



# NARAYANA

## ENGINEERING COLLEGE::NELLORE

Narayana Avenue, Muthukur Road, SPSR Nellore District, Andhra Pradesh-524004  
(Approved by the AICTE, Affiliated to JNTU Anantapur, Ananthapuramu - 515002, AP, India)



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# HR

## HUMAN RESOURCE MANUAL



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# HR POLICY

(W.E.F: Nov 2018)

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## **Vision of the Institute**

To be one of the nation's premier Institutions for Technical and Management Education and a key contributor for Technological and Socio-economic Development of the Nation.

## **Mission of the Institute**

To produce technically competent Engineers and Managers by maintaining high academic standards, world class infrastructure and core instructions.

To enhance innovative skills and multi disciplinary approach of students through well experienced faculty and industry interactions.

To inculcate global perspective and attitude of students to face real world challenges by developing leadership qualities, lifelong learning abilities and ethical values.

# 1. RECRUITMENT POLICY AND PROCEDURE

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

## POLICY AND PROCEDURE

When a vacancy needs to be filled up, the HoD has to submit the requisition requirement form with justification duly approved by the Principal 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” (GB) 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. If no suitable person is available

within the institution, HR will proceed to fill up the vacancy from the open market.

**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.

**Direct recruitment:** if any need arise, if any suitable candidate approaches and seeks job, principal in consultation with HR can constitute an Interview Panel and conduct spot selection process.

**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 shortlist of candidates for Preliminary Interview. Technical/functional interviews shall be scheduled after consulting with concerned technical/functional Heads.

**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 internal Subject experts not below the rank of Professor
  - d) One External Subject expert not below the rank of Professor
- Selection Committee for Non-teaching staff: All regular appointments of nonteaching 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 case it should not take more than 7 working Days. The Provisional order will be issued at the time of selection and at the time of joining a standard letter of appointment will be issued to the candidate.

**Induction/Orientation program:**

HRD has to arrange induction program, and the new recruits are exposed to various functions before being placed in their actual jobs. The Induction training will be carried out 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.

**PROBATION AND CONFIRMATION****Policy & Procedural Formalities for Completion of Probation:**

All new employees will be on probation for a period of 12 months from the date of joining. While the formal probation appraisal shall be at the end of 12 months, the concerned HOD will review the performance of the probationer at the end of probation period. This assessment will be on the parameters like Discipline, Attitude, Application, Job Knowledge, teaching skills and group values. The performance evaluation report will be submitted to HR Department.

During probation, the notice period on either side will be one month. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept

notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee including allowances, if any.

HR Department will send the Probation Appraisal form to the concerned HOD at least one month before completion of the probation period. The HOD will discuss the performance of the probationer and record the employee's strengths and required areas of improvement. Duly completed Probationary Appraisal Form with the recommendation of the HOD for confirmation, recommended by the principal/Director will be sent to HR Department at least one week before the completion of the probation period for the issue of Confirmation Letter

**Extension of Probation Period:** In such instances where an employee does not meet the required standards of performance, the HOD may recommend extension of the probation. Probation period may be extended under any of the following circumstances:

- Performance of the probationer is not up to expectations
- The role and the skills of the probationer are not aligned
- Probationer's values are not aligned with the institute's values

The probation may be extended only once. When probation is extended for an employee, the HOD shall send the Probationary Appraisal Form to HR Department at least 7 days before the expiry of probation, clearly stating the reasons for extension. Based on the recommendation of the HOD, HR Department will formally communicate the extension of the probation through a letter to the employee through the HOD. The performance will be reviewed once again at the end of the extended probation period. The probationer's services may be confirmed subject to satisfactory performance. If the probationer's performance remains unsatisfactory, his or her services may be summarily terminated.



If the Probation Completion Order is not issued on or before the last day of Probation period, it will be deemed to be terminated from services.

**Confirmation of services:** On successful completion of the probation, the services of the probationer will be confirmed as per the terms of appointment. HR shall send the confirmation to the employee through the HOD within one week before end of probation.

Upon confirmation, the notice period on either side will be two months. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee.

## **PROMOTIONS**

Promotions to higher positions are based on qualification enhancement, competencies, past performance and on merit. Hence, on promotion the individual's work profile and responsibility will change. The organization will always consider the AICTE rules and regulations in this matter. College will follow a certain criteria for determining the promotion. These criteria are being listed below:

- Requisite qualification and experience
- Job knowledge
- Skill requirements/competencies of the job
- Performance history of past 2-5 years
- Demonstrated leadership qualities and teamwork
- Value-based job related behavior in the past.

Promotion is not automatic and cannot be claimed by an employee as a matter of right. The internal promotion committee will be constituted and it will meet as and when required. Based on the recommendations, the final decision will be taken by the Principal, later approved by GB.

Promoted employees will be given a higher level of salary - Grade/Scale-appropriate to the increased responsibilities, but it necessarily does not need to be the same drawn by the person previously occupying the post. Vacancies might be filled with internally and/or externally qualified candidates. Internal candidates will be given equal opportunity to compete with external candidates.

In case a sudden vacancy at a higher level needs to be filled immediately with an internal candidate from a lower level, he/she may be given an 'acting' responsibility by the principal, later approved by GB till normal recruitment to the position can be held.

Filling up of any posts consequent to retirement, resignation, termination, cessation of employment, transfer, demotion, and promotion etc. of permanent incumbent shall not be automatic and will be done at the discretion of the Principal. Creation of new or additional posts in any salary rate or abolition of existing posts in any salary rate will be done at the discretion of the GB on the basis of need analysis and financial capability. None of the above prescriptions and restrictions hold good for contract staff whose service is bound solely by the terms in the appointment order.

For Non-Teaching staff, time-bound Grade Promotions as stipulated in the pay revision will be granted.

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**FACULTY RATIFICATION**

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

### 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 AND APPLICABILITY

All the members of staff who have put in a minimum of one year service and a reconfirmed on the regular rolls of the college would be eligible for the leaves detailed here in 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 prorate basis.

### POLICY AND 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 1<sup>st</sup> January and the remaining Six casual leaves on 1<sup>st</sup> 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 phone call 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 3<sup>rd</sup> 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. 1<sup>st</sup> January to 30<sup>th</sup> 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. 1<sup>st</sup> July to 31<sup>st</sup> December). However, in case a member of staff does not avail all the six leaves during the first six months, such un-availed casual leaves can be carried forward to the next six months of the calendar year. Un-availed casual leave after the calendar year i.e. 31<sup>st</sup> December will 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 prorated basis, i.e. at 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.

**Half pay leave:**

Every teaching/Non- teaching member of staff completed one year of service will be entitled 24HPL in a Calendar year. Employees working on temporary /probation basis will not be entitled to HPL. HPL provide reasonable opportunity to the members of staff to meet their medical exigencies/emergencies.

An employee availing HPL 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.

HPL can be accumulated up to a maximum of 120; credit beyond 120 cannot be carried forward and over and above will automatically get lapsed.

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

HPL 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.

HPL 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 HPL.

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

Member of staff availing HPL has to attach Medical Certificate from a Doctor, while availing sick leave, irrespective of number of days.

A staff member can avail only 50% of the HPL, 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 HPL to a maximum of 24 can be carried forward to the next year.

HPL should be availed with prior approval from the principal.

**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. 90 days 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.

In case of requirement of maternity leave for further extended period beyond the permitted Leave, the same could be adjusted against HPL 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 Doctor at the sole discretion of management 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.

**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 in their career. As such, teaching staff are entitled to 12 (twelve) days of Academic Leave in a calendar year (01 st January to 31<sup>st</sup> December) for purposes of Academic interests only with the prior permission of the Principal. In extraordinary situations, Management can sanction Academic Leave beyond the prescribed twelve days with the recommendation of the principal.

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

Academic 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 six 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. Un-availed 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 principal with the recommendation of the HOD.

Compensatory off should be availed with prior approval from the HOD and after sanction from the Principal.

**On duty:**

In case a member of teaching staff is deputed by the Principal/HOD 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 Principal with the recommendation of the HOD.

**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/OM 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 20<sup>th</sup> of the current month.

As pay roll is processed from 1<sup>st</sup> to 30<sup>th</sup>/31<sup>st</sup> of the month and attendance from 26<sup>th</sup> of the preceding month till 25<sup>th</sup> of the current month, leave availed till 25<sup>th</sup> of the present month will be taken into account in order to calculate monthly salary. Leaves availed from 25<sup>th</sup> to 30<sup>th</sup>/31<sup>st</sup> 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.

All staff should adhere to the leave policy. Leave records should be meticulously maintained/updated by HR / OM.

**Time and Attendance:**

Employees are expected to come to their workplace, on all working days, at the designated time and mark attendance in the manual attendance register. They are expected to do this again at the time of leaving the workplace at the end of the working day as well. Grace Period: Up to 10 minutes after the designated starting time is considered as "grace period". The marking of attendance beyond grace period is permissible only twice a month for a maximum time of another 10 minutes. From the third instance of such late arrival to the workplace, one casual leave will be debited from the leave account of the employee. If there is no casual leave to the credit of the employee, then one day salary will be debited from the employee for the month. The names of the employees exceeding the number of instances of grace period in a quarter will be notified to the Head of the Department.

### 3. TOURS & TRAVEL POLICY

#### OBJECTIVE

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

#### POLICY AND PROCEDURE

Official 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:

<b>Classification</b>	<b>Cities &amp; Towns</b>
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:

<b>Designations/Grade</b>	<b>Eligibility-mode of travel</b>
G12,G13	I AC Train/ Flight
G9,G10,G11	II AC Train/ Sleeper Bus
G4,G7,G8	III AC Train/Semi Sleeper Bus
G1,G2,G3,G5,G6	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:

<b>Grade</b>	<b>A-Grade Amount(Rs)</b>	<b>B-Grade Amount(Rs.)</b>	<b>C-Grade Amount(Rs.)</b>	<b>D-Grade Amount(Rs.)</b>
G12,G13	5500/- +Tax	4500/- +Tax	3500/- +Tax	2500/- +Tax
G9,G10, G11	3500/- +Tax	2500/- +Tax	2000/- +Tax	1500/- +Tax
G4,G7,G8	2500/- +Tax	2000/- +Tax	1500/- +Tax	1000/- +Tax
G1,G2,G3,G5, G6	2000/- +Tax	1500/- +Tax	1000/- +Tax	800/- +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 out stations 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:

<b>Grade</b>	<b>A Grade Amount (Rs.)</b>	<b>B Grade Amount (Rs.)</b>	<b>C Grade Amount (Rs)</b>	<b>D Grade Amount (Rs.)</b>
G12,G13	2000	1500	1000	1000
G9,G10, G11	600	500	400	300
G4,G7,G8	400	300	250	200
G1,G2,G3,G5,G6	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 with in places that are being toured is as follows:-

<b>Grade</b>	<b>A Grade</b>	<b>B Grade</b>	<b>C Grade</b>	<b>D Grade</b>
G9-G13	CAB	CAB	CAB	CAB
G5-G8	AUTO	AUTO	AUTO	AUTO
G1-G4	<b>PUBLIC TRANSPORT/AUTO</b>			

### **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 principal, the Employees shall submit the same to the Accounts Department for adjustment of advance and for necessary accounting.

## 4. LOCAL CONVEYANCE 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 AND APPLICABILITY

All employees on regular rolls.

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	Two Wheeler
G12-G13	Actual	---
G9-G11	Rs.10.00	Rs.4.00
G5-G8	Not eligible	Rs.4.00
G1-G4	Not eligible	Rs.4.00

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 ADVANCE POLICY

### OBJECTIVE

To assist the employees to tide over the difficulties in day to day/ specialoccasion/ fund requirements.

### ELIGIBILITY AND APPLICABILITY

All employees on regular rolls below G5 Grades of Employees.

### POLICY AND 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 Principal.

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 HR shall update the advance details in employee records.

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 the Principal for approval then the employees shall submit the same to the Accounts Department for further proceedings.

## 6. TRAINING & DEVELOPMENT

The Management strongly believes that continuous updating of knowledge and technology is the hallmark of a teacher. To meet this need, the institute encourages the departments to organize FDP and Work Shop for the benefit of the faculty and also lends support when the faculty wants to attend FDP and Work Shop in other reputed institutions.

### STAFF INDUCTION PROGRAM

All newly joined employees upon completion of the formalities undergo an induction program, intended to familiarize them with the dynamics of the organization. The methodology would be that of guided interaction with the various sections in the staff. In recognition of their experience and expertise, senior staff members would often be asked to participate as facilitators in the Induction Program, on a need basis. The induction process may be phased over a few days so as not to disrupt the daily work of staff and those conducting the induction. Training module will be developed and put in place for induction process. The following are to find place in the Training module.

1. Explain the Vision, Mission and Guiding Principles of the college
2. Explain the Vision, Mission and Guiding Principles of the department.
3. Explain the PSOs and PEOs of the department.
4. Provide access for the new employee to read the policy documents such as HR Manual, Handbook etc.
5. Describe key office norms and policies, systems, manual of procedures etc.

6. Appraise about the job description with the employee.
7. Orientation on Faculty Appraisal System.

### **CAPACITY BUILDING PLAN**

A Capacity Building Need Analysis will be conducted internally by Internal Quality Assurance Cell (IQAC) at the beginning of the academic year, if need with the help of external experts specifically looking into the job requirements of each individual and scope of the job in the future. Coaching is intended to provide encouragement, guidance, correction and to identify strengths, weaknesses, learning/ training/career interests which will help the staff, not only to improve their performance, but also to identify problem areas inhibiting achievement of the set objectives and behaviors and to provide an opportunity to make adjustments to approved action plan.

#### **There are two ways of providing such capacity building plan:**

1. Faculty Development Program – FDP: One can be in-situ training with the help of external resource persons or agencies for a larger group of personnel. These will be planned from time to time depending on the requirement. On the basis of a need analysis, yearly plan of action will be prepared, approved and strictly followed.
2. The second type of training is an individual availing training provided by external organizations /Institutions.

All employees upon attending any program will make a written report and supplement the same with a presentation to the rest of the colleagues in the department. This will be considered as an important part of all trainings. Those attending the program, especially outside

programs will ensure that the resource materials procured as part of the training are made available to the documentation section so as to turn it as organizational asset. Individual Staff members accessing the trainings conducted by external agencies shall share their experience with the Staff of the department.

For the purpose of the development of staff employed, the college may consider sponsorship of staff members to such recognized external courses in institutes/ universities of repute for specific training. The program sponsored should be relevant to the assignments being carried out by college and undergoing the same would enhance the contribution of the staff member and the organization.

## 7. PERFORMANCE MANAGEMENT POLICY

The faculty member shall submit the open and transparent appraisal performance report every year, containing the teacher's academic activities and achievements. The HOD shall offer his remarks and observation on the report. The Performance Assessment Committee shall review the reports and submit analysis to the Principal and concerned faculty.

The assessment shall be used for the following purposes.

1. Award of annual increments.
2. Award of special increments and awards for superior performance.
3. Award of career advancement and promotion.
4. Monitoring and recording of the regular growth of each faculty member.

### POLICY AND PROCEDURE

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

The faculty will be assessed based on their performance on the following parameters.

- Teaching Learning and Evaluation
- Co-Curricular, Extension Activities
- Professional Contribution
- Research and Allied Contributions
- Academic Administration and Knowledge

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

At the end of the academic year, all the faculty members are asked to submit the Faculty Performance Appraisal which has to be filled based on the guidelines.

Based on the Evaluation parameters the performance of the Faculty members is self-evaluated. The performance appraisal committee members discuss with the faculty member about their Performance with respect to the Appraisal Performance Report and future plans for the growth of department and institution.

Based on the discussion with the faculty members and score, the appraisal committee members give 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.

## 8. 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 for college buses.
- Mess/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 on request.
- 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.
- All employees avail the facilities provided by a doctor on campus who is present during the working hours and is also available on call during emergencies.
- Free accommodation will be provided in College Hostel for Non Local Employees upon request.

**INCENTIVES AND AWARDS**

- Incentives provided to Faculty members based on Students Securing rank in University Examination.
- Memento or Merit certificate 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.
- All Non Doctoral Faculties are encouraged to get enrolled for PH.D program in various Universities.

**FACULTY ADVANCEMENT/ LIFE LONG LEARNING**

- Academic leave is permitted to the Staff pursuing higher education in their field of interest, 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.
- Faculty members are allowed financial support to attend Faculty Development Programs/ Conferences/ workshops- TA/ DA (as per prevailing rules) or 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:  
 SCI Journal: 1<sup>st</sup> Author Rs 6000/- 2<sup>nd</sup> Author Rs 3000/- 3<sup>rd</sup> Author Rs 2000/-  
 Scopus Free Journal: 1<sup>st</sup> Author Rs 5000/- 2<sup>nd</sup> Author Rs 2500/- 3<sup>rd</sup> Author Rs 2000/-  
 Scopus paid Journal: 1<sup>st</sup> Author Rs 4000/- 2<sup>nd</sup> Author Rs 2000/- 3<sup>rd</sup> Author Rs 1500/-  
 UGC Cares listed Journal: 1<sup>st</sup> Author Rs 1000/- 2<sup>nd</sup> Author Rs 500/-
- 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/Book chapters 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 district level: Rs. 1,000/-  
 State level awards/appreciations: Rs. 2000/- to 3000 /-  
 National level awards/appreciations: Rs 3000/- to 5000/-
- Faculty members are sponsored for higher study on deputation under Quality Improvement Scheme.
- 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 in NECN.
- 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.
- Payment of gratuity is effected to the members at the time of super annuation 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 be fitting the situation.
- Six months maternity leaves are applicable to eligible staff.

## 9. PERSONAL FILE MANAGEMENT

### 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 personal 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
- 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.

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.

All records of in-service training and education shall be documented in the personal files.

## 10. DISPLINARY 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.

### 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.

**POLICY AND 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 Principal 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 principal shall carryout 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 principal shall in consultation with management, order a preliminary enquiry by appointing an enquiry officer or committee/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 thirty days, as a reprimand.

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

Action (or) recommendations by Enquiry officer/committee shall be initiated by the Principal.

**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:-

- Impertinence, willful insubordination to or disobedience of, whether alone or in combination with others, any lawful or reasonable order of the superior.
- 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.
- Causing willful breakage, loss or damage to the property of the institution or of its stakeholders and their relatives inside the Institution.
- 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.

- 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.
- Causing disturbance to the contentment and or comfort of others at work.
- Drunkenness or drug addiction being under the influence of drug or alcohol.
- Fighting, riotous or disorderly or unruly or indecent behavior or conduct or committing any act which is likely to cause breach of peace.
- Threatening, intimidating, coercing other employees or interfering with the work of other employees or conduct which endangers or likely to end anger the life or safety of another person, and any act involving moral turpitude or conduct which violates common decency or morality.
- Commission of any acts subversive of discipline while on duty or off duty within the Institution premises or precincts.
- 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.
- Demanding, taking offering or giving bribes or any illegal gratification.
- 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.

- Engaging in other employment or business or profession while in service of the Institution
- Habitual late attendance.
- Habitual absences without leave i.e., absence on more than 3 occasions within a period of 06 calendar months.
- Habitual absence without leaves on the day preceding or the day succeeding a national and festival holiday or a weekly holiday.
- Soliciting and or accepting any tips from the parents/students and the irrelative.
- Using unparliamentarily, abusive or filthy or foul language orally or in writing against any other employee or employees or superiors /guests.
- 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.
- Obtaining or attempting to obtain leave of absence by false pretense, or abuse of leave facilities or by false representation.
- Gross negligence of work or habitual negligence or neglect of work.
- Breach or violation of service rule or rules or any other rule or rules or instructions of the Institution/Management.
- Organizing, holding or attending any meeting within the Institution/Institution premises without prior permission in writing from the Head of Institution.
- 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.

- Sleeping or dozing in any posture while on duty.
- Possession of any lethal weapon, knife, arms, or ammunition, or explosives in the Institution/Institution premises or precincts.
- Arrestor conviction by any court of law for any offence.
- 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.
- 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.
- Refusal to accept a charge sheet or any other communication from the Management.
- Refusal to accept or carry out any order of transfer.
- Refusal to accept or carry out any order of deputation.
- 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.
- 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.

- Making false statements about himself or any other employee or about the Superior or misrepresenting facts.
- 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 in to 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.
- Wastage or excess usage of Institution's materials or property either will fully or due to negligence.
- Committing any nuisance in the Institution or near the outskirts of the Institution premises thereby disturbing the peace of the Institution.
- Willful non co-operation with fellow employees for proper discharge of duties.
- 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.
- Refusal to sign any documents forms or registers kept or maintained for the purpose of maintaining daily records.
- 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.
- Lending or borrowing money, article from subordinates or a colleague or any other person connected with the business of the Institution.

- Spreading rumor or giving false information, which tends to disrepute the Institution or its employees, or spreading panic among the employees.
- Leaving work without permission or before being properly relieved at the end of his shift/duty.
- 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.
- Smoking, chewing pans/tobacco or spitting within the Institution/Institution premises.
- Possession or use of any intoxicating liquors drugs or narcotics while on duty within the premises of the Institution.
- Willful damages or damages due to negligence or carelessness caused to the Institution.

### **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 wrong doing (here in after 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 caseto case basis.

The Concern shall be investigated by the Compliance Committee

The 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 Principal, The Principal 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 Compliance Committee with detailed information about concern
- Fully investigate into the allegation with the assistance wherever 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.
- Try to close 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 actions shall include:
- A disciplinary action
  - A suspension
  - 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 their assignment.

- Any other actions (Call for explanation, issue warning letter etc.,)

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

## TYPES OF PENALTIES

Employees governed by Conduct, Discipline and Appeal Rules:

### Minor Penalties:

1. Censure;
2. With holding of Promotion;
3. With holding of increments of pay with or without cumulative effect;
4. 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.
5. Disciplinary action/Memo

### Major Penalties:

1. Reduction/demotion to a lower grade or post or to a lower stage in a time scale;
2. Dismissal from service;
3. Removal from service, which shall not be a disqualification for future employment.
4. A suspension
5. An involuntary reassignment to a position with demonstrably less responsibility or status as compared to the one held prior to their assignment.

**Termination of service:**

1. Of an employee appointed on probation during or at the end of the period of probation, in accordance with the, terms of his appointment.
2. 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.
3. Of an employee appointed under a contract or agreement, in accordance with the terms of such contractor agreement.



## 11. STAFF GRIEVANCE REDRESSAL MECHANISM

College is committed to provide a congenial, fair and harmonious working environment in the institution for the staff. Grievance redressal Cell was set up at NECN for providing Mechanisms for receiving, processing and addressing dissatisfaction expressed, complaints received and other formal requests made by staff. Grievance Redressal Cell facilitates resolving grievances in a fair and impartial manner involving the respective Department (which deals with the substantive function connected with the grievance), maintaining necessary confidentiality as the case may be. Any staff with a genuine grievance may approach Grievance Redressal Cell by submitting his/her grievance in writing.

### OBJECTIVES

1. To ensure a fair, impartial and consistent way of redressal of various grievances encountered by the staff.
2. To uphold the dignity of the college by promoting cordial Student-staff relationship, and relationship among the members of the staff.
3. To develop a prompt and accountable attitude among the staff, thereby maintaining a congenial atmosphere in the college campus.
4. To ensure that grievances are resolved in a complete confidential manner.
5. To ensure that the views of aggrieved and respondent are respected and that neither party to a grievance is discriminated or victimized.
6. To ensure that the staff respect the rights and dignity of one another

## **PROCEDURE FOR REDRESSAL OF GRIEVANCES**

The staff may feel free to submit a grievance in writing. An aggrieved staff who has the Grievance or Grievances at the Department level shall make an application first to the HOD. The Head of Department after verifying the facts will try to redress the grievance within a reasonable time, If the staff is not satisfied with the verdict or solution provided by the HOD, then the same should be placed before the Department level grievance committee.

If the staff is not satisfied with the decision of Department level committee, he/she can submit an appeal to the Institute level grievance committee within a week from the date of the receipt of the reply from the Department level committee.

The convener of Institute grievance cell, after verifying the facts and the papers concerned and having discussed within the Convener of the Department committee will place the matter before the Institute level committee which shall either endorse the decision of the Department level committee or shall pass an appropriate order in the best possible manner within a reasonable time.

While dealing with the appeal, the institute level committee will observe law of natural justice and hear the complainant and other concerned people.

While passing an order on any Grievance at institute level the relevant provisions of Acts/ Regulations should be kept in mind and no such order should be passed in contradiction of the relevant acts or regulations.

The staff has to submit the Grievance or appeal to the Institute level committee through the Head of Department depending on the nature.

**Follow up and monitoring:**

Grievance Redressal Cell shall coordinate, monitor to ensure redressal of grievance within the stipulated time. Depending on the seriousness of grievance the Grievance Redressal Cell has to follow up the appeal regularly till the final disposal, through reminders.

**Scrutiny:**

Grievance Redressal Committee has to make a thorough review of the redressal process. In case the committee feels satisfied with the solution provided by the respective department/individual, then it will intimate the same to the aggrieved staff. Once the aggrieved, intimate's acceptance of the solution, then the matter is considered closed.

**Call for hearing:**

If the Grievance Redressal Committee is not satisfied with the solution provided by the individual or upon the aggrieved written request, the committee shall fix a date for hearing, and intimate the same to the respective department/individual as well as the aggrieved via e-mail. If, at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to arrive at a decision, it may request the parties to submit such additional information, as it may find necessary. In such an event, the hearing will remain open until receipt of the requested documents(s).

**Investigation:**

If a solution is not arrived through hearing, then it will take necessary steps to conduct into an investigation (fair and impartial investigation) of the facts giving rise to the grievance as may determine necessary to reach at a conclusion on the merits of the grievance. Grievance Redressal Committee will have the right to interview witnesses, if, it determines

necessary and/or find it helpful to the investigation including those recommended by a party to the grievance.

**Final decision:**

After the hearing or investigation, the Grievance Redressal Committee shall make its best efforts to work out a solution of the issues involved with the parties named in the grievance application. pass an order indicating the reasons for such decision/order, as it may deem fit. Upon completion of the proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties through email or in written, which shall be binding on both the parties.

**Closure of complaint:**

The complaint shall be considered as disposed of and closed when:

- a. The aggrieved party has indicated his/her acceptance of the solution; or
- b. In case the aggrieved does not respond within four weeks from the date of receipt of information on the solution.

The proceedings concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.

**Responsibility for Redressal:**

1. The final responsibility for grievance Redressal rests with the principal of the college.
2. The college expects that grievance Redressal is time bound and result oriented. Every grievance is expected to be resolved within a reasonably period.

3. The grievance Redressal cell of the college shall monitor status and progress of Redressal of grievance and submits report on grievance Redressal position to the principal.
4. conflict of interest if any has to be handled by principal.

**Powers:**

In case of any grievance the members of the cell are empowered to sort out the problems at their level through discussion with staff. In case the members fail to find out solution then the matter is referred to the director for final decision in the matter. Considering the nature and gravity of the grievance, inquiry as may be necessary, is carried by the members of the cell and through personal discussion the matter is resolved. If anybody is found to be guilty for any kind of nuisance/ misconduct he or she is given punishment as deemed fit by the director. The nature of punishment can be, informing to the police (if situation demands so) and even expelling from the college as per the rule of the institute.

**Exclusions:**

The grievance Redressal cell shall not entertain the following issues:

- Decisions of the executive council, academic council, board of studies and other administrative or academic committees constituted by the university.
- Decisions with regard to award of scholarship, fee concessions, medals etc;
- Decisions made by the university with regard to disciplinary matters and misconduct.
- Decisions of the university about admissions in any courses offered by the institute.

- Decisions by competent authority on assessment and examination result.

**Composition:**

The principal shall determine the composition and tenure of the Grievance Redressal Committee (max two years). Care is to be taken to select staff members from different streams.

All grievances referred to the Grievance Redressal committee/ Principal shall be entered in a register to be maintained for the purpose by the Professor In charge of Grievance Redressal cell. The number of grievances, settled or pending to be reported to the Principal once in every month.

**Department Level Grievance Redressal Committee:**

Convener - Head of the department

Members - Three faculty members from the department

**Institute Level Grievance Redressal Committee:**

Convener - Sr. Faculty member

Members - Four senior faculty members from different departments

## 12. CODE OF CONDUCT FOR TEACHING STAFF

### INTRODUCTION

We at Narayana Engineering College attach utmost importance to academic excellence, and progress of Engineering and Management studies. Education, research and extension have been conducted in conformity with our national needs and priorities and ensure that our mission, objectives, talents make befitting contributions to international endeavor on the needs of the Society.

### TEACHERS AND THEIR RESPONSIBILITIES

Whoever adopts teaching as a profession assumes the obligation to conduct him in an ideal way and stand as an example for the students. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should conduct himself in such a way that there is no incompatibility between his precepts and practice. The national ideals of education which are already set forth and which a teacher should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and stand as an example with his amiable disposition.

#### **Teachers Should:**

- Adhere to a responsible way of conduct and demeanor expected of them by the student community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Seek to make professional growth continuous acquiring of knowledge and growth.

- Express free and frank opinion while participating in professional meetings, seminars, conferences etc.
- Maintain active membership of professional societies and strive to improve in education and in profession through them.
- Perform duties in the form of teaching in regular classes, tutorials, practicals and seminars working conscientiously and with full dedication.
- Co-operate and coordinate in carrying out functions relating to the academic activities of the college and such as: assisting in apprising applications for admission, advising and counseling students, mentoring, monitoring discipline as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation etc.
- Participate in extension, co-curricular and extra-curricular activities including community service.

**Teachers and students:** Teachers should:

- Respect the right and dignity of the students in expressing his/her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to deal with them appropriately.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare through extension services.
- Inculcate among students' scientific outlook and respect for physical labor and to upkeep ideals of democracy, patriotism and peace.



- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason whatsoever.
- Pay attention to only the attainment of the student in the assessment of merit.
- Make them available to the students at any point of time, even beyond their class hours and help to guide students without any remuneration or reward.
- Help students to develop an understanding of our national heritage and national goals.
- Condition the students refraining from inciting students on other students, teaching and non-teaching staff.

**Teachers and Colleagues:** Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated by others.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing preferences of caste, creed, religion, race or sex in their professional Endeavour.

**Teachers and Authorities:** Teachers should:

- Discharge their professional responsibilities according to the prevailing rules and adhere to procedures/methods consistent with their profession in initiating steps through institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.

- Refrain from undertaking any other employment and commitment including engaging private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- Should adhere to the conditions of contract.
- Give and expect due notice before a change of position.
- Refrain from availing leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

**Teachers and Non-Teaching Staff:** Teachers should:

- Treat the non-teaching staff as colleagues and as equal partners and with understanding, within the institution.
- Help in the functioning of joint staff-councils covering both teachers and non- teaching staff.

**Teachers and Guardians/Parents:** Teachers should:

- Maintain contactwith the Parents/ guardians of their students, send reports of their wards about regularity and performance to them, whenever necessary must meet the parents/guardians for the purpose of sharing of mutual informing

with them on their ward's progress, regularity and other relevant factors.

**Teachers and Society:** Teachers should:

- Recognize that education is a service to the society and the people living in it and strive to keep the public informed of the educational programs which are being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- Perform the duties of a responsible citizen, participate in community activities.
- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups, must actively work for National Integration.

**Misconduct:**

- Willful failure to perform the academic duties assigned to him/her in accordance with the Act, Statutes and Ordinances.
- Victimization of and discrimination against students, colleagues and other staff.
- Inciting students against other students, colleagues, administration and its staff. A teacher, however, shall have the right to express his/her opinion and ventilate differences on matters of principles in meetings, seminars or formal assemblies of students.

- Resorting practices discrimination of caste, creed, religion, race or sex in his/her relationships with students, colleagues and other staff, with a view to furthering one's prospects.
- Refusal to carry out the decisions of competent authorities/bodies and officers of the colleges in due exercise of their functions, made in accordance with the Act, statutes and Ordinances.

## 13. EMPLOYEE EXIT POLICY

### OBJECTIVE

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

### POLICY AND 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 one-month 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.

However, no faculty will be relieved at middle of the semester, the appointing authority reserves the right to waive the notice period or the compensation thereof.

**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.