

CREATING GLOBAL TECHNOCRATS.....

NARAYANA
ENGINEERING COLLEGE



NARAYANA

ENGINEERING COLLEGE :: NELLORE

(An ISO 9001:2008 Certified Institution, Approved by AICTE New Delhi & Permanently Affiliated to JNTUA, Ananthapuramu)

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HUMAN RESOURCE MANUAL



NARAYANA
ENGINEERING COLLEGE :: NELLORE



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(HUMAN RESOURCE MANUAL)

(Revised on 01-12-2014)

INDEX

Details	Page No
GRADE STRUCTURE	5
RECRUITMENT POLICY & PROCEDURE	6
LEAVE POLICY	8
TOURS & TRAVEL POLICY	12
LOCAL CONVENIENCE POLICY	14
EMPLOYEE SALARY ADVANCES POLICY	15
PERFORMANCE MANAGEMENT POLICY	16
STAFF WELFARE MEASURES	17
PERSONAL FILE MANAGEMENT POLICY	19
DISCIPLINARY POLICY & PROCEDURE	20
GROUP MEDICLAIM & PERSONAL ACCIDENT INSURANCE	27
EMPLOYEE EXIT POLICY	29
LIST OF ANNEXURES	31

GRADE STRUCTURE

Grades	Designations
Non-Teaching staff (non-academic)	
G1	Office Boy , Driver , Gardener , helper , attendant , Lab Attendant, Sweepers, Scavengers , Carpenter, Cleaner , Helper, Cook.
G2	Jr. Assistant, Library Asst., Jr. Accountant, Warden, Electrician, AC technician, Receptionist, Office Assistant , Record Assistant, Technical assistant, Admin assistant ,Computer Operator.
G3	Sr. Accountant, Technical Supervisor, Sr.Executive, Asst. Admin Officer,Asst. Librarian, H/W Engineer, Electrical Engineer, PRO, Personal Assistant, Sr. Assistant.
G4	Office Manager, Administrative officer, Accounts Officer.
Non-Teaching staff (academic)	
G5	Jr.Technician (ITI), Lab Technician,HW Technician, Sr. Lab Assistant, Assistant Foreman, Electrical Engineer,Assistant Librarian
G6	Executive, Computer Programmer, Sr. Lab Technician,Electrician, Sr. Assistant, Supervisor, Electrical Supervisor, H/W In charge, Foreman, Librarian
Teaching Staff	
G7	Assistant Professor,
G8	Associate Professor
G9	Professor
G10	Visiting Faculty, Adjunct Faculty, Professor Emeritus,
Teaching Staff – Administration	
G11	Vice Principal, Dean –Academics, Dean – R & D, Dean – P & D, Dean – Placements
G12	Principal ,
G13	Director, Academic Director

1. RECRUITMENT POLICY & PROCEDURE

OBJECTIVE

The college recruitment policy aims at attracting and retaining the best talent in the educational fields so that the right quality of manpower is available to the Institution at the right time. The Institution would seek to ensure, as far as possible, that the selection process is transparent, fair and reliable.

ELIGIBILITY & APPLICABILITY

This policy is applicable to all new recruits in all grades of Teaching & Non-Teaching departments

Provision in approved HR annual operating plan (AOP) will be a pre-requisite for all recruitment in the organization

POLICY & PROCEDURE

Selection of Personnel in Grades / Bands

When a vacancy needs to be filled up, the Principal has to submit the requisition requirement form with justification duly approved by the Head of the Department to HRD. The HRD will review the application basing on need as per the AICTE norms. The college has to maintain student faculty ratio as per AICTE norms from time to time.

All posts at the Institute shall normally and, as far as possible, be filled by advertisement; but, the "Governing Body" shall be the exclusive power to decide, either on its own or on the recommendations of the Principal, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute. Appointments, with or without grades, in the Institute will be created on Ad-hoc, Temporary, and Regular as per the requirement of actual manpower, from time to time.

Additional posts may also be created, as required, for the extension of specific projects and/or research and development activities.

All appointments of the staff of the Institute shall be approved by the "Governing Body" of the Institute.

Internal Selection:

HR will first examine whether the vacancy can be filled up from among the internal candidates, either by way of transfer from the surplus staff or by way of up gradation/promotion.

Open Market:

If no suitable person is available within the institution, HR will proceed to fill up the vacancy from the open market. In case, candidate who attends the interview is rejected, he/she is not eligible to attend the interview with in next 6 months.

Advertisement:

HR will, in consultation with the principal, prepare an advertisement for release in the newspapers/browse from job portals. If the decision is to entrust the selection work to a Placement Agency, the advertisement will be forwarded to them.

Scrutiny and Short listing

HR will, on receipt of the applications along with the desired documents and two referrals, screen them so as to draw up a short list of candidates for Preliminary Interview. Technical/functional interviews shall be scheduled after consulting with concerned technical/functional Heads.

Note: In general terms, the Institution may not pay or reimburse the TA/DA and other expenses to the candidate called for an interview.

Interview Panel

The Preliminary Interview Panel will be constituted by the HR in consultation with the Principal.

Selection Committee for teaching staff: -the following are the members of Selection Committee for selection of Professor/Associate Professor / Asst. Professor

- a) Head of the Institute
- b) Head of Department
- c) Two Subject experts not below the rank of Professor

Selection Committee for Non-teaching staff: - All regular appointments of non-teaching staff are made by the non-teaching selection committee constituted by the principal from time to time.

Appointment/Provisional Letter

The selection result will be informed to the candidate after ascertaining the antecedence etc. In any a case it should not take more than 07 working Days. The standard letter of offer of appointment/Provisional order will be issued to the candidate / prospective employee.

Induction/Orientation

HRD has an induction program, and the new recruits are exposed to various functions and Teams before being placed in their actual jobs. The Induction training will be carried out wherein which the employee will undergo be provided orientation to on Institution history and philosophy, rules and regulations, facilities, and policies and procedures, basic etiquettes and HR policies. They will then report to their respective HOD's for a detailed introduction to the activities of the department.

Probationary Period

Period of Probation: All employees will be on probation for a period of one year irrespective of the cadre and category. The employee can resign during probation period by with a notice period of one month. However, the management can terminate him/ her without any prior notice at their discretion.

Confirmation:

Employees, whose performance is found to be satisfactory/good can be confirmed in service at the end of the probation period. An employee is deemed to be confirmed only after a letter to this that effect is issued indicating the satisfactory completion of the probationary period. From the day of confirmation, he is entitled for employment benefits as specified in the Service rules/HR policy.

Faculty Ratification Policy

Objective:

To ensure all existing faculty members, who are recruited by college selection committee, are ratified by JNTUA selection committee complying with regulatory requirements

Policy & Procedure

All faculty recruited by the Selection Committee and whose names are recommended for ratification shall have to attend the ratification interviews conducted by the affiliating university (JNTUA) from time to time. The Institute shall notify all eligible faculty to attend the ratification interviews as per the JNTUA's notified schedule.

The onus of meeting the standards of the ratification committee shall be on the faculty. In case a faculty member fails to be ratified, his or her annual appraisal period will be extended by six months or until the next ratification interview, whichever is later. The annual increment in such cases shall be released only after ratification in the subsequent batch. In addition, such a faculty shall forego the DA which may be announced during the extended appraisal period, and will be eligible for it only at the end of the extended appraisal period.

While those who fail the ratification process the first time shall be accorded a second chance, a second failure will cause a faculty's services to be terminated. In effect, a faculty shall be deemed to be on probation for one year or until ratification, whichever is later.

A faculty who does not attend the ratification interview as required may also invite termination. Only on serious medical grounds, with due medical certificate, may a faculty seek exemption from attending a ratification interview. In all such cases, the Principal shall be the deciding authority.

2. LEAVE POLICY

OBJECTIVE

The very objective of framing the Leave policy in our institution is to provide reasonable opportunity to the members of staff to meet their medical exigencies/emergencies and also to attend to their personal and domestic problems as well as requirements. Unless a member of staff is free from other burdens, concentrating on his teaching and other official functions could be affected adversely, is the idea behind providing them with the reasonable opportunity to take leave from their duties while earning their salaries for such leave of absence. Keeping these aspects in view the policy is designed/ formulated.

ELIGIBILITY & APPLICABILITY

All the members of staff who have put in a minimum of one year service and are confirmed on the regular rolls of the college would be eligible for the leaves detailed herein below. Other employees those who have not put in minimum service as prescribed and those who are on temporary / probation and working on daily wages will be given casual leave on prorated basis

RASCIF

Responsible : Individual

Approver : Principal

Support : HOD

Inform : HOD

PS: The above authority depends on the Cadre/category of members of staff, situation and the condition in which the leave is applied and the type of leave applied.

Policy & Procedure

CASUAL LEAVE: Members of staff who have completed one year of service are entitled for twelve (12) days Casual Leaves, which will be credited in two phases i.e. Six Casual leaves on 1st January and the remaining Six casual leaves on 1st July every year.

Casual leave should be availed with prior approval from the HOD and after sanction from the Principal. However, in case of emergency where there is no opportunity to take prior approval, information should be given to the HOD through message or through phone and submit the Casual Leave application immediately on resuming duty. Such facility is allowed only twice in a period i.e. From January to June and July to December. In case of repetition on 3rd time then the leave will be treated as two leaves against applying of one day casual leave.

Casual leave will be credited at the rate of Six days during the first six months of the calendar year (i.e. 1st January to 30th June) and a member can avail a maximum of six days only during the first six months, not beyond that. Remaining Six Casual leaves will be credited during the remaining six months of the calendar year (i.e. 1st July to 31st December). However, in case a member of staff does not avail all the six leaves during the first six months, such un-availed casual leave can be carried forward to the next six months of the calendar year. Un-availed casual leave (left over casual leave) after the calendar year i.e. 31st December will automatically get lapsed

Casual Leave can either be prefixed or suffixed with holiday/weekly offs, not on both sides of the holidays/weekly offs. In case Casual leave is availed on both sides of a holiday/Weekly off, Intervening holidays or weekly offs will be considered as casual leave and CL to that extent will be debited from the leave credit of the member of staff.

Member of staff whose service is less than one year, will be entitled to Casual Leave from the date of joining, calculated on prorata basis, i.e. @ of One CL per every completed service of one month from the date of joining and the same will be credited on the first day of succeeding month

Casual leave cannot be permitted to be availed for more than 03 days on each occasion.

SICK LEAVE: Every teaching/Non-teaching member of staff completed one year of service will be entitled 12 days Sick Leave in a Calendar year. Trainees and other employees working on temporary/probation basis will not be entitled to Sick Leave.

An employee availing Sick Leave due illness should give the probable date of resuming duties basing on the doctor's certification to consider his / her request for approval/sanction of leave by the HOD/ Principal.

Sick Leave can be accumulated up to a maximum of 30 days; credit beyond 30 days cannot be carried forward and over and above 30 days will automatically get lapsed.

In special circumstances for members of staff not covered under ESI, management reserves the right to grant additional sick leave in genuine cases of long illness. Such cases have to be referred to the Director/management/GB with the recommendation of the Principal.

Sick leave to the credit of the member of staff cannot be en-cashed either during the period of his service or at the time of his leaving the services.

Sick Leave can be prefixed or suffixed with holidays/weekly offs. However, such holidays occurring during (in Between) the period of leave will be counted as part of Sick Leave.

Sick leave should be availed for a period of minimum two days at a time, for less than two days, sick leave is not permitted.

Member of staff availing Sick leave has to attach Medical Certificate from a Registered Medical Practitioner, while availing sick leave, irrespective of number of days.

A staff member can avail only 50% of the sick leave he is eligible for during the first six months of the calendar year and balance 50% can be availed during the second six months' period. As has been made clear un-availed sick leave to a maximum of 30 days can be carried forward to the next year.

Sick leave should be availed with prior approval from the principal and after sanction from the Director/Management.

MATERNITY LEAVE: Maternity Leave for a period of 180 days can be availed by women staff. The same will not be sanctioned on more than 2 occasions in the entire period of their service.

Employees covered under ESI will be entitled for maternity leave as per ESI Act.

Before proceeding on Maternity Leave the individual concerned will have to produce a certificate from the doctor indicating the probable date of delivery, based on which she will be sanctioned Maternity Leave as indicated above.

As a general rule 180 days of leave will be availed in two parts i.e. 90days before and 90 days after the date of delivery, or as per the convenience of the concerned woman staff member at the discretion of the Principal/ Director/Management.

In case of requirement of maternity leave for further extended period beyond the permitted Leave, the same could be adjusted against Sick Leave if any to the credit of the concerned woman staff member, in which case the request for extension may be considered subject to furnishing of a Medical Certificate from a Registered Medical Practitioner at the sole discretion of the Director at the recommendation of the Principal.

A member of woman staff should have completed one year service for getting eligible for Maternity leave.

Maternity leave should be availed with prior approval from the principal and after sanction from the Director/Management.

ACADEMIC LEAVE: Teaching staff those who have completed one year of service are permitted to go on Academic leave for the purposes of Academic interests such as for pursuing further higher qualifications like Ph.D. etc. or for Seminars, symposiums, workshops etc which may personally benefit him in his career. As such, teaching staff are

entitled to 12 (twelve) days of privilege Leave in a calendar year (01st January to 31st December) for purposes of Academic interests only with the prior permission of the Principal and Director. In extraordinary situations, Director can sanction Academic leave beyond the prescribed twelve days at his discretion.

Those that join the college midway during the year will get leaves on pro rata basis. Leave should be availed with prior approval and sanction from the Principal/Director.

Leave cannot be accumulated. Un-availed leaves will lapse at the end of the calendar year. Leave can be prefixed or suffixed with holiday/weekly offs. However such holidays occurring during the period on Leave will be counted as part of leave.

COMPENSATORY OFF: Compensatory off is granted to those members of staff, who have performed duties on their weekly off/ holidays, with the prior written permission from the Principal. While working on Sunday or on any other declared holiday, staff should work for a minimum period of eight working hours for eligibility of one Compensatory Off.

In order to meet exigencies of Institution work, employees who are permitted to work on their weekly off/declared holidays will be allowed to avail compensatory off.

The compensatory off earned during the six months' period i.e. either during the first six months or during the second six months of the calendar year, should be availed within that six months period only. Unavailed days of compensatory offs of any six months' period cannot be carried forward to the next six months under any circumstances.

Compensatory off will be sanctioned by the Director with the recommendation of the principal.

Compensatory off should be availed with prior approval from the principal and after sanction from the Director.

ON DUTY: In case a member of teaching staff is deputed by the management on the specific instructions of the University on duties like Observer, for paper valuation or any such other official function either of University or of the college, then his period of absence to the college will be treated as Official Duty (OD). OD will be sanctioned by the Director with the recommendation of the principal.

PROCEDURE TO AVAIL LEAVE:

An employee shall apply for leave in the prescribed Leave Application Form mentioning the reason. The same has to be submitted to the HOD for recommendation /sanction.HOD shall recommend the leaves of his/her Department members of staff and the same shall be forwarded to the Principal for sanction. After sanction the leave form will be forwarded to HR for maintaining leave record.

In case a member of staff wants to cancel sanctioned leave in full or in part, he/she should obtain the recommendation of the HOD on his leave cancellation letter and submit the same to the HR. The application should be submitted within 24 hrs of the availing dates and in any case before 20th of the current month

As payroll is processed from 1st to 30th / 31st of the month and attendance from 26th of the preceding month till 25th of the current month, leave availed till 25th of the present

month will be taken into account in order to calculate monthly salary. Leaves availed from 25th to 30th / 31st of the current month will be calculated in the succeeding month's payroll.

Leave without pay: In case an employee exhausts all his / her leaves, he / she may be granted leave without pay in special cases, at the discretion of the Principal/ Director.

All Departments and members of staff should adhere to the leave policy for systematic recording of attendance. Leave records should be meticulously maintained/ updated by HR.

3. TOURS & TRAVEL POLICY

OBJECTIVE

To provide guidelines to employees for reimbursement of expenditure towards travel, hotel, food & incidentals incurred during travel on business, official work or training.

ELIGIBILITY & APPLICABILITY

All employees on regular roll of the organization

RASCI

Responsible : Individual

Approver : Director/Principal

Support : Accounts Department

Inform : HOD/ Accounts Department

POLICY & PROCEDURE

Business visit / official work would be treated as "tour", if the visit is to a place outside the city limit from respective location and the distance to the place of visit is more than 100kms and / or the duration of the travel is more than 06 hours.

It is necessary that every employee before undertaking the journey has to get the tour program approved by approving authority

For the purpose of allowances, a day is considered as 24 hours from the time one leaves home, with 12 hours intervals counted as half-day.

Where tour is for attending a conference, participating in an event, Group booking of hotel should be done to avail negotiate dates. The same should be coordinated with the rest of group people.

Where employees travel on tour together, twin-sharing accommodation shall be utilized.

Tours lasting between 2 to 3 days will be approved by HOD/Principal and Tours exceeding three days will be approved by Director

Classification of Cities/ Towns:

For the purposes of these instructions cities/ towns will be classified as under:

Classification	Cities & Towns
Group A	Chennai, Delhi, Hyderabad, Kolkata, Bangalore ,Mumbai , Pune and other metro cities

Group B	All other state capitals other than in A-class and Vizag, Vijayawada ,Guntur, Tirupati, Warangal, Rajahmundry, Kakinada, Surat, Aurangabad, Jamshedpur, Patna and Bellary
Group C	All District Head Quarters / Major Municipal Corporations other than in "B" class
Group D	All other places not specified above

Travel expenses:

The authorization of travel while within the places that are being toured is as follows:

Designations/Grade	Eligibility (mode of travel)
G12-G13	I AC Train/ Flight
G9-G11	II AC Train/ Sleeper Bus
G5-G8	III AC Train/ Semi Sleeper Bus
G1 to G4	Sleeper Class Train /Luxury Bus

Travel allowance is given to an employee to cover the expenditure normally incurred by him while he is on tour and is not intended to be a source of income.

Lodging expenses:

Employee himself arranges the hotel accommodation; the permissible limits of reimbursements are shown in the table below:

Grade	A Grade Amount (Rs.)	B Grade Amount (Rs.)	C Grade Amount (Rs.)	D Grade Amount (Rs.)
G12-G13	4000/- + Tax	3000/- + Tax	2000/- + Tax	2000/- + Tax
G9-G11	2500/- + Tax	2000/- + Tax	1500/- + Tax	1000/- + Tax
G6-G8	2000/- + Tax	1500/- + Tax	1200/-+ Tax	800/-+Tax
G1-G5	1500/- + Tax	1200/-+ Tax	800/-+Tax	600/-+Tax

Where institution guest House /accommodation facility is available, staff will have to stay in the same.

Employees can stay organizing his own arrangements, Incase Employees are staying under own arrangements then tariffs will be paid 50% of Lodging entitlement.

Boarding expenses:

Boarding expenses shall be payable to the Employees on tour when they are halting at outstations and also when they are in journey. Boarding expenses will be claimed on actual, based on submission of bills, subject to the maximum amount as per entitlement given in below:

Grade	A Grade Amount (Rs.)	B Grade Amount (Rs.)	C Grade Amount (Rs.)	D Grade Amount (Rs.)
G12-G13	1500	1500	1000	1000
G9-G11	600	500	400	300
G6-G8	400	300	250	200
G1-G5	300	250	200	150

Employees preferred to have food other than the hotel where they are put-up, shall only claim 75% (rounded-off) of the eligible amount without submitting any bills for food/boarding expenses.

Bills may be waived in case of certain minor items such as tea, mineral water etc. Where bills are not normally provided by vendors, in such cases, self-certification will be necessary

Conveyance

The authorization of conveyance allowance within places that are being toured is as follows:-

Grade	A Grade Amount (Rs.)	B Grade Amount (Rs.)	C Grade Amount (Rs.)	D Grade Amount (Rs.)
G9-G13	CAB	CAB	CAB	CAB
G5-G8	AUTO	AUTO	AUTO	AUTO
G1-G4	PUBLIC TRANSPORT/AUTO			

Other incidentals:

Any expenditure which is not connected to tours like purchases of gifts, any freight paid etc., shall not be included. All such expenditure shall have to be submitted by the Employees separately after obtaining the approval of the approving authority for taking reimbursement

General guidelines

Soon after the journey is completed the Employees shall submit the expenses bill in the prescribed form. If any advance is left over, the same shall be remitted to the accounts office within 3 days of completing the journey.

The expense statement with bills shall initially be submitted to the HOD. After the bills are certified and approved by the HOD, the Employees shall submit the same to the Accounts Department for adjustment of advance and for necessary accounting.

4. LOCAL CONVENIENCE POLICY

OBJECTIVE

To provide guidelines to employees for reimbursement of reasonable local conveyance expenses when own vehicle is used for official purposes

To enable employees to travel with comfort, contributing to work effectiveness.

ELIGIBILITY & APPLICABILITY

All employees on regular rolls of Narayana Engineering College: NELLORE

Employees using their own vehicles for official work are entitled to claim reimbursement at the following rates:

Grades of Employees	Rate per Km. (Amount in Rs.)	
	Four Wheeler (4W)	Two Wheeler (2W)
G9-G10	Rs.7.00	Rs.3.00
G5-G8	Not eligible	Rs.3.00
G1-G4	Not eligible	Rs.3.00

Employees using public transport or Autos will be allowed reimbursement at actual. Reimbursement should be claimed on a weekly basis.

Local conveyance expenses will be claimed in the prescribed format giving due justification

5. EMPLOYEE SALARY ADVANCES POLICY

OBJECTIVE

To assist the employees to tide over the difficulties in day to day / special occasion/ fund requirements

ELIGIBILITY&APPLICABILITY

All employees on regular rolls below G5 Grades of Employees.

Policy & Procedure

Purpose for which staff advances can be recommended.

- i. Medical expenses
- ii. Demise of family members
- iii. Self-Marriage
- iv. Event Management & Tour

Employee is eligible for advance equivalent to one-month Gross Pay. Who have put up more than five years' service in the organization. However in the view of event management, the employees may draw reasonable estimated advance for their proposed tour/Events. While submitting the tour program/ planning of event the employee shall indicate the amount of advance required and same would be approved by approving authority.

Staff advance shall be paid once in two years not exceeding the eligible amount in the events of self-marriage, medical expenses and demise of family members.

The amount will be recovered in 06 equal monthly installments commencing from 01 month after the advance is given.

This monthly installments advance recovery procedure is not applicable to event management & tour advances. Soon after the event/tour is completed the employees shall submit the expenses/bill in the prescribed form with approval. If any advance is left over, the same shall be remitted to the accounts office within 3 days of completing the event/tour.

The HRDs shall update the advance details in employee records and payroll.

The HR/Accounts Department is responsible to recover in accordance with the advance in prescribed installments from salary every month as per the sanction

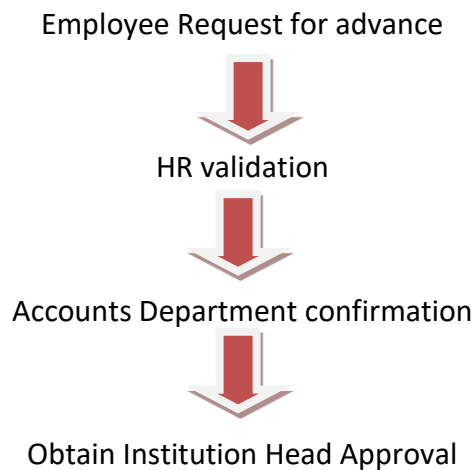
General Guidelines:

Advance approval should be taken on the requisition form and copies to be submitted to the HR and Account Department.

The Employees advance shall ensure that all the advances previously drawn are fully settled.

The expense statement with bills shall initially be submitted to their HOD. After the bills are certified by HOD and forward to Institutional head for approval then the employees shall submit the same to the Accounts Department for further proceedings.

Process Chart



6. PERFORMANCE MANAGEMENT POLICY

OBJECTIVE

To lay down guidelines for implementation of the Performance of Management System.

ELIGIBILITY&APPLICABILITY

This policy is applicable to all employees of the Institution, except for trainees, apprentices and contract employees.

PURPOUSE OF PERFORMANCE APPRAISAL

A performance appraisal serves the following purposes:-

Award of career advancement and promotion.

Monitoring and recording of the regular growth of each faculty member

Counseling of poor performers

Determines training and development needs

Creates an alignment between the expectations of the Management and execution on ground reality.

To evaluate the extent of achievement of results / targets by the individual staff during the year.

To review and plan for better performance.

To identify the potential of individual staff so that a dependable management succession plan be built up.

To distinguish performers from non-performers

POLICY & PROCEDURE

Performance management is a method used to measure and to improve effectiveness of an Employees at the work place. It is a system comprising of several activities including Teaching-Learning and Evaluation, Co-Curricular, Extension, Professional Development, Research and Allied contribution.

In the beginning of the academic year a circular is sent to all the faculty members about Faculty Performance Appraisal System along with various Appraisal Parameters and also explained the same during faculty orientation programs.

In the end of the academic year, all the faculty members are asked to submit the Faculty Performance Appraisal which is filled based on the guide lines.

Based on the Evaluation parameters the performance of the Faculty members is self-evaluated.

The appraisal committee members (HOD and Principal) discuss with the faculty member about their Performance with respect to the Appraisal Performance Report (APR) and future plans for the growth of department and institution.

Based on the discussion with the faculty members and APR score, the appraisal committee members gives the report on faculty performance and also give the suggestions for the betterment to their future

The Appraisal Form is a privileged document. It should be treated with confidentiality. Receipt/dispatch of the Forms should be done in a secure/confidential envelope. The Form should finally get filed in the personal file of the individual. HR must ensure the confidentiality of the Appraisal Forms.

7. STAFF WELFARE MEASURES

General Amenities:

- All categories of employees and their dependents are provided free medical consultations in Narayana Medical College and Hospital and some of In-Patient & paramedical services allowed on discounted tariffs.

- Institute organizes free dental and health checkup camps for better health of employees
- Transport facilities on subsidized charges to College.
- Canteen facility on subsidized rates.
- Free Cell-phone facility for some of the employees
- Non –teaching staff are provided accommodation in the premises of campus
- Yoga classes for mental and physical wellbeing of employees
- Maintenance Employees, who are exposed to dust and other hazardous areas, are provided shoes, gloves, helmets and aprons.
- All employees are permitted reimbursement of expenses incurred towards boarding and lodging when they proceed on Official work, subject to their eligibility as specified in the HR policy.

Incentives and Awards:

- Incentives provided to Faculty members based on Students Securing rank in University Examination.
- Financial assistance is provided on Teacher’s Day to the faculties who have secured 100% result in their respective subject
- Best teacher award is given to faculty every year in each department.

Support given for Faculty Advancement/Life Long Learning:

- Academic leave is permitted to the Staff pursuing higher qualification in their field of education, for attending FDPs, Seminars, workshops, paper presentations, Research related work etc. , National/International conferences, Research viva etc.
- Faculty members are given promotions and rise in their salary when they acquire additional qualification like Ph.D. to encourage career advancement.
- Registration fee/TA DA reimbursement for FDP/ Conferences/workshops etc.:
Faculty members are allowed financial support to attend Faculty Development Programs/ Conferences/workshops- TA/ DA (as per prevailing rules) and registration fee will be provided.
- The College will extend full support in all aspects of applying for PATENTS. Full fees will be paid by the Institution for Patent filing.
- Encouraging faculty to apply for funded projects. If any faculty has external funded projects, 2 to 5% of the project fund will be sanctioned as incentive as per committees recommendations.
- The Institution provides financial support for publications in journals and Conferences:
Scopus Paid Journal 1st Author Rs: 4000/-
2nd Author Rs: 2000/-
3rd Author Rs: 1500/-
Scopus Free Journal 1st Author Rs: 5000/-
2nd Author Rs: 2500/-
3rd Author Rs: 2000/-
SCI Journal 1st Author Rs: 6000/-

2nd Author Rs: 3000/-

3rd Author Rs: 2000/-

- Faculty may attend/present a paper in an International conference in abroad once in every three years for which the college will sanction an amount of Rs: 20,000/-.
- Book publication, cash reward: Rs. 3,000/-.
- Award for Publishing a Professional Articles:
Rs. 3,000/- for International magazine/Newspaper.
Rs. 1,500/- for National magazine/Newspaper.
- Faculty awards/honors and appreciations:
Best teacher award from the college: Rs. 1,000/-
State level awards/appreciations: Rs 1000/- to 2000/- based on the level of achievement.
National level awards/appreciations: Rs 1000/- to 5000/- based on the level of achievement.
- Faculty members are sponsored for higher study on deputation under Quality Improvement Scheme. One staff member from each department can be sponsored at one occasion on seniority basis.
- Institution encourages faculties to visit Universities/reputed institutions across the country to know the latest developments in their related fields.
- Institution provides membership fees to the faculty in professional chapters:
- College provides 100% of membership fee for one Professional Body membership for the faculty having at least one years of service in the college.

List of Major Welfare facilities to employees/their family members:

- Fee concession for the children of non-teaching staff members.
- All employees appointed on permanent rolls are eligible for contributory provident fund as per the provisions of Provident Fund Act, 1952. .
- As per ESI act 1948, eligible employees drawing less than Rs.21,000, are covered under the ESI Scheme.
- Employees who are drawing salary Rs.21,000 and above are covered under Group Mediclaim Policy.
- Payment of gratuity is effected to the members at the time of superannuation or while leaving the services of the college, strictly as per the Gratuity rules.
- School/College Fee Concession to employee's children studying in Narayana Educational Institutions.
- To assist the employees in case of emergencies and on special occasions, at its discretion would grant advance befitting the situation.
- Twelve days of medical leaves per year are given to eligible staff
- Six months maternity leaves are applicable to eligible staff.

8. PERSONAL FILE MANAGEMENT POLICY

OBJECTIVE

Every staff member of the Institution shall have a personal file which is started from the day of a staff member is selected. The contents of each file shall be defined and documented.

Personnel files for each and every staff/employee shall be made on their joining in the Institution and shall be maintained by HRD.

PURPOSE

It is important to have a personnel file management for all the employees, such that it remains with the Institution authority as a record and which can be kept for references in the Institution

PROCEDURE

An employee's personal file is opened by the HRD on the first day of reporting on the job.

Employee's personal profiles are maintained for all employees as per the format and Personal Records contains:

- Employee Personal Profile
- Employee's Photograph (Five copies)
- Employee Identity/Employment No.
- Employee's resume as submitted at the time of recruitment.
- Employee's Documents supporting his/her Educational Qualification in the order-Matriculation, Inter, Degree, Post-Graduation, Professional courses, special training, age proof;
- Experiences Certificates (photocopy), if any
- Application Forms filled in at the time of Appointment
- Duly filled in and signed Offer Letter, Joining Letter and Appointment Letter
- Relieving letter from previous organization of the employee, if any

Once an employee leaves the organization or on cessation of his/her employment, the employee's file will be labeled as Ex-employee file.

Every employee must be issued an employment number as per the serial no/ date of joining of the employee.

Employee ID cards are issued within one week of issue of appointment letter to the employee. The ID card must have employee's name, Employee Number, Designation, Blood Group, Signature of Issuing Authority

Every employee shall submit records of in-service training and education prior to the annual appraisal and this shall be documented in the personnel file.

All records of in-service training and education shall be documented in the personal files. Personnel files shall contain Training evaluations and appraisals for all cadres of staff.

9. DISCIPLINARY POLICY & PROCEDURE

OBJECTIVE

Unsatisfactory job performance, misconduct, habitual late attendance absenteeism, failure to comply with Institutional policies and procedures or any other breaches of employer/employee relationship may result in disciplinary action. The Institution's policy requires initiating of disciplinary action against employees only:

- In cases where good reason and clear evidence exists.

- When it is appropriate to the nature of the offence.
- When demonstrably fair and consistent with previous action in similar circumstances.
- Takes place only when employees are aware of the Disciplinary standards that are expected of them or the rules with which they are required to conform to.
- To allow employees during the disciplinary proceeding the right to be accompanied by a colleague of their own choice.
- Allow employees the right to appeal against any disciplinary action.

ELIGIBILITY&APPLICABILITY

All employees of the Institution

PURPOSE

This Disciplinary Code aims to:

- Promote efficient and safe performance of work.
- Maintain good employee relations within the Institution.
- Help and encourage staff to achieve and maintain the appropriate standards of conduct that the Institution expects of its entire staff.

DEFINITION:

Disciplinary Procedure-Sequence of activities to be carried out when staff do not conform to the laid down norms, rules and regulations of the institution.

Discipline: The Practice of people to follow rules or code of **Conduct**.

Misconduct- Behaving in an unprofessional manner.

Major misconduct: Repeated acts of misconduct.

Gross misconduct: Gross misconduct is misconduct so serious that it breaches the contract of employment.

Policy & Procedure

The Departmental Head shall make a complaint to reprimand the delinquent employee, provided the employee is indeed found to have committed the misconduct.

The HR shall examine the complaint, consult the Departmental Head, and consider the gravity of the misconduct as well as the past record of the delinquent employee. In case the misconduct is minor in nature and the past record of the employee is unblemished, the HR shall carry out counseling of the employee or warn the delinquent employee, orally or in writing.

In case the misconduct is major in nature and/or the employee has a blemished past record, the HR shall in consultation with Head of the institution, order a preliminary enquiry by appointing an enquiry officer or/and issue show cause notice to the delinquent employee for his written explanation.

On receipt of the reply to the show cause notice, if the delinquent employee accepts his role in the misconduct and if the institution Head is satisfied with the reply, he shall issue a written warning or suspend the employee for one to five days, as a reprimand.

In case, the delinquent employee does not accept his role in the misconduct or the institution Head is not satisfied with the written explanation of the delinquent employee, he shall direct further enquiry in to the charges leveled against the delinquent employee.

Action (or) recommendations by Enquiry office shall be initiated by the institution Head.

General Discipline:

All employees are expected to conduct themselves in a manner conducive to efficient and smooth working of the institution. An employee who does not conduct himself/ herself in a proper manner must be corrected through appropriate disciplinary action. An illustrative list of 'misconducts' warranting disciplinary action is given in sub-section below. The purpose of disciplinary action is to correct rather than to punish the employee. If the offense is of a grave nature or if efforts at correction do not meet with success, severe disciplinary action such as discharge or dismissal may have to be resorted to.

Secrecy:

No employee will take any paper, books, drawings, photographs, equipment or any other property of the Institution out of the premises of the Institution office/Premises in which he/ she is engaged provided he/ she is specially authorized by the Management to take such things out of the office/institutional premises.

No employee will be permitted to keep copies of classified official documents with him/ her without proper authorization.

No employee will write to any person including another employee and/or communicate to newspapers, journals, books, pamphlets or leaflets, or disclose or cause to be disclosed, or discuss at any place or at any time during the service of the Institution, any information or documents, official or otherwise relating to the Institution except with the approval of the Management.

No employee will use the Institution's name or properties for his/ her personal benefit.

Except in the official discharge of his/ her duty, no employee will disclose during service or after leaving service of the Institution, any secret or information

Conduct:

An employee during the whole tenure of service will devote time and attention to the work of the institution. He/ She will, in all respects act according to the orders and directions issued by his superiors.

An employee will not directly or indirectly engage in any other whole time or part time profession or business or enter into the service of any competitive nature.

An employee should at all times conduct himself/ herself soberly and temperately while on duty and will use his/ her best endeavor to promote the interest of the Institution.

An employee proceeding on annual leave will hand over charge of all records, papers to the immediate head before he/ she proceeds on leave.

MISCONDUCTS:

Acts and omissions constituting misconduct:

The following acts and omissions on the part of an employee shall be treated as misconduct: -

1. Impertinence, willful insubordination to or disobedience of, whether alone or in combination with others, any lawful or reasonable order of the superior.
2. Theft, fraud or dishonesty, embezzlement, misappropriation or mischief in connection with the Superiors/peers, subordinates or students or with the Institution's business or property.
3. Causing willful breakage, loss or damage to the property of the institution or of its stakeholders and their relatives inside the Institution.
4. Demonstrating within 150 meters of the Institution / Institution's premises and / or participation in strike or inciting others to participate in strike, which is illegal or unjustified, or against the provisions of any law in force from time to time, in disregard to an agreement or award or settlement.
5. Slowing down in the performance or work or inciting others to slow down or adopting or inciting others to adopt any tactics that may affect normal working in the institution.
6. Causing disturbance to the contentment and or comfort of others at work.
7. Drunkenness or drug addiction being under the influence of drug or alcohol.
8. Fighting, riotous or disorderly or unruly or indecent behavior or conduct or committing any act which is likely to cause breach of peace.
9. Threatening, intimidating, coercing other employees or interfering with the work of other employees or conduct which endangers or likely to endanger the life or safety of another person, and any act involving moral turpitude or conduct which violates common decency or morality.
10. Commission of any acts subversive of discipline while on duty or off duty within the Institution premises or precincts.
11. Intimidating or threatening or assaulting any employee or employees whether within the duty hours or outside duty hours whether inside the Institution or Institution premises or outside the institution, whether such act relates to the employment or working of the institution.
12. Demanding, taking offering or giving bribes or any illegal gratification.
13. Absence from duty without leave or absence from duty without leaves for more than seven consecutive days without sufficient cause or overstaying the sanctioned leave without sufficient grounds or proper satisfactory explanation.
14. Engaging in other employment or business or profession while in service of the Institution
15. Habitual late attendance.
16. Habitual absences without leave i.e., absence on more than 3 occasions within a period of 06 calendar months.
17. Habitual absence without leaves on the day preceding or the day succeeding a national and festival holiday or a weekly holiday.
18. Soliciting and or accepting any tips from the parents/students and their relatives

19. Using unparliamentarily, abusive or filthy or foul language orally or in writing against any other employee or employees or superiors./guests.
20. Soliciting or collection or promoting contributions or pledges for any purpose or function at any time in the Institution premises without the prior written permission of the Management.
21. Obtaining or attempting to obtain leave of absence by false pretense, or abuse of leave facilities or by false representation.
22. Gross negligence of work or habitual negligence or neglect of work.
23. Breach or violation of service rule or rules or any other rule or rules or instructions of the Institution/Management.
24. Organizing, holding or attending any meeting within the Institution / Institution premises without prior permission in writing from the Head of Institution.
25. Writing / sticking notices, posters on the walls or any portion of the premises of the Institution / Institution or wearing badges with words or slogans tending to incriminate co-employees or Management while on duty.
26. Sleeping or dozing in any posture while on duty.
27. Possession of any lethal weapon, knife, arms, or ammunition, or explosives in the Institution / Institution premises or precincts.
28. Arrest or conviction by any court of law for any offence.
29. Giving false declaration regarding name, age, father's name, qualifications, emoluments or of previous service, or any such personal details or producing fake or bogus certificates or documents at the time of employment, or suppression or concealing of material facts relating to antecedents for the purpose of securing employment in the Institution, which should have prevented employment had they been made known before employment.
30. Committing any act within the premises of the Institution/Institution or outside whether amounting to any offence or which would tend to have effect or result in impairing the reputation, the public confidence, the discipline, or the prestige of the Institution or is in any way prejudicial to the interest of the Institution/Institution.
31. Refusal to accept a charge sheet or any other communication from the Management.
32. Refusal to accept or carry out any order of transfer.
33. Refusal to accept or carry out any order of deputation.
34. Falsifying or refusing to give testimony when an accident or any other matter connected to any incident related to the business or any daily functioning is under investigation.
35. Doing money lending business or any other monetary transaction by utilizing one's position as an employee of the Institution for personal gain, irrespective of whether the actual transaction is made inside the Institution premises or at any other place.
36. Making false statements about himself or any other employee or about the Superior or misrepresenting facts.

37. Disclosing to any unauthorized person any information with regard to the processes, facts or figures, particulars, details of the work of the Institution, technical know-how, security arrangements, administrative or organizational matters of confidential or secret nature, which may come into the possession / knowledge of the employee during the course of his work, unless compelled to do so by judicial authority or under law or without written permission from the Management.
38. Wastage or excess usage of Institution's materials or property either willfully or due to negligence.
39. Committing any nuisance in the Institution or near the outskirts of the Institution premises thereby disturbing the peace of the Institution.
40. Willful non co-operation with fellow employees for proper discharge of duties.
41. Disobeying any lawful and reasonable order of the Management or superior and refusal to accept any communication or letter from the management or endorse the fact having received any communication or letter on any peon book or on the duplicate copy of the document itself.
42. Refusal to sign any documents forms or registers kept or maintained for the purpose of maintaining daily records.
43. Failure to deposit any lost article found in the establishment premises with the Security Department (Lost and Found) and obtain a receipt for the same.
44. Lending or borrowing money, article from subordinates or a colleague or any other person connected with the business of the Institution.
45. Spreading rumor or giving false information, which tends to disrepute the Institution or its employees, or spreading panic among the employees.
46. Leaving work without permission or before being properly relieved at the end of his shift/duty.
47. Commission of an expressly prohibited act, or willful breach of any instructions or rule as regards the safety and health of, employees and safety or property of the Institution or an act exposing the Management to any penalty under any law.
48. Smoking, chewing pans / tobacco or spitting within the Institution / Institution premises.
49. Possession or use of any intoxicating liquors drugs or narcotics while on duty within the premises of the Institution.
50. Willful damages or damages due to negligence or carelessness caused to the Institution.

Group Compliance Committee

In case an anonymous complaint carries references to verifiable facts and figures, these would be verified and if found true, the complaint will be taken up and investigated. If an employee or external person makes an allegation which she/he knows to be untrue or with an intent to defame and is confirmed by subsequent investigation, appropriate action will be taken against the person under the rules of the Institute.

Malpractice, impropriety, abuse and wrongdoing (hereinafter referred to as “Concern”) can include a whole variety of issues and some are listed on misconducts. However, those are not a comprehensive list but are intended to illustrate the sort of issues, which may be raised under case to case basis.

The Concern shall be investigated by the Group Compliance Committee

The Group Compliance Committee shall frame and circulate such rules as may be deemed necessary to enable a fair conduct of inquiry and investigation as well as decision.

Once any disclosure of concern has been made by an employee to the HR, The HR will pursue the following steps:

- ❖ Acknowledgement of the receipt- within 3 working days
- ❖ Obtain full details and clarifications of the complaint.
- ❖ HR will notice to Group Compliance Committee with detailed information about concern
- ❖ Fully investigate into the allegation with the assistance where ever appropriate, of other individuals / bodies.
- ❖ If requires, Consider the involvement of the Institute’s Auditors or the Police or any other external investigation agency or person.
- ❖ Closing the matter within 15 working days.
- ❖ Based on the findings after conducting various investigations as it may deem fit and come to a final decision
- ❖ For the purposes of this procedure an adverse personnel action shall include:
 - a disciplinary action
 - a suspension
 - a separation
 - an involuntary demotion
 - an involuntary resignation
 - Recover any loss suffered by it due to violation of the provisions
 - an involuntary reassignment to a position with demonstrably of less responsibility or status as compared to the one held prior to the reassignment
 - any other actions (Call for explanation, issue warning letter etc.,)

All decisions by the Group Compliance Committees shall be by way of a simple majority. In the case of a tie, the matter shall be referred to the Chairmen for a final decision in the matter.

Types of Penalties

Employees governed by Conduct, Discipline and Appeal Rules:

Minor Penalties

- (a) Censure;
- (b) Withholding of Promotion;
- (c) Withholding of increments of pay with or without cumulative effect;

(d) Recovery from pay or such other amount as may be due to him, of the whole or part of any pecuniary loss, caused to the Institution by negligence or breach of orders.

(E) Disciplinary action/Memo

Major Penalties

- (a) Reduction/demotion to a lower grade or post or to a lower stage in a time scale;
- (b) Dismissal from service;
- (c) Removal from service, which shall not be a disqualification for future employment.
- (d) A suspension
- (e) An involuntary reassignment to a position with demonstrably less responsibility or status as compared to the one held prior to the reassignment

Termination of service:

- ❖ Of an employee appointed on probation during or at the end of the period of probation, in accordance with the, terms of his appointment.
- ❖ Of an employee appointed in a temporary capacity otherwise than under a contract or agreement, on the expiry of the period for which he was appointed earlier in accordance with the terms of his appointment.
- ❖ Of an employee appointed under a contract or agreement, in accordance with the terms of such contract or agreement.
- ❖ Of an employee on reduction of establishment

10. GROUP MEDICLAIM & PERSONAL ACCIDENT INSURANCE

Objective

To provide employee welfare through basic assurance of healthcare to employees and to help them meet unforeseen personal expenses arising from medical emergency.

Eligibility & Applicability

All regular employees of the Institution, including probationers will be covered

Mediclaim Insurance coverage is applicable for the employee and her/his family members (the gross salary range 21001 & above) The Family Members shall include: Spouse and Two Dependent Children.

The employee is required to declare her/his dependents under this scheme in the prescribed format at the time of joining. For any other member of the employee's family to be covered under this policy, any addition or withdrawal of family members on account of marriage, birth and death needs to be communicated to HR Department promptly.

Policy & Procedure

Group Mediclaim Insurance:

A minimum hospitalization of 24 hours is a pre-condition for any claim, except for Cataract, Dialysis, and Tonsillitis, and such other ailments as covered under the Mediclaim Policy.

Annual entitlement of Group Medical Insurance is Rs.2,00,000/- (Rupees Two Lacs only). This can be used only by the individual or by the family members covered under this policy.

The Admissions are restricted to specified Registered Medical Hospitals or listed hospitals.

The policy also covers reimbursement of expenses on maternity for the first two confinements.

The Mediclaim policy usually covers:

- Room and board as provided by the Hospital / Nursing home.
- Nursing care
- Surgeon, Anesthetists, Medical practitioner, Consultants' and Specialists' fee.
- Anesthesia, Blood, Oxygen, Operation Theatre Charges, Surgical Appliances.
- Medicines and Drugs, Diagnostic materials and X-Ray, Dialysis, Chemotherapy,
- Radiotherapy Cost of Pacemaker, Artificial limbs, Cost of organs and similar expenses.

The details of the policy are governed strictly by the terms and condition of the Mediclaim Policy.

The following are not covered under the Mediclaim Policy (the list is not exhaustive):

- Cost of Spectacles, Contact lenses, Hearing aid/instrument, etc.
- Dental treatment or surgery, unless requires hospitalization in case of an accident
- General Medical Check-up (without any illness)
- General debility, rest cure, congenital external deformity / defects or anomalies
- Sterility
- Intentional self-injury, use of intoxicating drugs / alcohol, VD, AIDS, etc.
- Naturopathy Treatment.

Employees opting for cashless provision may produce their identity documents to the hospital before hospitalization and the expenses incurred by them shall be claimed by the hospital with the Third Party Administrator (TPA) to the extent of their eligibility. Expenses beyond the eligibility limit, shall be settled by the employee with the hospital directly and make an application in the Claim Form along with the original supporting documents to the HR Department. The HR Department shall, in turn, submit the claim to Third Party Administrator (TPA) for processing and settlement of the claim.

Employees not opting for the cash-less provision may file their claim in the claim form to the HR Department along with the original documents such as, Discharge summary / certificate given by the hospital indicating date of admission, date of discharge, nature of illness and treatment given. Prescriptions, medical bills and medical reports, example: Lab reports, ECG, X-ray, reports etc.. The claim form along with supporting documents/Bills as indicated above should be submitted to HR Department within 7 days from the date of discharge.

Employees hospitalized in a hospital other than those covered by the Third Party Administrator (TPA) may file their claim as per clause given above.

HR Department shall submit the claim to Third Party Administrator (TPA) for processing and settling the claim.

Insurance Institution's liability in respect of all the claims submitted by an employee during the period of insurance shall not exceed the sum insured.

All claims are governed by the terms & conditions agreed between the Insurance group and Institution under the Group Mediclaim Insurance Policy.

In all disputes, the decision of the management shall be final.

Group Personal Accident Insurance:

The insurance provides relief for the following due to any accident anywhere in India:

- Temporary Total Disablement
- Permanent Partial Disablement
- Permanent Total Disablement
- Death Benefits
- Carriage of Dead body

All claims are administered / settled as per the terms & conditions between the Insurer and the institute under the Group Personal Accident Insurance Policy.

11. EMPLOYEE EXIT POLICY

OBJECTIVE

To render fair and equitable treatment to an employee who is leaving the organization

ELIGIBILITY&APPLICABILITY

This policy is applicable to all employees

POLICY & PROCEDURE

Resignation:

Any staff member desirous of resigning from the services of the Institution may do so by a written application stating reason(s).

The staff member having once submitted his/her resignation, in no event, a resignation once accepted will not be allowed to be withdrawn.

A staff member will be required to give employment notice period in writing during service or pay in lieu of such notice or as per terms of appointment. If the faculty desires to exit from the employment whether in probation (or) conformation period should render 01 month employment notice for the positions of G1-G5 grades as well positions of G6-G9 Grades 02 month's employment notice or equivalent payment of salary in lieu of notice

period/days. In case of violation of this condition, then the Director can initiate legal proceedings as may be applicable under employment laws.

Depending upon employee urgency and unavoidable circumstances, The Management at its discretion may waive the notice period and relieve the staff member forthwith.

On submission of resignation from services the staff member will hand over to HOD all correspondence, documents, etc. belonging to the Institution or related to its business as they are the property of the Institution, No staff member can **retain copies of the same or any other documents, material of the department or the property of the institution.**

Retirement:

As a rule, an employee will retire from the organization on attaining 60 years of age. The effective date of retirement will be the last day of the calendar month in which he/she attains the age of 60 years.

Relieving/Clearance Certificate

A staff member will be required to submit a clearance certificate/No dues certificate to the Human Resources Department for full and final settlement of dues. If the staff member fails to return any Institution's property its cost shall be deducted from his wages, or recovered in any manner suitable, to the management.

The HRD will process the Full & final settlement and coordinate for statutory claims related to employee.

Certificate of Service:

Every employee shall be entitled to a service certificate at the time of leaving service, discharge or retirement from service.

ANNEXURES

NARAYANA ENGINEERING COLLEGE ::NELLORE

SELF-APPRAISAL OF TEACHING STAFF

OBJECTIVES:

From					To			
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- 1) To be aware of Self- Appraisal
- 2) To evaluate and document one's own performance
- 3) To monitor Career Advancement of teachers

CONCEPT: Teachers are well familiar with assessment and evaluation of students. Self-appraisal helps to figure out what teacher's strengths and weakness are. It allows them to take a honest look at oneself. It is a process of self-evaluation to determine the level of self-efficacy.

SECTION - A

1) GENERAL INFORMATION OF THE FACULTY EMP-ID :						
Name of the Faculty			Designation			
D.O.B (dd/mm/yy)			Department			
Date of Joining in The College			Area of Specialization			
2) MOBILE NUMBER & EMAIL ID :						
3) QUALIFICATION (Degree/Diploma to highest Degree) :						
Degree/Diploma	University	College	State	Class	Year of Passing	
Teaching in NECN _____(years)			Teaching			
Outside _____(years)						
Details: Teaching & Industrial Experience (outside NECN)						
Position held	Status		Duration		No. of years	Name of the University /Institute / Organization
	Permanent	Temporary	From	To		
5) Rank/Prizes/Medals won at College during education/in service						

SECTION - B

CATEGORY-I : TEACHING LEARNING AND EVALUATION				
Sl. No.	Nature of Activity	Maximum Score	Self-Appraisal Score	Verified API Score
1	Lectures taken as percentage of lectures allocated as per schedule (100% compliance = 10 points for each course/section) (10 points for lab) - Total number of lectures allocated <input type="text"/> - Number of lectures taken <input type="text"/>	20		
2	Tutorials, project hours, undertaken as percentage of those actual allocated (100% compliance = 20 points) - Hours allocated <input type="text"/> - Hours taken <input type="text"/>	20		
3	Imparting competencies as per course Plans (100% compliance =10 points)	10		
4	Proper Question paper setting	10		
5	Display of Marks mids, Submission of Marks in time for internal/continuous assessment (100% compliance = 10 points)	10		
6	Examination work such as Invigilation, Evaluation and chief examiners etc. (maximum 10 depending upon intensity of duty)	10		
7	Use of Innovative teaching - learning methodologies; a) ICT Based Teaching material posting on e-learning site (4) b) Preparation and use of Power Point Presentation (3) c) Course Handout / Instruction material/content preparation & circulation(3)	10		
8	Remedial classes taken / Bridge Course / Advanced learners classes hrs taken (Each activity: 5 points for 10 hours and in proportion)	10		
9	Student Performance Monitoring and reporting to parents/ higher-ups and Student Counseling.(1 mark for each student/case)	10		
10	Student Feedback (% - Course-1 & Course-2 (100% feedback marks = 10 points in each course or section and in proportion)	20		
11	Student Pass % - Course-1 & Course-2 (100% Pass = 10 points in each course or section and in proportion)	20		
	Total for <u>CATEGORY- I</u>	150		

Sl. No.	Nature of Activity	Score	Self-	Verified API
CATEGORY- II :				
A) CO-CURRICULAR, EXTENSION ACTIVITIES				
1	Contribution through Guest lectures, subject related events, articles in college magazines, Judges, Session chairs, etc.(5 points each)	10		
2	Institutional Co-curricular activities for students such as field studies/educational tours, Training and Placement activity. a)No of field studies (5 points each) b)No of Industry - implant training/Internships/industrial visits(5 points each) c)No of placement activity (5 points each)	10		
3	Participation in Community Service, Social Orientation and other Activities through NSS/ other Governmental and Non Governmental channels /yoga (Each activity 5 points)	10		
4	No of Socio-Cultural and Sports Programmes (intra/inter-departmental and inter-collegiate) organized / Coordinated. a) Intra departmental : (1 point each) b) Inter department : (2 points each) c) Inter college : (3 points each) d) Inter university : (5 points each)	10		
5	Participation in Professional society-(student chapter) and student association(Each activity 5 points)	10		
B) PROFESSIONAL CONTRIBUTION				
1	Institutional Governance responsibilities Principal / Dean / Director : 10 points each Chief Superintendent/ Chairperson / HOD/Professor In-charges : 5 points each Member of syndicate / Governing council : 5 points each Faculty In-charges of department : 3 points each Member of other college / university level committees : 1 point each	10		
2	Member in profession related committees at State/ National/International level Symposiums, Conferences, Workshops, etc. a) At International level: (3 points each) No. b) At National level: (3 points each) No. c) At State level: (2 points each) No.	10		
3	Participation in Technical Association meetings, Conferences, Seminars without paper presentation (Each activity 3 points)	10		
4	Participation in short term training courses (one week duration or above) in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity 5 points)	10		
5	Professional memberships/Editorial Committee Member of Journals / Institutional Publications. (Each activity 5 points)	10		
TOTAL For <u>CATEGORY- II (A+B) (50+50)</u>		100		
CATEGORY - III :				
RESEARCH AND ALLIED CONTRIBUTIONS (Proofs to be attached only for Assessment period)				
Sl. No.	Nature of Activity	Score	Self-	Verified API

			Appraisal I Score	Score
1)	Research Publications (Journals)			
	Number of articles in referred Journals with impact factor 1.0 and below 5.0	30		
	Number of articles in referred Journals with impact factor less than one			
	Number of articles in journals without any impact factors			
	Number of full papers in conference proceedings, etc. (Abstracts not to be included) having ISBN/ISSN numbers.			
	(Impact factor 1.0 and below 5.0:30/Publication; Impact factor less than one 15/ publication; Non-impact factor national level research papers and conference proceedings but having ISBN/ISSN numbers 10/Publication Main author: full score, Second author:full score, other than second author 5)			
2)	Book Publications (books, in chapters in books, other than referred journal articles)			
	a)Number of Text or reference Books Published by International Publishers/National level publishers/State and Central Govt, Level with an established peer review system and ISSN/ISBN numbers	10		
	b)Number of chapters in edited books			
	(International :10, National : 5, Regional and state: 3. Main Author : Full points, Co-Author: 5)			
3)	Research Project - Sponsored Projects carried out/ ongoing			
	a) Number of Major Projects amount mobilized with grants above 5.00 lakhs (20 each project)	20		
	b) Number of Major Projects amount mobilized with grants below 5.0 lakhs (15 each major project)			
	c) Number of Minor Projects from central / state funding agencies with grants below Rs.5.00 lakhs (10 each minor project)			
4)	Consultancy Projects carried out / ongoing			
	Amount mobilized with minimum of Rs.1.00 lakh Amount mobilized Rs----- (10 pts)	10		
5)	Research Guidance			
	M.Phil a)Degree awarded No (15 each candidate for guide) 10 marks for co-guide b)Thesis submitted No. (10 / each candidate)	40		

	Ph.D a) Degree awarded No. (40 /each candidate) b) Thesis submitted No. (25 / each candidate) c) Guidance - No. of candidates (10/each candidate)			
6)	Faculty Development Programmes Conducted			
	a) Workshops of More than one week duration (10 per Program)	20		
	b) Workshops of less than one week duration, (5 per Program)			
	c) International :: Conference / Seminar / Symposia (10 per Program)			
	d) National :: conference / Seminar / Symposia (5 per Program)			
7)	Faculty Development Programmes Attended			
	a) Less than one week duration (5 per Program)	10		
	b) duration of one week or more (10 per Program)			
8)	Paper Presentation - Participation and presentation of research Papers in Conferences .			
	a) International / Foreign conference etc., No.	30		
	b) National No.			
	c) Regional / State level No.			
	d) Local - University / College level No. (International :30, National :20, Regional:10, Local:5)			
9	Invitations for conferences/seminars/ workshops/ symposia to deliver lectures / chair sessions/Invited talks			
	a. Number of International / Foreign Conference etc., No.	10		
	b. National No.			
	c. State Level/Regional No.			
	d. University/College level lectures No. (International :10, National :10, Regional: 5, State: 3)			
10)	Awards - Honors/ Recognitions			
	a. Awards by Foreign universities / Accredited International Bodies No.	10		
	b. National: by UGC, CSIR, DST & other Government bodies and professional Academies like Bhatnagar Award etc., .			
	c. State/university level.			
	d. Regional / local (International :10, National :7, Regional: 5, State: 3)			
11)	Patents/Technology transfer/Product/Process Activities carried out			

	a)National patents -5 pts	10	
	b)International patents. - 10 pts		
	Total For <u>CATEGORY- III (Max)</u>	200	
Signature of Faculty			
<u>CATEGORY - IV :</u>			
HOD ASSESSMENT			
Sl.No.	Description of Parameters	Max Marks	Marks allotted
1)	Punctuality	10	
2)	Willingness to take up additional work	10	
3)	Relationship with students/ Peers/ other stakeholders	5	
4)	Work adjustment on leave	5	
5)	Sincerity in conduction of labs	5	
6)	Sincerity in guiding Projects	5	
7)	Satisfactory Academic Audit Report	5	
8)	Contribution to Orientation Lecture	5	
	Total for <u>CATEGORY- IV:</u>	50	
	GRAND TOTAL :	500	
	Category (I + II + III + IV)(150 + 100 +200+50)		

SNO	Category	API Score for the Assessment period
1	Category - I:Teaching, Learning and Evaluation related activities	
2	Category-II Co-Curricular, Extension, Professional Development related activities	
3	Category-III Research and Allied contribution	
4	HOD Assessment	
Consolidated API Score(Category I + II+III+IV)		

Signature of HOD

NARAYANA ENGINEERING COLLEGE :: NELLORE

PERFORMANCE APPRAISAL - NON TEACHING STAFF

For the period	From :	To :		
Employee no :	Name :			
DOJ :	Designation :	Dept/Div :		
Qualification :	DOB :	Sex :		
Category:OC/BC/SC/ST:	Marital Status :	Total Exp :		
Please rate the factors on a five point scale : 5- Outstanding, 4-Good, 3-Average, 2-Below Average, 1-Poor				
Section-I (Technical / Functional)				
S.N	Factor	Elements	Score	Remarks
1	Subject Knowledge	Clear Understanding of Work Assigned		
		Skill/Ease with which Job is done		
2	Quality	Quality Consciousness		
		Efforts put in on quality improvement		
3	Innovation	Ideas generated		
		Interest shown to work on new areas		
4	Learning	Interest in Up gradation of skills		
		up gradation of technical /functional skills		
Score (section - I)				
Section-II (Behavioral)				
6	Group Behavior	Willingness to work in a group		
		Willingness to cooperate		
		coordination with in the group		
7	Acceptability	Social Respect		
		Ability to get along with the people		
		Perseverance-completing job despite difficulty		
8	Punctuality	Time Sense		
9	Appearance	Tidiness		
		Dress Sense		
10	Integrity	Self Control		
		Morality		
		Sincerity		
Section -II Score				
Summary		Points	Remarks	
Section -I score(Max:40)				
Section -II score(Max:60)				

Total score(Max:100)		
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