



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.



NGI Vision

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ABOUT NGI

CHAPTER 1

1.1 PRELIMINARY

1. Short title, extent, Application and commencement
 1. This act may be called Nehru Group of Institutions Service rules, Regulations and Standing Orders (Self Financing)
 2. It extends to the whole of NGI Institutions except Medical College and Hospital

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.

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.

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.

1.10 DEFINITIONS

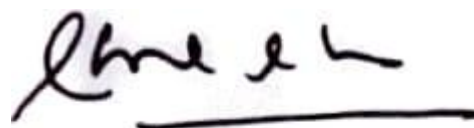
- Employees mean all persons under the full time employment of the institution in teaching and non teaching category other than the temporary and contract staff.

- 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.
 - 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.



Dr. P. Krishnakumar
CEO & Secretary
Nehru Group of Institutions
Coimbatore