties as assigned that support the overall objective of the position.

### **23.9 OFFICE SUPERINTENDENT**

- Maintenance and upkeep of all registers, files and documentation of Principals office and the college.
- Monitoring all faculties, staff attendance, maintenance and registers late attendance registers, causal leave, compensation leave, vacation leave and other OD register
- Receiving, entering, storing and distribution of all communications received from Corporate Office, University, Government ,Non Government and other agencies.
- Monitoring all students cash payments, including college and hostel fees, preparing list of defaulters and coordinating and checking all receipts and payments.
- He will allocate works to the staff of PA on a permanent basis and on a day to day basis and monitor and ensure their accountability.
- Registering and monitoring all incoming and outgoing dispatch tapal.
- Responsible for overall monitoring of students scholarship
- Monitoring all material arrivals stock entry and verification of all kinds of bills including payment to EB and other dues.
- He will be personally responsible for the maintenance of petty cash, sanction register and accounts.
- He will maintain records of all complaints by students, faculties and other and the details or enquires and follow up.

- Responsible for maintaining all confidential academic and related documents legal files and other important documents

### **23.10 SYSTEM ADMINISTRATOR**

- Maintaining complaint/Service/Maintenance register for department users
- Preparing & maintaining IT purchase request if the components are not available in the stock.
- Maintaining files such as purchase request file, Service request letters file for printer service & toner refilling, Systems working and not working status weekly consolidated reports file, purchase invoice/bills file , software license copy file, time table file , service report file etc.
- Maintain the network infrastructure for LAN and WAN connectivity.
- Morning checks of systems/software
- Monitor system performance and provide security measures, troubleshoot and maintenance as needed.
- Assist users to diagnose and solve their problems.
- Design and implement systems, network configurations, and network architecture, including hardware and software technology, site locations, and integration of technologies.
- Maintain the peripherals, such as printers, that are connected to the network.
- Train users in use of equipment.
- Ensure virus protection software is operational and current on servers and workstations.

### **23.11 LABORATORY ASSISTANTS (COMPUTER LAB)**

- The systems/equipments should be serially numbered indicating the short title of Nehru Group, Institute, Department and Lab.
- All the systems / equipments / instruments should be kept in working condition and should be cleaned on a daily basis.
- The configuration of systems should be checked daily

- Vendor sticker should be pasted on the system where verrequired and care should be taken not to tamper it.
- Maintenance and upkeep of systems will have to be carried out with the help of system administrators.
- System Administrators should not be permitted to open the system through tampering the sticker fixed by the supplier.
- The vendors should be promptly advised to check verify for any tampering of sticker in any system and if so, they should fix the sticker at the earliest.
- During stock verification or surprise checks, if any system is found tampered, then the soleres possibility will be on the lab assistant and the cost of items found missing will be recovered from the Lab Assistant in charge only.
- The system should be kept in „shut down mode after use by each batch of students.
- The warranty period of each system / equipment / instruments should be promptly monitored.
- Each system has to be assigned permanently to a student for the whole semester based on roll number with proper entry in students register.
- Breakage or defect of any items has to be reported to the HOD /vendors in time.
- Theft / breakage by students have to be recorded in the breakage register on a daily basis and the register got counter signed by HOD/Principal the very next day itself. The cost should be recovered from the student concerned within a week s time. The student, who fails to pay the cost within a week, will not be allowed into the class room, unless he produces necessary receipts for payment.
- The Lab Assistant will be solely held responsible for any damage, theft or fire reported during the working hours. Management will not accept any responsibility for such incidents.
- It is the duty of the lab assistants to ensure smooth functioning of Labs without break down or breakage of computers/peripherals.
- The UPS and battery maintenance has to be checked at least once in a week.
- The Cycle of experiments along with the date of tentative completion of experiments should be displayed on the notice board.
- They should be physically present during the working hours.

- The batch wise laboratory time table needs to be pasted in the notice board along with semester plan of each practical.
- Students should be allowed only with proper dress code, viz., Uniform, shoes, ID card / Lab record setc.,.
- Students who indent to take up revision of the experiments are to be allowed only with prior permission.
- A notice board indicating the status report of Labs has to be maintained.
- Solutions for laboratory experiments are to be prepared and kept well in advance.
- All registers should be kept updated with all entries and if lapses are found, serious action against the Lab Assistant in charge will be taken.
- A monthly consolidated status report for each lab should be forwarded to the Principal and a copy to the CEO /Secretary
- It should be ensured that the concerned teaching faculty related to Lab experiments is physically present.
- Strict discipline should be maintained in the Lab and students should never be allowed to sit and chat inside the laboratory. No eatables should be allowed inside the Lab.
- Students should not be allowed to leave the lab before completing the experiments.
- Detailed procedures for each experiments need to be maintained.
- It should be ensured that all fans, lights and connections to all equipments are switched off after the lab hours and water tabs if any closed.
- Lab attendance for faculty members has to be marked and forwarded to the HODs / Principal.
- In case of leave / or absence, proper alternative arrangements have to be made with prior approval of Principal.

### **23.12 LABORATORY ASSISTANTS (GENERAL)**

- Keep all the equipments and instruments in working condition always.

- Always available in the Laboratory Update all the Registers
  - a. Stock Register
  - b. Maintenance Register
  - c. Practical Attendance Register
- Inform the defects to the proper persons immediately on occurring/finding, out the defect
- The Cleaning of computer monitor, CPU and other peripherals are the responsibility of the concerned in charge and to keep the Lab neat and tidy.
- Do not allow any student to enter the Laboratory without proper dress code, viz. Uniform. Shoes, ID Card, Lab Records, etc.
- Do not allow or entertain other staff in the Laboratory.
- Do not sit and chat with others in the Laboratory.
- Paste the Lab Time Table and Batch names in the Laboratory
- With prior permission allow the students for revision.
- Do not permit the students to sit and chat in the Laboratory.
- Always maintain discipline in the Laboratory.
- Do not permit anybody to lie on the desk and sleep
- Do not permit anybody to bring any eatable to the Laboratory
- Do not permit any student to go out unless their Laboratory class is over.
- Prepare and paste cycle of experiments and tentative dates for completion. Also send weekly. report to the-hierarchy regarding the progress.
- Maintain procedures for each experiment in details
- Semester subject practical allotted should be displayed in the notice board.
- In the absence of concerned Lab Assistant proper assignment of responsibility should be handed over to next person with proper record and approval from the Principal.
- Any breakage, theft happens in the LAB is the sole responsibility of LAB Assistant concerned
- Always ensure concerned teaching faculties related to Lab Experiments presence.
- Ensure that you are switching/ turning off all/ the fans, lights, plugs etc. after the Lab hours.

- Lab Attendance for Faculty Members to be marked and forwarded by the Laboratory Assistants to the higher office.
- Ensure that solution preparations for experiments are made in advance.
- Notice Board for the status report of Labs to be maintained.
- Breakages to be entered in the Breakage Register and the cost of items to be collected from the concerned student through office. Issue and return register to be maintaining in Laboratory and the status of non compliance to be reported to higher authorities.

### **23.13 CHIEF WARDEN**

- a. To monitor the hostel discipline
- b. To check the food quality
- c. To monitor the various hostel committee activities
- d. To conduct food and other committee meetings
- e. Solving issues among students
- f. Monitoring sports activities in the evening
- g. To control the Discipline in the T.V. Room
- h. Checking the Registers & Files maintained in the hostel
- i. Checking the stock and inventory details
- j. Discussing with the mess in charge to solve daily food issues
- k. Coordinating with the site supervisor to get and maintain the hostel facilities
- l. To check the hostel gate register to avoid issues regarding students outing
- m. Acting as a faculty advisor for various clubs in the hostel
- n. Planning and executing the major events in the hostel (like hostel day, trekking...)
- o. Conducting classes inside the hostel for academically poor students.
- p. Coordinating Deputy Chief Warden, Residential Warden, hostel students and mess contractors for smooth running of the hostel
- q. Monitoring the mess, water and discipline in the hostel through Deputy Chief Warden and Residential Warden

- r. Informing the hostel requirements to managements and getting new facilities for the hostel
- s. Assuring the inventory and stock
- t. Conducting meetings with students
- u. Solving the problems of the students
- v. Deciding the hostel timings (mess, outingetc)
- w. Permitting guests to stay in the hostel after getting approval from management

#### **23.14 WARDEN**

- a. Taking care of students movements both “in” and “out” of hostels on permission, holidays, regular outings, project works, medical treatment and college purposes.
- b. Scrutinizing thoroughly the request letters from the students, the phone calls, permission letters / SMS / Fax / mail from Parents or Guardians and the approval from the class advisors, HODs and Principals of the respective colleges and permit the students for leaving the hostel.
- c. The Deputy Chief Wardens will take the full responsibility for permitting the students for leaving the hostels.
- d. They will also see that the Parents / Guardians who visit the hostels are received and treated properly.
- e. The Deputy Chief Wardens will forward the files of the respective colleges permitting the students to the Chief Warden who will accord post approval.
- f. This work of getting the post approval from the Chief Warden will be done commonly by Warden.
- g. Allotment of rooms to the students as per the guidelines issued by the office of Chief Warden.
- h. To supervise the overall activities of students, housekeeping, site operations and Mess in the hostel.
- i. Regular visit to hostel blocks allotted individually and ensure better interaction with the students.
- j. Nominate the students for various hostel committees Health Club which shall comprise Yoga, Sports activities, Trekking, Food committee, hostel maintenance committee, Common Room Committee, Cleanliness Committee and other such clubs and committees.

- k. To give permission to the Guests for residing in the hostel on the request of the students and recommendations from Chief Warden /Principal.
- l. To supervise the working of hostel staff.
- m. To solve the day to day problems of the students.
- n. To deal with the acts of indiscipline of the students.
- o. Reporting the cases of serious indiscipline/ ragging to the Chief Warden / Principal for further action at the Institute level.
- p. To ensure the quality of food in themes
- q. To check the various registers and ledgers maintained by the Warden and mess supervisor from time to time
- r. Communicate with the parents / guardians of the inmates in assistance to the Wardens
- s. To maintain overall ambience of the hostel premises and to ascertain silence hour is carried out in their respective blocks
- t. To ensure proper maintenance of the rooms and hostel premises
- u. To send advance information to the Chief Warden / Principal about the monthly estimated bulk requirements of mess items or other consumables to be purchased through purchase committee.
- v. To cater to the immediate minor requirements in the hostel through the use of permanent advance
- w. Whenever any of the Deputy Chief Wardens apply leave, the concerned Principals are instructed to see that the leave is approved only after making alternate charger range mends with any one of the available deputy Chief Wardens
- x. The charge arrangement should be made known to the Deputy Chief Wardens concerned well in advance.
- y. After cleaning the rooms, the sweepers should sign in the register or affix their thumb impression. This register will be referred by the week end for giving wages to them. These activities are to be recorded in the occurrence register on a day to day basis.
- z. Correspondence with the various departments and corporate office is to be made between 10am– 11 am.

- aa. Wardens should be available in the mess at the time of lunch and ensure smooth serving of lunch.
- bb. Student s complaints are to be entertained and major complaints are to be recorded in the occurrence register and to be reported to the management.
- cc. Wardens should ensure the smooth functioning of all equipments, accessories, electrical connections and the mess amenities. Suitable and timely repair of the equipments is the responsibility of the wardens.
- dd. After the college hours, wardens have to ensure that all students are back to rooms at a prescribed time. Suitable methods could be adopted by the wardens to find out the arrival of the inmates.
- ee. In the event of any untoward incident, it has to be recorded in the occurrence register and reported to higher authorities at regular intervals. Serious matters are to be reported immediately.
- ff. Students address book is to be maintained and updated on a regular basis. Information and intimations, complaints, suggestions, changes in rules and amendments are to be sent to the inmates or parents with the help of administrative staff.
- gg. Information to the inmates is to be displayed in the notice board and renewed at regular intervals.
- hh. Hostel rules and regulations signed by the inmates are to be strictly implemented by the wardens and any disobedience to be recorded in the occurrence register and that the student concerned is to be brought to the office for further investigation and finalization. All these are to be done in accordance with the prescribed rules and regulations and on the instructions received from the higher authorities.
- ii. After the class and play time, students are to be directed to their rooms for studying. Play time, study time, dinner time etc to be decided by the warden and proper message is to be given to the students.
- jj. Gate of each building is to be closed on a scheduled time and surprise rounds are to be conducted by the wardens to see that all students are in their room. If anyone is missing, their roommate s statement is to be obtained and recorded in the occurrence register. These checks should be random and secret in nature.

- kk. Students missing from the rooms should be asked to report to the corporate office for paying the fine amount. After two such warnings (to students and parents), if a student repeats for the third time, he should be removed from the rolls and sent out of the hostel.
- ll. A particular day of a week is to fixed for each batch of students to go out and they should go after signing a register kept in the building.
- mm. Students should not be allowed to go out without id card. They should be neatly dressed and should sign a register kept at the main gate. Both the registers at the hostel building and the main gate to be audited at regular intervals and any discrepancies in the timings are to be noted and the concerned individuals are to be warned.
- nn. After the prescribed time the hostel register is to be kept under lock and key and wardens have to sign in the register kept at main gate, stamping the time of signature. The students who have not come at the time of checking to be warned and appropriate action to be initiated.
- oo. Serious warnings given to students are to be registered in the occurrence register and in the back side of the admission form of the student. The reporting of parents, guardians in person is also to be noted in the occurrence register and at the back of the application.
- pp. Misbehavior of the hosteller if any are to be reported to the concerned heads of the institution, in a prescribed format after entering in the occurrence register.

### **23.15 SITE ENGINEER**

- Responsible for maintaining and administering the entire civil construction works, planning, designing, checking the quality and quantity of the materials used and workmanship, coordinating with Architects, Engineers, Consultants and Contractors with respect to all the works.
- Required to look after and coordinate the entire civil, electrical, other repair and maintenance works in the campuses.
- Responsible for maintaining high quality of works, approving the estimate and bills with the consent of Management.

- Maintaining all the registers required for related to the construction for the use of Architect and College. Besides, providing the daily returns in a prescribed format, already designed for your use. This format is to be sent every next day, after filling it to the secretary of the college.
- The stock registers related to cement, steel are subject to surprise checks by the Architect or by the Management or by representative of the Management. The daily return should reflect the stocks.
- Maintaining the quality of the works executed by the approved contractors appointed by the college
- Ensuring whether the contractors use raw-materials of good quality.
- Ensuring no workers allowed in the site, when the day's work is over.
- Preparing the plan and estimate whenever required.
- Required to verify "M" Book maintained by the contractor for its correctness. The "M" Book entries will be subjected to a random checks by the Architect, or the by the Management or by the representative of the Management by way samples to ensure the correctness of the entries in the "M" Book.
- Required to ensure "bills" submitted by the contractors for its correctness regarding the quantity and rates. Every bill raised by the contractors to be approved by you for total quality and if you are not satisfied with the 'quality, a written indication may be given to the college authorities not to pass the bills made by the contractors.
- Required to maintain strict discipline among, the workers involved in the construction; as the campus where the constructions are going on will be functioning during day time with students in the classes.
- Enforcing stocking of raw materials in places fully secured, where the least disturbances are experienced by the students.
- The cement and steel stock should be kept in fully secured position.
- Responsible for verifying and maintaining compulsory in and out time recorded gate passes for the movement of vehicles, goods materials of the contractors and suppliers inside the site.
- Any points not covered above, may be executed with the concurrence of the Management.

- A separate status/progress report shall be submitted to the undersigned every week. Attend any other works as assigned by the CEO & Secretary from time to time.

## 24. DUTIES AND RESPONSIBILITIES OF MAINTENANCE DEPARTMENT

### 24.1 MAINTENANCE WORKER

To perform upkeep tasks such as repairs and cleaning. You will be responsible for applying basic fixes to equipment and building systems and ensure facilities are tidy and functional.

#### Responsibilities

- Perform cleaning activities such as dusting, mopping etc.
- Perform minor fixes such as repairing broken locks, filling gaps on walls etc.
- Check control panels and electrical wiring to identify issues
- Install appliances and equipment
- Do garden/yard upkeep by mowing lawn, collecting trash etc.
- Conduct maintenance tasks such as replacing light bulbs
- Inspect and troubleshoot equipment and systems (e.g. ventilation)
- Check functionality of safety systems (e.g. fire alarm)
- Collaborate with workers and other professionals during renovations
- Report to a facilities or maintenance manager for issues

### 24.2 GARDENER

The responsibility of a Gardener is to maintain the beauty of plants, outdoor grounds, and trees in a garden. They perform a range of general maintenance tasks including designing, producing, renewing and preserving outside spaces. Gardeners can work on local parks, hotels, farms, and nurseries.

#### RESPONSIBILITIES

- Maintain and grow the garden to ensure it meets specific requirements and expectations.
- Perform basic maintenance such as cutting the grass, emptying bins, managing weed control and leaf raking.
- Plant and nurture new trees, flowers, and various plants.

- Work with hand tools and basic light machinery such as plant vehicles, and small diggers.
- Service all garden equipment and machinery.
- Maintain a clean garden by clearing rubbish and litter from the garden and grounds.
- Provide guidance to management on matters related to the garden.
- Advise management on the costs of plants and garden necessities with detailed written quotations and reports.
- Ensure a safe environment for staff and clients by adhering to safety and health regulations.

### **24.3. HOUSEKEEPING**

The Housekeeping department keeps the sanitation level high and disorder under control in diverse facilities. “Housekeeping” may refer to an in-house department or an outside service.

The basic duties of a housekeeping department or service include routine cleaning and everyday maintenance, such as dusting, polishing furniture and vacuuming. Housekeepers empty trash cans, take out garbage and replace supplies such as towels and toilet paper. They clean all rooms, offices and hallways and wash flat surfaces, including windows and walls, clean sinks, toilets, shelves, stoves, refrigerators and appliances.

### **USING TOOLS AND EQUIPMENT**

Housekeepers use wheeled carts to carry cleaning equipment, chemicals, linens and supplies. For floor care, use vacuum cleaners also use hand equipment, such as brooms and mops, and cleaning chemicals in various forms, including liquids, sprays and gels. Storing this equipment and keeping it in good condition are other responsibilities of the housekeeping unit.

Some tools and chemicals are dangerous, so each housekeeping staff must establish and follow safety procedures, such as wearing uniforms and protective gear. This gear may include gloves, safety shoes and aprons.

## 25. TRANSPORTATION

### 25.1 TRANSPORT

The Nehru Group of Institutions has an extensive network of daily commutation of students and faculties. A total number of 109 buses are operated daily from Tamilnadu and Kerala. In all, around 6000 students and faculties and staff enjoy the benefit of bus transportation.

#### 25.2. DUTIES AND RESPONSIBILITIES OF TRANSPORT OFFICER

- Shall be overall in charge of operating the college buses, both from Kerala and Tamilnadu, based on the students strength and their places of residence and respective colleges.
- Allocation of students and faculties and staff to different bus routes and effectively monitoring their daily commutation
- Issue of bus passes to students, faculties and staff depending upon their boarding points.
- Taking up of surprise checks at various routes to check and verify the defaulters (those travel without bus passes)
- Deciding and monitoring the boarding and de boarding points and fixing the time schedule based on the college timings and distance to be traveled daily.
- Monitoring and filling of fuel to various buses on a regular basis and supervising and monitoring of the working safety and punctuality of running the buses, their service condition and efficiency.
- Dealing with the legal issues of the government of Tamilnadu and Kerala and meeting the issues of settling the case of unforeseen accidents.

#### 25.3 TA / DA ALLOWANCE FOR DRIVERS

##### (BUS DRIVERS / AMBULANCE DRIVERS / WATER TANKER DRIVERS / LORRY DRIVERS)

The period between 8.00 am and 6.00 pm will be considered as normal duty hours.

1. No TA / DA for the bus drivers for all routine daily trips irrespective of timings.

2. For special visits of students, faculties / staff out of campuses within the working hours (8.00 am - 6.00 pm), Lunch allowance is admissible at Rs. 75 per day for which bills need not be insisted.
3. For special visits of students / faculties / staff outside the campuses, involving period beyond working hours, a food allowance is admissible as follows either for Breakfast, Lunch or dinner depending upon the exact time of absence from campuses.  
Break Fast - Rs.50 /-  
Lunch - Rs.75/-  
Dinner - Rs.75/-
4. For special visits involving extended duties beyond 6.00 pm to 8.00 am or night halts outside the Head Quarters, an allowance of Rs. 50 per hour is admissible for the exact period of absence beyond 6.00 pm and up to 8.00 am but subject to a maximum of Rs. 500 per night.

#### **25.4. CAR DRIVERS**

1. The period between 8.00 am and 6.00 pm will be considered as normal duty hours.
2. No TA / DA is admissible for this duty hours when performed within campus.
3. For duties prior to 8.00 am and after 6.00 pm within the campus or outside the campuses an allowance of Rs. 50 per hour is admissible. While calculating, less than half an hour will not be taken into account. For period exceeding half an hour, half the TA / DA is eligible.
4. For special visits during working hours outside the campuses, the food allowance is admissible as shown below based on the actual period of absence breakfast, Lunch or dinner.  
Breakfast - Rs.50/-  
Lunch - Rs.75/-  
Dinner - Rs.75/-

5. For visits within the campuses of Nehru Group of Institutions, no food allowance is admissible. The drivers have to make their own arrangement for taking food at any one of the canteens of NGI.
6. The staff / faculty by whom the driver is engaged, will meet the food expenses of the drivers and later claim the amount in his/her own TA bill subject to maximum of the amount as indicated below,

Breakfast	- Rs.50/-
Lunch	- Rs.75/-
Dinner	- Rs.75/-
7. For special visits outside the city involving night halts, an allowance of Rs. 50 per hour for the period of absence between 6.00 pm & 8.00 am is admissible subject to a maximum of Rs. 500 per night in addition to the day time food allowances as per eligibility depending upon the actual period of absence for the day time duty hours.
8. In case of the drivers engaged for transporting guests and other VIPs alone without any faculty or staff accompanying, the driver, can claim the food allowance directly from the management.
9. The eligibility for breakfast is only when the drivers are on special duty attended outside before 7am. Similarly, food allowance for dinner can be claimed only when the duty hours extends beyond 8 pm. Allowance for Lunch is allowed only when the driver remains outside during lunchtime.
10. However, the above provisions will be allowed only for some special occasion duties and not eligible, if it is of daily routine official nature.

#### **DUTIES ON PUBLIC / FESTIVAL / SUNDAY HOLIDAYS**

For attending duty on Public / Festival / Sunday Holidays.

For at tenders a compensatory off can be availed or extra / additional duty benefits can be claimed.

## 25.5. MAINTENANCE AND UPKEEP OF VEHICLES

The maintenance and repairs of buses is taken care of by a technical Transport in-charge and workshop manager.

**Note: The management, however reserve the right to modify, amend, delete or incorporate any of the service rules and regulations as may deem fit. Legal jurisdiction of all disputes shall be vested in Coimbatore jurisdiction only.**

The HRIC will maintain effective staff data systems through a database. Such data will be disaggregated by gender and diversity. The report generated by staff data systems will be used proactively by HRIC to analyze trends and to improve and refine systems and practices.

Besides gender and diversity at all levels, data systems will record staff training and development activities and their impact, performance review records, staff attitude surveys, grievances, recruitment and staff turnover analysis and staff casualty together with data that meet local needs such as leave usage trends, organizational age index, ratio of Human Resource Organization Development (HROD) staff to overall staff, functional staffing ratios and staff support costs.

## 26. JURISDICTION

All disputes related to these rules may be deemed to come under the jurisdiction of the courts of law in Thrissur and hence the organization may sue and be sued only within the jurisdiction of the above mentioned courts of law.

**This Revised and amended HR Manual is deemed to be in force from 1<sup>st</sup> July 2016.**

**\*\*\*\*\* END OF HUMAN RESOURCE MANUAL \*\*\*\*\***









# HUMAN RESOURCE POLICY HANDBOOK

## JAWAHARLAL COLLEGE OF ENGINEERING AND TECHNOLOGY

(An ISO 9001 - 2015 Certified Institution)

(Approved by AICTE, New Delhi & Affiliated to APJ Abdul Kalam Technological University)

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