



**CIRCULAR**

**Sub : Nehru Group of Institutions – Revised - Service conditions & Research Policy of staff – reg.**

The management of Nehru Group of Institutions is committed to continually enhancing the welfare measures for our valued employees.

We are pleased to inform you that certain amendments to the service conditions and research policy have been introduced. These changes will be effective from June 2024, marking the commencement of the next academic year.

Your feedback on these revised measures is highly appreciated. The management values the input of our dedicated staff and encourages open communication.

We believe that these changes will enhance the working atmosphere and improve the morale of the employees so as to contribute for the overall development of the institute.

**The acknowledgement of all staff with their signature in office copy for having seen the circular has to be sent to the undersigned on or before 10.03.2024.**

**CEO & SECRETARY**

To

1. ~~The~~ Executive Director (Academics and Administration), NGI
2. The Principal, Nehru Arts & Science College
3. The Principal, Nehru Institute of Engineering and Technology
4. The Principal, Nehru Institute of Technology
5. The Principal, Nehru College of Management
6. The Principal, Nehru Institute of Information Technology and Management
7. The Dean (Academic Affairs), Nehru College of Aeronautics and Applied Sciences
8. The Director, Nehru School of Architecture
9. The Principal, Nehru College of Nursing and Research Institute
10. The Principal, Nehru College of Physiotherapy
11. The Course Coordinator, Nehru Institute of Health Sciences
12. The Head – Training & Placements, NCP & IR
13. The Executive Director, NGI TBI

Copy to

14. The Head AO, NGI
15. The Admission Department, NGI
16. The Accounts Department, NGI

→ copy to HODS & Deans  
→ STAFF CIRCULAR



**GENERAL RULES**

1. Academic year starts from 1<sup>st</sup> June to 31<sup>st</sup> May and financial year starts from 1<sup>st</sup> April to 31<sup>st</sup> March.
2. College timings are from 9.00 am to 4.30 P.M on all the days.
3. Third Saturdays of the month is a holiday.
4. While teaching mode of communication shall be in English only. However, doubts can be cleared in regional language.
5. Faculty members are strictly advised not to carry old notes to the class
6. Every Faculty member working in NGI institutions is supposed to publish minimum 2 research papers as first author per year without fail. This shall be considered here onwards as one of the prominent requirements for annual increment of the faculty.
7. Faculty members shall be encouraged to involve themselves in the consultancy activities. Honorarium for the people involved is according to the consultancy policy which shall be circulated separately.
8. All the Faculty members irrespective of cadre are required to take prior permission from the competent authority while availing official leaves for attending Conference/ Examination / meeting etc.,
9. Management is pleased to introduce faculty welfare measure of gratuity and employees provident fund to all the regular employees.
10. Management is also pleased to introduce one month maternity leave for all the Women Employees of Nehru Group of Institutions along with upto 5 months leave without pay. This benefit is applicable to employees after completing one year of service at NGI.
11. Travel Expenditure for the outgoing Faculty members and for the incoming guests / resource persons are as per the travelling norms mentioned below.
12. Leave rules are to be followed strictly.

*l h e r*  
                      
28/02/24



**ANNEXURE - 1**

**Travel Policy for External Visit**

Category	Designation	Mode of Transport	Lodging	Conveyance	DA
A	Executive Director/ Vice Chancellor	Air Fare/ First Class train	Maximum Rs. 6000/ day	Taxi at Actuals	Rs.2000 / day
B	Heads of the Institutions / Principal	First class AC / Second class AC by train / Volvo Bus	Maximum Rs. 4000/ day	Taxi - Rs. 2500 Maximum	Rs.1250 / day
C	Professors/ Deans / Directors	Second Ac / Third AC by train	Maximum Rs. 3000/ day	Taxi - Rs. 2000 Maximum	Rs.1000 / day
D	Other Faculty Members	Third AC / Actuals by bus	Maximum Rs. 2000/ day	Taxi - Rs. 1500 Maximum	Rs.750 / day
E	Non- Teaching staff	Sleeper class/ Bus	Maximum Rs. 1500/ day	Taxi - Rs. 1000 Maximum	Rs.500 / day

If travelled by Air prior permission is required to be taken.

*[Signature]*  
28/02/24



**ANNEXURE - 2**

**Travel Policies for Guests**

Category	Designation .	Mode of Transport	Lodging	Conveyance	DA
A	Executive Director/ CEO / IIT – NIT Professors / Scientist E & above / Vice Chancellor / Directors of Public Sectors etc.	Air fare/ First class Train / Second AC	Maximum Rs. 6000 / day	Taxi at Actuals	Maximum Rs. 6000 / two hours to Rs.10000 / day
B	Principal / Director / Scientist A to D / HR Managers from company etc.	Second AC by train / Third AC by train	Maximum Rs. 4000 / day	Taxi – Rs.2500 Maximum	Maximum Rs. 4000/ two hours to 6000 / day
C	Professors / Deans / General Guests etc.	Third AC by Train	Maximum Rs. 3000 / day	Taxi – Rs.2000 Maximum	Rs. 2500/ two hours to 5000 / day

**NOTE: Effective from the academic year 2024 – 25 and all the financial related Bills should be submitted to the Corporate Office through the Head of the Institutions & ED.**

*Shee*  
            
28/02/24



**NEHRU GROUP  
OF INSTITUTIONS**  
TAMILNADU • KERALA  
www.nehrucolleges.com

## LEAVE RULES

### TEACHING & NON TEACHING STAFF

#### CASUAL LEAVE:

- All the regular faculty members along with the newly joined faculty members are 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 during probationary period. The members can avail Casual Leave based on the leaves at their credit.
- For regular employees who have completed probationary period, 6 days CL shall be credited on 1<sup>st</sup> of June and 1<sup>st</sup> of December of every academic year. In case, any faculty resigns the amount will be deducted for the extra CL availed.
- Casual Leave can be availed not exceeding 3 days at a time.
- All the Casual Leaves are required to be availed in the same academic year. It will not be carried forward.
- Casual Leave has to be availed only with prior sanction by the HOD / Head of Institutions unless there is an exigency.
- Suffixing or prefixing of public holidays along with Casual Leave is subjected to the approval by the Principal concerned /competent authority.
- Casual Leave cannot be combined with Vacation / OD / Earned Leaves.
- Casual Leave will be sanctioned only after satisfying that the applicant has made adequate alternative arrangements for executing his/her duties during his/her leave period.
- Casual Leave cannot be claimed as a matter of right. When the exigencies of services so demand, leave of any description may be refused or the employee may be compulsorily recalled from leave by the sanctioning authority.

*[Handwritten Signature]*  
28/02/24

## **TEACHING STAFF - VACATION LEAVE**

- The teaching faculty after completion of one year of service at NGI shall be eligible for Vacation Leave of 15 working days during Summer (Even semester) and 10 working days during Winter (Odd Semester)
- The newly joined faculty members, who are on probation, are eligible to avail only 7 working days of leave during Summer and 5 working days during Winter

## **NON TEACHING STAFF – VACATION LEAVE**

- The non-teaching staff after completion of one year service at NGI shall be eligible for Vacation Leave of 7 days during Summer (Even semester) and 5 days during Winter (Odd Semester)
- The newly joined staff members, who are on probation, are eligible to avail only 4 working days of leave during summer and 2 working days of leave during winter.
- 15 days annual leave is permitted in an academic year during June to May for the corporate office Staff and 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.

**Note: For availing Vacation Leave, Physical Directors and Librarians shall be considered as Teaching Faculty and 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, Assistant Librarian, PA to Principals, Office assistants, Attenders, and such other cadres as may be decided by the Management from time to time.**

### **Encashment Benefits**

The management extends the benefits of Encashment of Casual Leave / Vacation leave / Annual Leave un- availed during an academic year.

*[Signature]*  
28/02/24

## TEACHING STAFF - ON DUTY (OD) LEAVE

- Every Faculty members shall be allowed to avail the 'On duty' leave for 8 days in 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 which includes Seminars, Workshops, Symposium, Invigilation work, Valuation work, Research, BOS meeting / Expert Members / Inspection (University / AICTE / UGC), International conferences etc. Requiring the personal presence of the individuals concerned.
- Request applications 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.
- However, OD cannot be claimed as a matter of right and is left to the sole discretion of the Principal and Management.

**Note: Physical Directors are eligible for OD to participate in the State level / National level Sports activities.**

## TEACHING & NON-TEACHING STAFF

### MATERNITY LEAVE

- Maternity leave of one month with full pay is applicable to all the regular Employees after completing one year of service.
- Maternity leave without pay may be availed up to 5 months with the permission of competent authority.

### TEACHING & NON TEACHING STAFF - SICK LEAVE (SL) / MEDICAL LEAVE

The Staff of NGI are eligible for Sick Leave of 6 days in an academic year subject to the following conditions:

- Sick Leave is applicable for all the staff.
- Sick Leave can be availed even for a single day.
- Medical certificates need to be produced if the sick leave exceeds two days.
- Sick Leave cannot be carried forward to the next year.
- Sick Leave cannot be encashed.
- Sick leaves can be clubbed with casual leaves only.

The management reserves the right to either admit or refuse the Sick leave availed by the staff.

### TEACHING & NON TEACHING STAFF - COMPENSATORY CASUAL LEAVE (CCL)

*Handwritten signature*  
28/02/24

- The employees can avail Compensatory Casual 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 the duty.
- The employee can avail the CCL, subject to availability of leave in the account and at the discretion of the HODs, Principal and Management.
- The number of compensatory leave permissible to individuals is restricted to 20 days in an academic year.

#### **EXECUTIVE DIRECTOR / VICE CHANCELLOR / HEADS OF THE INSTITUTIONS / PRINCIPALS - ANNUAL LEAVE**

- 25 working days Annual Leave is permitted in an academic year for the administrative heads, who are involved in administrative work without taking vacation leave and completed one year of service in Nehru Group of Institutions. These 25 days leave can be availed any time in an academic year (maximum 20 days at a stretch) or can be encashed by the end of the academic year.

#### **GENERAL PERMISSION**

- Every employee can avail two permissions in a month for a duration of **one hour** at a 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 lead to ½ day casual leave deduction or salary deduction as the case may be.

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

  
**CEO & SECRETARY**





## RESEARCH AND DEVELOPMENT POLICIES AND GUIDELINES

The management is desirous of making a quantum jump on its Research and Developmental front. Quality Research coupled with integrity and loyalty is the mantra for all developments. Every research project should be **outcome based**, be it big or small ultimately leading to the **development of new products or processes with an objective of patenting**.

The incubation centres, New Gen-IEDC projects and Seed Money projects are to be fully availed by the faculties. Extreme focus is emphasized on research publications in international and national top ranking journals.

Nehru Group of Institutions is all set to bring in an atmosphere of dedicated and intensive research in all its campuses and an in-built innovative research culture among all its faculties. The UG and PG research has to assume enough prioritization with an alarming sense of creativity among students.

### Governing Policy

Faculties are advised and encouraged to register for doctoral programmes with a view to have almost all faculties with Ph. D degree. The concerned Principals will give them a deadline for registration. Faculty members registered for Ph.D can avail 8 days out of 16 OD leave in an academic year for the course work.

Faculties are encouraged to speed up their higher studies or guideship from the affiliated universities. Faculties are motivated to utilize the incubation facilities under Nehru Group of Institutions. It is desired that every faculty who have **doctoral degree should hold a minimum of one funded project from State / National Funding Agencies**.

Faculties are duly motivated to identify and take up inter disciplinary research in their chosen field of specialization.

### Institutional Policies on Financial Assurances

#### Conferences / Seminars / Symposium / workshops participation within India

The faculty shall be permitted to participate in Seminars / Conferences / Symposium / Workshops organized within India and are entitled to claim the registration fee subject to a maximum of Rs.2000/- per event. The management will also reimburse 50% of the cost on TA and DA. (Subject to a maximum of Rs.7000/-) Every faculty member can avail the facility twice in a year. This facility is applicable to only standard Conferences & Symposiums like IEEE, ASME, etc.

The quality of event will have to be assessed by the committee and the faculty has to submit a detailed report of the work. The approval for the above is subject to the consent of the Head of the department, Principal & the Executive Director.

*Handwritten signature*  
28/02/24

### **Conference / Seminars / Symposium / workshops participation outside India**

In respect of participating in conference / seminars / symposium / workshops outside India. The management will provide the additional OD leave required for the purpose.

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

- ✓ He/she should be an outstanding researcher of the college
- ✓ Faculty member should have put in a minimum of 1 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/poster.
- ✓ The paper should finally appear in a reputed Scopus / SCI / UGC care journal.
- ✓ 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 Principal / Main author is eligible.
- ✓ The paper should have the quality clearance by the internal expert committee duly constituted by the Head of the department / Principal.
- ✓ The proposals should be submitted in the format prescribed and with the recommendations of the HoD / Principal.
- ✓ The claim bill should invariably accompany the original bills of registration fees, travel and lodging receipts.
- ✓ The faculty should also submit an undertaking that he/ she will serve for the Nehru Group of Institutions for a minimum of one academic year post participation.
- ✓ Registration fee up to Rs.10, 000 /- and 50% of TA shall be paid by the institutions.
- ✓ Maximum of two faculty members in a year from each institutions can avail this facility.

### **Publications**

#### **Books - International**

For Text / Reference books authored by a single faculty, published by a reputed international publisher (Tata McGraw hill, Practice Hall, Wiley Eastern ltd, etc.) The author is eligible for a lump sum incentive of Rs.10, 000/-. However, if the number of authors are more in number the same amount shall be divided among the faculties. Besides this, the management will issue a certificate of appreciation for quality publications.

Only the books published by the renowned publishers shall be considered.

#### **Books - National**

For text and reference books authored by a single faculty, published by a reputed national publisher, the author is eligible for a lump sum incentive of Rs:6000/-.

Publishers should be a reputed agency.

### **Books - Local**

For Text/ Reference books published by local publisher and authored by a single faculty, the author is eligible for an incentive of Rs.3000/-. If the books are authored jointly by two faculties, the senior author will be eligible for an incentive of Rs.1500/- and the second author Rs.1500/-. In case, the books are authored jointly by more than two faculties, the total amount shall be shared by them.

### **Articles - International**

For the publication of works in reputed International Journals (Scopus / SCI/ UGC Care) the author is eligible for an incentive of Rs.5000/- for a single authored paper. In case of joint publication by two authors, the 1<sup>st</sup> author will be eligible for an incentive of Rs.3000/- while the second author is eligible for Rs.2000/- . Articles authored by more than two faculties, the amount shall be shared by them.

### **Articles - National**

For publishing the works in reputed National level Journals (Scopus/ SCI/ UGC/ Care) the author is entitled for an incentive of Rs.3000/- if it is a single authored paper. If the paper is written by two authors, the 1<sup>st</sup> author will be entitled for an incentive of Rs.2000/- while the second author for Rs.1000/-. In case of papers published jointly by more than two authors, the 1<sup>st</sup> author is entitled for an incentive of Rs.1500/- while the second and subsequent authors will be entitled for Rs.750/- each.

**If the paper publications charges in all the above cases are borne by the management, then the above mentioned incentives stands cancelled.**

**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 in a minimum service of one year at the Nehru Group of Institutions.
- ✓ All publications and research papers should have the quality clearance by an internal expert committee duly formed by the management. (Plagiarism check is the must )
- ✓ The manuscript of the articles / books should have been forwarded through the concerned HOD and Principal.
- ✓ A copy of the manuscript of the article / book should be submitted to the institution.
- ✓ Publications in either Science Citation Index (SCI), WEB of Science or SCOPUS Indexed or UGC referred journals will only be considered for the incentive.
- ✓ All the papers should have copyright form and to undergo Plagiarism check.
- ✓ Author should also give an undertaking to the management that he/she will serve to the Nehru Group of Institutions atleast for a period of one year after receiving any such incentive.
- ✓ The affiliation must be to any one of the institutions of Nehru Group of Institutions.
- ✓ The payment proposal should come along with the reprints of articles published in the prescribed format and forwarded with the recommendation of the concerned HOD / Principal/ ED.
- ✓ In all these publications, all the NGI institutions should participate.

### **Patent**

The management will be very much happy to encourage Research / Innovations / Patenting. A lump sum amount of Rs.20,000/- will be provided as incentive for each patent granted. 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

If the patent filing expenditure is borne by the management then the incentive may be withdrawn.

### **External Funding**

The management will be pleased if the faculty brings in external funding. For projects exceeding Rupees one lakh funding, the faculty is entitled for an incentive of 2 % of the total grant obtained. However, the incentive is limited to a maximum of Rs. 25, 000/-. The proposal for claim should be accompanied by the sanction certificate and all such supporting documents.

The internal or the Seed Money projects or any project funded by NGI are not entitled for this incentive.

### **PG Research Scholars and Ph.D Scholars**

Candidates admitted to M.Tech 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.

Part Time 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 Principal concerned by submitting the on duty forms.

Each Ph.D. scholar has to undergo course work by physically attending the classes.

The guide and the research scholar are advised to see that every PG/ Ph.D / research projects leads to at least one quality research publication in a highly indexed National / International Journal in a year.

It is also desired that all under graduate research projects of the final year students should be converted into a reputed journal paper (UGC Care etc.,)

### **Institutional Support through infrastructure**

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.

*lhw*  
28/02/24

### **NGI rules and regulations**

1. In all the above 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 time.
2. All the above incentives are applicable only to regular employees of Nehru Group of Institutions and not for faculties engaged on contract basis or as visiting faculties.
3. Each faculty is expected to register their proficiency atleast in areas like Patent, Research Publications, Funded Project, Seed Money Project, Incubation Centre etc.
4. No publication in fake journals will be counted for any recognition or reward.
5. All research paper should be sent through the HoD concerned after plagiarism check.
6. Before submission of a Thesis for M.Tech or Ph.D the candidate should make a presentation of his/her work in a meeting of all faculty members concerned for a thorough discussion, in the presence of the guide and the HoD.
7. Contribution of faculty members in all these areas shall be one of the yard stick for considerations of annual increment or appraisal.

**Note: Latest amendments will be effective from the academic year 2024- 2025.**

  
**CEO & SECRETARY**