



NEHRU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution affiliated to Bharathiar University)
(Reaccredited with "A" Grade by NAAC, ISO 9001:2015 & 14001:2004 Certified)
Recognized by UGC with 2(f) & 12(B), Under Star College Scheme by DBT, Govt. of India)
Nehru Gardens, Thirumalayampalayam, Coimbatore - 641 105, Tamil Nadu.



HR MANUAL



NEHRU ARTS AND SCIENCE COLLEGE

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HR Policy

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NEHRU GROUP OF INSTITUTIONS

SERVICE RULES, REGULATIONS AND STANDING ORDERS

(SELF FINANCING)



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CHAPTER 1

1.2 PREAMBLE

Nehru Group of Institutions wish 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, organising 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.



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1.3 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.

1.4 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 realising avenues of opportunities. Conversion of a quest or an urge as a realised 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.

1.5 VISION

To mould our youngsters into Millennium Leaders not only in Technological and Scientific fields but also to nurture and strengthen the innate goodness and humane nature in them, to equip them to face the future challenges in technological breakthroughs and information explosions and deliver the bounties of frontier knowledge for the benefit of humankind in general and the down-trodden and underprivileged in particular as envisaged by India’s First Prime Minister, Pandit Jawaharlal Nehru.



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1.6 MISSION

To build strong Centres of Excellence in Learning and Research in Engineering, Management and Frontier Technology and all other academic programmes to facilitate students to learn and imbibe discipline, culture and spirituality, besides encouraging them to assimilate the latest technological knowhow and to render a helping hand to the under privileged, thereby acquiring happiness and imparting the same to others without any reservation whatsoever and to facilitate the Colleges to emerge into a magnificent and mighty launching pad to turn out technological giants, dedicated research scientists, managers, professionals and intellectual leaders of the society who could prepare the country for a quantum jump in all fields of Science and Technology.

1.7 HR OBJECTIVE

NGI aims to become the best employer in the field of Higher Education by incorporating the best management practices, to attract and retain the best talents.

1.8 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.

1.9 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.



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1.10 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,
 - c. CEO & Secretary and Trustee.
 - d. **“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.
 - e. **“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.
 - f. **“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.
 - g. **“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.
 - h. **“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.



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-
- i. **“Year”** means Calendar Year (January 1st to December 31st).
 - j. **“Habitual”** means any act which has been repeated for more than twice.
 - k. **“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.
 - l. **“Satisfactory”** shall mean to the satisfaction of the Management.
 - m. **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.

1.11 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.



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CHAPTER 2

NEHRU ARTS AND SCIENCE COLLEGE (NASC)

2.1 VISION OF NASC

“to mould the character, shape the career, perfect the behavior and excel in educating the younger generations of today for tomorrow”.

2.2 MISSION OF NASC

“to offer innovative and socially relevant job-oriented courses with a view to enhance the employment prospects of the learners. In carrying out educational mission, we endeavor to upgrade the knowledge, skill and behavior of the students, striving and towards excellence in all spheres of our activities”

2.3 WORKING HOURS

- Normally the Nehru Arts and Science College functions from Monday to Saturday (except II & III Saturday with Six Day Order System in academic schedule. The daily working schedule is as follow
- 09.30 am to 04.00 pm (01.00 pm to 02.00 pm Lunch Break)

2.4 DRESS CODE

The following are the guidelines on dress code

For All (U G & PG) Grey shirt and Black pant for Boys /
 Grey shirt and Black pant with Black waist coat for Girls.

Note: The Dress Code is subjected to review and alteration by the Management from time to time.



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CHAPTER 3

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.
- First Round of the Interview for the candidates will be to take class on subject domain using smart board in front of experts (Dean and HoD).
- Second Round of Interview have one on one with Dean, Research Director and IQAC Director.
- Third Round of Interview for the Shortlisted Candidates will be one on one with Principal.
- Final round of Interview with Management.

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) Adjunct Professor**
- g) Casual**
- h) Trainee / Apprentice**
- i) Helpers**
- j) Contract Labourers**
- k) Part Time**
- l) Professional**



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- 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



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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) **Adjunct Professor:** An adjunct professor is a college or university professor whose employment is temporary or part-time. Adjunct professor is typically used to indicate that a professor does not have tenure or is not eligible for tenure. It will be decided by Management and Principal.

g) **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's 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.

h) **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



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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.

i) **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.

i) **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.

ii) **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 full time 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



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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 RECRUITMENT AND EMPLOYMENT & RECORD OF AGE

- No person below the age of 18 shall be recruited as Employee in the establishment
- At the time of seeking employment, candidate shall be required to make an application in writing before the HR authority.
- Selection process includes written tests, practical tests, personal interview & Medical Test.
- Appointment of employee shall be made by the selection of persons possessing the required qualifications and experience and competency to discharge the duties allotted to them with diligence, sincerity and honesty in the best interests of the establishment.
- At the time of recruitment, every employee has to produce certificate to prove his/her age and date of birth to the Management or the officer authorized by the Management in this behalf. In determining the correctness of the age of an employee, certified extract from the Registrar of Birth or SSLC Certificate/similar qualification certificate showing age will be accepted as proof of his/her age. The age or Date of Birth notified at the time of appointment shall not under any circumstances be altered for whatsoever purpose/ reason.
- He may submit an attested copy of Aadhar card, passport, the Election ID card and three copies of passport size photos also.
- Residential address of the employee: An employee shall furnish to the Management immediately on his/her appointment; the details of his/her residential address and thereafter promptly communicate any change in his/her address to the HR Department. In case, the Employee has not communicated to the Management the change in his/her address, the communication to his/her last given address shall be treated as proper service of communication and binding it on him/her even if it is returned with postal endorsement “addressee left”.
- Every Employee shall submit himself/herself to medical examination by a Medical



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practitioner Nominated by the Management, at the time of his/her initial appointment and at such other interval as may be deemed necessary by the Management.

- No Employee is allowed to undertake any studies, private, or Institutional without permission in writing from the Chairman & Managing Trustee and CEO & Secretary. Such permission, if granted, may be withdrawn at any time if studies are found to interfere in the proper discharge of his/her duties. Such permission will be under the sole discretion of the Management
- Any Employee who has been dismissed or discharged for misconduct shall not be considered for new employment.
- Every Employee shall on being admitted to service, sign the form with regard to conditions of service signifying his/her consent to comply with Standing Order of the establishment.
- Every employee shall submit a declaration specifying that he is not involved in any fraud, dishonesty or other civil criminal offences as on date of his/her joining.
- Any information furnished at the time of appointment, later if found to be false on subsequent verification, will lead to termination and the appointment will be treated as cancelled with effect from the date of the joining in the service of the establishment.
- The Management shall from time to time fix the qualification; experience etc. required for any post and shall have the right to waive any of the conditions in specific cases.
- Wherever professional registration is statutorily required, the employee shall provide sufficient conclusive evidence for having acquired such registration with the appropriate authority at the time of appointment.
- If a person is employed by the establishment under a contract of employment, the terms of that agreement will be in the appointment order and some conditions may differ from the provision of this Standing Order shall be governed by contract of employment and for the rest of the matters, this Standing Order shall apply to him/her.
- All appointments of permanent nature shall be made in writing by the Chairman & Managing Trustee or any Authority authorized by him/her.

Every employee shall submit an NOC / Clearance certificate from the previous employer stating that he / she is a faculty relieved from their institutes and that he / she is having a good conduct and character during their service period.



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When retired staff are re-employed, they are not entitled for any other benefits except a consolidated salary. Similarly, faculties or staff aged beyond 40 employed from other institutions are not entitled for any other service benefits other than the consolidated salary.

All employees coming under various classifications in NGI are only eligible for Salary, ESI, EPF and other benefits explained in their Appointment Order. No employees are legally entitled for any other benefits other than specified in the Appointment Order under any circumstances.

3.4 REPORTING FOR DUTY

Joining Formalities

- 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.

Reporting for Duty

- 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



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previously studied and other from a local responsible person

- Experience & Service Certificates for both teaching and industry
- Two passport size photographs
- Latest Medical Certificate
- Copy of Aadhar
- Copy of PAN
- Copy of Community Certificate

The contact persons for various entry formalities are presented below

Formalities	Whom to Contact
• Joining Report	Respective Principals / Heads of Institutions / HR Head
• Attendance Register	Office Superintendents / HR Department
(Enrolling in establishment)	Other Colleges –Office Assistant of respective colleges
• Punching (Daily Attendance)	NCAAS – Office Superintendent Other Colleges – Office Assistant of respective colleges
• Bank Account Opening (for Salary purpose)	Accounts department, NCAAS (Corporate Office) Other colleges – Accounts Department
• ID Card	NCAAS – Office Superintendent Other colleges - System Admin, NGI
• Transport	All Colleges – A O, Transport Officer
• Appointment order	HR Department, Corporate Office

The newly recruited staff can follow the induction guidelines given above



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CHAPTER 4

4.1 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/IQAC & UGC procedures and other systems in this regard)
- The teaching faculty is expected to conduct examinations, based on OBE pattern for continuous Internal assessment in the ratio of 50:50.
- The faculty may have to deliver guest lectures in any of the colleges under Nehru Group as and when required.
- An employee shall not move out of Headquarters without getting prior permission.
- Salary of the employees of all Colleges shall be paid before 5th 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 employee.



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- 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



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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 a way 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



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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



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Authorities concerned / grievance committee and shall obey the decisions of the grievance committee.

CHAPTER 5 STAFF WELFARE

5.1 Membership

All the Individuals working in Nehru Arts and Science College as Assistant Professor/Associate Professor/Professor/ HoD/Dean/Principal are members of staff welfare Association.

Freshers in the above category with their first month subscription will be conformed as a working member of the association.

5.2 Benefit

The members who have completed their one year of membership in the association are eligible for the following benefits. If any member who has been benefited on any one of the following schemes has to continue as its member for one year to receive another benefit. No member can receive any two of the following benefits within a period of one.

I) **Marriage:** - The association will gift a sum of ₹ 2,500 /- for those who are the member of the association for one year and two year respectively.

II) **House Warming Function:** - The association will gift a sum of ₹ 2,500/- for those who are the members of the association for a minimum period of two years.

III) **New Born Baby:** - The association will gift a sum of ₹ 2,000 /- for those who are the members of the association for a minimum period of two years.

IV) **Send Off Gift:** - Instead of refunding the half contribution, The Association will give 50% of the total contribution to the outgoing staff who had been the members of the association for a minimum period of Two years, Three years and five years respectively.

The Association will give 60% of the total contribution to the outgoing staff who had been the members of the association for a minimum period of six years, seven years and eight years respectively.

The Association will give 70% of the total contribution to the outgoing staff who had been the members of the association for a minimum period of Nine years and Ten years respectively.

The Association will give 80% of the total contribution to the outgoing staff who had been the members of the association for a minimum period of Eleven years to Fifteen years respectively.



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The Association will contribute a sum of ₹ 5,000/- as the contingency amount to meet out the emergency situation, like accident, etc. Approved by the committee.

The Association has decided to give loan to our members of staff in the name of Education Loan/Medical Loan/Personal Loan.

5.3 STAFF LOAN (STAFF WELFARE ASSOCIATION)

Staff loan shall be initiated for higher education, functions at home or any valid reason accepted by the committee, Provided, Adequate Fund is Available in SWA.

Loan can be availed with two guarantees signatures. Both the applicant and the guarantees should have 3 years of experience in NGI.

The loan amount shall be paid with 05% interest in 12 months equally on installment (EMI).

Loan application format shall be printed and submitted for the approval of the Secretary.

The loan amount at present shall vary from a minimum of ₹ 10,000 and a maximum of ₹ 20,000. It may vary in future according to availability of fund.

The EMI will be in force from the next month of sanctioning month on or before 10th of every month.

The staff contribution will resume from the month of December 2020.

The EMI for staff who have availed loan from SWA will commence deduction from salary with effect from December 2020.

The staff who have already availed loan must give an undertaking letter for deduction of the EMI from salary every month till the completion of the repayment period.

1. All the loans are sanctioned only based on the availability of "flexible fund"
2. A corpus of ₹ 2,00, 000/- (Two Lakhs) will be kept as a corpus fund in the account.

Staff can avail the staff loan in the following denominations

S.No.	Loan Amount	Minimum Experience in NASC	Minimum Salary drawn	No. of Guarantors
01	₹ 25,000/-	03 to 05 years	₹ 25,000/- and above	Two members with same experience and the same salary structure



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02	₹ 50,000/-	05 years and above	₹ 50,000/- and above	Two members with same experience and the same salary structure
03	₹ 75,000/-	07 years and above	₹ 75,000/- and above	Three members with same experience and the same salary structure
04	₹ 1,00,000/-	10 years and above	₹ 75,000/- and above	Three members with same experience and the same salary structure

Maximum of 5 person can avail ₹ 25,000/- loan in a year, Maximum of 3 persons can avail ₹ 50,000/- loan in a year, maximum of 2 person can avail ₹ 75,000/- loan in a year and maximum of 1 person can avail ₹ 1,00,000/- loan in a year.

Important Note: Loan interest is 5% and the repaying months in 12 EMI only and the loan applicant and guarantors must give the letter of consent to the bank for salary deduction the applicant does not pay the EMI, it shall be recovered form the guarantor. If both the guarantors do not make the payment disciplinary actions shall be initiated including recommendations for ceasing the salary.

5.4 NASC Bank for Faculty and Students

NASC BFS helps faculty and students to avail services in a systematic manner and provide advance (loan) to faculty and students based on surplus of fund with nominal interest rate as per statutory guidelines of the Institution.

Teaching Community

1. Right where you are to empower your financial needs



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2. Your Plan to Keep chain for save money in various schemes like Recurring Deposit
3. Schemes

NASC BFS Silver	NASC BFS Gold	NASC BFS Platinum
Monthly `500.00	Monthly `1,000.00	Monthly `2,000.00

4. The tenure is for 20 months from the starting month
5. There will be auto transfer (debit) from your bank account monthly
6. The amount restore (Credit) to your bank account
7. Auto debit will be on 10th of every month and credit on 15th of same month
8. Faculty wish to take the amount in a particular month they have to intimate well in advance on or before 10th of the month to the Co-ordinator / Convener
9. If more than one faculty required / no one preferred in a particular month, lot system will follow on next working day of 10th of the month
10. Suppose if a faculty relieves during the tenure period
 - a. If they have not taken the amount, the amount paid by them will return
 - b. If they have taken the amount, the excess amount should refund to NASC BFS A/C

5.5 Institutional Policy for Research Incentives

a) Conferences / Seminars / Symposia / Workshops – participation within India

The faculty will be permitted to participate in Seminars / Conferences / Symposia / Workshops organized within India and are entitled to claim the registration fee subject to a maximum of ₹ 20,000 /- per event. The management will also reimburse 50% of the cost on TA and DA (Subject to a maximum of ₹ 5000 /-).

The quality of event will have to be assessed by the committee and the faculty has to submit a detailed report of the outcome of the work that is expected within a period of following ONE year time from the date of event. If the outcome/purpose is not met, the management wish to get back the amount from the concerned faculty after the stipulated time. The approval for the above is subject to the consent of the THREE member committee from Nehru Group of Institutions / outside panel. A faculty member can avail this facility once in a semester.

b) Conferences / Seminars / Symposia / workshops -Participation outside India

In respect of participating in Conferences / Seminars / Symposia / Workshops outside India. The



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management will provide only the additional OD required for the purpose.

Eligibility criteria for the claim:

- Faculty member should have put in a minimum of one year service at the Nehru Group of Institutions.
- The faculty should have submitted research paper through the Principal / Management and it should have the acceptance by the organizers of the Conference / Seminar for the presentation either oral or poster.
- The proposal for participation should be submitted along with a copy of the article, the letter of acceptance and the letter of invitation for presenting the paper.
- In case of joint publication, only the senior author is eligible.
- The proposals should be submitted in the format prescribed and with the recommendations of the HoD / Principals / committee concerned.
- The paper should have the quality clearance by the internal expert committee duly constituted by the management.
- The claim bill should be supported by the original bills of registration fees, travel and lodging receipts.
- The faculties should also submit an undertaking that he/she will serve for the Nehru Group of Institutions for a minimum of one academic years after the participation.

5.4 Publications

a) Book – International

For Text / Reference books authored by a single faculty, published by a reputed International publisher, the author is eligible for a lump sum incentive of ₹ 5,000/-. If the books are authored jointly by two faculties, the first author will be eligible for an incentive of ₹ 3,000 /- and the second author is entitled for ₹ 2,000/-. If the books are published by more than two faculties, the first author is eligible for an incentive for ₹ 3,000 /-. The second and subsequent authors are eligible for ₹ 1,000 /- each. This incentive is allowed only once. Besides this, the management will issue a certificate of appreciation for quality publications.

b) Book – National

For text and reference books authored by a single faculty, published by a national publisher, the author is eligible for a lump sum incentive of ₹ 3,000/-. If the books are authored jointly by two faculties, the first author is eligible for an incentive of ₹ 2,000/- and the second



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author is eligible for ₹ 1,000/- as incentive. In case of the publication is done jointly with more than two faculties, the first author will be eligible for an incentive of ₹ 1,500/- and the second and subsequent authors are eligible for ₹ 750 /- each.

C) Books – Local

For Text /Reference books published by local publisher and authored by a single faculty, the author is eligible for an incentive of ₹ 1,500/-. If the books are authored jointly by two faculties, the first author will be eligible for an incentive of ₹ 1,000/- and the second author ₹ 500/- . In case, the books are authored jointly by more than two faculties, the senior author is eligible for an incentive of ₹ 750/- and the second and subsequent authors ₹500/- each.

The approval for the above is based on the recommendation from NGI Committee / External Committee.

D) Articles – International

For the publication of works in reputed International Journals, the author is eligible for an incentive of ₹ 5000/- for a single authored paper. In case of joint publication by two authors, the first author will be eligible for an incentive of ₹ 3000/- while the second author is eligible for ₹ 2000/-.

In case of articles authored by more than two faculties, the senior author is eligible for an incentive of ₹ 3000/- while the second and subsequent authors are eligible for an incentive of ₹ 1000/- each.

The incentives mentioned above are applicable to the articles published by UG & PG students also. In addition, the management will award the student with a certificate of merit.

E) Articles – National

For publishing the works in reputed National level Journals, the author is entitled for an incentive of ₹ 3000/- if it is a single authored paper. If the paper is written by two authors, the first author will be entitled for an incentive of ₹ 2000/- while the second author for ₹ 1000/-. In case of papers published jointly by more than two authors, the senior author is entitled for an incentive of ₹ 1500/- while the second and subsequent authors will be entitled for ₹ 750/- each.

The incentives mentioned above are applicable to the articles published by UG & PG students also. In addition, the management will issue a certificate of merit to the student.

Eligibility Criteria for the claim

- The faculty should have put it a minimum service of one year at the Nehru Group of



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Institutions.

- All publications and research papers should have the quality clearance by an internal expert committee duly formed by the management.
- The manuscript of the articles / books should have been forwarded through the concerned HoDs and Principals.
- A copy of the manuscript of the article / book should be submitted to the institution.
- A Special encomium will be laid on the publication of joint research papers with experts from leading institution or industry.
- Publications in either Science Citation Index (SCI), WEB of Science or SCOPUS Indexed or UGC referred journals will only be considered for the incentive.

- He / She should also give an undertaking to the management that he/she will serve to the Nehru Group of Institutions atleast for a period of two years after receiving any such incentive.
- The work / Publication should bring credit be to any one of the colleges of Nehru Group of Institutions.
- The proposal should come along with the reprints of articles published in the prescribed format and forwarded with the recommendation of the concerned HoD /Principal.

F) Patent

The management will be very much happy over the development of products and processes and obtaining patents. A lump sum amount of ₹ 10,000/- will be provided as incentive for each patent. If the patent development is done jointly, the faculties will equally share the amount within them. The proposal for claim should contain all such necessary supporting documents and should be forwarded through the HoD and the Principal concerned.

G) External Funding

The management will be pleased with the faculty who brings in external funding. For projects obtained exceeding Rupees one lakh funding, the faculty is entitled for an incentive of 1% of the total grant obtained. However, the incentive is limited to a maximum of ₹ 10,000/-. The proposal for claim should be accompanied by the utilization certificate and all such supporting documents.

The internal (or the seed Money) projects or other projects funded by NGI are not entitled for this incentive.



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UG & PG Research Policies and Guidelines

Faculties with doctoral degree shall apply for the guideship and obtain the same fulfilling all the stipulations of the corresponding universities. It will be appreciated if each research guide has a minimum of three scholars for their guideship.

Candidates admitted to M. Phil. and Ph. D. on a full time, basis should maintain a minimum of 75% attendance which includes short term trainings, workshops, seminars and conference etc., attended by them duly recommended by the guide/supervisor and with the prior approval of the Principal concerned. This minimum attendance level will be monitored on an academic years basis.

Part Time M. Phil and Ph. D. candidates shall report to the Supervisor at least thirty days in an academic year. This period may include public and other holidays. In case of shortage of attendance for a candidate due to availing of leave on medical grounds, his / her minimum period of research shall be extended accordingly but within the maximum eligible period of research.

The scholars shall be permitted to undertake research jointly with the experts from outside colleges / industries with the approval of the research guide and with the permission of the Principals concerned by submitting the on duty forms.

The scholars are expected to follow the hierarchy for any clarifications related towards research and submission of synopsis and thesis.

The guide and faculties are advised to see that every PG research projects leads to at least one quality research publication in a highly indexed National Journal.

It is also desired that all under graduate research projects should possibly end up with a quality research paper in the Nehru Journal.

Institutional Support through infrastructure for funded projects

For projects of internal nature, the management may consider providing seed money through the processing of eligible and beneficial projects. The management will provide the available basic infrastructure facilities of Nehru Group of Institutions for both internally funded projects as well as externally funded projects.

General rules and regulations for projects and publication

1. In all such cases, the decision of the management will be final. The scrutiny, screening and selection will be done by the management as per the norms and procedures formed from time to



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time.

2. All the above incentives are applicable only to regular employer of Nehru Group of Institutions and not for faculties engaged on contract basis or as visiting faculties.
3. The guidelines suggested must be considered important for the Annual Performance Index (API) scoring. Salary, Increment and Promotion will be strictly based upon the API scoring.
4. Each one of the faculties is expected to register their proficiency atleast in areas like Patent, Research Publications, Funded Projects, Seed Money Projects, Incubation Centre, etc.
5. No publication is paid-up or fake journals will be counted for any recognition or reward.
6. All research papers should be sent through the HoDs Concerned.
7. The HoD and the guide (wherever applicable) are responsible to avoid plagiarism.
8. Before submission of a Thesis for M. Phil. Or Ph. D. the candidate should make a presentation of his/her work in meeting of all faculty concerned for a thorough discussion, in the presence of the guide and the HoD.

CHAPTER 6

SERVICE CONDITIONS

6.1 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.

6.2 EMPLOYEE CLASSIFICATIONS

- Each position at NGI shall be classified as Academic/ 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.



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- 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.

6.3 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.

6.4 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 departments/ 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.

- a) Security Staff
- b) Drivers (Ambulance, bus driver, car drivers, water tanker drivers and lorry drivers)
- c) Telephone Operators
- d) Canteen Staff
- e) Power, Water supply and Sanitation Employee
- f) STP Operators
- g) Attenders
- h) House Keeping Staff
- i) Lift Operators
- j) Gardeners
- k) Maintenance Staff

6.5 EMPLOYER PROPERTY

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's 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 organisation, in good condition, promptly and without being requested to do so.



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6.6 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.

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

6.8 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 employee’s Savings Bank Account on or before



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5th of every month.

6.9 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.

- a) Every employee shall at the time of appointment be advised in writing about the rate of salary / wages/stipend.
- b) 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.
- c) 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.
- d) Authorized deductions from salaries/ wages made to employee in accordance with the payment of statutory obligations and their rules there under.
- e) 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



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6.10 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.

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

NGI (OTHER AREAS)

6.11 TEACHING FACULTY - LEAVE RULES

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/Dean/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.



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- 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.

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: For purpose of allowing Vacation Leave, Physical Directors, Librarians and Assistant librarians shall be considered as Teaching Faculty.

Note: Proportionate deduction will be made if a Faculty Member leaves the services of the College before completion of the year.

ON DUTY (OD) LEAVE

- Every employee shall be allowed to avail the 'On Duty' leave for 8 days for each semester. However, the maximum OD availed in an academic year shall not exceed 16 days.
- This provision is strictly restricted to academic and related activities (Seminars, Workshops, Symposia, Invigilation Duty, Valuation etc.) requiring the personal presence of the individuals concerned.
- Proposals are to be invariably accompanied by adequate supporting documents.
- Prior sanction with adequate alternate arrangements for performing the duties and responsibilities of the individuals during his / her absence has to be obtained.



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- However, OD cannot be claimed as a matter of right and is left to the sole discretion of the Principals and Management.

Note: Physical Directors, Librarians and Assistant Librarians are not eligible for OD.

MEDICAL LEAVE / EMERGENCY LEAVE:

The members of faculty of NGI who have put in Five Years of service at NGI are eligible for Medical Leave / Emergency Leave for a period of 15 days in an academic year, subject to the following conditions:

Medical Leave:

- The patients should be treated as inpatient.
- The medical treatment should be for the self.
- This benefit can be availed for maternity purpose also for lady faculties subject to the maximum limit of 15 days.
- All proof like medical certificates, nature of illness, hospital records on admission and discharge, nature of treatment and details etc are to be provided.

Emergency Leave:

- Permissible only in case of death of spouse / children or dependent parents or for marriage of children
- Adequate supporting documents should be produced.

Maternity Leave and other benefits

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.

General:

- The leave cannot be carried over to the next academic year
- The management reserves the right to either allow or disallow the proposal on Medical Leave/ Emergency leave.



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Note: Both Medical / Emergency Leave together shall not exceed 15 Days in an Academic Year.

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 HoD, Dean and Principal.
- 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.
- No leave can be claimed after the submission of Resignation / Termination notice.

6.12 NON TEACHING STAFF - LEAVE RULES

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.

Causal Leave is not applicable to employees classified under 3.2 – b,d,e,f,g,h,i & j

The following are revised leave rules applicable for the Non-Teaching staff

- The newly joined members of 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 members of staff 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.



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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 Principal, Office Assistant, Attenders, and such other cadres as may be decided by the Management from time to time.

Encashment Benefit of Casual Leave:

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

ANNUAL LEAVE

- 15 days Annual Leave is permitted for one academic year for the staff who have completed one year of service in Nehru Group of Institutions. Out of 15 Days, 10 Days will be granted during summer vacation and 5 days along with the Christmas and New Year Holidays for all non teaching staff.
- **The non-teaching staff who are freshly recruited and are within their one year of service at NGI, are eligible to avail only 4 days of leave during May, June and 3 days during November – December.**

Note: Proportionate deduction will be made if a Staff Member leaves the services of the college before completion of the year.

MEDICAL LEAVE / EMERGENCY LEAVE:

The members of staff of NGI who have put in not less than five years of service at NGI are eligible for Medical Leave / Emergency Leave for a period of 15 days in an academic year, subject to the following conditions:

Medical Leave:

- The patients should be treated as inpatients
- The medical treatment should be for the self.
- This benefit can be availed for maternity purpose also for lady staff subject to the maximum limit of 15 days.
- All proof like medical certificates, nature of illness, hospital records on admission and discharge, nature of treatment and details etc are to be provided.



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Emergency Leave:

- Permissible only in case of death of spouse / children or dependent parents or for marriage of children
- Adequate supporting documents should be produced.

Maternity Leave and other benefits

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

General:

- The leave cannot be carried over to the next academic year
- The management reserves the right to either allow or disallow the proposal on Medical Leave/ Emergency leave.

Note: Both Medical / Emergency leave together shall not exceed 15 Days in an Academic Year.

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 holiday and purpose on which the individual 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.



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6.13 OFFICE STAFF - LEAVE RULES

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 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 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 the section at a given point of time.
- Casual leave can be accumulated and availed within the academic year. However, unavailed casual leave cannot be carried over to the next academic year.
- Casual leave has to be availed only with prior sanction of the Section Head unless there is an exigency.
- **Suffixing or prefixing of public holidays along with casual leave is subject to the approval by the Managing Trustee / CEO & Secretary.**
- Casual leave cannot be combined with Annual leave / Medical / Emergency Leave.
- Casual leave will be sanctioned only after satisfying that the applicant has made adequate alternate arrangements for executing his/her duties during the 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.

ANNUAL LEAVE



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15 days annual leave is permitted for one academic year for the staff who have completed one year of service in Nehru Group of Institutions.

Note: Proportionate deduction will be made if a staff member leaves the services of the college before completion of the year.

- Annual leave shall be availed during January to December in a calendar year.
- Annual leave shall be sanctioned only for two staff at a time on a first come first serve basis.
- The staff shall avail annual leave not exceeding one week at a time. Public holidays which fall within the annual leave shall also be counted for annual leave.
- Workers on daily wages, casual workers and those engaged on contract basis are not eligible for annual leave.
- Annual leave shall not be claimed as a matter of right and the sanction is solely left to the discretion of the Management.
- All the above rules are subject to modification from time to time as per the decision of the Management.

Encashment Benefit of Annual Leave:

- The management extends the benefit of encashment of Annual leave, un-availed during the Calendar year.

MEDICAL LEAVE / EMERGENCY LEAVE:

The members of staff of NGI who have put in not less than five years of experience at NGI are eligible for Medical leave/Emergency leave for a period of 15 days in an academic year subject to the following conditions:

Medical Leave:

- The patients should be treated as inpatients
- The medical treatment should be for the self.
- This benefit can be availed for maternity purpose also for lady staff subject to the maximum limit of 15 days.
- All proof like medical certificates, nature of illness, hospital records on admission and discharge, nature of treatment and details etc are to be provided.



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Emergency Leave:

- Permissible only in case of death of spouse / children or dependent parents or for marriage of children
- Adequate supporting documents should be produced.

Maternity Leave and other benefits

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.

General:

- The leave cannot be carried over to the next academic year
- The management reserves the right to either allow or disallow the proposal on Medical Leave/ Emergency leave.

Note: Both Medical / Emergency leave together shall not exceed 15 days in an academic year.

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 holiday and purpose on which the individual attended duty.

The employee can avail the CCL, subject to availability and at the discretion of the Unit Heads and CEO & Secretary.

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.

GENERAL

PERMISSION



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- 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 ½ day casual leave.

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 ½ day casual leave deduction.

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

6.14 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 unauthorizedly 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 forfeiture of wage/ salary for the period of such absence and also his/her past service. Where an employee forfeits 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.

6.15 ENTRY AND EXIT

- No employee shall enter for duty at the establishment premises without the identity card/badge, if issued, during working hours.
- Entry and exit of employee shall only be through the gate or gates specified for the purpose and only during the specified hours.



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- c) 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.
- d) An Employee suffering from any contagious or infectious diseases shall leave the premises on instructions from the superior concerned.
- e) 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.
- f) Visitors to the employees are not allowed in the premises without proper and valid written authorization/permission from the HR department/In-charge.
- g) All the materials taken out by the employees should be accompanied by gate pass prepared and duly signed by authorized persons.

6.16 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.



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6.17 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.

a) Staff Appraisal

- Performance Appraisal is carried out at predetermined intervals and is documented.
- Appraisal shall be done for all staff including contract employees, interns, students, trainees if they are involved in the care providing or supporting activities in the institution's functions.
- Performance Appraisal is evaluated based on the expected performance described in the job descriptions.
- Self Appraisal reports shall be sought from the following staff:
 - Supervisory cadres and above (Qualified with the capacity to understand the purpose and to fill the format)
 - All classified employees on pay roll listed in clause 3.2

b) An employee who is successfully completed his/her probation period and who's appointment is in the permanent vacancy has been confirmed by the Chairman & Managing Trustee and written confirmation order will be issued.

6.18 PROMOTIONAL POLICIES:

- a) **Teaching Staff:** Promotion to higher positions are considered strictly as per the UGC and State Government and Universities norms. Qualified staffs are promotion from Assistant Professor to Associate Professor, HoD and Dean & Director for various Schools internally. Besides qualification and experience, quality of service and discrete contribution is also given weightage.
- b) **Non-teaching:** Promotion to higher positions are considered based on the efficiency and quality of work as well as the total services rendered to the Group.
- a) The Self Appraisal Reports and personal files of staff and the recommendations of the Principals or Unit Heads 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 work load.



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b) For Senior Positions, each employee will be responsible for developing their respective work plan for the year. This plan will be reviewed by Management and amended as necessary. At the time of the performance appraisal, the employer and employee will review the objectives and the 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.

N.B: Performance Reviews, for all employees, will occur near the end of March / April

6.19 PERSONAL FILE

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

b) 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.

6.20 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.



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6.21 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.

6.22 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.

6.23 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)

6.24 PROCEDURE FOR DEALING WITH MISCONDUCTS / DISCIPLINARY PROCEDURE

- a) 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.
- b) 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.
- c) 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.



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- d) The employee shall keep his/her explanation in writing within the time specified in the charge sheet which shall not exceed seven days.
- e) When a disciplinary action against an employee is contemplated or is pending or where a criminal proceeding 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.
- f) 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.
- g) If no reply is received in respect of the charge sheet within 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.
- h) 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.
- i) 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.
- j) The proceedings of the enquiry shall be recorded in English.



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- k) 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.
- l) 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.
- m) 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.
- n) 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.

6.25 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.

6.26 DISCIPLINE

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



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

6.27 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 include demand or request for sexual favours, 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.
- **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.

6.28 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, Redressal) 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.



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6.29 LEAVING EMPLOYMENT

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

6.30 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.

6.31 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 upto 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 may be 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



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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.

- k) 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.

The employee makes a voluntary admission of guilt in reply to the aforesaid show cause notice.

The misconduct is such that even if proved the establishment does not intend to award the punishment of discharge or dismissal.

However, if the employee concerned requests for a hearing regarding the nature of the proposed punishment, such a hearing shall be given.

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. However

1. The employee shall be served a show cause notice advising him/her of misconduct and the evidence on which the charge is based.
2. 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.
3. If the employee requests hearing, such hearing shall be given and, in such hearing, he/she may be permitted to be represented by an inside representative of the establishment authorized to defend him/her if such an enquiry been held.

6.32 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



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he/she shall examine the matter and intimate his/ her decision to the employee within five days.

6.33 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 10th day. 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.

6.34 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 misbehaviour, 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 / Directors / Dean / HODs 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



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produced at the time of getting back the original certificates.

6.35 RESIGNATION

- a) 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.
- b) 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



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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:

- i. 30 days in respect of probationary employee
 - ii. 90 days in case of permanent employee/ others
 - iii. 6 months in case of Principal/Director/Dean/HoD
- c) 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.

6.36 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 service 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.

6.37 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: -

- a) Absents without permission continuously for more than 8 working days OR.



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- b) Having been granted leave, fails to report for duty for more than 8 days on expiry of leave.



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6.38 ACCOMMODATION 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.

6.39 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. 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.

- a) 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.

6.40 SECRECY

- a) 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.
- b) 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



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information or documents official or otherwise relating to the institution except with the written approval of the Management.



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- c) 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.
- d) 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.

6.41 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

- a) HoD
- b) Administrative Head / HR Head
- c) Senior Faculty Member
- d) Senior Administrative Staff

6.42 POLICY ON FACULTY EMPOWERMENT

In order 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 subject to a maximum of Rs.1000 per event.
- A faculty member can avail this facility twice in a year at the maximum.



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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 / Principal concerned.

Participation in Faculty Development Programme:

Faculty members participations in the Faculty Development Programme organized by reputed Institutions with NBA / NAAC Accreditation and NIRF Ranking are entitled to claim the registration fee towards the FDP/EDP subject to a maximum of ₹ 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 atleast 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 atleast 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 / Dean/Principal.

6.43 PUBLICATIONS

Publication of Books:



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

If the Books are authored jointly by more than one faculty, the first author will be eligible for an incentive of ₹ 3, 000, second author ₹ 2, 000 and third and subsequent author ₹ 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 Research Paper in International Journals, the author is entitled for on incentive of ₹ 5, 000 for a single authored paper. The impact factor should be above 5 for the publication.
- In case of joint publications, the senior author is eligible for ₹ 3, 000 followed by
- ₹ 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 Research Paper in National Journals (UGC CARE) the author is entitled for an incentive of ₹ 1, 000 for a single authored paper.
- In case of joint publications, the senior author is eligible for ₹ 1000 followed by ₹ 500 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 / Dean/Principal.
- They should also give an undertaking to the Management that they will serve at the Nehru Group of Institutions atleast 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.



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- 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.



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CHAPTER 7

7.1 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



NEHRU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University)
(Reaccredited with "A" Grade by NAAC, ISO 9001:2015 & 14001:2004 Certified
Recognized by UGC with 2(f) & 12(B), Under Star College Scheme by DBT, Govt. of India)
Nehru Gardens, Thirumalayampalayam, Coimbatore - 641 105, Tamil Nadu



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 if 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 there to.