



# NEHRU INSTITUTE OF TECHNOLOGY

COIMBATORE

## HR MANUAL

NEHRU GROUP OF INSTITUTIONS  
COIMBATORE



*[Signature]*  
**PRINCIPAL**  
NEHRU INSTITUTE OF TECHNOLOGY  
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## CHAPTER 1

### NEHRU COLLEGE OF EDUCATIONAL AND CHARITABLE TRUST

#### 1.1 PRELIMINARY

1. Short title, extent, application and commencement
  1. This act may be called Nehru Institute of Technology Service rules and Regulations (self-financing)
  2. It extends to the whole Nehru Institute of Technology

#### 1.2 PREAMBLE

Nehru Group of Institutions wishes to maintain a work environment that fosters personal and professional growth for all employees. All employees, irrespective of their profile, designation and work approach have the additional responsibility of fostering a cohesive environment and henceforth creating respect for each person.

It is the responsibility of all employees to:

- Foster and maintain cohesion, cooperation, fairness and transparent communication among each other.
- Treat each other in a fair manner, with dignity and respect.
- Evolve and promote peace, harmony and teamwork in all relationships.
- Strive for mutual and effective understanding of standards for performance expectations and communicate transparently and routinely to reinforce effective cohesion.
- Develop the quotients of emotional bonding and intellectual capacity in each employee by making "participation of each" as the backup.
- Help in achieving the insightful requirement of growth and development in employees by helping them to achieve their personal goals in the respective institutes under NGI.
- Administer all policies equitably and fairly, organising all operational aspects with absolute formal transparency, recognizing each as very important and different but each for contribution; that individual performance should be recognized, appreciated and measured against predetermined standards set and that each employee has the right for fair treatment.
- Make employees understand and recognize the importance of crisis in their personal lives and to help employees for compassion and better understanding among themselves.





### 1.3 ESTABLISHMENT OF THE TRUST

- Nehru College of Educational and Charitable Trust was established way back in 1994 by the founder Chairman late P. K. Das an eminent Chartered Engineer, a renowned Academician, a great Industrialist and a well-known Philanthropist with the focused objective of imparting world class value added practical education in aviation and other fields of technology. The founder in 1968 started originally for promoting a College of Aeronautics, diversified later on and established a cluster of Educational Institutions both in Tamil Nadu and Kerala. The Group of Institutions are now offering U.G, P.G and Research Programs in Aeronautics, Architecture, Arts and Science, Bioscience, Commerce, Engineering, Fashion Designing, Hotel Management, Information Technology, Law, Management, Media Studies, Medicine, Nursing, Pharmacy, Social Work and has evolved into one of the biggest and reputed conglomeration of educational institutions, popularly called “Nehru Group of Institutions”.
- The Trust was registered in the year 1994 under the Indian Trust Act 1982 as a public charitable Trust by Mr. P. K. Das, son of late V. P. M. Nair at 451 – D, Palakkad Main Road, Coimbatore – 641 008 with Adv. Krishna Das, Dr. P. Krishna Kumar and Dr. P. Thulasi as Trustees for the objects set out and on the terms and conditions maintained in the Deed.

### 1.4 STATEMENT OF PHILOSOPHY

“Moulding True citizens” is an intrinsic insight of transforming young populace with an advantage of learning functions, understanding and pursuing skills and realising avenues of opportunities. Conversion of a quest or an urge as a realised option in an individual is possible only if a platform is given and the contributions are substantiated. NGI articulates the perceiving status of market requisites, social structure and professionally self heartfelt identity in individuals.

### 1.5 VISION

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



## 1.6 MISSION

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

## 1.7 HR OBJECTIVE

NGI aims to become the best employer in the industry by incorporating the best management practices to attract and retain the best talents.

## 1.8 SCOPE

Helps students to learn and imbibe discipline, culture, emulate professional decorum and sensitize the reasons for expansion and development. Students will also get opportunities to help the down-trodden and under-privileged through social activities. Students will experience research through the acknowledging figures of primary and secondary data, and in consultancy assignments during their mini and major project sessions. All this lead to making NIT students emerge as leaders, managers and socially reliable constituents for progress and development.

## 1.9 APPLICABILITY

The service rules and other regulations shall be applicable to all teaching and non teaching staff of Nehru Institute of Technology recruited by the Management.

## 1.10 DEFINITIONS

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

Management means, Chairman, Managing Trustee, Trustee, CEO& Secretary, Manager and





Correspondent of institutions / Trust.

- a) In these Service rules and regulations unless there is anything repugnant to the subject or context-**"Service Rules and Regulations"** means the rules established by the Nehru Group of Institutions for managing the employment of all colleges and units of NGI both in Tamil Nadu and Kerala or elsewhere applicable in all premises
- b) **"Management/Employer"** It shall mean and include the Chairman / Managing Trustee, CEO & Secretary and Trustee.
- c) **"Employee"** means all persons unless the full time employment of NIT in teaching and non-teaching category other than the temporary and contract staff.
- d) **"Premises"** means and includes its building, Administrative Offices, Laboratories, stores and such other premises (whether at present existing or that may be established in future) which are used for the purpose of the Establishment or for keeping any of the properties belonging to the establishment and includes Staff quarters and the vacant places adjacent or apartment thereto which are owned, leased to or hired by the Nehru College of Educational and Charitable Trust for its projects and other places where the activities are extended and those located anywhere in India.
- e) **"Service"** means the period during which an employee is employed by the Establishment and includes the period during which he is on duty as a probationer and/as a permanent employee as well as on persons on leave duty sanctioned.
- f) **"Day"** means the 24 hours of a Calendar day beginning and ending at midnight but extends up to the end of the shift.
- g) **"Month"** means the calendar month, but for the purpose of calculation of and its payment if the management prescribes another period in respect of any Employee or class or classes of Employees, it shall mean such other period.
- h) **"Year"** means Calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>).
- i) **"Habitual"** means any act which has been repeated for more than twice.
- j) **"Authorized persons"** means any person authorized by the Chairman / Managing Trustee, CEO & Secretary and Trustees of the establishment of these Service rules & regulations empowered by him/her by general or special order may act as representative of the establishment in any matter connected with the day to day activities.
- k) **"Satisfactory"** shall mean to the satisfaction of the Management
- l) **Disciplinary authority** means the Chairman & Managing Trustee or any other authorized authority of the establishment by general or special order may act as Disciplinary Authority and initiate disciplinary proceedings and impose any of the punishment specified hereunder on any Employee.



## 1.11 CONTROLLING AUTHORITY

The Managing Trustee / The CEO & Secretary shall be the controlling authority in respect of all administrative, Academic and financial operations of the colleges. He / She may declare any senior person as a controlling authority for employees below him / her.





## CHAPTER 2

### NEHRU INSTITUTE OF TECHNOLOGY

#### 2.1 VISION OF NIT

To be leading Institution in Academic excellence, Multidisciplinary Research, Innovation, Entrepreneurship and Industry relation in order to mould true citizens of the country

#### 2.2 MISSION OF NIT

- To create innovative and vibrant young leaders in Engineering and Technology field for building India as a knowledge power by improving the teaching-learning process
- To enhance employability, entrepreneurship and to improve the research competence to address Societal needs.
- To generate engineering graduates who use knowledge as a powerful tool to drive societal transformation and inculcate in them ethical and moral values.

#### 2.3 WORKING HOURS

- Normally the Nehru Institute of Technology adapts a six day week academic schedule with second & third Saturdays as holidays. The daily working schedule is as follows

Nehru Institute of Technology

09.00 AM – 04.30 PM  
(11AM – 11AM Brunch Break)  
(1.20 PM– 2.00 PM Lunch Break)



## CHAPTER 3

### 3.1 RECRUITMENT

The vacancies at various categories will be filled up by the Management by anyone of the following channels

Direct / Applications / Contacts

Advertisements in mass media

Placement agencies

References

Internet

- The candidates have to appear in person for an interview at their own cost on receipt of communication.
- The candidates should bring with them all original certificates and testimonials.
- Selected candidates may be asked to make a presentation if the Management/Selection committee so desires.
- Every employee shall produce conduct certificates from two responsible persons and also one from the institutions he has last studied / worked.
- Candidates who have been convicted by a court of law for an offence involving moral responsibilities shall not be considered for recruitment.
- The minimum age limit for recruitment shall be 18 years and the maximum age limit for different categories shall be as decided by the Management from time to time.

### 3.2 CLASSIFICATION OF EMPLOYEES

The employees shall be classified as:-

- a) Permanent
- b) Probationer
- c) Fixed term employee
- d) Temporary
- e) Substitute
- f) Casual
- g) Trainee / Apprentice
- h) Helpers
- i) Contract laborers
- j) Part time
- k) Professional





- a) **Permanent Employee:** *Permanent Employee* is one who is employed on a permanent basis and includes such one who has completed his/her probation period successfully and on such successful completion of probation is approved by the Chairman & Managing Trustee / Board of Trustees / Authority or any other person authorized by him/her.
- b) **Probationer:** *A Probationer* is an employee who is provisionally employed in a post to verify his/her performance efficiency, character and conduct. Every employee recruited to the service of the establishment on a regular basis shall, unless otherwise specifically mentioned in the appointment order, be on probation for a period, which shall be one year initially. Management may extend the period of probation of any employee up to a further period not exceeding 6 months / 1 year as may be found necessary by the Management from time to time, if they are not satisfied with the work / performance and / or conduct of any probationer during the period of probation. During probation, the Management is at the liberty to terminate the service of a Probationer without prior notice and without payment of any compensation or such other benefits.

The performance, work, character and conduct will be evaluated from time to time during probation and if needed will be called for discussion by the authority and intimate the remarks as a token of the evaluation and the probationer shall be liable to sign the evaluation sheet. In addition to evaluation as stated above in order to update their knowledge as a part of probation, there will be written and oral tests. During the probation period, the management shall monitor the performance of the employee with regard to his/her knowledge and skills, aptitude towards his/her work and the establishment, behavior while dealing with superiors and peers, flexibility to adapt to the requirement of the position, and the employee's performance with standards of discipline and other value that are consistent with the culture of the establishment. On completion of successful probation, he/she will be given posting as permanent employee and confirmation letter will be given.

A Probationer remains as a Probationer even after the probationary period is completed until he has been confirmed in a particular post and given confirmation letter.

If permanent employee is promoted to higher post, he/she shall be treated as a Probationer in the new post. At any time during the period of Probation or an extension thereof, until his/her promotion is confirmed in writing be reverted to his/her original permanent post, pay scale and other allowances which he/she was eligible.





c) **Fixed term employee:** Fixed term employee is a person who has been posted in a particular category for a fixed period. However, his/her working hours, allowances, salary / wages and other benefits shall not be less than that of a permanent employee and his/her service shall be automatically terminated without any notice after the expiry of the terms fixed.

d) **Temporary Employee:** A temporary employee is a person who is engaged on a temporary basis for work which is of temporary nature and duration or is likely to be finished within a limited period. The period within which is likely to be finished should also be specified but it may be extended from time to time, if necessary.

e) **Badly/ Substitute:** Badly or Substitute means one who is employed in the place of a permanent employee or probationer who is temporarily absent for a small period.

f) **Casual Employee:** Casual employee is one who is employed to fulfill unexpected requirement due to unusual or seasonal pressure of work or for work which is of an occasional or casual nature. The employee's salary / wages are fixed on "daily" or "hourly" basis, and the employee is not entitled to leave or any other benefit of any kind as available to permanent employees. His/her employment is of casual nature and is being engaged only as and when required.

g) **Trainee / Learner:** A trainee / learner shall be engaged with a stipend or post as unpaid. During the period of his/her training, the management depending upon the nature and skill of the work posted initially for a period not exceeding one year, which can be extended for a period of one year. The trainee cannot claim as a matter of right for employment in the Establishment after the completion of training. The trainees are not entitled to any of the benefits of the employees of any category.

A trainee/Learner if causes any damage or loss to the Management, the cost of the same shall be realized from him /her. The trainees are covered with separate terms and conditions of the establishment as mentioned in the appointment order but wherever the terms and conditions are not expressed in the terms of appointment, the Standing Order shall apply.

A trainee can be sent off from the establishment by the competent authority, if his/her punctuality, dedication, attitude, work and conduct are not found to be satisfactory as reported by department heads concerned at any point during the training period.





**Student Trainee** – Those candidates who have joined as student trainee without stipend for a specific period as part of their curriculum will be posted as student trainee. For that the students should submit request letter from principal /department head.

h) **Helpers:** “Helper” means any person being engaged as “assistants” to other workman. They shall be engaged at any time in any section or department as per the requirement by the management. They are not entitled for being selected to any posts either as Trainee, Probationer or permanent employee. However, it is the liberty of the management to select any of the Helpers as trainee or probationers, if the management so decides.

i) **Contract employee:** Contract employee is one who is employed on a contract for a stipulated period of time or for a specific work, on the lapse of which his / her employment automatically ceases. A contract employee shall be entitled only for the benefits as specified in writing in terms of employment. After the expiry of the contract period, his/her service would stand terminated without notice nor notice pay.

j) **Part time employees:** - A part time employee means a person who is employed for work for less than normal period of working hours. Part time employees are not ordinarily entitled to the benefit provided to full time employees. They shall be entitled to such benefits as fixed by the management in the appointment order. If they are on permanent nature, they will be posted initially as probationer otherwise treat them as temporary employee or contract employee which shall be mentioned in the appointment letter.

k) **Professional employee:** - Means professionally qualified person includes Principal, Director, Dean, Teaching Faculties, Advocates / Lawyers, Trainers, Counselors, Engineers, Chartered Accountants and consultants etc. Professional Employee shall be entitled only to such benefits as fixed by the management in the appointment order and they will be considered as professional employees and will not be eligible for any other benefits other than those mentioned in their appointment letter.





### 3.3 RECRUITMENT AND EMPLOYMENT & RECORD OF AGE

- No person below the age of 18 shall be recruited as Employee in the establishment
- At the time of seeking employment, candidate shall be required to make an application in writing before the HR authority.
- Selection process includes written tests, practical tests, personal interview & Medical Test.
- Appointment of employee shall be made by the selection of persons possessing the required qualifications and experience and competency to discharge the duties allotted to them with diligence, sincerity and honesty in the best interests of the establishment.
- At the time of recruitment, every employee has to produce certificate to prove his/her age and date of birth to the Management or the officer authorized by the Management in this behalf. In determining the correctness of the age of an employee, certified extract from the Registrar of Birth or SSLC Certificate/similar qualification certificate showing age will be accepted as proof of his/her age. The age or Date of Birth notified at the time of appointment shall not under any circumstances be altered for whatsoever purpose/ reason.
- He may submit an attested copy of Aadhar card, passport, the Election ID card and three copies of passport size photos also.
- Residential address of the employee: An employee shall furnish to the Management immediately on his/her appointment; the details of his/her residential address and thereafter promptly communicate any change in his/her address to the HR Department. In case, the Employee has not communicated to the Management the change in his/her address, the communication to his/her last given address shall be treated as proper service of communication and binding it on him/her even if it is returned with postal endorsement "addressee left".
- Every Employee shall submit himself/herself to medical examination by a Medical practitioner nominated by the Management, at the time of his/her initial appointment and at such other interval as may be deemed necessary by the Management.
- No employee is allowed to undertake any studies, private, or Institutional without permission in writing from the Principal, Chairman & Managing Trustee and CEO & Secretary. Such permission, if granted, may be withdrawn at any time if studies are found to interfere in the proper discharge of his/her duties. Such permission will be under the sole discretion of the Management.





- Any employee who has been dismissed or discharged for misconduct shall not be considered for new employment.
- Every employee shall on being admitted to service, sign the form with regard to conditions of service signifying his/her consent to comply with Service rules & regulations of the establishment.
- Every employee shall submit a declaration specifying that he/she is not involved in any fraud, dishonesty or other civil criminal offences as on date of his/her joining.
- Any information furnished at the time of appointment, later if found to be false on subsequent verification, will lead to termination and the appointment will be treated as cancelled with effect from the date of the joining in the service of the establishment.
- The Management shall from time to time fix the qualification; experience etc. required for any post and shall have the right to waive any of the conditions in specific cases.
- Wherever professional registration is statutorily required, the employee shall provide sufficient conclusive evidence for having acquired such registration with the appropriate authority at the time of appointment.
- If a person is employed by the establishment under a contract of employment, the terms of that agreement will be in the appointment order and some conditions may differ from the provision of this Service rules & regulations shall be governed by contract of employment and for the rest of the matters, this Service rules & regulations shall apply to him/her.
- All appointments of permanent nature shall be made in writing by the Chairman & Managing Trustee or any Authority authorized by him/her.

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

When retired staffs are re-employed, they are not entitled for any other benefits except a consolidated salary. Similarly, faculties or staff aged beyond 40 employed from other institutions are not entitled for any other service benefits other than the consolidated salary and will be treated as contract employees.

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



### 3.4 REPORTING FOR DUTY

#### Joining Formalities

- The selected candidates will be issued with a formal offer letter immediately on the same day of interview by the HR Department
- HR Department will issue a letter of appointment to the candidates addressed to the Principals of the respective colleges so as to enable them to report for duty with the Principals of the respective colleges.

#### Reporting For Duty

- The candidates have to report for duty only on the issue of a letter of appointment addressed to the Principals by the HR Department.
- The following documents are to be produced at the time of reporting for duty with the Principal
  - A joining report
  - Letter of appointment
  - Copies of all degree certificates and testimonials
  - Two testimonials one from the institutes previously worked or from the college previously studied and other from a local responsible person
  - Experience & Service certificates for both teaching and industry
  - Two passport size photographs
  - Latest medical certificate





The contact persons for various entry formalities are presented below

Formalities	Whom to Contact
• Joining report	Principals / Heads of Institutions / HR
• Attendance Register	Office Superintendent / HR Department
(Enrolling in establishment)	Administration Officer, Office Assistant
Punching (Daily Attendance)	Administration Officer & Office Assistant
• Bank Account Opening (for Salary purpose)	Individual staff responsibility & Accounts Department
• ID Card	Administration Officer
• Transport	Administration Officer, Transport Officer
• Appointment order	HR Department

The newly recruited staff can follow the induction guidelines given above



## CHAPTER 4

### 4.1 TERMS AND CONDITIONS

- Every employee shall conform to and abide by the rules & regulations and shall observe, comply with and obey all orders and directions which are issued from time to time by the Management or any cadre under whose jurisdiction or control he / she is placed.
- The dressing of the faculty is an important factor which gives an overall image & impression of the teachers as facilitators. The faculty needs to be dressed in best possible way using formals with neck tie or else safari suit for men during working hours and saree with white waist coat for women.
- Every faculty & staff of the Nehru Institute of Technology shall at all time maintain absolute integrity and devotion to duty. The whole time of a Nehru Institute of Technology faculty/staff is at the disposal of the Nehru Institute of Technology which pays him/her and he/she may be employed in any manner required by the proper authority without claim for additional remuneration.
- The job description, duties and responsibilities will be as decided by the Management / Principal / HOD from time to time.
- The work load assigned will be based on requirement of the college.
- The faculty has to strictly adhere to the teaching methodology of the college (Please refer procedures and other systems in this regard)
- The teaching faculty is expected to conduct examinations, give assignments and take up evaluation of them besides conducting subject based seminars.
- The faculty may have to deliver guest lectures in any of the colleges under Nehru Group as and when required.
- An employee shall not move out of Head quarters without getting prior permission.
- Salary of the employees of NIT shall be paid before 5<sup>th</sup> of every month.
- Salary will be proportional to the no. of days attended by the faculty.
- Only Sundays and public holidays will be considered as holidays and will be eligible for salary.
- Confidential matters relating to the Institution and the Departments shall not be divulged by any teacher.





- The faculty will ultimately be responsible for any damages, in the section, class / Lab / Workshops caused by self, students and attenders as such the faculties has to be vigilant / alert to fix the responsibilities on such losses.
- No faculty or other employed in the College shall engage him / her or participate in any demonstration or activity which is prejudicial to the sovereignty and integrity of India, the security of the state, friendly relations with foreign countries & public order / decency / morality of any act which involves contempt of court, defamation or incitement.
- No faculty or other person employed in the college shall indulge in any criticism of policies of the government either directly or individually participate in the activity which will bring disrepute to the Government.
- No faculty shall accept any job of a remunerative character from sources other than the Management or give private tuition to pupils without the written permission from the competent authority.
- No faculty shall represent grievances, if any, except through proper channels, nor will any canvassing be done from any non-official or outside influence or support in respect of any matter pertaining to the College.
- No employee shall be a member of any political party and carry on activities either openly or in-camera in support of any such party.
- No employee shall participate in any demonstration or resort to any form of strike in connection with their official duties and conduct.
- No employee shall, engage directly or indirectly in any trade or business or undertake any other employment.
- No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service under the Nehru Institute of Technology.
- No employee shall, except with the previous sanction of the Management or of the prescribed authority ask for or accept contributions to otherwise or associate himself / herself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.
- It shall be the duty of an employee who has been arrested on a criminal charge made or a proceeding taken against him/her in connection with his/her position as an employee or otherwise which is likely to embarrass him/her in the discharge of his/her duties or which involves moral turpitude, to intimate the fact of his/her arrest and the circumstances





connected therewith, to the Management promptly in writing even though he might have subsequently been released on bail. Failure on the part of the employee concerned to inform will be regarded as suppression of material information and will render him/her liable to disciplinary action on this ground alone, apart from any action that may be taken against him/her on the conclusion of the case against him/her.

- Any contravention of any law by an employee, which involves moral turpitude, shall be regarded as a serious offense of which action shall be taken departmentally. Where such contravention is followed by a conviction in a court of law, the employee may be punished departmentally on the basis of the conviction alone without following the procedure laid down for departmental inquiries.
- Faculties who have availed the leave benefits Annual, Christmas, Onam, Summer / Winter holidays will be requested to refund the salary for the availed holidays in the event of their resigning before the academic year.
- Faculty enjoying the benefit of free accommodation and transport will be required to refund the money in the event of leaving the institute prior to the completion of their probation.
- For Men/ Lady staff, accommodation will be provided in Boys/Ladies hostel if required on payment as applicable to students subject to availability of vacancies.
- Every Employee is expected to conduct, behave himself/herself in a way befitting his/her position and status as an employee of the establishment and prestige and fair name of the establishment.
- He/She shall co-operate with his/her fellow employees, the Management, the competent authority and the entire administration in maintaining the best establishment relationship and congenial and pleasant atmosphere of the Establishment, which would be conducive to render better service to the public and establishing healthy relationship and understanding.
- Whenever a uniform is prescribed, for any post or category, the employee shall wear such uniform.
- In case any restriction on the use of any type(s) of dress or ornaments has been imposed for any class or classes of employee all such employee shall abide by such restrictions.
- The employee shall not entertain personal visitors within the college/hostel without the permission of the Head of the Department/Supervisor.
- They shall maintain absolute integrity and honesty inside and outside of the establishment and shall maintain decent standards in their personal life.





- No employee shall be permitted to enter in to any service / engagement elsewhere full time, part time or honorary without the prior written sanction of the management. The permission granting is at the sole discretion of the management.
- No meeting shall be conducted within the establishment premises without express/written permission from the Chairman & Managing Trustee /Authority concerned.
- No employee shall join or participate in an association or trade union which is not registered or functioning in accordance with the Trade Union Act, 1926. Every employee shall inform the management the name of union in case he/she is a member. Otherwise the relationship with the establishment shall be governed as if he/she is not a member in any union.
- No Employee shall reveal to an outsider or fellow employee the confidential information he/she has come across in the running of the Institution.
- The Employee shall not resort to any means of publicity or publication within or outside the institution either relating to the conduct or working of the establishment or on his/her personal grievance without prior written sanction of the management.
- The Employee shall not be under the influence of any liquor or other intoxicating material while on duty. Also, while on outside the premises of the establishment he/she shall not be under the influence of any liquor or intoxicated material that may affect the reputation and goodwill of the establishment.
- The employee shall not enter such place and premises to which he/she has been denied or restricted access by virtue of the specialty of the places or any other restrictions.
- They shall give proper guidance and help to the visitors. Anybody requires any help may be advised to meet the HR Department.
- All the members of the staff shall co-operate with the training programmes or community programmes etc undertaken by the organization.
- Any difference of opinion or any dispute among employees should be reported to the Authorities concerned / grievance committee and shall obey the decisions of the grievance committee.



## CHAPTER 5

### SERVICE CONDITIONS

#### 5.1 EMPLOYMENT EQUITY

Nehru Institute of Technology(NIT) is an equal opportunity employer and employees personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical and/or mental handicap or financial ability. While remaining alert and sensitive to the issue of fair and equitable treatment for all, NIT has a special concern with the participation and advancement of members of four designated groups that have traditionally been disadvantaged in employment: women, persons with visual, physical disabilities and backward classes.

#### 5.2 EMPLOYEE CLASSIFICATIONS

- Each position at NIT shall be classified as Academics/ Administrative/ Management in nature, as determined by the Board of Trustees. This decision will be based on the responsibilities and duties assigned, job profile and qualifications required for each position.

#### 5.3 EXCLUSIVE SERVICE:

An Employee shall not at any time of work against the interest of the establishment and shall not take any employment in addition to his/her job in the establishment, which may adversely affect the interest of the establishment during the course of the employment in the establishment.

#### 5.4 EXCLUSIVE AND ESSENTIAL SERVICE

The services of the employees connected with the work of the following section /categories are declared essential. In the event of strike the Management is empowered to ask the employee working in the following department/ sections to attend their daily scheduled work by putting up a notice on the notice board and such employees shall carryout such instructions and the Management has the right to award major punishment to these employees who act against the instruction of the Management, without observing any procedure.

- a) Security staff
- b) Driver(Ambulance, bus driver, car drivers, water tanker drivers and lorry drivers)
- c) Telephone operators





- d) Canteen staff
- e) Power, Water supply and sanitation Employee
- f) STP operators
- g) Attenders
- h) House Keeping
- i) Lift Operators
- j) Gardeners
- k) Maintenance staff

### **5.5 EMPLOYER PROPERTY**

Upon termination of employment for any reason, all items of any kind created or used pursuant to the employee's service or furnished by the Employer including but not limited to computers, reports, files, diskettes, manuals, literature, confidential information, or other materials shall remain and be considered as the exclusive property (including intellectual property) of the Employer at all times, and shall be surrendered to the Head of the institutions , in good condition, promptly and without being requested to do so.

### **5.6 EMPLOYEE DUTIES**

Attached to an Offer of Employment, is a description of the job and the associated responsibilities, along with any additional tasks possibly required. This document will be used to evaluate the performance both during the probation period and after. Any doubts, has to be clarified on receipt of appointment order, with the HR department.

### **5.7 PROBATION**

Depending upon experience and situational importance, the probation period for an employee is fixed. The first one year of employment is probationary. During this time, both parties may assess suitability for employment with the Employer, provides management an opportunity to assess skill levels and address areas of potential concern. At the completion of the probation period, the employee and employer shall meet and review progress up to date. At this time one of three things will occur:

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



## 5.8 SALARY AND OTHER BENEFITS

### SALARY AND WAGES:

- Salaries shall be determined by the Board of Trustees or head of the Trust, based on budget considerations and commensurate with the experience of the successful candidate and prevailing industry standards. The organization shall pay employees on a monthly basis, less the usual and necessary statutory and other deductions payable in accordance with the mandatory government slabs and employer's standard payroll practices.

Salary, on a monthly basis is transferred to the employee's savings bank account on or before 5<sup>th</sup> of every month.

## 5.9 PUBLIC HOLIDAYS

- NIT will have public holidays as declared by the government of Tamil Nadu and other days as declared by the management.

- The list of public holidays will be decided by the Management for each year and will be communicated during the month of January every year to the college for adoption.
- Any midterm changes on holidays shall be communicated by the Management from time to time.

## 5.10 TEACHING FACULTY - LEAVE RULES

### CASUAL LEAVE:

Every employee of NIT shall be eligible for 12 days of Casual Leave in an academic year including the newly joined faculties.

- The newly joined members of the faculty are also eligible for Casual Leave of 12 days in an academic year. Each faculty will be credited with one day Casual Leave for every month of their service rendered to NIT. The members shall be made eligible to avail Casual Leave based on the Casual Leave available at credit at the time of application.
- Casual Leave can be availed not exceeding 3 days at a time.
- Casual Leave can be accumulated and availed within the academic year. However, un-availed Casual Leave cannot be carried over to the next academic year.
- Casual Leave has to be availed only with prior sanction of the HOD/Head of Institutions unless there is an exigency.





- Suffixing or prefixing of public holidays along with Casual Leave is subject to the approval by the Principal concerned.
- Casual Leave cannot be combined with Annual / Vacation / OD / Medical or Emergency Leave.
- Casual Leave will be sanctioned only after satisfying that the applicant has made adequate alternate arrangements for executing his/her duties during his/her leave period.
- Casual Leave cannot be claimed as a matter of right and when the exigencies of services so demand, leave of any description may be refused or the employee compulsorily recalled from leave by the sanctioning authority.

**Encashment Benefit of Casual Leave:**

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

**VACATION LEAVE**

- The teaching faculty after completion of one year service at NIT shall be eligible for Vacation Leave of 20 days during May - June (Even semester ) and 10 days during November – December (Odd semester)
- The teaching faculties who are freshly recruited and are within their one year of service at NIT, are eligible to avail only 10 days of leave during May - June and 5 days during November – December.

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

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



#### **ON DUTY (OD) LEAVE**

- Every employee shall be allowed to avail the 'On duty' leave for 8 days for each semester.
- This provision is strictly restricted to academic and related activities (Seminars, Workshops, Symposia, Invigilation work, Valuation work etc) requiring the personal presence of the individuals concerned.
- Proposals are to be invariably accompanied by adequate supporting documents.
- Prior sanction with adequate alternate arrangements for performing the duties and responsibilities of the individuals during his / her absence has to be obtained.
- However, OD cannot be claimed as a matter of right and is left to the sole discretion of the Principals and Management.

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

#### **MEDICAL LEAVE / EMERGENCY LEAVE:**

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

##### **Medical Leave:**

- The patients should be treated as inpatient
- The medical treatment should be for the self.
- All proof like medical certificates, nature of illness, hospital records on admission and discharge, nature of treatment and details etc are to be provided.

##### **Emergency Leave:**

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

##### **General:**

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





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

**COMPENSATORY LEAVE (CCL):**

- The employees can avail compensatory leave for the duty they attended on holidays. Compensation leave registers should be maintained and the leave duly sanctioned by the HODs and Principals shall be credited in the register indicating the holidays and purpose on which the individuals attended duty.
- The employee can avail the CCL, subject to availability and at the discretion of the HODs and Principals.
- The number of compensatory leave permissible to individuals is restricted to 20 days in an academic year.
- No compensation leave shall be granted to an employee under suspension.

## **5.11 NON TEACHING STAFF - LEAVE RULES**

**CASUAL LEAVE**

Every employee of NIT shall be eligible for 12 days of Casual Leave in an academic year including the newly joined staff.

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

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

- The newly joined members of the staff are also eligible for Casual Leave of 12 days in an academic year. Each staff will be credited with one day Casual Leave for every month of their service rendered to NIT. The members shall be made eligible to avail casual leave based on the Casual Leave available at credit at the time of application.
- 12 days of Casual Leave is permitted for the eligible staff members in an academic year.
- All other terms and conditions stipulated for availing Casual Leave for teaching faculty shall hold good for non teaching staff also.

**Note:** The Non Teaching staff cadres include Administration Officers, Site Engineers, Site Supervisors, Campus Supervisors, Workshop Superintendents, Placement & Training Department, Workshop Assistants, Lab Assistants, Lab Instructors, System Administrators,



PA to Principals, Office assistants, Attenders, and such other cadres as may be decided by the Management from time to time.

**Encashment Benefit of Casual Leave:**

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

**ANNUAL LEAVE**

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

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

**MEDICAL LEAVE / EMERGENCY LEAVE:**

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

**Medical Leave:**

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

**Emergency Leave:**

- Permissible only in case of death of spouse / children or dependent parents or for marriage of children





- Adequate supporting documents should be produced.

**General:**

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

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

**COMPENSATORY LEAVE (CCL):**

The employees can avail compensatory leave for the duty they attended on holidays. Compensation leave registers should be maintained and the leave duly sanctioned by the HoDs and Principals shall be credited in the register indicating the holiday and purpose on which the individual attended duty.

The employee can avail the CCL, subject to availability and at the discretion of the HODs and Principals.

- The number of compensatory leave permissible to individuals is restricted to 20 days in an academic year.

No leave shall be granted to an employee under suspension

**GENERAL**

**PERMISSION**

- Each employee can avail two permissions in a month for a period of **one hour** each time. In the event of an employee availing permission for the third time within the month, it will be treated as ½ day casual leave.
- The Management, however reserves the right to modify, amend, delete or incorporate any of the above rules as may deem fit.



## 5.12 ABSENCE

An Employee after presenting himself or herself is found absent from his or her proper place of work/ duty during working hours without the expressed consent of the Head of the Department/In-charge, shall be treated as absent from duty. For the period of such absence, proportionate salary will be deducted and will be treated as misconduct relating to duty.

- a) When an employee unauthorizedly absents himself/herself from duty on account of participation in any unjustified or illegal strike or cessation of work, by a body of persons employed in the establishment acting in combination or as a consorted refusal to continue to work under a common understanding of any number of workman or if any employee participate in any strike which is not legal or if any employee absents himself/herself from duty unauthorized / without permission in addition to disciplinary action, it shall cause interruption in service entailing forfeiture of wage/ salary for the period of such absence and also his/her past service. Where an employee forfeits past service, he/she shall lose the benefit of all increments earned by him/her in the scale of pay in the post he has been holding at the time of such interruption, such past service shall not be counted for the purpose of increment, leave or terminal benefits including gratuity.

## 5.13 ENTRY AND EXIT

- a) No employee shall enter for duty at the establishment premises without the identity card/badge, if issued, during working hours.
- b) Entry and exit of employee shall only be through the gate or gates specified for the purpose and only during the specified hours.
- c) An employee who is on off duty or has resigned or suspended, discharged, or dismissed shall leave the premises immediately and shall not enter any part of it except with the express permission of the Chairman & Managing Trustee or authorized person.
- d) An Employee suffering from any contagious or infectious diseases shall leave the premises on instructions from the superior concerned.
- e) The ward in charge may arrange break time for taking food and tea and if there is excess time, they have to take rest at their own duty station.
- f) Visitors to the employees are not allowed in the premises without proper and valid written authorization/permission from the HR department/In-charge.
- g) All the materials taken out by the employees should be accompanied by gate pass prepared and duly signed by authorized persons.





#### 5.14 SAFETY:

Adherence to all safety guidelines and instructions, including instructions on fire prevention, use of safety equipment and appliances, precautions to be followed on handling certain process / procedure is obligatory on the part of all employees working in Laboratories, workshops, maintenance department etc.

- a) Employee shall not, unless specifically authorized, interfere with any safety device or machine, or violate any safety guidelines. Breach of this shall be viewed with grave concern and corrective action will be initiated, including disciplinary action and punishment.
- b) Every employee shall immediately report any injury sustained to him/her or any other employee in the course of their employment to the immediate superior by writing who in turn shall report it to the Head or any officer appointed in his/her behalf for immediate attention. It is the duty of every employee to personally ensure and be responsible for his/her work place and machines being kept clean and tidy. It is also the duty of every employee to report to proper authority any defect, which he/she may notice and which may endanger himself/herself or any other employee or might result in damage to any property.

#### 5.15 PERFORMANCE APPRAISALS

The performance review document will be a live document for each employee. A comprehensive performance appraisal review report has to be submitted by every employee, each year. This review report format will be different for academics and administration.

##### a) Staff appraisal

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

All classified employees on pay roll listed in clause 3.2



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

#### 5.16 PROMOTIONAL POLICIES:

- a) **Teaching staff:** Promotion to higher positions are considered strictly as per the All India Council for Technical Education (AICTE), UGC and Universities etc., norms and the norms as laid down by the respective universities of various colleges. Besides qualification and experience, quality of service and discrete contribution are also given weight age.
- b) **Nonteaching :** Based on the year wise performance, experience and recommendations of Principal
- c) Promotional to higher positions are considered based on the efficiency and quality of work as well as the total services rendered to the institute.
- d) The self appraisal reports and personal files of staff and the recommendations of the Principals or Unit Heads are taken into consideration. The promotion depends on the vacancies either created or fallen vacant and the need for additional staff based on the demands of work load.
- e) For senior positions, each employee will be responsible for developing their respective work plan for the year. This plan will be reviewed by Management and amended as necessary. At the time of the performance appraisal, the employer and employee will review the objectives and the results achieved. Throughout the year, the employee and employer may refer to this document to track progress made towards objectives, highlight areas of concern and indicate challenges identified along the way.

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

#### 5.17 PERSONAL FILE

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





**b) MAINTENANCE OF SERVICE RECORDS:**

a) The establishment shall maintain a Service Record in respect of each employee in the appropriate form, wherein particulars of that employee shall be recorded with the knowledge of the management and on the details furnished by employees.

b) The date of birth of employee, once entered in the service record of the establishment shall be the sole evidence of his/her age in relation to all matters pertaining to his/her service including fixation of the date of retirement from the service of the establishment.

**N.B: Information which is contained in an employee's personal file includes the following: résumé, letter of offer, performance reviews, amendments to job descriptions (if any), disciplinary notices.**

**5.18 NO DUE CERTIFICATE:**

An employee who ceases to be on the service of the Institution shall return all the goods/ articles/ tools/ instruments/ data in any form that were required to be kept by him/her in connection with his/her work to the concerned department and will obtain "No due certificate" submit to HR department. Only on production of such No-due certificate, the salary and other amounts if any, due to the employee shall be paid. The employee also will be issued experience certificate after receiving the no due certificate. For any reasons, if the employee does not return the items belonging to the institution within a reasonable period, the Management may deduct the cost of such items or withhold the employee's salary payable or take legal proceedings in the court of law.

**5.19 EMPLOYEE CERTIFICATE:**

Every employee who served for a minimum one year period shall be entitled to a service certificate at the time of leaving his/her service provided he/she produced a Clearance Certificate /no due certificate from the concerned department.

**5.20 SAVING CLAUSE:**

Nothing contained in these service rules and regulations shall operate interrogation of any law applicable to the employee or to the prejudice of any right of the employee under an agreement, settlement or award for the time being in force, or contract of service.



## **5.21 INTERPRETATION AND AMENDMENT OF SERVICE RULES**

The management may, from time to time amend the standing orders in accordance with the provisions of the Industrial Employment. (Standing Order Act 1946)

## **5.22 PROCEDURE FOR DEALING WITH MISCONDUCTS / DISCIPLINARY PROCEDURE**

- a) An Employee found with having committed misconduct, the concerned Principal / in-charge/Supervisor/Concerned party shall give in writing a report concerning the incident/misconduct to the Administrator/HR Department and she/he shall issue a show cause notice setting out briefly the facts and circumstances alleged and the nature of misconduct and ask him/her to submit his/her reply to the show cause notice within 48 hrs. If the reply is not satisfactory, a charge memo may be issued or and if it is severe misconduct, a domestic enquiry conducted.
  - b) If the misconduct is very serious and the continuous of his/her presence may harm the establishment or badly influence witness of the incidence, he may be served with suspension order pending enquiry at once and issue charge sheet at the earliest. The charge sheet may specify the period with in which the employee shall give written explanation.
  - c) Where an employee refuses to receive charge sheet or written communication in connection with disciplinary action , shall be sent to the employee by Registered A/D post or by speed post to the last known address of the employee. In any case if the charge sheet, notice, orders or communication is returned undelivered, exhibiting a copy of the same in the establishment's notice board shall be deemed to be proper service of the charge sheet.
  - d) The employee shall keep his/her explanation in writing with in the time specified in the charge sheet which shall not exceed seven days.
  - e) When a disciplinary action against an employee is contemplated or is pending or where a criminal proceedings against him/her in respect of any offence are under investigation or trial and the Management is satisfied that it is necessary or desirable to place the employee under suspension, pending enquiry the Management may by order in writing suspend the employee with effect from such date as may be specified in the order.
- f) The employee will be eligible for subsistence allowance during the period of suspension, only





if the delay in the completion of disciplinary proceedings against such employee is not directly attributable to the conduct of such employee. The employee should file a certificate to the effect that he has not been employed anywhere during the suspension period.

- g) If no reply is received in respect of the charge sheet within the stipulated or extended time, the management or the authorized authority may proceed on the basis that the employee has no explanation to offer and take further necessary steps as it deems proper and necessary.
- h) Where the explanation given by the employee is not found satisfactory and if it is considered necessary to take further proceedings under the Service rules and regulations. The Management or the authorized authority may order domestic enquiry to be held by an enquiry officer nominated by the Management.
- i) Except where the officer holding the enquiry for reasons to be recorded in writing considers it frivolous or likely to cause undue delay not commensurate with the utility of examining such witnesses, the employee shall be permitted to produce and examine any witnesses to substantiate his/her explanation or disprove the charge. He shall be given all reasonable opportunity to cross examine any witness on whose statement or evidence the charge rests. No outsider will be permitted to take part or help the person charged in the enquiry. However, if the employee charged for misconduct desires and makes a request to the enquiry officer, he can at his/her discretion permit the assistance of any other employee of the establishment if he is so willing. The Management or the authorized authority may, if so desired, engage a presenting officer, who shall be an employee of the establishment, for presenting the charge against the delinquent employee at the enquiry.
- j) The proceedings of the enquiry shall be recorded in English.
- k) The enquiry officer shall make a brief and faithful record of the statement made and the evidence laid before him/her both in support of and against the charge, and shall forward his/her findings enquiry report to the concerned authorities.
- l) The charge sheet, the explanation and record of enquiry with the findings and such recommendations as the enquiry officer may make, shall submit to management for the purpose of taking a final decision. The decision and punishment, if any, shall be communicated in writing to the employee concerned as early as possible.
- m) Where after such examination of the record, the charge against the employee is found unsustainable or disproved, any suspension or extension of suspension shall be withdrawn and



all periods of suspension be treated as if the employee was on duty and the employee shall be entitled to wage or salary for the period.

- n) In awarding the punishment under the service rules and regulations, the Management or the authorized officer shall take into account the gravity of the misconduct, the previous record, if any, of the employee and any other extenuating or aggravating circumstances that may exist before awarding punishment. If proposed for capital punishment of dismissal, the findings of enquiry officer is to be communicated with a final notice declaring the proposed punishment.

### 5.23 EXHIBITION OF SERVICE RULES

- A copy of the standing order in English shall be in the corporate office and other respective institutions under the custody of HR department.

### 5.24 DISCIPLINE

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

- i. Verbal reprimand
- ii. Written reprimand
- iii. Suspension pending enquiry
- iv. Dismissal

- Some circumstances may be very serious enough that all three steps are not used and decisions will be taken outright. Some examples of these types of situations are causing injury to others, loss of property and goodwill, moral turpitude etc.

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

### 5.25 SEXUAL HARASSMENT

Sexual Harassment broadly means

- Any unwelcome sexually determined behavior whether direct or implied will fall within the definition of sexual harassment.
- This will include demand or request for sexual favours, sexually colored remarks, physical contact, advances, showing pornography including obscene screen saver, wall paper etc.

The Management shall take appropriate steps to prevent to deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required as:-





- a. Express prohibition of sexual harassment as defined above at work place and it shall be notified, published and circulated in appropriate ways.

Criminal Proceedings – where the conduct of sexual harassment amounts to a specific offence under the Indian Penal code or under any other law, the company initiates action in accordance with law by making a complaint with the appropriate authority ensuring that victims or witnesses are not victimized or discriminated against the dealing with the complaints of sexual harassment.

## **5.26 SEXUAL HARASSMENT COMMITTEE**

A six member Internal Complaint Committee has to be formed. A woman in the managerial cadre as the Chairperson from the establishment, two members from the employees (one shall be lady), and two members from employer side (one shall be lady) and One lady NGO/Social worker from outside the establishment who works for the empowerment for women are the members of the committee. This is as per The Sexual Harassment of Women at workplace- (Prevent, Prohibition, Redressal) Act 2013. This Act is applicable to 10 or more workers working in an establishment. Whenever a sexual harassment problem arises; case will be referred to the committee; which will

- study the case carefully; recommendations will be given to the Chairman & Managing Trustee for final decision. The committee report shall also be included in the Annual Report of the Establishment.

## **5.27 LEAVING EMPLOYMENT**

In case of emergent situations, a faculty member may leave the services of the college by following the routine procedures as per the AICTE & UGC norms.

## **5.28 TERMINATION FOR CAUSE**

An employment Contract may be terminated by the Employer at any time for cause, without notice or payment in lieu of notice or severance pay whatsoever, except payment of outstanding wages,

- overtime and vacation pay to the date of termination. Cause includes, but is not limited to, any act of dishonesty, conflict of interest, breach of confidentiality, harassment, insubordination, or careless, negligent or documented poor work performance.

## **5.29 PUNISHMENT**

The following shall be the punishments for proved misconduct. The punishments will be imposed based on the gravity and implication of the misconduct.



- a) Warning or censure.
- b) Withholding of increments, with or without cumulative effect, or postponing of any increment to any future date with or without cumulative effect.
- c) Recovery from his/her payoff the whole or part of any pecuniary loss caused to the establishment by such misconduct.
- d) Imposition of fine upto 2 days of salary / wage in a month.
- e) Reversion or Demotion to a lower grade or post or time scale or to a lower grade or post in the same pay scale either permanently or for specified duration.
- f) Reduction in basic pay.
- g) Suspension for a period of 15 days at a time, without pay/ salary, or on such reduced pay/ salary as may be ordered.
- h) Barring of promotion.
- i) Discharge from service without compensation or notice.
- j) Dismissal.

Except as otherwise indicated in the order of discharge or dismissal, when the employee suspended pending enquiry is discharged or dismissed he shall be deemed to have discharged or dismissed with effect on and from the date of commencement of suspension.

- k) Any other punishment that deems as just and necessary.

An enquiry need not be held if:

- a) The institution has issued a show cause notice to the employee advising him/her of the misconduct and punishment for which he/she may be liable for such misconduct.
- b) The employee makes a voluntary admission of guilt in reply to the aforesaid show cause notice.
- c) The misconduct is such that even if proved the establishment does not intend to award the punishment of discharge or dismissal.

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

An enquiry need not also be held if the employee is charged with misconduct for which the punishment proposed to be given is Censure or Warning. However

1. The employee shall be served a show cause notice advising him/her of misconduct and the evidence on which the charge is based.





2. The employee shall be given an opportunity to submit the written statement of defense and for those purpose has a right to have access to the documents and materials on which the charge is based.
3. If the employee requests hearing, such hearing shall be given and in such hearing, he may be permitted to be represented by an inside representative of the establishment authorized to defend him/her if such an enquiry been held.

### **5.30 GRIEVANCE PROCEDURE**

All grievances shall be handled in accordance with the procedure laid down below:-

- a) Any employee having a complaint or grievance arising out of employment may submit it in writing to his/her immediate superior who will deal with it and intimate his/her decision to the employee concerned with a copy to HR department within three days.
- b) If the employee is not satisfied with the decision or the action taken by his/her immediate superior within 3 days, he may submit the matter in writing to Administrator/HR head and he/she shall examine the matter and intimate his/ her decision to the employee within five days.

### **5.31 APPELLATE AUTHORITY UNDER GRIEVANCE PROCEDURE**

- Managing Trustee or authorized person shall be the Appellate Authority. Any person aggrieved by the decision of the Administrator/ HR Manager shall have the right to appeal to the Appellate Authority within 10 days of the decision. No appeal shall be entertained after the expiry of 10<sup>th</sup> day. The Chairman & Managing Trustee or authorized person will examine the grievance and give his/her decision within 15 days of receipt of the complaint. The decision will be final.

### **5.32 RESIGNATION/TERMINATION OF SERVICES**

- New entrants into the services of Nehru Institute of Technology will normally be considered to be in temporary service and will be on probation for a period of one year.
- The Management reserves the right to terminate any individual during this period without notice or compensation on any of the grounds like gross negligence and dereliction of duties & responsibilities, breach of rules & regulations of NIT, gross misbehaviour, insubordination or misappropriation of funds and all such other grounds.



- No employee shall have the right to resign the post in the middle of the academic year / Semester. However, under unavoidable circumstances, if one has to resign so, the faculty has to pay three months salary to the Management in compensation.
- Principals / Director / Dean Academics / HOD's and Professors are to execute six months notice to the Management.
- In any case, a minimum of three months notice will be required.

### 5.33 RESIGNATION

- a) Subject to the terms and conditions in the Order of Appointment, an employee may resign his/her job, but the resignation shall come in to effect only on accepting the same by the Management or competent authority.
- b) Subject to the terms and conditions in the order of appointment an employee shall not resign, leave or discontinue his/her service in the establishment, without giving any prior notice as prescribed in writing to the competent authority of his/her intention to resign, leave or discontinue his/her service provided that the Management may waive such notice at their discretion. The period of such notice shall not be less than:
  - i. 30 days in respect of probationary employee
  - ii. 90 days in case of permanent employee/ others
  - iii. 6 months in case of Principal/Director/Deans
- c) An employee shall not be allowed to withdraw his/her resignation after the expiry of 3 days of tendering the resignation. Allowing this is purely the management discretion.

### 5.34 TERMINATION OF EMPLOYMENT:

- a) Monthly rated permanent employee seeking to leave the establishment shall give three months clear notice for termination of his/her service or pay in lieu of notice shall be given. Management also shall give three months' notice before terminating the service s of a permanent employee unless it is not by way of any disciplinary action. Pay in lieu of notice period may also be done.
- b) Where the employment of any employee is terminated, otherwise than by way of disciplinary action, the wages earned by him/her and the dues, if any, shall be paid within 7 working days from the day on which his/her employment is terminated.
- c) An order of the termination of the service shall be signed by the authorized person representing the Management.





- d) If an employee is continuously sick or medically unfit to carry on his/her duties or develops serious defects in eye sight or hearing or mental or physical deficiency subject to certification of the Medical Officer, shall be discharged with one month Notice in writing or salary in lieu thereof to the employee concerned.
- e) If the employee is on leave or absent on the date of resignation, his/her service will be considered as the last day he remains / altered in service of the establishment.

### **5.35 AUTOMATIC TERMINATION OF EMPLOYMENT**

- An employee shall be deemed to have left the service of the establishment on his/her own account, and he/she shall lose the lien on his/her employment and the name of such employee shall be struck off from the rolls of the institution, if he/she:-
  - a) Absents without permission continuously for more than 8 working days
  - b) Have been granted leave, fails to report for duty for more than 8 days on expiry of leave.

### **5.36 ACCOMODATION AND TRANSPORTATION:**

- To give accommodation and transportation to employees is not mandatory. However, the establishment may provide accommodation and transportation to the employees who are necessary for the smooth running of the establishment. They have to follow the separate rules framed for the purpose of accommodation by the establishment which should be signed by the employee before occupying the room as a token of accepting the conditions / rules.
- -

### **5.37 RETIREMENT**

Under normal conditions, the teaching faculties are retired on completion of age 65 as per norms while non teaching staff are retired on attaining the age of 58 in the case of Tamilnadu and 56 in the case of Kerala. However, the retirement of Principal is restricted to the age of 65 based on the declaration of age at the time of recruitment as applicable to self finance institutions.

Apart from the above, necessary amendments will be undertaken for specific profiles of employees, depending upon the requirement. The decision for any amendments will be at the behest of Board of Trustees.

- a) On retirement, the employee shall return to the establishment all properties belonging to the establishment and other articles which have been issued to him/her by the establishment for use



- during the period of his/her employment. If the employee defaults to return these articles, the establishment may recover the cost by deduction from the amounts due to employee or employee to pay amount of loss incurred. On retirement the employees coming under all categories are eligible only for the benefit mentioned in the appointment order.
- Retired persons can be engaged on Contract / Fixed Term contract basis but they shall not be eligible for statutory payments ESI, EPF & Welfare Fund contribution etc.

### 5.38      **SECRECY**

- a) Records and information of the students and staff are strictly confidential unless acting on the instructions of the Management. On no account must information concerning students and staff or other details are to be divulged or discussed within or outside the establishment.
- b) No employee shall in writing or any manner disclose to any person( including co-worker)or communicate to public, news papers, journals, books, periodicals, pamphlets or leaflets by word or mouth or by any other means disclose or cause to be disclosed at any time, any information or documents official or otherwise relating to the institution except with the written approval of the Management.
- c) No employee shall take any papers, books, drawings, photographs, video instruments, documents, case sheets or any other property in any form belonging to the institution out of the work premises except with the written permission of the Management.
- d) Breach of the above orders shall also be 'misconduct' under these service conditions and the employee shall be punishable in accordance with Service rules, regulations and Standing Order.

### 5.39      **DISCIPLINARY ACTION COMMITTEE**

- The management may form a **DISCIPLINARY ACTION COMMITTEE, (DAC)** with following members to initiate preliminary examinations of the seriousness of misconducts of the employees.
- After receiving the reply to the show cause notice from the employee, She/he may be called before the DAC and make aware the seriousness of the issue and get it convince the employees concern. The DAC may arrive the findings and give recommendation to the Chairman & Managing Trustee.

Members of the DAC

- a) HoD
- b) Administrative Head / HR Head





- (c) Senior Faculty member
- (d) Senior Administrative staff

## 5.40 POLICY ON FACULTY EMPOWERMENT

In order to promote the conduct as well as attending seminars, workshops and symposia as well as attending faculty development programmes and quality publications, the management is providing the following incentives.

### Participation in Seminars / Conferences / Symposia / Workshops:

- The faculty members participating in Seminars / Conferences / Symposia / Workshops are entitled to claim 50 percent of the registration fee subject to a maximum of Rs.1000 per event.
- A faculty member can avail this facility twice in a year at the maximum.

### Eligibility criteria for the claim:

1. Faculty members should have at least a minimum of one year experience at Nehru Group of Institutions.

2. The faculties should have submitted a research paper through the Principal / Management and it should have the acceptance for the presentation either oral/poster at the said Conference/Seminars.

3. Proposals for participation should be submitted along with copy of the article the letter of acceptance and the letter of invitation for presenting the paper by the organizers.
4. In case of joint publication, only the senior author is eligible.
5. The proposals should be submitted in the format prescribed and with the recommendations of the HoD / Principals concerned.

### Participation in Faculty Development Programme:

Faculty members participations in the Faculty Development Programme organized by reputed Institutions with NBA / NAAC Accreditation are entitled to claim the registration fee towards the FDP subject to a maximum of Rs.2,000 and faculty can avail this facility only once in two academic years.

### Eligibility criteria for the claim:

The faculty should have put in atleast one year of service in Nehru Institute of Technology.

The Proposal should be submitted with the acceptance letter for the participation from the host





The faculty has to give an undertaking to the Management that he / she will serve the Nehru Group of Institutions atleast for a period of one year, the academic year that follows the year of training. The proposals should be submitted in the format prescribed and with the recommendations of the HoD / Principals concerned.

## 5.41 PUBLICATIONS

### Publication of books:

For books authored by single author published by a reputed publisher, the author is eligible for a lump sum incentive of Rs.5,000.  
If the books are authored jointly by more than one faculty, the first author will be eligible for an incentive of Rs.3,000, second author Rs.2,000 and third and subsequent author Rs.1,000.

This incentive is allowed only once in a year.

Besides this, the management will issue a certificate of appreciation for quality publications.

### Publication in International journals:

For publishing the works in International Journals, the author is entitled for on incentive of Rs.5,000 for a single authored paper. The impact factor should be above 5 or 10 for the publication.  
In case of joint publications, the senior author is eligible for Rs.3,000 followed by Rs.2,000 each for second and subsequent authors.

This incentive will be allowed only once in a year.

### Publication in National journals:

For publishing the works in national Journals, the author is entitled for an incentive of Rs.1,000 for a single authored paper.  
In case of joint publications, the senior author is eligible for Rs.750 followed by Rs.250 each for second and subsequent authors.

This incentive is allowed only once in two years.

### Eligibility criteria for the claim:

- The faculty should have a minimum service of one year at the Nehru Institute of Technology.
- The proposal should come along with the reprints of the article published in the prescribed format with the recommendation of HoD / Principal.
- They should also give an undertaking to the Management that they will serve at the NIT at least for a period of one year the following academic year since the publications.





**General rules and norms:**

In all such cases, the decision of the Management will be final.

The scrutiny and selection will be done by the Management as per norms and procedures framed by the Management from time to time.

All the above incentives are applicable only to regular employees and not for faculties engaged on contract or as visiting faculties.

## CHAPTER 6

### 6.1 CODE OF CONDUCT

- Every employee shall abide by and comply with the Regulations and Rules framed hereunder by the Management and as amended from time to time, and all orders and directions of his/her superior authorities.
- The faculty has to desist from entering into unhealthy arguments of any kind and adopt a posture of contradiction with the superiors and elders.
- The faculty has to avoid reprimanding the juniors in the presence of their subordinates & students.
- A teacher should scrupulously avoid smoking, chewing betel leaves and such other undesirable habits in the presence of students and within the precincts of the College.
- No teacher shall encourage or indulge in any form of malpractices connected with examinations or other college activities.
- The faculty has to avoid using harsh and slang languages in the premises.
- The use of mobile phones in the campus during working hours is strictly forbidden.
- Faculty has to develop his / her general and professional knowledge of skills and remain updated in the specific line of work.
- Every teacher shall, by precept and example, inculcate respect for law and order among students.
- Every teacher shall, by precept and example, instill the love of the motherland in the minds of the pupils.
- Every teacher shall organize and promote all college activities which foster the feelings of universal brotherhood among pupils.
- Every teacher should try to preserve and promote the dignity and solidarity of the profession.
- Every teacher must be an advocate of freedom of thought and expression.
- A teacher should aim to co-operate and secure the co-operation of the others in all activities, both curricular and co-curricular, which aim to improve the moral, mental, physical, social and economic well-being of pupils.
- Every teacher must be impartial in the treatment of his/her students. One should be sympathetic and helpful to deserving of students, irrespective of their social backgrounds.





- Every teacher must regard each individual student as capable of being uniquely creative and must do everything in his/her means to develop these special qualities / talents.
- Every teacher shall consider the College property and funds as if it is his/her own and should exercise great prudence and care in using them.
- Every employee shall endeavor to promote the interests of the NIT and shall not act in any manner prejudicial thereto.



## CHAPTER 7

### 7.1 LIBRARIES

NIT is having unique "Nehru Institute of Technology Central Library" with regard to its library facilities. It has established library in its campus, for the benefit of staff and students. The entry is strictly restricted to members, students, and faculties.

### 7.2 RULES & REGULATIONS

- Library will remain open from 08.30 am to 05.30 PM.
- Books can be borrowed only on week days from 9.30 A.M to 4.30 P.M. Sub lending of library books borrowed from library to any person is not allowed.
- Students will be allowed to borrow only two books against library cards and that must be presented at the issue counter whenever students borrow books.
- Books can be borrowed for a period of 15 days only. Failure to return the book within 15 days will entail a fine of Rs. 1 per book per day for a period of 5 days. In the event of failure to return the book even after 5 days of imposing fine, the students' library membership will be cancelled.
- The borrower should check and report damage of books if any on the book to the librarian at the time of borrowing.
- Any damage detected at the time of returning, which was not reported at the time of borrowing will not be accepted and the responsibility for making good the damage loss will be fixed on the borrower only.
- If a book is lost or damaged, the borrower should replace the book or double the cost of book will have to be paid.
- In case, one volume of a complete set is lost / damaged, then the whole set has to be replaced.
- Any book issued at any point of time, can be recalled by the librarian at any moment.
- National Journals and CD's will be issued to students and members of faculty only, for a maximum period of 3 days.
- Dictionary Encyclopedia, Expensive books, single copy text books and reference books, Journals, Magazines these Newsletters are meant only for reference.
- Each faculty member will be issued only with a maximum of eight books.
- Books related to current courses/Paper can be retained by the concerned faculty for the entire Semester.
- The library users are required to sign in the Entry Register/Visitor's Book regularly.





## CHAPTER 8

### DUTIES AND RESPONSIBILITIES

#### 8.1 PRINCIPAL

- The Principal / Head of the institution shall be solely responsible to the CEO & Secretary / Correspondent/ Manager and Management on all administrative, academic research and related activities of the college/ institution in order to maintain and uphold the academic supremacy and competence.
- Shall formulate and present to the CEO & Secretary / Correspondent/ Manager Policies and guidelines on all administrative, academic, research and related activities pertaining to the college in order to maintain excellence in teaching and research.
- Shall provide expert counseling and guidance and high profile academic leadership to the Heads of Departments, Staff and students towards academic excellence.
- Shall effectively coordinate the administrative, academic, research and related activities of all the departments of the institution and ensure smooth function of both teaching and research activities.
- Shall be responsible for the successful conduct of all the approved degree programmes of the institute as per the norms stipulated by the University and the AICTE & UGC etc., and shall be responsible for carrying out all such instructions and directions communicated from the University/ UGC and from other statutory bodies.
- Shall be responsible for building the state of the art infrastructure and for the maintenance and constantly upgrading the same to facilitate world class teaching, learning and research activities.
- Shall be responsible for monitoring the registration and the progress of students' admission to various degree programmes of the institution.
- Shall be responsible for the preparation of annual budgetary requirements of the college as desired by the Management from time to time.
- Shall be responsible for the procurement and purchase of stores, equipments, lab chemicals consumables and such other items as may be necessary from time to time following conventionally acceptable procedures ensuring both quality and economy.
- Shall constantly monitor and review the academic and research programmes through adoption of all such monitoring and evaluation tools like, surprise checks, spot inspections,



- calling for reports, conduct of critical review meetings of HOD's, faculties and students, feedback from HODs faculties and students and through performance appraisal of both teaching staff and students with due observance of statutes and regulation of NIT.
- Shall be responsible for acquiring quality certification from National / International agencies and to that extent take all such academic and research improvement of the campus.
- Shall be responsible for maintenance and upkeep of discipline of both staff and students of the college.
- Shall perform such other duties as directed by the Management from time to time.

## 8.2 HEAD OF THE DEPARTMENTS

- The HOD shall be solely responsible to the Principal and Management on all administrative, academic research and related activities of the department in order to maintain and uphold the academic supremacy and competence in the Department.
- Assist the Principal in formulating policies and guidelines on all administrative, academic, research and related activities pertaining to the discipline / Department in order to maintain excellence in teaching and research in the Department.
- Provide expert counseling and guidance and high profile academic leadership to the staff and students in the department towards academic excellence.
- Solely responsible for the maintenance and upholding of a high degree of technical supremacy and competency in the discipline concerned in teaching, research and all such other related activities.
- Responsible for maintaining close rapport with a stream of high profile academicians in the state and elsewhere on similar specialisation and to use their expertise and input in up grading the teaching and research standards and in building up of world class infrastructure of all kinds.
- Effectively coordinate the administrative, academic, research and related activities of all the staff of the department and ensure smooth functioning of both teaching and research activities of the department.
- Endeavor to maintain a higher level of attendance, Pass percent and University ranks.
- Personally inspect and satisfy that the courses / Subjects in the departments are effectively and successfully handled by the staff to the entire satisfaction of students and Management.





- Personally verify and satisfy that the contents provided in all reports including daily, weekly and monthly reports to the Principal / CEO & Secretary are correct and true and are duly supported by proper evidence and records.
- Constantly verify the course files, lesson plans and all such other academic records of individual staff and of the faculty and ensure for their quality and content and updating.
- Report on the performance of staff and students to the Principal / CEO & Secretary after assessing them through scientifically designed evaluation procedures including students' feedback.
- Strive to promote a stream of highly competent and dedicated faculty through induction, faculty development programmes, Internships, higher qualification and all such other HRD means.
- Solely responsible for building the state of the art infrastructure in the department and for the maintenance and constant up gradation of the same to facilitate world class teaching, learning and research activities.
- Assist the Principal in the procurement and purchase of stores, equipments, lab chemicals, consumables and such other items as may be necessary from time to time.
- Responsible for the preparation of annual budgetary requirements of the department as desired by the Principal from time to time.
- General supervision of the works of both staff and students in the department and review the performance of staff in respect of teaching, research and other related activities.
- Strive to promote / motivate the students for their participation in extra and co curricular activities besides inter collegiate, district and state, and National level competitions.
- Assist the Principal in the maintenance and upkeep of discipline of both staff and students of the department.
- Endeavor to render special and well conceived coaching classes to students for empowering them to face the campus interviews confidently.
- Assisting the Principal in acquiring quality certification of the institution by National and International agencies and to this extent ensure departments participation in the process through academic up gradation.
- Responsible to enter into MOU with related Industries and Institutions to establish a healthy Industry Institutional relationship.
- Responsible for the care and maintenance of department's property.



- Responsible for performing all such other duties & responsibilities as desired by the Principal / CEO & Secretary from time to time.

### 8.3 PROFESSOR / ASSOCIATE PROFESSOR

- To handle effectively the subjects assigned in a regular phased manner and completion of syllabus in full within the semester.
- To monitor the attendance of all students in the class as well as the academic standing and communicating the observations to parents.
- Conduct and correction of internal and model examinations and counseling the students based on their performance with special additional coaching to weak students.
- To obtain feedback from students and modify the teaching and training as per the students suggestions.
- To aim for better performance of students in the subjects handled and to counsel them based on their performance
- To keep in touch with parents and updating them with the students attendance, marks obtained in examinations as well as conduct and character.
- Will assist the HOD in discharging his/her duties in all daily academic administrative activities, overall promotion of college and in the development of the Institution
- To maintain all academic records as stipulated by the respective universities.
- To strive for excellence in teaching and learning process and to assist better placement of students.
- Will try to propose projects from all possible funding agencies and help in the improvement of research and developmental activities of the Institution.
- Will attend to any other specific works of the department as assigned by the HOD
- Will also execute and perform any other duties as assigned by the management from time to time

### 8.4 ASSISTANT PROFESSOR

- To handle effectively the subjects assigned in a regular phased manner and completion of syllabus in full within the semester.
- To monitor the attendance of all students in the class as well as the academic standing and communicating the observations to parents.





- Conduct and correction of internal and model examinations and counseling the students based on their performance with special additional coaching to weak students.
- To obtain feedback from students and modify the teaching and training methods as per the students suggestions.
- To aim for better performance of students in the subjects handled and to counsel them based on their performance
- To keep in touch with parents and updating them with the students attendance, marks obtained in examinations as well as conduct and character.
- Will assist the HOD in discharging his/her duties in all daily academic administrative activities, overall promotion of college and in the development of the Institution
- To maintain all academic records as stipulated by the respective universities.
- To strive for excellence in teaching and learning process and to assist better placement of students.
- Will attend to any other specific works of the department as assigned by the HOD
- Will also execute and perform any other duties as assigned by the management from time to time

### 8.5 ADMINISTRATIVE OFFICER

- Attending 6 days in a week and whenever required extend it to clear pending duties.
- All matters related to AICTE/UGC/University to be checked / corrected and make available to the Principal/ CEO & Secretary.
- Keeping list of students having fees arrears up to date, taking appropriate follow-up as per the direction of the corporate office.
- Assisting the purchase of the department and accounting it properly
- All the requirements related to the college like Library/ Class room/ Staff room/ Computer Lab/ other labs of each college has to be assessed and invite quotations from different vendors and do the comparative study on price and quality before the purchase. (The quotations can be forwarded to Management for finalization and clarifications).
- Identify staff (Teaching and Non- Teaching) who are availing leave often especially on Saturday and Monday and more than two days in a month and inform to Principal.
- Don't involve in irrelevant discussion and maintain silence in the office and surroundings.



- Responsibility for the overall performance and monitoring of the college developmental activities.
- Gathering, adapting, storing and distributing information's within the College.
- Organizing, providing leadership and controlling all administrative functions in the department.
- Rendering a service to other functions within the organization
- Efficient housekeeping & catering requirement for guest / employee.
- Planning, sourcing and maintenance of company transport.
- Liaison works with all Government offices like Collector (students scholarship), Police station (Any problem solving), Telephone Electricity, Water, Panchayat, etc.
- Responsibilities for travel arrangements for domestic and international itineraries of the VIP's visiting campus after consulting with management.
- Keeping abreast with the latest trends in intra and extra office communication needs equipment. Monitor printing and updating documents of the organization.
- Maintenance and supervision of all office and academic records.

## 8.6 SYSTEM ADMINISTRATOR

- Maintaining complaint/Service/Maintenance register for department users
- Preparing & maintaining IT purchase request if the components are not available in the stock.
- Maintaining files such as purchase request file, Service request letters file for printer service & toner refilling, Systems working and not working status weekly consolidated reports file, purchase invoice bills file, software license copy file, time table file, service report file etc.
- Maintain the network infrastructure for LAN and WAN connectivity.
- Morning checks of systems/software
- Monitor system performance and provide security measures, troubleshooting and maintenance as needed.
- Assist users to diagnose and solve their problems.
- Design and implement systems, network configurations, and network architecture, including hardware and software technology, site locations, and integration of technologies.
- Maintain the peripherals, such as printers, that are connected to the network.
- Train users in use of equipment.





- Ensure virus protection software is operational and current on servers and workstations.

### 8.7 LABORATORY ASSISTANTS (COMPUTER LAB)

- The systems/equipments should be serially numbered indicating the short title of Nehru Group, Institute, Department and Lab.
- All the systems / equipments / instruments should be kept in working condition and should be cleaned on a daily basis.
- The configuration of systems should be checked daily
- Vendor's sticker should be pasted on the system wherever required and care should be taken not to tamper it.
- Maintenance and upkeep of systems will have to be carried out with the help of system administrators.
- System Administrators should not be permitted to open the system through tampering the sticker fixed by the supplier.
- The vendors should be promptly advised to check/verify for any tampering of sticker in any system and if so, they should fix the sticker at the earliest.
- During stock verification or surprise checks, if any system is found tampered, then the sole responsibility will be on the lab assistant and the cost of items found missing will be recovered from the Lab Assistant in charge only.
- The system should be kept in 'shut down mode' after use by each batch of students.
- The warranty period of each system / equipment / instruments should be promptly monitored.
- Each system has to be assigned permanently to a student for the whole semester based on roll number with proper entry in students register.
- Breakage or defect of any items has to be reported to the HOD / vendors in time.
- Theft / breakage by students have to be recorded in the breakage register on a daily basis and the register got counter signed by HOD/Principal the very next day itself. The cost should be recovered from the student concerned within a week's time. The student, who fails to pay the cost within a week, will not be allowed into the class room, unless he produces necessary receipts for payment.
- The Lab Assistant will be solely held responsible for any damage, theft or fire reported during the working hours. Management will not accept any responsibility for such incidents.



- It is the duty of the lab assistants to ensure smooth functioning of Labs without break down or breakage of computers /peripherals.
- The UPS and battery maintenance has to be checked at least once in a week.
- The Cycle of experiments along with the date of tentative completion of experiments should be displayed on the notice board.
- They should be physically present during the working hours.
- The batch wise laboratory time table needs to be pasted in the notice board along with semester plan of each practical.
- Students should be allowed only with proper dress code, viz., Uniform, shoes, ID card / Lab records etc.,
- Students who indent to take up revision of the experiments are to be allowed only with prior permission.
- A notice board indicating the status report of Labs has to be maintained.
- Solutions for laboratory experiments are to be prepared and kept well in advance.
- All registers should be kept updated with all entries and if lapses are found, serious action against the Lab Assistant in charge will be taken.
- A monthly consolidated status report for each lab should be forwarded to the Principal and a copy to the CEO / Secretary
- It should be ensured that the concerned teaching faculty related to Lab experiments is physically present.
- Strict discipline should be maintained in the Lab and students should never be allowed to sit and chat inside the laboratory. No eatables should be allowed inside the Lab.
- Students should not be allowed to leave the lab before completing the experiments.
- Detailed procedures for each experiment need to be maintained.
- It should be ensured that all fans, lights and connections to all equipments are switched off after the lab hours and water tabs if any closed.
- Lab attendance for faculty members has to be marked and forwarded to the HODs / Principal.
- In case of leave / or absence, proper alternative arrangements have to be made with prior approval of Principal.





## 8.8 LABORATORY ASSISTANTS (GENERAL)

- Keep all the equipment's and instruments in working condition always.
- Always available in the Laboratory Update all the Registers
  - a) Stock Register
  - b) Maintenance Register
  - c) Practical Attendance Register
- Inform the defects to the proper persons immediately on occurring/finding, out the defect
- The maintenance of systems and equipments are the responsibility of the concerned in charge and to keep the Lab neat and tidy.
- Do not allow any student to enter the Laboratory without proper dress code, viz. Uniform. Shoes, ID Card, Lab Records, etc.
- Do not allow or entertain other staff in the Laboratory.
- Do not sit and chat with others in the Laboratory.
- Paste the Lab Time Table and Batch names in the Laboratory
- With prior permission allow the students for revision.
- Do not permit the students to sit and chat in the Laboratory.
- Always maintain discipline in the Laboratory.
- Do not permit anybody to lie on the desk and sleep
- Do not permit anybody to bring any eatable to the Laboratory
- Do not permit any student to go out unless their Laboratory class is over.
- Prepare and paste cycle of experiments and tentative dates for completion. Also send weekly report to the-hierarchy regarding the progress.
- Maintain procedures for each experiment in details
- Semester subject practical allotted should be displayed in the notice board.
- In the absence of concerned Lab Assistant proper assignment of responsibility should be handed over to next person with proper record and approval from the Principal.
- Any breakage, theft happens in the LAB is the sole responsibility of LAB Assistant concerned
- Always ensure concerned teaching faculties related to Lab Experiments presence.
- Ensure that you are switching/ turning off all/ the fans, lights, plugs etc. after the Lab hours.



- Lab Attendance for faculty members to be marked and forwarded by the Laboratory Assistants to the higher office.
- Ensure that solution preparations for experiments are made in advance.
- Notice Board for the status report of Labs to be maintained.
- Breakages to be entered in the Breakage Register and the cost of items to be collected from the concerned student through office Issue and return register to be maintaining in Laboratory and the status of non compliance to be reported to higher authorities.

## 8.9 ESTATE MANAGER

- Shall be responsible for maintaining and administering the entire civil construction works, planning, designing, checking the quality and quantity of the materials used and workmanship, coordinating with architects, engineers, consultants and contractors in respect of all works.
- Shall look after and coordinate with the entire civil, electrical, plumbing, carpentry and the land scaping of the entire campus.
- Shall be responsible for overall in charge of preparing a road map on the effective use of the campus area keeping in mind, the past, present and future needs of the management.
- Care and maintenance of all movable and immovable properties and prevention of pilferage and theft of all kind.
- Shall be responsible for overall administering and monitoring of the duties and responsibilities of all staff and workers of civil, electrical, plumbing, carpentry, drainage related works, recycling of wastes, sanitary, gardening and other works.
- Shall be overall in charge of maintenance and up keep of all infrastructure like buildings, roads, electrical and plumbing installations, IT related communication system, landscape architecture and such other works.
- Shall verify **"M" Book maintained by the contractor** for its correctness. The **"M" Book** entries will be subjected to random checks by the Architect, or by the Management or by the representative of the Management by way samples to ensure the correctness of the entries in the **"M" Book**.
- Shall be responsible for calling for tenders, preparation of estimate, scrutiny and right choice of contractors, keeping in mind the quality and quantity of the work, approving of the





estimate and entrusting the major and minor works with the prior consent and knowledge of the management.

- Shall ensure that “bills” submitted by the contractors for its correctness regarding the **quantity and rates**. Every bill raised by the contractors need to be approved for total quality and if not satisfied with the quality, a written indication may be given to the college authorities not to pass the bills made by the contractors.
- Shall be overall responsible for the safety and security of both men and materials with proper supervision of entry and exit of materials used men.
- Shall be responsible for the maintenance of all registers related to the construction for the use of architect and the college. Overall checking and ensuring the daily issues updating and balance of all materials used in all kinds of land development and use.
- Shall be responsible for overall meeting of the legal and statutory requirements of getting approval for all buildings and other infrastructure and shall be responsible for maintaining of all essential documents of land and buildings and other essential infrastructure.

#### 8.10 CAMPUS MANAGER

- Overall control of cleaning, maintenance and security system (From gate to overhead water tank)
- Responsible for the overall maintenance of the campus, with focus on cleanliness, hygiene in a systematic way.
- Supervising and control of scavengers duties, responsibilities and timings
- Coordinating with each block wise house keeping in-charge on maintenance and house keeping each and every day.
- Supervising the duties of Electricians and plumbers on proper maintenance, supply and usage of water and electricity to all the departments.
- Managing the vehicle parking for staff and students and cooperating with the security staff regarding the same.
- Maintaining gardens and timely watering of plants, supervising and arranging substitutes in case of absentees of scavengers.
- Monitoring the reuse of drainage water and sewage water in the campus in the most economical way.



- Regular checking of the cleanliness of hostel mess and canteen
- In case of emergency or any urgency, he has to report it immediately to the Director (PR) and also reporting about the Civil, Electrical and Maintenance to the Director (PR).

### 8.11 SITE ENGINEER

- Responsible for maintaining and administering the entire civil construction works, planning, designing, checking the quality and quantity of the materials used and workmanship, coordinating with Architects, Engineers, Consultants and Contractors with respect to all the works.
- Required to look after and coordinate the entire civil, electrical, other repair and maintenance works in the campuses.
- Responsible for maintaining high quality of works, approving the estimate and bills with the consent of Management.
- Maintaining all the registers required for related to the construction for the use of Architect and College. Besides, providing the daily returns in a prescribed format, already designed for your use. This format is to be sent every next day, after filling it to the secretary of the college.
- The stock registers related to cement, steel are subject to surprise checks by the Architect or by the Management or by representative of the Management. The daily return should reflect the stocks.
- Maintaining the quality of the works executed by the approved contractors appointed by the college
- Ensuring whether the contractors use raw-materials of good quality.
- Ensuring no workers allowed in the site, when the day's work is over.
- Preparing the plan and estimate whenever required
- Required to verify "M" Book maintained by the contractor for its correctness. The "M" Book entries will be subjected to a random checks by the Architect, or the by the Management or by the representative of the Management by way samples to ensure the correctness of the entries in the "M" Book.
- Required to ensure "bills" submitted by the contractors for its correctness regarding the quantity and rates. Every bill raised by the contractors to be approved by you for total quality and if you are not satisfied with the quality, a written indication may be given to the college authorities not to pass the bills made by the contractors.





- Required to maintain strict discipline among the workers involved in the construction; as the campus where the constructions are going on will be functioning during day time with students in the classes.
- Enforcing stock of raw materials in places fully secured, where the least disturbances are experienced by the students.
- The cement and steel stock should be kept in fully secured position.
- Responsible for verifying and maintaining compulsory in and out time recorded gate passes for the movement of vehicles, goods materials of the contractors and suppliers inside the site.
- Any points not covered above, may be executed with the concurrence of the Management.
- A separate status/progress report shall be submitted to the undersigned every week. Attend any other works as assigned by the CEO & Secretary from time to time

## 8.12 CAMPUS SUPERVISOR

- Total control of the campus. Control of students loitering outside the class room. Incidents of indiscipline, if found should be reported to Physical Director and Principal for action.
- Ensure & Maintain complete cleanliness of college campus as a whole and college building in particular by consistent monitoring with civil supervisors and attenders and extract work from the attenders and sweepers. Any materials spread /thrown out in the campus should be arranged in proper places (in the shed).
- Measures to be taken to control pilferage/ theft of loose materials.
- Monitoring with supervisors for proper utilization of labourers such as Gardeners, Sweepers, Attenders etc.
- Check proper registers and records kept at the entry (Gate) by security guards and monitor them.
- Any other works related to development of campus, including landscape and infrastructures.
- Maintenance of Gardens.
- Ensure drinking water made available wherever required.
- Student and Staff Toilet maintenance
- Students furniture arrangements
- Electricity maintenances
- Maintenance of plumbing works



- Inventory Management
- Coordinating with all Principals in campus for day to day campus arrangements

### 8.13 CHIEF WARDEN

- To monitor the hostel discipline
- To check the food quality
- To monitor the various hostel committee activities
- To conduct food and other committee meetings
- Solving issues among students
- Monitoring sports activities in the evening
- To control the Discipline in the T.V. room
- Checking the Registers & Files maintained in the hostel
- Checking the stock and inventory details
- Discussing with the mess in charge to solve daily food issues
- Coordinating with the site supervisor to get and maintain the hostel facilities
- To check the hostel gate register to avoid issues regarding students outing
- Acting as a faculty advisor for various clubs in the hostel
- Planning and executing the major events in the hostel (like hostel day, trekking...)
- Conducting classes inside the hostel for academically poor students.
- Coordinating Deputy Chief Warden, Residential Warden, hostel students and mess contractors for smooth running of the hostel
- Monitoring the mess, water and discipline in the hostel through Deputy Chief Warden and Residential Warden
- Informing the hostel requirements to managements and getting new facilities for the hostel
- Assuring the inventory and stock
- Conducting meetings with students
- Solving the problems of the students
- Deciding the hostel timings (mess, outing etc)
- Permitting guests to stay in the hostel after getting approval from management





#### 8.14 DEPUTY CHIEF WARDEN

- Taking care of students movements both "in" and "out" of hostels on permission, holidays, regular outings, project works, medical treatment and college purposes.
- Scrutinizing thoroughly the request letters from the students, the phone calls, permission letters / SMS / Fax / mail from Parents or Guardians and the approval from the class advisors, HoDs and Principal to permit the students for leaving the hostel.
- The Deputy Chief Wardens will take the full responsibility for permitting the students for leaving the hostels.
- They will also see that the Parents / Guardians who visit the hostels are received and treated properly.
- The Deputy Chief Wardens will forward the files of the respective colleges permitting the students to the Chief Warden who will accord post approval.
- This work of getting the post approval from the Chief Warden will be done commonly by Warden (Priyanka Hostel), will attend the same.
- Allotment of rooms to the students as per the guidelines issued by the office of Chief Warden.
- To supervise the overall activities of students, housekeeping, site operations and Mess in the hostel.
- Regular visit to hostel blocks allotted individually and ensure better interaction with the students.
- Nominate the students for various hostel committees Health Club which shall comprise Yoga, Sports activities, Trekking, Food committee, hostel maintenance committee, Common Room Committee, Cleanliness Committee and other such clubs and committees.
- To give permission to the Guests for residing in the hostel on the request of the students and recommendations from Chief Warden / Principal.
- To supervise the working of hostel staff.
- To solve the day to day problems of the students.
- To deal with the acts of indiscipline of the students.
- Reporting the cases of serious indiscipline/ragging to the Chief Warden / Principal for further action at the Institute level.
- To ensure the quality of food in the mess



- To check the various registers and ledgers maintained by the Warden and mess supervisor from time to time
- Communicate with the parents / guardians of the inmates in assistance to the Wardens
- To maintain overall ambience of the hostel premises and to ascertain silence hour is carried out in their respective blocks
- To ensure proper maintenance of the rooms and hostel premises
- To send advance information to the Chief Warden / Principal about the monthly estimated bulk requirements of mess items or other consumables to be purchased through purchase committee.
- To cater to the immediate minor requirements in the hostel through the use of permanent advance
- Whenever any of the Deputy Chief Wardens apply leave, the concerned Principals are instructed to see that the leave is approved only after making alternate charge arrangements with any one of the available Deputy Chief Wardens
- The charge arrangement should be made known to the Deputy Chief Wardens concerned well in advance.

### 8.15 WARDEN

- Hostel wardens are the custodians of all the properties of the hostel and related inventories. They have to liaison with the student/authorities.
- Whenever an admission is made to the hostel, the prospective inmate has to be given with an application form and rules and regulation form and the forms duly filed building wise.
- An inventory register is to be maintained by the wardens room-wise and student-wise.
- Wardens have to ensure that the student is not bringing any un-authorized items inside the hostel
- Parents of the hostel inmates are to be informed about the rules and regulations of the hostel, in detail.
- Hostel id issued by the office is to be ensured by checking it.
- Hostel is to be allotted as per the courses, and it is the responsibility of warden to exercise their judicious decisions.
- Mess coupons are to be collected by the wardens and the distribution record is to be maintained regularly and the same has to be given for internal audit at frequent intervals.
- Mess cards are to be issued to the students and receipt obtained.





- Information to the inmates is to be displayed in the notice board and renewed at regular intervals.
- Hostel rules and regulations signed by the inmates are to be strictly implemented by the wardens and any disobedience to be recorded in the occurrence register and that the student concerned is to be brought to the office for further investigation and finalization. All these are to be done in accordance with the prescribed rules and regulations and on the instructions received from the higher authorities.
- After the class and play time, students are to be directed to their rooms for studying. Play time, study time, dinner time etc to be decided by the warden and proper message is to be given to the students.
- Gate of each building is to be closed on a scheduled time and surprise rounds are to be conducted by the wardens to see that all students are in their room. If anyone is missing, their roommate's statement is to be obtained and recorded in the occurrence register. These checks should be random and secret in nature.
- Students missing from the rooms should be asked to report to the Principal for paying the fine amount. After two such warnings (to students and parents), if a student repeats for the third time, he should be removed from the rolls and sent out of the hostel.
- A particular day of a week is too fixed for each batch of students to go out and they should go after signing a register kept in the building.
- Students should not be allowed to go out without id card. They should be neatly dressed and should sign a register kept at the main gate. Both the registers at the hostel building and the main gate to be audited at regular intervals and any discrepancies in the timings are to be noted and the concerned individuals are to be warned.
- After the prescribed time the hostel register is to be kept under lock and key and wardens have to sign in the register kept at main gate, stamping the time of signature. The students who have not come at the time of checking to be warned and appropriate action to be initiated.
- Serious warnings given to students are to be registered in the occurrence register and in the back side of the admission form of the student. The reporting of parents, guardians in person is also to be noted in the occurrence register and at the back of the application.
- Misbehaviour of the hosteller if any are to be reported to the concerned heads of the institution, in a prescribed format after entering in the occurrence register.



- Whenever a mess card is lost, an application has to be collected and fine is to be collected to issue a duplicate card. Duplicate card should carry the same sl. No of the original card.
- Wardens have to ensure no student stays back in the hostel during college hours.
- If any student remains in the room during college hours, medical certificate is to be asked for if he/she is sick otherwise he/she should be asked to go to college and this is to be recorded in an occurrence register.
- Un-authorized stay in rooms should not be allowed and a written explanation is to be taken from the inmate and this is to be recorded in the occurrence register and to be informed to the management.
- Wardens have to utilize the manpower given to them effectively to clean the hostel area and bath rooms and toilet.
- After cleaning the rooms, the sweepers should sign in the register or affix their thumb impression. This register will be referred by the week end for giving wages to them. These activities are to be recorded in the occurrence register on a day to day basis.
- Correspondence with the various departments and corporate office is to be made between 10.00 am – 11 am.
- Wardens should be available in the mess at the time of lunch and ensure smooth serving of lunch.
- Student's complaints are to be entertained and major complaints are to be recorded in the occurrence register and to be reported to the management.
- Wardens should ensure the smooth functioning of all equipments, accessories, electrical connections and the mess amenities. Suitable and timely repair of the equipments is the responsibility of the wardens.
- After the college hours, wardens have to ensure that all students are back to rooms at a prescribed time. Suitable methods could be adopted by the wardens to find out the arrival of the inmates.
- In the event of any untoward incident, it has to be recorded in the occurrence register and reported to higher authorities at regular intervals. Serious matters are to be reported immediately.
- Students address book is to be maintained and updated on a regular basis. Information and intimations, complaints, suggestions, changes in rules and amendments are to be sent to the inmates or parents with the help of administrative staff.





## CHAPTER 9

### HOSTELS

#### 9.1 BOYS HOSTEL

##### RULES & REGULATIONS

- Students desirous of joining the hostel are required to apply in the prescribed format. Mere applying doesn't guarantee accommodation in the hostel. Accommodation in hostel is purely the discretion of the Management / warden and is subject to the availability of vacancies. The right to allot or not vests with the Management.
- The students should occupy the room as allotted by the Chief Warden / Deputy Chief Warden / Warden
- Once allotted, students are not allowed to change their rooms on their own under any circumstances.
- On occupation, the occupants have to check for any scribbling on the wall, breakage of window glass or any damage to furniture etc., and the same is reported to the warden.
- On occupation, the students should furnish the contact mobile, telephone postal address etc., of the parents for contacting them in time of need.
- The inmates are required to be present only in the rooms allotted to them. If any student is found in other rooms than that of his/her own, such student will be liable for punishment as may be decided by the Management.
- They are requested to give an acknowledgement for the provision, furniture etc. provided in the room.
- The students should report for any damage in taps, or light, fans and wiring so that the repairs can be done soon
- Fees once paid will not be refunded or adjusted under any circumstance, whether he has been expelled on disciplinary grounds, or voluntarily vacated the hostel before the completion of the academic year in the hostel.
- Provisions made in the common areas are the collective responsibility of all inmates. They are expected to handle them carefully.
- Belongings which are costly like mobile phones and laptops are generally not allowed in the hostel. However, in case of utmost necessity, written permission needs to be obtained by the



users. The user should also give an undertaking to the effect that his/her lap top or mobile phone can be inspected by the wardens or anyone authorised by the Management at regular intervals or as and when the Management decides.

- Each and every one is expected to look after the safety & security of their personal belongings as well as the properties of the hostels. They should treat the hostel as a home away from home and maintain cleanliness and ensure safety of all possessions.
- The students will be required to have their ID cards during their stay at the hostel and those without ID cards will not be entertained in the hostel. The inmates of the hostel are also supposed to carry their ID cards with them during movements outside the hostels.
- No student is allowed to stay in rooms without attending the classes unless they produce a valid medical certificate or other valid reasons.
- Students should keep absolute silence in the hostel
- The students roaming in the hostel premises and making noises and disturbing the students on study will be dealt strictly as the management feels appropriate.
- No scribbling on the wall, drawing, sticking of pictures etc are permitted.
- Hostel rooms and furniture are to be kept neat and clean. Personal hygiene is also of paramount importance.
- No littering shall be permitted, in the hostel premises and the same has to be deposited in the dust bins kept.
- Cleanliness of rooms is of top most priority. The rooms are to be swept daily, removing the cobwebs etc.
- The students should cooperate with the maintenance staff for keeping their rooms clean
- Use of cigarettes, alcohol, drugs and pan and other psychotropic drugs are strictly prohibited and anyone who is found using or possessing such things will be immediately dismissed from the hostel without any notice and they will forfeit the fees already paid by them.
- Day scholars and friends are not permitted inside the hostel.
- The inmates of the hostel are expected to be friendly and cooperative with their fellow hostel and roommates.
- Water should be very carefully used. The student should check whether all taps are closed properly when they are not in use.





- The students should cooperate with the hostel authorities for the most restricted use of electrical items. Fans and lights should be switched off when the students go to class or when they are not in the rooms.
- The inmates of the hostel have to be present at the hostel latest by 7.00 PM on all working days. They may be allowed to stay outside the hostel premises till 8.00 PM on holidays that too only with the prior permission of hostel warden.
- Outing is fixed by the warden and the students are allowed to go out only on the scheduled dates of outing.
- The students are warned that they should not move out of the hostel without getting gate pass / permission from Chief Warden, Dy.Chief Warden or Warden
- For staying outside the hostel by any inmate on official purpose, prior permission is necessary. Hostel inmates are not expected to spend more time at the college canteens after the college working hours.
- Any student who plans to go home on leave during working days should obtain permission from the college authorities and has to produce it before seeking out pass from hostel.
- The students should register in the registers kept at the main gate as well as with the warden whenever they go out of hostel premises and also has to check in on return without fail.
- In every hostel, a study time is fixed between 8.30 pm to 10.30 pm during which time absolute silence is to be maintained and the students should also be physically present in the room in which they are allotted.
- A separate study room is provided for this purpose and the students will be wearing their normal dress during the study time.
- The hostel gate will be closed by 9.30 PM. A roll call will be held at 10.00 PM every night. If an inmate is not present, a fine of Rs.500/- will be imposed on the first two instances. Similar absence for a third time by the student will lead to his/her removal from the hostel without any enquiry. He will also stand to forfeit his/her hostel fees already paid which will not be returned at any cost.
- No electrical appliance is allowed inside the hostel eg. Iron Box or Electric Heater / Stove
- Use of mobile phones during study hours or laptops without prior permission of the warden will entail confiscation of the gadgets and will not be returned back under any circumstances.
- No student is permitted to sign for and on behalf of another student. If anybody is caught doing so, he will be removed from the hostel immediately.



- The buses to college will proceed as per the time scheduled strictly and the bus will not wait for any late comers.
- The students on vacation of rooms should hand over all the provisions and furniture taken over by him/her in the same condition at which they have taken charge.
- Inmates, who vacate the hostel, should handover all the inventories taken over by them at the time of joining in good condition. A clearance certificate should be obtained. Otherwise, they will be held responsible for any loss or damage.
- Students will also be subjected to surprise checks at any time and they should facilitate checking of all their belongings including laptops & luggage.
- During inspections, if any vulgar, obscene or objectionable features are found uploaded in the lap top/mobile phone, the same will be reported to the Cyber Cell and that the student will be dismissed from the hostel without any notice and the fees paid by the individual will not be returned.
- The students should cooperate in giving daily attendance when wardens are visiting the rooms during night.
- Students are expected to be ready by 8.45 AM to catch the bus for college daily.
- When the hostel and colleges are in separate campuses, the students should finish their breakfast in time and proceed to classes in time.
- Inmates are expected to maintain decorum and decency inside the Mess halls too.
- Food wastage should be avoided.
- The students should take food at the mess in the stipulated time only.
- The management will not assume responsibility for not supplying food to them if they come very late or earlier.
- For delay done by students in taking the breakfast or getting into the bus, the management will not be held responsible
- If there is any problem in food quality or quantity, the same can be recorded in the complaint register kept at the hostel. The same can be informed to the students mess representative, warden/Dy.Chief Warden or Warden in writing.
- Unlawful gathering and making shouts and noises in the campus is strictly banned.
- Disputes if any between the students or groups of students should be informed immediately to the hostel authorities for solving. But involving in group clashes, manhandling and causing injury to fellow students is totally against the interests of the management





- In the event of indulging in such criminal activities, the students will be dismissed immediately from the hostel as well as the matter will be referred to the concerned Principals of the college and no conduct certificate will be issued.
- Ragging is a crime and is strictly prohibited. Anyone found indulging in any act of ragging will be immediately dismissed from the hostel without any notice or enquiries and a criminal case will be filed against him/her with the police.
- Inmates found involved theft, Ragging, fighting, quarrelling, use of abusive words, damaging properties, indiscipline, consumption and possession of psychotropic drugs, alcohol, cigarettes, causing injury to persons, disobeying orders of wardens, nonpayment of hostel fees etc., will be expelled from hostel without any further notice.
- Celebration of any kind at the hostel premises should have the warden's prior written permission.
- In case of a reported misbehavior or unethical behavior by any inmate, the same will be intimated to the parents through phones, e-mail/ telegram etc. In case, the parents are not turning up within the stipulated time, the inmates will be expelled from the hostel without further notice to parents.
- The Management has the full rights to order any hostel student to vacate without assigning reasons.
- The decision to readmit a student once vacated from the hostel, purely vests with the Management.
- Inmates who have any genuine complaints/grievances the same to the chief warden in writing. Inmates are not expected to take law into their hands.
- Any other rules and regulations as amended or added from time to time shall be followed by the inmates.
- The monthly installments of mess bill have to be paid by the students at the specified date.
- Reduction in mess bill shall be permitted for in case of absenting more than 5 days
  - ❖ The holidays declared by the college
  - ❖ Project days certified by the Principal.
  - ❖ Industrial visits exceeding 5 days duration.
  - ❖ In case of absence due to illness exceeding five days



## 9.2 GIRLS HOSTEL

### RULES & REGULATIONS

- Students desirous of joining the hostel are required to apply in the prescribed format. Mere applying doesn't guarantee accommodation in the hostel. Accommodation in hostel is purely the discretion of the Management / warden and is subject to the availability of vacancies. The right to allot or not vests with the Management.
- Every student should stay in the room allotted to them during the start of academic year. Mutual exchange of rooms after final allotment is not allowed. However, only the Chief Warden may allow as a special case on valid and reasonable ground.
- At the time of joining the hostel, students are expected to make sure that furniture, walls and electrical equipments are in good condition. If any damage is noticed, the same may be reported to the Warden in writing.
- On occupation, the students should furnish the contact mobile, telephone postal address etc., of the parents for contacting them in time of need.
- The inmates are required to be present only in the rooms allotted to them. If any student is found in other rooms than that of his/her own, such student will be liable for punishment as may be decided by the Management.
- They are requested to give an acknowledgement for the provision, furniture etc. provided in the room.
- The students should report for any damage in taps, or light, fans and wiring so that the repairs can be done soon.
- Fees once paid will not be refunded or adjusted under any circumstance, whether he has been expelled on disciplinary grounds, or voluntarily vacated the hostel before the completion of the academic year in the hostel.
- Provisions made in the common area are the collective responsibility of all inmates and are expected to handle properly.
- Belongings which are costly like mobile phones and laptops are generally not allowed in the hostel. However, in case of utmost necessity written permission needs to be obtained by the users. The user should also give an undertaking to the effect that his/her lap top or mobile phone can be inspected by the wardens or anyone authorised by the Management at regular intervals or as and when the Management decides.





- Each inmate is expected to look after the safety and security of their personal belongings and the properties of the hostel.
- The residents shall not remove any fittings/furniture from any other room and get them fitted in their room.
- Rough handling of dining hall furniture, room furniture or any property or fittings of the hostel is strictly forbidden. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered from them. Repeated acts will result in expulsion from the hostel.
- The students will be required to have their ID cards during their stay at the hostel and those without ID cards will not be entertained in the hostel. The inmates of the hostel are also supposed to carry their ID cards with them during movements outside the hostels.
- No student is allowed to stay in rooms without attending the classes unless they produce a valid medical certificate or other valid reasons.
- Students should keep absolute silence in the hostel.
- The students roaming in the hostel premises and making noises and disturbing the students on study will be dealt strictly as the management feels appropriate.
- No scribbling on the wall, drawing, sticking of pictures etc are permitted.
- Hostel rooms and furniture are to be kept neat and clean. Personal hygiene is also of paramount importance.
- Dispose the waste and napkins properly in the respected dustbins. If improper disposing is found in any room /floor, the residents of the room/ floor will be fined.
- Cleanliness of rooms is of top most priority. The rooms are to be swept daily, removing the cobwebs etc.
- The students should cooperate with the maintenance staff for keeping their rooms clean
- Use of cigarettes, alcohol, drugs and pan and other psychotropic drugs are strictly prohibited and anyone who is found using or possessing such things will be immediately dismissed from the hostel without any notice and they will forfeit the fees already paid by them.
- Day scholars and friends are not permitted inside the hostel.
- The inmates of the hostel are expected to be friendly and cooperative with their fellow hostel and roommates.
- Water should be very carefully used. The student should check whether all taps are closed properly when they are not in use.



- Residents are expected to dress decently in the hostel
- The students should cooperate with the hostel authorities for the most restricted use of electrical items. Fans and lights should be switched off when the students go to class or when they are not in the rooms.
- For proceeding on leave the students have to produce the letter of their leave duly approved by the class advisor, HOD and Principals and avoid such pass.
- Hostel students shall not leave the campus without prior permission of the warden / Dy. Chief Warden.
- For staying outside the hostel by any inmate on official purpose, prior permission is necessary. Hostel inmates are not expected to spend more time at the college canteens after the college working hours.
- The inmates will be allowed for outing for one day in a month between 6.00 am and 6.00 pm along with their parents or guardians. The first and second year students will go on first Sunday of every month and the third year on Second and the Fourth year on Third Sundays.
- The students should register in the registers kept at the main gate as well as with the warden whenever they go out of hostel premises and also has to check in on return without fail.
- A Study / silent hour is fixed to maintain absolute silence between 8.30 pm and 10.30 pm on week days and 8.20 pm and 9.30 pm on Sundays. On every Saturday there is no study time.
- No electrical appliance is allowed inside the hostel eg. Iron Box or Electric Heater / Stove
- No student is permitted to sign for and on behalf of another student. If anybody is caught doing so, he will be removed from the hostel immediately.
- When the hostel and colleges are in separate campuses, the students should finish their breakfast in time and proceed to classes in time.
- The buses to college will proceed as per the time scheduled strictly and the bus will not wait for any late comers.
- The students on vacation of rooms should hand over all the provisions and furniture taken over by him/her in the same condition at which they have taken charge.
- Inmates, who vacate the hostel, should handover all the inventories taken over by them at the time of joining in good condition. A clearance certificate should be obtained. Otherwise, they will be held responsible for any loss or damage.





- Warden / Resident Warden have the authority to conduct surprise checks in hostel rooms. Any act of threats or violence, damage to property and riotous behavior will be an offence and may lead to severe punishment.
- The students should cooperate in giving daily attendance when wardens are visiting the rooms during night.
- Inmates are expected to maintain decorum and decency inside the Mess halls too.
- Food wastage should be avoided.
- The dining time is fixed to the students to follow strictly. The students should take lunch before 2.00 pm on all days and similarly dinner before 8.00 pm. However, breakfast on Sundays have to be taken before 9.30 am.
- The inmates are allowed to study in their rooms with the doors open for any inspection by hostel authorities. Mobile usage during this time is strictly prohibited.
- The students should take food at the mess in the stipulated time only.
- The management will not assume responsibility for not supplying food to them if they come very late or earlier.
- If there is any problem in food quality or quantity, the same can be recorded in the complaint register kept at the hostel. The same can be informed to the students mess representative, warden/Dy.Chief Warden or Warden in writing.
- Unlawful gathering and making shouts and noises in the campus is strictly banned.
- Disputes if any between the students or groups of students should be informed immediately to the hostel authorities for solving. But involving in group clashes, manhandling and causing injury to fellow students is totally against the interests of the management.
- In the event of indulging in such criminal activities, the students will be dismissed immediately from the hostel as well as the matter will be referred to the concerned Principals of the college and no conduct certificate will be issued.
- Ragging is a crime and strictly prohibited in the hostel premises. Anyone found indulging in the act of ragging may be immediately dismissed from the hostel and criminal case will be filed against them with the police.
- Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus.
- Birthday celebrations, bursting crackers (during Diwali, Pongal, etc.), throwing colors are not allowed in hostels and on the campus.



- In case of a reported misbehavior or unethical behavior by any inmate, the same will be intimated to the parents through phones, e-mail/ telegram etc. In case, the parents are not turning up within the stipulated time, the inmates will be expelled from the hostel without further notice to parents.
- The Management has the full rights to order any hostel student to vacate without assigning reasons.
- The decision to readmit a student once vacated from the hostel, purely vests with the Management.
- Inmates who have any genuine complaints/grievances the same to the chief warden in writing. Inmates are not expected to take law into their hands.
- They are not supposed to enter into any kind of argument/ or quarrel with the caterers or food contractor.
- The monthly installments of mess bill have to be paid by the students at the specified date.
- Reduction in mess bill shall be permitted for
  - ❖ The holidays declared by the college / Nehru Group of Institutions.
  - ❖ Project days certified by the Principal.
  - ❖ Industrial visits exceeding 5 days duration.
  - ❖ Incase of absence due to illness exceeding five days
- All students should get permission for outing atleast two days in advance.
- All visitors to the hostel including the parents/guardians have to produce the identity card issued during the time of admission. They have to make necessary entries in the visitor's book available in the gate and hostel.
- Members of faculty and students of Nehru Institute of Technology shall not be considered as local guardian. Parents/guardian shall be issued with visitors ID cards and on production of ID cards only guardians and parents shall be allowed to meet their wards for outing and going home.
- In case of local guardians, the photo must be duly attested by the parent.
- A fine of Rs. 1,000/- will be charged on each inmate of the room if there is a block in drainage in a particular room due to improper use.
- Similarly a fine of Rs. 1,000/- will be imposed on all inmates of the floor if there is a block in the drainage in a particular floor.





- Wifi facilities provided to students which shall be used by the students other than study time
- Any other rules and regulations as amended or added from time to time shall be followed by the inmates.
- The monthly installments of mess bill have to be paid by the students at the specified date.
- Reduction in mess bill shall be permitted for incase of absenting more than 5 days
  - ❖ The holidays declared by the college
  - ❖ Project days certified by the Principal.
  - ❖ Industrial visits exceeding 5 days duration.
  - ❖ Incase of absence due to illness exceeding five days



## CHAPTER 10

### TRANSPORTATION

#### 10.1 TRANSPORT

The Nehru Group of Institutions has an extensive network of daily commutation of students and faculties. A total number of 109 buses are operated daily from Tami Nadu and Kerala. In all, around 6000 students and faculties and staff enjoy the benefit of bus transportation.

#### 10.2 DUTIES AND RESPONSIBILITIES OF TRANSPORT OFFICER

- Shall be overall in charge of operating the college buses, both from Kerala and Tamilnadu, based on the students strength and their places of residence and respective colleges.
- Allocation of students and faculties and staff to different bus routes and effectively monitoring their daily commutation
- Issue of bus passes to students, faculties and staff depending upon their boarding points.
- Taking up of surprise checks at various routes to check and verify the defaulters (those travel without bus passes)
- Deciding and monitoring the boarding and deboarding points and fixing the time schedule based on the college timings and distance to be travelled daily.
- Monitoring and filling of fuel to various buses on a regular basis and supervising and monitoring of the working safety and punctuality of running the buses, their service condition and efficiency.
- Dealing with the legal issues of the government of Tamilnadu and Kerala and meeting the issues of settling the case of unforeseen accidents

#### 10.3 TA / DA ALLOWANCE FOR DRIVERS

##### BUS DRIVERS/AMBULANCE DRIVERS/WATER TANKER DRIVERS /LORRY DRIVERS

The period between 8.00 am and 7.00 pm will be considered as normal duty hours.

1. No TA / DA for the bus drivers for all routine daily trips irrespective of timings.
2. For special visits of students, faculties / staff out of campuses within the working hours (8.00 am - 7.00 pm), Lunch allowance is admissible at Rs. 75 per day for which bills need not be insisted.





3. For special visits of students / faculties / staff outside the campuses, involving period beyond working hours, a food allowance is admissible as follows either for Breakfast, Lunch or dinner depending upon the exact time of absence from campuses.

Break Fast	Rs. 50
Lunch	Rs. 75
Dinner	Rs. 75

4. For special visits involving extended duties beyond 6.00 pm to 8.00 am or night halts outside the Head Quarters, an allowance of Rs. 50 per hour is admissible for the exact period of absence beyond 6.00 pm and upto 8.00 am but subject to a maximum of Rs. 500 per night.

#### CAR DRIVERS

1. The period between 8.00 am and 7.00 pm will be considered as normal duty hours.
2. No TA / DA is admissible for this duty hours when performed within campus.
3. For duties prior to 8.00 am and after 7.00 pm within the campus or outside the campuses an allowance of Rs. 50 per hour is admissible. While calculating, less than half an hour will not be taken into account. For period exceeding half an hour, half the TA / DA is eligible.
4. For special visits during working hours outside the campuses, the food allowance is admissible as shown below based on the actual period of absence breakfast, Lunch or dinner.

Breakfast	-	Rs.50/-
Lunch	-	Rs.75/-
Dinner	-	Rs.75/-

5. For visits within the campuses of Nehru Group of Institutions, no food allowance is admissible. The drivers have to make their own arrangement for taking food at any one of the canteens of NGI.
6. The staff / faculty by whom the driver is engaged, will meet the food expenses of the drivers and later claim the amount in his/her own TA bill subject to maximum of the amount as indicated below,

Breakfast	-	Rs.50/-
Lunch	-	Rs.75/-
Dinner	-	Rs.75/-



7. For special visits outside the city involving night halts, an allowance of Rs. 50 per hour for the period of absence between 6.00 pm & 8.00 am is admissible subject to a maximum of Rs. 500 per night in addition to the day time food allowances as per eligibility depending upon the actual period of absence for the day time duty hours.
8. In case of the drivers engaged for transporting guests and other VIPs alone without any faculty or staff accompanying, the driver, can claim the food allowance directly from the management.
9. The eligibility for breakfast is only when the drivers are on special duty attended outside before 7am. Similarly, food allowance for dinner can be claimed only when the duty hours extends beyond 8 pm. Allowance for Lunch is allowed only when the driver remains outside during lunch time.
10. However, the above provisions will be allowed only for some special occasion duties and not eligible, if it is of daily routine official nature.

#### DUTIES ON PUBLIC / FESTIVAL / SUNDAY HOLIDAYS

11. For attending duty on Public / Festival / Sunday Holidays.
12. For attenders a compensatory off can be availed or extra / additional duty benefits can be claimed.

#### 10.4 MAINTENANCE AND UPKEEP OF VEHICLES

The maintenance and repairs of buses is taken care of by a technical Transport in-charge and workshop manager.



  
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