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JAWAHARLAL NEHRU NEW COLLEGE OF ENGINEERING STAFF (SERVICE) REGULATIONS, 2025.

1A. Short title, Commencement and Application:

(I) These Regulations may be called "Jawaharlal New College of Engineering, Service Regulations, 2025.

(ii) They shall are in force with effect from the First day of April 2025.

(iii) These Regulations apply to all the employees of the College.

(iv) Mode of appointment of the various cadre of employees, pay scales etc., are dealt with under separate regulations.

(v) Nothing in these regulations apply to persons appointed on contract or the persons appointed on temporary basis since they are governed under the terms of contract of their appointment.

1B. Definitions:

Unless the context otherwise requires, the words and phrases used in these regulations shall carry the meaning as defined herein under:

a) "Administrative staff" means the persons appointed to perform ministerial, clerical and such other duties college as may be prescribed by the Management in relation to administrative work of the college.

b) "Appointing Authority" means the Management of NES. But, for the limited purpose of initiating the disciplinary proceedings and imposition of penalty on Non-Teaching staff, Appointing Authority means the Principal.

c) "College" means The Jawaharlal New College of Engineering; established and managed by the National Education Society.

d) "Disciplinary Authority" means Management of NES in relation to Teaching employees and the Principal in relation to Non-Teaching employees.

e) "Employees" mean the persons appointed by the Management in connection with the affairs of the college to carry out the duties specified as per schedule-II comprising of teaching and non-teaching staff.

f) "Governing Council" means Governing body constituted for the administration of the college; responsible for policy, vision, finance and overall administration, ensuring healthy and proper alignment with AICTE and University norms, acting as a bridge between management, faculty, and regulatory bodies like State Government, VTU and UGC/AICTE.

g) "Management" means the Managing Committee of NES entrusted or charged with the management and administration of the Society.

h) "Misconduct" means any act or omission subversive of discipline, insubordination, transgression of established principles, customs and usages and express or implied violation of code of conduct and regulations of discipline. It includes all such acts and omissions which are not expected of a good citizen and more so an employee of the society.

i) "Non-teaching staff" includes Administrative Staff, Technical Staff, Library Staff, Transportation Staff, Hostel staff, supporting Staff and Sports Department Staff.
j) "Principal" means the Head of the College and the link between the employees and the Management.
k) "Society" means the National Education Society.
l) "Supporting Staff" means Laboratory Attenders, Helpers, Drivers, Mechanics in connection with Transport Department of the College, Housekeepers appointed by the Management, and such other persons as may be notified by the Management but does not include Teaching and Non-teaching employees.
m) "Teaching Staff" means the persons appointed to impart instruction in the college and comprises of the following categories:
   a) Principal
   b) Professors
   c) Associate Professors
   d) Assistant Professors

1C. Reporting and Subordination:

a) HoDs shall report to the Principal.
b) Teaching Staff shall report to the respective Heads of the Department.
c) Administrative staff shall report to the HR Manager/Administrative Manager/Principal.
d) Technical staff shall report to the HOD/Senior Foreman.
e) Library staff shall report to the Librarian.
f) Sports Department staff shall report to the Physical Education Director.
g) Transport Department Employees shall report to the Supervisor /Transport Chairman.
h) Hostel staff shall report to Resident Hostel Supervisor / Warden.
I) Supporting staff shall report to the Campus Maintenance Engineer.
j) Training and Placement Director shall report to the Principal.

1D. Correspondence:

1. Correspondence with the Management should be addressed to the Registrar and should be sent by Muddam (i.e., submitted officially through the proper internal channel) and be handed over to the Registrar of the Society, who in turn would place it before the Secretary.
2. All the correspondence should be punctually be recorded in inward and outward registers, checked and initialed by the HR Manager/ Administrative Manager at the end of each day.

1E. Working Hours :

- Faculty Members / Technical Staff
- Working Hours: 9:30 AM to 5:30 PM
- Lunch Break: 1:30 PM to 2:30 PM
- Faculty members are expected to:

- Report to campus on time. As per the time table and allotted work.
- Be present during all scheduled teaching hours, laboratory sessions, meetings, mentoring hours, and other assigned institutional duties.
- Remain available on campus during working hours even when no classes are scheduled, Unless otherwise permitted upon the recommendation of the Head of Department and approved by the Head of the Institution, with the necessary entry made in the outward register.
- Mark attendance as per the institutional attendance system.

2. Administrative / Support Staff

- Working Hours: 9:30 AM to 6.00 PM
- Lunch Break: 2.00 PM to 3.00 PM

Staff members are required to:

- Adhere strictly to the prescribed working hours.
- Remain available on campus during working hours, even in the absence of students or staff, unless otherwise permitted upon the recommendation of the Head of Department and approval of the Head of Institution, with details duly recorded in the movement register.
- Mark attendance as per the institutional attendance system.
- Ensure uninterrupted administrative and student support services during working hours.

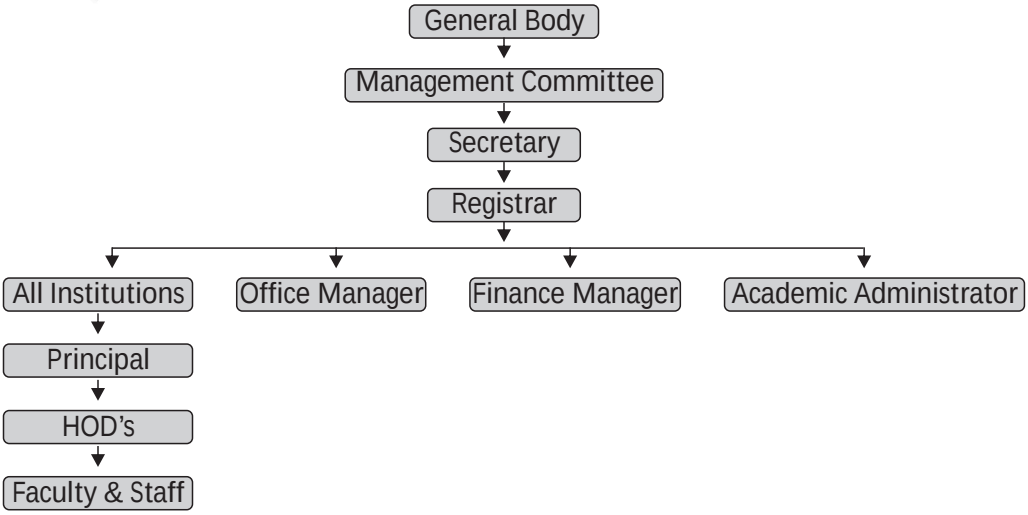
1F . Scope

- The objective of the manual is to layout the service rules of all employees working in JNNCE.
- These rules shall be deemed to have come into force with effect from 1st April 2025 and they supersede all the previous rules and regulations in vogue with the approval of the Managing Committee of NES.
- Shall remain in force until amended, revised, or replaced by a new service manual or directive issued by the Managing Committee of NES.
- The Appointment, Cadre Advancement and Service Conditions of employees working in JNNCE shall be governed by these rules.

1G. About NES

National Education Society (NES) is a registered society under Karnataka State Societies Act 1960 committed to promote Quality Education to all eligible individuals at affordable cost. The society was established in the year 1946 responding to a call by the Father of the Nation, Mahatma Gandhi for private initiative in Education. The freedom fighters and philanthropists of high repute of Shivamogga founded the National Education Society. The selfless dedication of these personalities to the noble cause of education has not only earned great reputation for NES in the field of Education but also has made it cynosure in the entire Malnad region. After starting its activities by establishing a high school in the year 1946 the society is now managing 35 Educational Institutions of various levels in the field of Engineering, Basic Sciences, Pharmacy, Commerce, Humanities, Education, Law,Business Administration, Computer Applications, Applied Sciences etc.

National Education Society – Organogram



1H. About JNNCE

Jawaharlal Nehru New College of Engineering (JNNCE), Shivamogga, stands out as the flagship institution of NES. Founded in 1980, JNNCE has grown into one of Karnataka's premier technical institutions, known for imparting high-quality Technical and Management Education to students across the country. With a robust emphasis on Academic Excellence, industry-relevant training, research orientation, and holistic development, the college has steadily built a reputation as a preferred destination for aspiring engineers and managers.

Key Highlights of JNNCE:

- A sprawling 39-acre eco-friendly campus located in Shivamogga, equipped with modern academic, research, sports, transportation, and residential facilities.
- A Green Campus Initiative promoting sustainability through renewable energy, waste management, and eco-conscious practices.
- Guided by visionary leaders comprising eminent administrators, academicians, and technocrats, ensuring sustained institutional growth and academic excellence.
- Approved by AICTE, New Delhi.
- Affiliated to Visvesvaraya Technological University (VTU), Belagavi
- Accredited by NBA (National Board of Accreditation) for eligible undergraduate programs.
- Accredited with "A" Grade by NAAC (National Assessment and Accreditation Council)
- Recognized under Sections 2(f) and 12(B) of the UGC Act, enabling eligibility for central grants and research support.
- Hosts the AICTE-approved IDEA Lab, fostering innovation, design thinking, and interdisciplinary learning.

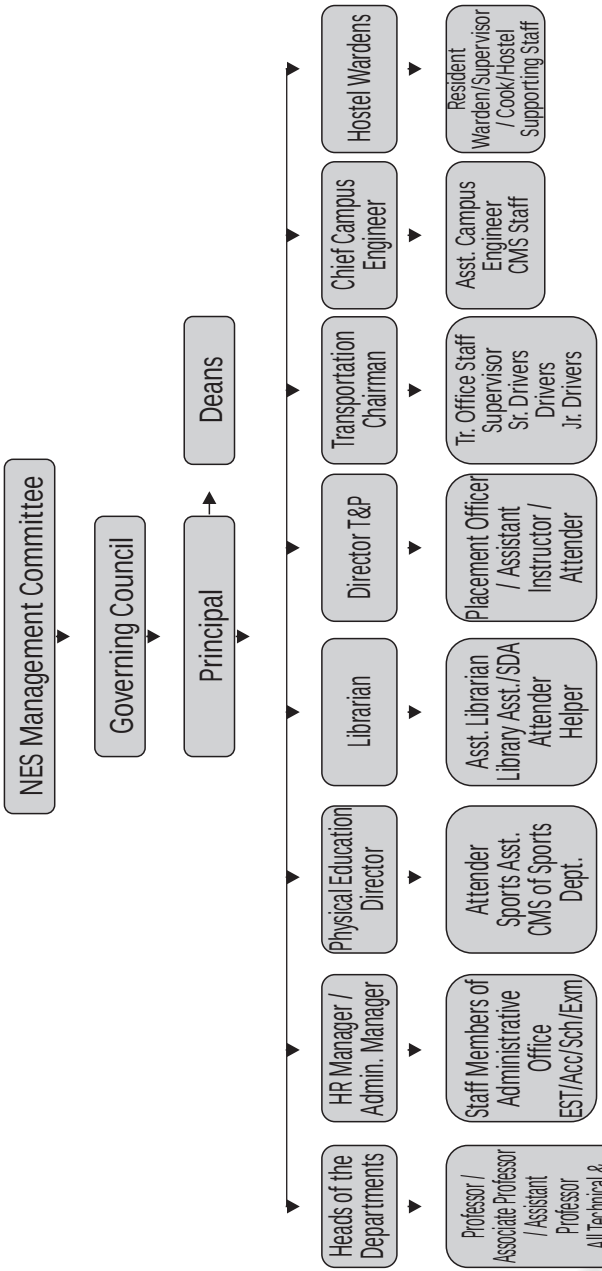
- Features the VTU Skill Development Centre, bridging the gap between academia and industry skill requirements.
- Selected for the NewGen IEDC (Innovation and Entrepreneurship Development Centre), funded by NSTEDB, Department of Science and Technology, Government of India, to support student startups and innovative projects.
- Installed a 400 KW RTSPV Solar Roof Top Power Plant, significantly reducing carbon footprint and promoting clean energy utilization.
- Operates a Bio-Fuel Plant on campus, promoting sustainable energy generation and providing a live learning platform for research in alternative fuels.
- Equipped with a Sewage Treatment Plant (STP) for wastewater recycling and reuse, ensuring efficient water management.
- Implemented Rainwater Harvesting Systems across campus buildings to conserve water and maintain groundwater levels.
- Offers state-of-the-art infrastructure, experienced faculty, active industry collaborations, and a strong alumni network across the globe.
- Signed multiple Memoranda of Understanding (MoUs) with reputed organizations such as L&T EduTech, Ultratech Cement, UniMech Aerospace, and enhancing industry-aligned training, internships, and placement opportunities.
- Collaborates with industries and R&D organizations for student projects, industrial visits, and hands-on training to bridge the academia–industry gap.
- Hosts Centre of Excellence (CoE) in areas such as Artificial Intelligence, Data Science, Internet of Things (IoT), and Renewable Energy, promoting applied research and innovation.
- Encourages entrepreneurial culture through active Entrepreneurship Development Cell (EDC), Institution's Innovation Council (IIC), and Startup Incubation Centre, nurturing young innovators and founders.
- Regularly conducts faculty development programs (FDPs), student hackathons, industry-led certification programs, and career guidance workshops to enhance professional competencies.
- Promotes gender equity and inclusiveness through initiatives under Internal Complaints Committee (ICC) and Women Empowerment Cell, ensuring a safe and equitable learning environment.
- Strong focus on National Education Policy (NEP) 2020 implementation through skill-based courses, multidisciplinary learning, and credit-based internships.
- Active NSS, and cultural clubs contribute to social responsibility, community development, and holistic student growth.
- Hosts research and consultancy projects funded by VTU, AICTE, DST, and other national agencies, reflecting its strong focus on innovation and societal impact.

Institutional Essence:

JNNCE is not only a centre for technical excellence but also a hub for holistic development through entrepreneurship cells, research centers, student innovation forums, and skill-based programs aligned with the National Education Policy (NEP) 2020.

With a legacy of over 45 years, JNNCE continues to be one of the most sought-after institutions in Karnataka, playing a transformative role in shaping technically competent, ethically strong, and socially responsible professionals ready to meet global challenges.

Together, NES and JNNCE continue to play a transformative role in shaping the educational landscape of Karnataka and India, staying true to their founding mission of empowerment through education and innovation.



1I. GOVERNING COUNCIL (as per AICTE guidelines)

a. The Governing Council shall have at least eleven members including the Chairman and the Member Secretary. National Education Society shall nominate six members including the Chairman and the Member Secretary, and the remaining five members shall be nominated as indicated below.

b.Chairman to be nominated by the National Education Society. The Institution Chairman of the Governing Body shall preferably be a technical person either Entrepreneur or an Industrialist or an Educationist of repute who is interested in the development of Technical Education and has demonstrated an interest in promotion of quality Education.

c. Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the National Education Society.

d. Nominee of the affiliating University/ Board (Not applicable to PGDM Institutions).

e. Nominee of the All India Council for Technical Education (Ex-officio) (Applicable to PGDM Institutions Only).

f. Nominee of the State Government (Ex-officio).

g. An Industrialist / Technologist / Educationist from the Region nominated by the State Government.

h. Principal/Director of the concerned Technical Institution (as nominee of the Trust/Society/Company) – Member Secretary.
Two Faculty members to be nominated from amongst the Regular Staff, one at the Level of Professor and one at the Level of Associate Professor/Assistant Professor.

j. The number of members can be increased equally by adding nominees of the National Education Society and by adding an equal number of Educationists is from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body, however, shall not exceed 21.
Source AICTE

HR100 - EMPLOYMENT POLICIES

HR101. Employee Grades and Designation Structure

HR101.1. Teaching Staff Grade Structure

Sl. No.	Designation of Teaching Faculty	Stages	Level
1.	Assistant Professor	Stage-1	10
2.	Assistant Professor (Senior Scale)	Stage-2	11
3.	Assistant Professor (Selection Grade)	Stage-3	12
4.	Associate Professor	Stage-4	13A1
5.	Professor	Stage-5	14
6.	Senior Professor	Stage-6	15

The levels for academic pay shall be numbered as per the corresponding non-academic level. Thus, the levels are numbered as 10, 11, 12, 13A1, 14, & 15.

There shall be no change in the present designations in respect of Library, Physical Education, and Training & Placement Personnel at various levels. (AICTE Guidelines)

HR101.2. Non Teaching Staff Grade Structure

Dept.	Administrative Staff	Technical Staff	Library Staff	Sports Staff	Transportation Staff	Hostel Staff	Supporting Staff
Functional Heads	HR Manager / Administrative Officer	Heads of the Departments	Librarian /	Physical Education Director / Asst. PED	Transportation Chairman	Warden	Campus Maintenance Engineer
Grade Structure	Superintendent Sl.Gr. Superintendent Sr.Sc. Superintendent FDA – Sl. Gr. FDA – Sr. Sc. FDA SDA /Office Asst. Sl. Gr. SDA/Office Asst. Sr.Sc. SDA/Office Asst.	Foreman Sl.Gr. Foreman Sr.Sc. Foreman Instructor Sl. Gr. Instructor Sr.Sc. Instructor Asst. Instructor Sl. Gr. Asst. Instructor Sr.Sc. Asst. Instructor Mechanic – Sl.Gr. Mechanic – Sr. Sc. Mechanic Lab Asst./Tech. Helper – Sl.Gr. Lab Asst./ Tech. Helper – Sr. Sc. Lab Asst/Tech. Helper	Asst. Librarian Sl.Gr. Asst. Librarian Sr.Sc. Asst. Librarian Library Asst. Sl.Gr. Library Asst. Sr.Sc. Library Asst. Helper	Sports Assistant Sl Gr. Sports Assistant Sr Sc. Sports Assistant Ground Maintenance Staff (CMS) Gymnasium Care Taker	Supervisor Senior Driver Driver Junior Driver Conductors /Mechanics	Resident Warden Supervisors / Cook / Helpers /Room Boys/ Scavengers	Asst. Campus Engineer Sl.Gr. Asst. Campus Engineer Sr.Gr. Asst. Campus Engineer Gardener Attender Sl. Gr. Attender Sr.Sc. Attender CMS

Clarifications & Governance

1. Promotion to higher grade - Non teaching staff
   - For motivation, and recognition of length of service.
   - Generally Promoted staff shall continue performing the same duties as per requirement of the institute. For some positions nature of work may change. Promotion to a higher grade does not automatically confer supervisory authority; such authority shall be assigned only when specifically mentioned in the promotion order or in exceptional cases as decided by the management.

Promotion shall be subject to:

- Satisfactory performance as evaluated.
- Absence of major disciplinary proceedings

Qualification Requirement

Category	Minimum Qualification
Superintendent	Post Graduation Degree & relevant Professional knowledge
FDA – Sr. Gr.& Sl. Gr.	Graduation
SDA / Office Assistant – Sr.Sc. & Sl. Gr.	PUC
Foreman – Sr.Sc., & Sl.Gr.	Engg. / Diploma in relevant trade
Instructor	Engg. / Diploma in relevant trade
Assistant Instructor	Diploma in relevant trade
Lab Assistant / Technical Helper	ITI
Library Assistant	PUC / Graduate
Sports Assistant	Relevant Sports Maintenance background
Drivers	SSLC with valid driving license
Conductor / Mechanic	SSLC / ITI
Hostel Staff (Cook, Helper, etc.)	Basic literacy / Experience
Attender Sr.Sc., & Sl.Gr.	PUC/Basic literacy/ Experience
Gardener / CMS	SSLC/Basic literacy / Experience

1. Guidelines for Promotion & Annual Increment

   i. For upward movement to various positions, non- teaching Staff has to complete minimum required service as follows,
   - Administrative, Technical Staff, Library, Hostel, Sports 5 Years with required qualification or 7 years without required qualification
   - Transportation, Supporting Staff & Campus maintenance Staff - 7 Years

   ii. Acquiring eligible qualification, Annual Performance review report and experience will be considered during the promotion review. However, these does not establish right to promotion to higher cadre. Depending upon available vacancy and other criterion, the candidate will be considered along with other eligible candidates who have applied for the position.

   iii. In case of an employee assessed and gets below average score during the annual performance appraisal he/she shall not be considered for annual increment and will be reassessed after 6 months.

iv. Even in the sub-sequent assessment if an employee gets below average score he/she will not be considered for further assessment.
v. Preference will be given to appropriate higher qualifications, experience and skills. Any promotion is solely at the discretion of the management

HR102. RECRUITMENT POLICY

This policy outlines the procedures for attracting, screening, and selecting candidates for various positions within JNNCE.

HR102.1. Human Resource Planning & Selection Procedure

For all direct recruitments, the rules and regulations as per the Gazette of India order No. D.L.-33004/99, pertaining to the 7th Pay Commission guidelines, shall be strictly followed.

1. Vacancy Identification: Vacancies are identified based on workload, prescribed student–faculty ratio norms (AICTE/UGC), departmental academic requirements, and strategic growth plans, in consultation with NES Management, Head of Institution (HOI), Heads of Department (HODs), and the Human Resources.
2. Advertisement: Positions are advertised through State circulated News Papers and prominently displayed on the official JNNCE and NES websites.
3. Application Process: Candidates must submit a detailed Curriculum Vitae, academic transcripts, a list of research publications, and relevant experience certificates through proper channel as directed in advertisement.
4. Shortlisting: Applications are shortlisted based on essential qualifications (Ph.D., M. Tech/ME in relevant fields), teaching experience, research output, and academic achievements in consultation with HOI & HOD. The same committee of HOI & HODs shall augment candidature in a ratio of 1:3 for every position to be filled for final selection process.
5. Selection Process: A multi-stage interview process includes assessment of subject matter expertise, a teaching demonstration, a research presentation, technical and personal and a final interaction with the duly constituted HRC committee of NES as per VTU/AICTE/UGC norms.
6. Reference Checks: Verification of academic and professional references is conducted wherever necessary by HR, HOD & HOI.
7. MC Approvals: Post interviews final list of selected candidates based on the inputs received from the selection committee shall be sent for approval of Management Committee of National Education Society, Shivamogga.
8. Job Offer: An offer of appointment shall be released by the Secretary – NES
9. Onboarding: The new recruit shall undergo an Orientation and Induction as prescribed in this manual.

HR102.2. Teaching / Non-Teaching Staff - Selection Committee

Sl.No.	Selection Committee
1	Human Resource Committee (HRC) of NES
2	Head of the Institution JNNCE
3	Head of the Department
4	Subject Expert nominated by NES
5	VTU Nominee
6	Human Resources Manager JNNCE

HR103. JOINING FORMALITIES OF A NEW EMPLOYEE

Joining Report is filled and signed by the new recruitee and submitted to HR along with the following enclosures:

- Certificate of physical fitness in the prescribed proforma.
- Relieving letter from the previous employer, if any.
- Last 3 months pay-slip from the previous employer, if any
- Evidence of date of birth / proof of age – SSLC Marks Card / School Leaving Certificate.
- Certificate of qualification and experience in original – UG, PG, Doctorate (all semesters/ years) , with one set of the copies of these certificates, duly attested by the gazette officer
- Publication copies / copies of participation certificates.
- Three copies of the candidate's color photograph.
- Aadhaar Card Copy / PAN Card Copy / Residence Proof;
- Any other documents specified by the Principal.
  - Note: Evidence of Date of Birth / Proof of Age: Every employee at the time of reporting to duty should give a Certificate / declaration of the date of birth supported by any one of the following:

The age of the employee, verified with reference to any of the above shall be the sole evidence of theage of the employee for all purposes including appointment and retirement.

Process flow: Candidate on date of joining -> meets HR -> HR verifies documents -> completes joining process -> introduces to the Principal & HOD

HR104. Teaching Staff Induction

JNNCE provides a structured induction program to facilitate the smooth integration of new employees into the college's culture and operations. The induction of teaching staff at JNNCE is jointly facilitated by the Principal, HR Manager, and the respective Head of Department. The HR Manager handles onboarding formalities and introduces institutional policies and guidelines. The Principal provides an overview of the college's vision, mission, and expectations. The Head of Department orients the new faculty member to departmental procedures, academic responsibilities, and evaluation processes. This coordinated approach ensures smooth integration and clarity of roles before the faculty member begins official duties.

- Institutional Overview: A comprehensive introduction to JNNCE's vision, mission, strategic goals, academic culture, and the role of NES in promoting education.
- Departmental Integration: Detailed overview of the respective academic department's structure, curriculum, academic calendar, examination system, and student feedback mechanisms.
- Key Personnel Introduction: Introduction to the Principal/Director, Deans, Head of Department (HoD), and other key administrative and academic personnel.
- Resource Familiarization: Familiarization with JAMS automation software, research facilities, library resources (both physical and digital), e-learning platforms (e.g., LMS), and IT infrastructure.
- Regulatory Briefing: Briefing on AICTE, VTU, NBA, and NAAC guidelines, and their implications for faculty responsibilities and compliance.
- Mentorship Program: Assignment of a mentor (a senior faculty member) for initial guidance and support in academic and administrative matters.
- Student Engagement: Orientation on student counseling, mentoring, and opportunities for involvement in co-curricular and extracurricular activities.

HR105. Contractual Employment /Temporary Employment

The procedure for contractual engagement of staff involves the following:

- Details of the position being contractual, and the duration of the contract must be clearly outlined even before the process of recruitment begins, and so specified in advertisements, or other communications.
- All subsequent process of recruitment of teaching, non-teaching and non-technical staff shall be done as per the normal recruitment process of the organization.
- The selection committee, shall be the same as prescribed in the selection procedure of the manual.
- The appointment letter, along with salary details will be issued for the contractual employment.
- Contractual employees shall be entitled to statutory benefits like, PF and ESI, as applicable.
- Contractual employees will be eligible for 12 days of leave in a calendar year i.e. one day per month.
- The leave will not be en-cashed or carried forwarded to the next calendar year.
- The maximum period of contract (Observation Period) will be three (3) years.
- The concerned HOD will do the performance evaluation of the contract staff at the end of first 6 months and thereafter, completion of one year, as well as at the time of the expiry of the contract. Every six months evaluation report shall be shown to employees.
- After the end of a contract, based on the performance and available vacancy, the candidate shall be eligible for probation.
- The Institute shall be an equal-opportunity employer, with affirmative action towards socioeconomically weaker section of the society.

Process Flow :

HoD sends the inputs -> Principal assess and shares the input -> HR receives -> HR seeks approval from Management -> HR shares approval with Principal -> Principal shares with HoD ->HR works on the logistics for smooth facilitation of selection process -> HRC advises on final list of selected candidates -> Seeking MC Approval -> Release of appointment orders – Secretary NES -> sends it to candidates.

HR106. Faculty Appointment and Progression Policy

Regularization of Teaching -

I. For Freshers / Faculty with Experience Less Than 5 Years

Initial Appointment

Newly appointed faculty members in this category shall be engaged on a consolidated salary for the first year of service. → Upon successful completion of one year of continuous service, a monetary enhancement shall be applicable based on performance evaluation.

Second & Third Year of Service (Probation Period)

After the successful completion of one year of service, faculty members shall be placed on probation for a period of two years, subject to: Consistent satisfactory performance in academic and administrative duties, Fulfillment of API (Academic Performance Indicator) score requirements, and Positive recommendations from the concerned Head of Department and Principal during observation period.

Faculty members' suitability and performance shall be assessed holistically with respect to their competency in teaching–learning processes, research and scholarly engagement, contribution to institutional development activities, professional conduct, peer collaboration, and pedagogical innovations.

A specially constituted Human Resource Committee, duly approved by the NES Management Committee, shall systematically review these parameters through measurable indicators, documented evidence, and feedback mechanisms. Based on the recommendations of the Evaluation Committee, eligible faculty members may be considered for confirmation / permanency, subject to institutional norms, regulatory guidelines, and overall performance satisfaction.

Post Probation – Regularization

Upon successful completion of the two-year probation, the faculty member shall be regularized. From this stage onward, Dearness Allowance (DA) and House Rent Allowance (HRA) will become applicable as per prevailing institutional norms and government guidelines.

Confirmation of employment after completion of the probation period shall take effect only upon the issuance of a written confirmation order by the Management. Completion of the probation period alone shall not be construed as confirmation of employment. If no written confirmation order is issued, the probation period shall be deemed extended until further notice. In such cases, the employee shall be informed about extension and the reasons for the extension.

II. For Experienced Faculty (More Than 5 Years and above)

Probation Period (2 Years)

Faculty members with more than five (5) years of prior experience may be appointed at a higher level than fresh entrants and shall undergo a probation period of two (2) years.

During probation, performance shall be assessed holistically based on teaching–learning effectiveness, research and scholarly activities, contribution to institutional development, professional conduct, collaboration, and pedagogical innovation.

Confirmation shall be based on consistent satisfactory performance in academic and administrative duties, fulfillment of Academic Performance Indicator (API) requirements, and positive recommendations from the Head of Department and Principal.

A specially constituted Human resource Committee, duly approved by the NES Management Committee shall review performance through defined indicators, documented evidence, and feedback. Based on its recommendations, eligible faculty may be confirmed, subject to institutional norms and regulatory guidelines.

Post Probation – Regularization

After satisfactory completion of the probationary period, the faculty member shall be regularized in service. DA and HRA will then be applicable as per the existing rate determined by the Management.

Confirmation of employment after completion of the probation period shall take effect only upon the issuance of a written confirmation order by the Management. Completion of the probation period alone shall not be construed as confirmation of employment. If no written confirmation order is issued, the probation period shall be deemed extended until further notice. In such cases, the employee shall be informed about extension and the reasons for the extension.

III. Exceptional Appointment Clause

In exceptional cases, where a candidate demonstrates outstanding performance and subject expertise during the selection process, the Management may consider offering a direct appointment at an advanced level with applicable allowances.

Such appointments shall be made solely at the discretion of the NES Management Committee and based on institutional requirements.

IV. General Conditions

All pay fixations and appointments are contingent upon performance in the interview process and institutional needs.

The NES Management reserves full discretion in determining the starting level of pay, allowances, and confirmation of service. The provisions of this policy are subject to periodic review and pay scales may be modified by the Management as deemed necessary for institutional and regulatory compliance.

HR107. Roles and Responsibilities

This section clearly delineates the roles and responsibilities for various designations, ensuring clarity and accountability across the institution. These are general guidelines; specific duties may be assigned by the respective Head of Department or Principal/Director.

A. Teaching Staff Roles and Responsibilities:

Assistant Professor (Stage-1, Stage-2 Senior Scale, Stage-3 Selection Grade):

- All teaching staff are required to maintain a minimum on-campus presence of 8 hours per working day, adhering to the institution's prescribed working hours. The biometric attendance system records both incoming and outgoing entries, which are directly linked to the official attendance register. Any deviation, irregularity, or non-compliance with biometric attendance requirements will invite necessary administrative action as per institutional norms.
- Deliver engaging lectures and conduct practical sessions for assigned undergraduate and postgraduate courses as per VTU/AICTE curriculum and academic calendar.
- Prepare schedule of instruction, course description, tech-talks, concept video, openended experiments, quiz, assignment questions, tutorial questions bank, power point presentation, lecture notes / course handouts, model question paper and e-learning readiness videos, lab manuals at the beginning of the semester.
- Prepare unit-wise question bank and multiple-choice questions (MCQs) in consultation with HoD with a view on ensuing competitive examinations preparedness (50 per module).
- Evaluate student performance through continuous internal assessments and examinations, ensuring fair and timely grading.
- Ensure 95% result in the course taught. (100% - appreciation letter; 85% to 99% - Good; 70% to 85% - explanation by the faculty; <70% - Memo by HOI).
- Mentor and counsel students for academic, career, and personal development, guide students in free time and counsel and interact with them to improve their performance in academics.
- Encourage students to participate in co-curricular and extracurricular activities. Mentoring/counselling is pertinent, and the department expects faculty to orient students with proper counselling for their all-round improvement in academics, career, self-discipline, code of conduct, moral values, and professional ethics.
- Contribute actively to curriculum development and revision activities for their respective programs, including student-centered activities (05-10 activities) in the schedule of instruction.
- Engage in research activities, including literature review, data collection, analysis, and publishing papers in peer-reviewed journals/conferences. Publish research papers in reputed international/national conferences/journals and attempt to publish books.

- Develop and submit project proposals for external funding.
- Participate in departmental meetings, college committees, and administrative tasks as assigned by the HoD/Principal.
- Undertake invigilation duties, examination evaluation, and result processing. Comply with the instructions of the examinations control office on the aspects of attending the duties of invigilation, evaluation, officiating as chief examiner or any other assigned duties from time to time.
- Attend Faculty Development Programs (FDPs), workshops, and seminars to enhance teaching and research skills, and stay updated with technological advancements. Become participative in life-long learning activities like NPTEL/Swayam/MOOCs/FDPs/Seminars/Workshops etc.
- Shall carry on any other activity / assignments allotted by the college management time to time.
- Classroom Management:
  - Enter the class without delay. Engage the full time and should not leave the class early.
  - Recapture for first 5 minutes about the topics taught in the last lecture, tell students outcomes of the topics to be learnt in another 2 minutes, then engage the class for full time, and in the last 3 minutes conclude the topic and give details about the next class.
  - Make use of power point presentation, models etc., as teaching aids and try to avoid dictating notes in the classroom. Use at least 8-15 PPT slides per each lecture period.
  - Take attendance soon after entering the class, do not allow the students to leave before/after the lecture. Attendance should be marked for the physical presence of the student irrespective of academic/non-academic lapses and abstaining on different spells.
  - Maintain and update the student attendance registers regularly through JAMS. Submit the Hard copy of the Attendance from JAMS to the HOD on the last day of every month.
  - Late comers though permitted/allowed inside the classroom should not be given attendance. Students should not be made to stand at the entry/rear of the classroom. However, repeaters or habitual late comers may be corrected through counselling.
  - Classes should be taken as per the timetable and adjustment of class work should be conveyed to the Head of the department.
  - Prior preparation for the classes is mandatory. Be flexible and adaptable to engage classes if any changes are made in the timetable.
  - Follow the schedule of instruction and complete the syllabus in time without omitting any topic.

- o Motivate students falling short of attendance to avoid condonation and detention.
- o Focus on the aspects of motivation to ensure creativity amongst the students.
- o Dress code, punctuality, attendance and discipline of the students should be monitored on a regular basis. Ensure that the students do not use mobile phones in the classroom.
- o Monitor the students to ensure discipline while commuting in the buses and closely watch their movements in the campus.

- Laboratory Engagement: Personal involvement of the faculty should happen foremostly by performing the experiments in the laboratory to their convincing levels before expecting the students to conduct the experiments by themselves. Laboratory course instructors should maintain continuous comprehensive evaluation/day-to-day evaluation on a regular basis. Correction of worksheets including day-to-day evaluation should be done soon in the lab session only.
- Professional Conduct: Maintain team spirit and share the responsibility of the department in particular and institute in general. Expected to collaborate and display integrity amongst the teaching fraternity. Present in a decent manner, lead the classroom in a dignified way without disparity amongst the students. Devoid from indulgence in unconcerned activities; make use of the spare time purposefully, utilize resources and improve academic know-how, upgrade latent talents through professional skills.
- Confidentiality: No faculty shall disclose/discuss/share any information pertaining to the institution with media, public platform, etc. Violation of this amounts to indiscipline and action shall be initiated as per rules.
- Commitment: Feel the responsibility to discharge the duties assigned by higher authorities (Principal, HOD, Deans, and others) with commitment.
- Associations: Teaching faculty are strictly discouraged from having anti-establishment attitude or opinion including formation of Associations of any kind, whether registered or unregistered. Faculty shall not contest in any election while in service. If the faculty so wishes to contest in elections, then, he/she has to resign for the post.
- Discipline: Teaching faculty found Vitiating otherwise conducive working atmosphere shall attract disciplinary action as per KCSR in general or specifically as mentioned in this service rules. For any act of indiscipline, action shall be initiated as per the procedure enumerated in the Service Rules in general. If specifically, not mentioned in Service Rules, then, KCSR provisions shall apply.

<u>Associate Professor (Stage-4):</u>

- o Fulfill all responsibilities of an Assistant Professor with added leadership and mentorship roles.
- o Lead and coordinate academic programs and specific courses, ensuring high quality of instruction.

- o Guide and supervise undergraduate and postgraduate student projects, including Ph.D.scholars, fostering independent research.
- o Initiate and lead significant research projects, secure external funding, and foster national/international collaborations.
- o Take on significant administrative roles such as program coordinator, committee chair (e.g., NBA, NAAC committees), or departmental lead for specific initiatives.
- o Actively involved in curriculum design, development of new courses, and implementation of innovative teaching methodologies.
- o Mentor junior faculty members in teaching, research, and professional development, contributing to overall faculty growth.
- o Shall carry on any other activity / assignments allotted by the college management time to time

Professor (Stage-5):

- o Fulfill all responsibilities of an Associate Professor, with a strong emphasis on academic leadership, strategic planning, and institution-building.
- o Provide visionary leadership in academic and research domains, setting benchmarks for excellence.
- o Secure large-scale research grants and establish Centers of Excellence (e.g., in the IDEA Lab, VTU Skill Development Lab) within their area of expertise.
- o Engage in high-impact research, publish extensively in top-tier journals, and contribute significantly to the body of knowledge in their field.
- o Play a key role in academic administration, policy formulation, and institutional governance, often serving on statutory bodies.
- o Represent the college at national and international academic and professional forums, enhancing JNNCE's reputation.
- o Mentor and develop a strong research culture within the department and college, inspiring and guiding faculty and students.

Head of Department (HoD):

- o As a teaching faculty, all the specific responsibilities enumerated to faculty also apply to HoD.
- o In addition, HoD will oversee the performance of all the Teaching and Non-Teaching staff of his/her department and ensure that department objectives are met in line with the vision and Mission of the institute.
- o HoD is also responsible for maintenance of discipline, code of conduct & ethics of the department.
- o Coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC and NBA based on the quality parameters.
- o Submit the Data Capturing System (DCS) for National Institutional Ranking Framework (NIRF), and other Ratings

- Any untoward incidents shall be sorted out immediately at Department level itself. If necessary shall be reported to Principal immediately in writing. If not reported and comes to the notice of Principal / Management later directly then, this amounts to negligence of duty.
- The Head of the Department (HoD) shall monitor faculty attendance compliance and ensure adherence to institutional working norms, while independently overseeing the appropriateness and necessity of leave availed by faculty members. The HoD shall ensure that all leaves are duly applied for and approved through JAMS in a timely manner, and that leave approvals are granted judiciously in accordance with institutional rules and the purpose of the leave category. Any recurring attendance deviations or disproportionate leave usage, even if formally sanctioned, shall be reviewed by the HoD and reported to the competent authority for necessary administrative action.

Principal:

- Reports to the Secretary of the NES and is responsible for in the following functions of the institute: Works as a liaison between college and NES.
- Uphold the dignity, decorum, and authority of the office of the Principal by demonstrating fairness, integrity, transparency, and professional conduct in all academic, administrative, and public interactions, thereby safeguarding the reputation and standing of the institution.
    - Regulation / Monitoring: One of the key responsibilities of a principal is overall supervision and promotion of academic, administrative and monitoring the systems, policies, procedures and overall functioning of the institute. And also fulfil the expectations of the monitoring bodies such as All India Council for Technical Education (AICTE), Technical Education and the Affiliating University (VTU) along with the expectations of students and parents.
        - Monitor the function of the academic and administrative staff and see that they fulfil their responsibilities.
        - Monitor the effective teaching as prescribed in the curriculum as per the teaching/ institutional methodology suggested by the UGC / VTU University / AICTE / Management.
        - Monitor procedures followed in the administration office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts, audit and any other matters related to the administration of the institute.
        - Ensure admission of students as per the norms prescribed by VTU and state government within the stipulated time by obtaining the approval from the appropriate authorities.
        - Monitor the procurement and purchasing of the necessary infrastructure like furniture and fittings, lab equipment, books etc.

- Maintain the cordial relationship with the staff, students, parents and other stakeholders both directly and indirectly.
- Conduct periodic, monthly review meeting with the Deans, Head's of the departments and administrative staff of the institute.
- Takes care of HR policies of the institution inside and outside the institute.

- Developmental Activities: Looks after developmental activities which are important for the development of the institution.
  - Identify, contact, and recruit the right kind of the faculty members suitable for the institution by keeping in view about the future needs.
  - Identify and project the core competencies of the institution.
  - Develop the working and learning culture in the institution.
  - Establish global contacts by collaboration with industries, institutions, and research and development organizations which is aimed for improving the specific strengths of the institute.
- Leadership Activities: These are most critical activities of a principal of an academic institution. By fulfilling all these activities, the principal will exhibit the true qualities of a leader by being a role model to colleagues.
  - Being a true academic leader Take-up research, publication, consultancy & training and establish credentials as academician of international standard so as to gain acceptability among all the faculty members.
  - Set high standards of discipline, commitment and involvement in work pattern.
  - Leading colleagues from the forefront Inspire all of them towards the achievement of the goals of the institute.
  - Inspect the departments and their functioning on day-to-day basis.

Internal Quality Assurance Cell (IQAC)

The IQAC will be the internal mechanism for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the institute. It will be a facilitative and participative body, for assuring quality by working out intervention strategies to remove deficiencies and enhance quality. Its initiatives will be directed towards future and will rely on the transformation model of change by creating the necessary ecosystem.

Major Responsibilities:

- Arrange for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Documentation of the various Programmes / activities for the purpose of maintaining /enhancing the institutional quality.
- Facilitate the development and application of quality benchmarks/parameters/templates for the various academic activities of the institute.

- Coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC and NBA based on the quality parameters.
- Submit the Data Capturing System (DCS) for National Institutional Ranking Framework (NIRF), and other Ratings.
- Build an organized methodology of documentation and internal communication.
- Prepare the activity calendar of the institute based on the individual plans submitted by departments.
- Verify and comment monthly reports submitted by Hod's and Deans.

Consultancy and sponsored research projects

- Consultancy work may be undertaken by the departments to generate resources.
- Parameters for sharing the generated resources as decided by the NES Management between the institution and individual teacher shall be to encourage faculty to involve in consultancy project more rigorously.
- The teachers engaged in consultancy/ industry interaction/research/start-up activities/community services/sponsored research projects may be allowed adjustment in the teaching time-table without compromising their teaching engagement hours.

Incentives for Promoting Innovation and Startup Culture

- Students and teachers will be encouraged to promote the Start-Up culture to establish technology incubation centers, as per policy released by UGC and AICTE in National Innovation Startup policy for faculty and students

Quality Improvement Programme (QIP)

- With a view to improve the quality of technical education, the institution encourages to encourage their faculty members to participate in QIP / AICTE QIP PG Certificate in emerging areas and as mentioned from time to time. Faculty members acquiring AICTE QIP PG Certificate in emerging areas or as prescribed by AICTE from time to time shall be eligible to teach related/similar subjects falling under any course of undergraduate engineering curriculum.

Alumni Association

The Alumni Association of Jawaharlal Nehru New College of Engineering (JNNCE), a registered body, shall function in alignment with the Vision and Mission of JNNCE and the National Education Society (NES). The Association shall actively contribute to academic excellence, research and innovation, faculty and student development, ethical values, and societal responsibility, thereby supporting the holistic and sustainable development of the Institute.

Responsibilities of the Alumni Association (JNNCE)

1. Academic Excellence

   a. Support outcome-based education, curriculum enrichment, and continuous academic improvement.

b. Contribute expert lectures, workshops, and industry-oriented inputs.

2. Faculty and Research Support
   a. Assist in faculty development, research collaboration, innovation, and consultancy.
   b. Support AICTE-aligned research, IPR, and funded project initiatives.
3. Student Mentoring and Career Development
   a. Provide mentoring, internships, placements, and entrepreneurship guidance.
   b. Encourage professional ethics, leadership, and lifelong learning.
4. Institutional Quality and Accreditation
   a. Support NBA, NAAC, NIRF, and AICTE compliance and quality assurance.
   b. Provide structured feedback for institutional improvement.
5. Infrastructure and Resource Mobilization
   a. Support development of academic, research, and digital infrastructure.
   b. Facilitate scholarships, endowments, and CSR partnerships.
6. Holistic and Societal Development
   a. Promote values, social responsibility, sustainability, and community engagement.
   b. Align alumni initiatives with NES ideals of service and nation-building.
7. Alumni Engagement and Institute Branding
   a. Strengthen alumni networking and institute–industry relations.
   b. Act as good will ambassadors of JNNCE and NES at national and global levels.

HR Manager

1. Formulate, implement, and monitor Human Resource policies, procedures, and institutional HR practices in accordance with applicable regulations and institutional requirements.
2. Plan and coordinate recruitment, selection, appointments, probation, confirmations, promotions, career advancement, resignations, retirements, and other employee life cycle processes for teaching, non-teaching, technical, and administrative staff.
3. Prepare and issue official orders, circulars, notifications, & HR-related communications, and maintain proper filing and archival of records.
4. Monitor employee service records, personal files, seniority records, designation history, experience records, and all HR-related documentation in both digital and physical formats.
5. Process and communicate employee-related information such as appointments, promotions, increments, designation changes, leave status, separations, and service matters to the EST Section for salary processing, pay fixation, arrears, establishment bills, and related financial actions.

6. Coordinate performance appraisal, confidential reports, faculty achievements, career advancement processes, disciplinary matters, and employee development activities.
7. Maintain confidentiality of employee records, appraisal reports, disciplinary proceedings, recruitment records, salary-related information, and all sensitive HR documents.
8. Coordinate employee welfare initiatives, grievance handling, staff engagement activities, and employee support programs to promote a positive work environment.
9. Ensure compliance with statutory and employment-related requirements including EPF, ESI (where applicable), Gratuity, Professional Tax, labour regulations, and other applicable legal provisions.
10. Maintain HR data and documentation required for audits, inspections, accreditation processes, university requirements, government submissions, and statutory compliance.
11. Generate HR reports, manpower statistics, staff data, and institutional records required by Management, regulatory bodies, and accreditation agencies such as AICTE, NBA, NAAC, VTU, and Government Departments.
12. Coordinate with departments, EST Section, Accounts Section, and Management on all employee-related matters to ensure effective administration and regulatory compliance.
13. Perform any other HR-related duties assigned by the Principal or Management from time to time.

Establishment Section Staff Members

1. Manage the Establishment (EST) Section and ensure compliance with institutional, university, government, and regulatory requirements.
2. Maintain confidentiality of all official records, employee information, institutional communications, salary-related data, and establishment matters.
3. Maintain and process establishment records including appointments, service records, promotions, increments, confirmations, resignations, retirements, and other employee-related documentation.
4. Administer staff attendance, biometric attendance, leave records, leave accounts, and implementation of institutional leave policies.
5. Receive employee-related information from the HR Section and process corresponding salary revisions, pay fixation, arrears, increments, deductions, establishment bills, and related documentation in coordination with the Accounts Section.
6. Prepare and issue circulars, notifications, certificates, and establishment-related communications, and maintain proper filing and archival of records.

7. Coordinate and correspond with VTU, AICTE, DTE, Government Departments, NAAC, NBA, LIC, and other statutory or regulatory bodies regarding establishment, approvals, inspections, and compliance matters.
8. Prepare and submit reports, returns, data, and documentation required by management, government agencies, universities, accreditation bodies, and audit authorities.
9. Monitor statutory compliance related to EPF, Professional Tax (PT), TDS, and other applicable establishment regulations, and maintain supporting records for audits and inspections.
10. Coordinate admission approval processes, student scholarship documentation, fee reimbursement schemes, and related compliance requirements with concerned sections.
11. Provide administrative support during inspections, accreditation activities, audits, official meetings, and institutional events requiring establishment-related information and records.
12. Perform any other establishment and administrative duties assigned by the Principal or Management from time to time.

Accounts Section Staff Members

• Responsible for maintaining accurate, transparent, and up-to-date accounts and financial records of the institution.

• Maintain strict integrity, honesty, confidentiality, and accountability in all financial and accounting activities of the institution.

• Ensure that all financial transactions are carried out in accordance with institutional policies, statutory requirements, audit procedures, and financial regulations.

Shall work in close liaison with Finance Department of NES.

- Maintain accounts related to:
  - Admission fees
  - Tuition/Semester fees
  - Hostel fees
  - Examination fees
  - Amenities fees
  - Scholarships
  - Other institutional receipts and payments
- Maintain records of all financial transactions related to:
  - Purchase
  - Repair and maintenance
  - Equipment/services
  - Vendor payments
  - Institutional expenses

- Handle fee collection, receipt generation, reconciliation, and related accounting documentation.
- Manage banking activities including deposits, withdrawals, cheque processing, online transactions, reconciliation, loans, and coordination with banks/financial institutions.
- Process salary disbursement and maintain payroll-related financial records for teaching, non-teaching, technical, and administrative staff.
- Maintain petty cash accounts, advances, settlements, vouchers, bills, and supporting financial documents.
- Verify bills, invoices, quotations, purchase records, and supporting documents before processing payments.
- Ensure proper accounting entries, ledger maintenance, cash book maintenance, and financial documentation.
- Prepare monthly, quarterly, and annual financial statements, reports, and accounts.
- Coordinate internal audits, statutory audits, compliance verification, and finalization of accounts.
- Ensure timely filing of statutory returns and compliance related to:
  - TDS
  - GST (where applicable)
  - EPF
  - Professional Tax
  - Income Tax
  - Other statutory requirements
- Maintain proper custody and confidentiality of financial records, salary details, audit reports, bank documents, and sensitive institutional financial information.
- Ensure that financial information is not disclosed to unauthorized persons without approval from competent authorities.
- Coordinate with departments, management, auditors, banks, vendors, students, parents, and statutory authorities regarding financial and accounting matters.
- Assist during inspections, accreditation activities, audits, and institutional reporting requirements.
- Ensure proper preservation, filing, and archival of all financial documents and records.
- Report any financial irregularity, discrepancy, misuse, or suspicious transaction immediately to higher authorities.
- Perform any other duty assigned by the Principal/Management from time to time.

Examination Section Staff Members

- Responsible for smooth, confidential, and systematic conduct of all examination-related activities of the institution.
- Ensure strict confidentiality, integrity, accuracy, and security in handling examination records, student data, results, question papers, and official examination communications.
- Coordinate with University/Board authorities regarding examination notifications, schedules, circulars, registrations, and examination procedures.
- Facilitate smooth conduct of University theory examinations, practical examinations, and other academic evaluations.
- Prepare examination timetables, seating arrangements, attendance sheets, hall tickets, nominal rolls, and other examination-related documents.
- Coordinate appointment and management of invigilators, custodians, evaluators, and examination support staff.
- Ensure proper maintenance and secure custody of question papers, answer scripts, marks records, confidential files, and examination materials.
- Monitor examination discipline and ensure adherence to University/institutional examination rules and malpractice prevention procedures.
- Maintain records related to examination attendance, absentee statements, malpractice cases, internal marks, and result processing.
- Prepare and issue:
  - Transfer Certificates (TC)
  - Bonafide Certificates
  - Conduct Certificates
  - Course Completion Certificates
  - Educational Loan Proformas
  - Study Certificates and other examination-related student documents
- Verify student records and ensure accuracy before issuing official certificates and examination documents.
- Coordinate collection, verification, entry, and submission of internal assessment marks and attendance details to the University within stipulated timelines.
- Maintain student academic records, examination history, result registers, pass percentage reports, and statistical data related to examinations.
- Coordinate result processing, publication, analysis, result notifications, and maintenance of University examination results.
- Assist students regarding examination applications, revaluation, photocopy requests, challenge valuation, backlog status, and other examination-related queries.
- Maintain digital and physical records of all examination-related documents, registers, certificates, and confidential communications.
- Ensure timely preparation and dispatch of examination reports, statements, and compliance documents required by University/statutory authorities.
- Coordinate with departments, faculty members, University officials, students, and

administrative sections for smooth examination management.

- Assist during audits, inspections, accreditation activities, and institutional reporting related to examination matters.
- Report any discrepancy, malpractice, irregularity, or confidentiality breach immediately to higher authorities.
- Perform any other duty assigned by the Principal /Management from time to time.

Technical Staff

1. Maintain the laboratory in a clean, safe, organized, and operational condition, ensuring effective utilization for academic, research, project, workshop, and departmental activities.
2. Maintain laboratory infrastructure, equipment, software, and assets, including inventory records, stock registers, maintenance, calibration, servicing, procurement, and condemnation records.
3. Ensure proper labeling, storage, safe handling, and optimal utilization of laboratory equipment, consumables, and software resources; report any malfunction, damage, loss, or obsolescence to the Head of the Department.
4. Assist faculty in conducting laboratory classes, assessments, record verification, project activities, and university practical/oral examinations, and ensure readiness of laboratory facilities for the same.
5. Enforce laboratory discipline and monitor usage of facilities, equipment, and resources in accordance with departmental policies and schedules.
6. Ensure compliance with laboratory safety and security requirements, including maintenance of fire extinguishers, first-aid kits, electrical safety systems, display of safety instructions, adherence to emergency procedures, and prevention of theft, misuse, or damage of resources.
7. Manage software and digital resources by ensuring validity of licenses, software updates, cybersecurity measures, data backup, and prevention of unauthorized installation or modification of hardware and software.
8. Maintain all laboratory records, documentation, reports, and correspondence accurately, and submit periodic status, maintenance, utilization, and requirement reports to the Head of the Department.
9. Coordinate effectively with faculty members, laboratory instructors, assistants, technical staff, and the department office for smooth laboratory operations.
10. Perform any other laboratory-related duties assigned by the Head of the Department, Principal, or competent authority from time to time.

Director Training and Placement

1. Establish, maintain, and strengthen long-term relationships with industries, recruiters, alumni, and corporate partners to enhance placement opportunities, internships, and the institution's reputation.
2. Coordinate campus recruitment drives, placement processes, and internship activities efficiently, ensuring transparency, professionalism, and student welfare at every stage.

3. Prioritize quality placements and internships that provide meaningful learning experiences, skill development, career growth, and fair compensation, while avoiding substandard or non-value-adding opportunities.
4. Organize training programmes on aptitude, technical skills, communication skills, personality development, emerging technologies, and employability enhancement to improve students' industry readiness.
5. Facilitate industry-oriented activities such as internships, industrial visits, guest lectures, certification programmes, live projects, and collaborative initiatives that align with academic requirements and market needs.
6. Represent the institution with professionalism, integrity, humility, and a strong sense of institutional responsibility, thereby promoting the goodwill and positive image of the college among all stakeholders.
7. Focus on meaningful outcomes and student success rather than unnecessary celebrations, publicity-oriented events, or activities that do not contribute substantially to placements, internships, or institutional growth.
8. Maintain comprehensive and accurate records of placements, internships, higher studies, employer feedback, and related statistics for institutional planning, accreditation, and statutory reporting requirements.
9. Contribute effectively towards NIRF, NBA, NAAC, and other quality initiatives by ensuring timely submission, verification, and maintenance of authentic placement and internship data and documentation.
10. Recognize the direct relationship between quality placements, institutional reputation, rankings, and student admissions, and work proactively to strengthen all factors that contribute to the long-term growth of the institution.
11. Adopt a collaborative and solution-oriented approach while working with departments, faculty, students, alumni, and management, avoiding blame games and promoting collective ownership of institutional goals and outcomes.
12. Continuously review and improve placement and training strategies through data-driven analysis, stakeholder feedback, industry trends, and best practices to achieve sustainable and high-quality placement performance.
13. Provide career guidance and counselling to students regarding placements, internships, higher education opportunities, entrepreneurship, and emerging career pathways.
14. Promote ethical practices, transparency, accountability, and equal opportunities in all placement and training activities, ensuring that the interests of students and the institution are safeguarded at all times.

Librarian

1. Manage the procurement, cataloguing, circulation, preservation, and maintenance of books, journals, e-books, and other learning resources required for engineering, management, and interdisciplinary programmes.
2. Ensure effective access to digital libraries, e-journals, online databases, institutional repositories, and other electronic resources to support teaching, learning, research, and innovation activities.

3. Promote and coordinate NPTEL, SWAYAM, MOOCs, and other online learning initiatives by facilitating registrations, monitoring participation, and maintaining certification records of students and faculty members.
4. Provide research support services including plagiarism checking, reference management, literature search assistance, citation analysis, and guidance on quality journals, indexing, and research databases.
5. Organize library orientation programmes, information literacy sessions, and training workshops to enable effective utilization of physical and digital learning resources by students and faculty.
6. Maintain accurate records and reports on library usage, digital resource utilization, NPTEL certifications, research metrics, and other academic indicators required for institutional planning and quality assurance.
7. Contribute actively to NBA, NAAC, NIRF, AICTE, and other accreditation and ranking processes by providing authentic data, documentation, and evidence related to library and research activities.
8. Support faculty members and researchers in enhancing research output, publications, patents, funded projects, and other scholarly activities through timely access to quality information resources.
9. Continuously modernize library infrastructure and services by adopting emerging technologies, digital platforms, and best practices in knowledge management and academic support.
10. Work collaboratively with academic departments, research centres, and institutional committees to promote a culture of lifelong learning, innovation, research excellence, and professional development within the institution.

Physical Education Director

1. Plan, organize, and conduct physical education, sports, fitness, yoga, and wellness programmes with special emphasis on improving the physical fitness, mental well-being, and healthy lifestyle of students and staff.
2. Train, coach, and prepare college teams for participation and excellence in intercollegiate, university, state, national, and international sports competitions and events.
3. Identify, nurture, and mentor talented sportspersons and provide appropriate guidance, exposure, and support to help them achieve success at national and international levels.
4. Mobilize grants, sponsorships, CSR support, government schemes, and other funding opportunities for the development of sports infrastructure, training programmes, equipment, and student participation in major events.
5. Maintain, upgrade, and ensure optimum utilization of sports facilities, gymnasiums, playgrounds, fitness centres, and equipment while adhering to safety and maintenance standards.
6. Organize annual sports meets, intramural competitions, fitness campaigns, yoga programmes, and recreational activities that encourage maximum student participation and promote a healthy campus culture.

7. Maintain comprehensive records of student participation, achievements, awards, university representations, and sports activities for institutional reporting, accreditation, and ranking purposes.
8. Contribute actively to NBA, NAAC, NIRF, AICTE, and other quality initiatives by providing authentic data and documentation related to sports facilities, student participation, achievements, and wellness programmes.
9. Collaborate with academic departments, alumni, sports organizations, government agencies, and external institutions to strengthen sports activities, fitness initiatives, and opportunities for students at national and international platforms.
10. Promote discipline, teamwork, leadership, sportsmanship, professionalism, and institutional values while working towards the holistic development, physical fitness, and overall well-being of the student community.

Transportation Chairman:

- Responsible for planning, organizing, and monitoring transportation facilities for students, staff, and institutional activities.
- Ensure safe, reliable, punctual, and efficient transport operations between the Institute and various designated routes/locations.
- Prepare and manage transport schedules, routes, bus allotment, and timing arrangements for smooth transportation services.
- Ensure proper time management and adherence to scheduled arrival and departure timings of all buses and transport vehicles.
- Coordinate transportation arrangements for educational tours, industrial visits, sports events, examinations, workshops, conferences, cultural activities, and other institutional programs.
- Arrange additional buses/vehicles through external transport agencies whenever required and ensure proper agreement/documentation with transport providers.
- Monitor and verify log books, fuel records, kilometer records, trip sheets, and duty registers maintained by drivers and transport staff.
- Ensure periodical servicing, preventive maintenance, fitness certification, insurance renewal, pollution control certification, and upkeep of all buses and transport vehicles.
- Immediately report any major breakdown, accident, repair requirement, safety concern, or emergency issue to the Principal/Management.
- Ensure all drivers and transport staff possess valid licenses, badges, permits, and required statutory documents.
- Ensure compliance with transport safety rules, government regulations, institutional policies, and student safety norms.
- Maintain discipline, safety, cleanliness, and proper conduct inside institutional buses and transport vehicles.
- Monitor fuel consumption, vehicle utilization, repair expenses, and operational efficiency of transport services.
- Coordinate billing, payment verification, accounting, and documentation related to transport contractors, fuel expenses, maintenance, and transport operations.

- Maintain confidentiality and proper custody of transport records, agreements, bills, insurance documents, permits, and official correspondence.
- Coordinate with administration, accounts section, departments, students, parents, drivers, and transport agencies for effective transport management.
- Maintain records related to vehicle maintenance, route allocation, transport users, driver attendance, accidents, penalties, and statutory compliance.
- Take immediate action during emergencies, accidents, vehicle breakdowns, or safety-related incidents and report the same to higher authorities.
- Perform any other duty assigned by the Principal/Management from time to time.

Hostel Warden:

- Responsible for the overall administration, discipline, safety, maintenance, and smooth functioning of the hostel.
- Responsible for allotment of rooms to students as per institutional norms and maintaining proper room allotment records.
- Ensure proper maintenance, cleanliness, hygiene, sanitation, and upkeep of hostel rooms, corridors, washrooms, dining halls, and hostel premises.
- Monitor hostel infrastructure facilities including water supply, electricity, furniture, internet, security systems, and other essential services.
- Ensure quality, hygiene, nutrition, and timely serving of food in the hostel mess and dining facilities.
- Coordinate with mess contractors, cooks, housekeeping staff, maintenance staff, and security personnel for efficient hostel operations.
- Maintain strict discipline and monitor the movement of students entering and leaving the hostel as per institutional rules and timings.
- Maintain records of student attendance, entry/exit registers, visitors register, leave permissions, and hostel occupancy details.
- Ensure that no unauthorized persons enter the hostel premises without proper permission.
- Take preventive measures against ragging, bullying, substance abuse, violence, misconduct, or any indisciplinary activities within the hostel.
- Immediately report serious indiscipline, misbehavior, safety issues, or emergency situations to the Principal/Management and take appropriate action as per institutional rules.
- Address student grievances, complaints, and welfare issues promptly and fairly.
- Promote a safe, supportive, healthy, and student-friendly hostel environment.
- Monitor students during study hours and ensure proper academic atmosphere, discipline, silence, and regularity in hostel study arrangements.
- Counsel and guide students regarding discipline, personal conduct, health, hygiene, and responsible behavior whenever necessary.
- Arrange first-aid facilities and immediate medical assistance in case of illness, accidents, or emergencies.
- Coordinate hospitalization and inform parents/guardians and institutional authorities during medical emergencies or critical situations.

- Ensure availability and periodic checking of safety measures such as fire extinguishers, emergency exits, electrical safety systems, and first-aid kits.
- Maintain confidentiality of student records, complaints, disciplinary matters, medical issues, and other sensitive hostel information.
- Maintain proper records related to hostel admissions, fees, complaints, maintenance, damages, disciplinary actions, and hostel inventory.
- Ensure proper utilization and protection of hostel property, furniture, equipment, and facilities.
- Recover charges for damages/losses caused to hostel property as per institutional norms.
- Coordinate with parents/guardians regarding student welfare, discipline, attendance, and hostel-related matters whenever required.
- Assist during inspections, audits, accreditation visits, institutional programs, and emergency situations related to hostel administration.
- Perform any other duty assigned by the Principal/Management from time to time.

Civil Maintenance Personnel

- Responsible for overall civil maintenance, infrastructure upkeep, cleanliness, and maintenance activities of the institution campus.
- Ensure uninterrupted water supply to all academic buildings, laboratories, hostels, offices, canteens, plantations, gardens, and other campus facilities.
- Monitor and maintain water tanks, pipelines, pumps, borewells, drainage systems, and related water distribution infrastructure.
- Maintain gardens, lawns, trees, plantations, landscapes, and greenery within the campus to promote a clean, eco-friendly, and aesthetically pleasing environment.
- Ensure regular watering, pruning, landscaping, and upkeep of plants, gardens, and campus surroundings.
- Maintain and repair plumbing systems including taps, pipelines, washrooms, sanitary fittings, drainage lines, and water supply systems.
- Attend to plumbing leakages, blockages, overflows, and related civil maintenance issues promptly.
- Ensure housekeeping, sanitation, cleanliness, waste disposal, and hygiene standards across the campus premises.
- Supervise housekeeping staff and monitor cleaning schedules for classrooms, laboratories, offices, corridors, washrooms, hostels, and common areas.
- Responsible for repair and maintenance of buildings, classrooms, roads, pathways, compound walls, roofing, flooring, painting, and other civil structures.
- Identify and report structural damages, safety concerns, cracks, leakages, or maintenance requirements in buildings and campus infrastructure.
- Ensure maintenance and upkeep of:
  - o Auditorium
  - o Seminar halls
  - o Parking areas
  - o Sewage Treatment Plant (STP)
  - o Drainage systems

- Playgrounds and sports facilities
- Open areas and campus infrastructure

- Coordinate with contractors, vendors, maintenance workers, and service providers for civil repair and maintenance works.
- Ensure proper maintenance of tools, equipment, machinery, and materials used for civil and maintenance activities.
- Monitor campus infrastructure periodically and take preventive maintenance measures to avoid major breakdowns or damages.
- Ensure compliance with safety procedures during civil repair, maintenance, plumbing, and housekeeping activities.
- Maintain records related to maintenance works, complaints, repair activities, consumables, vendor services, and inspection reports.
- Maintain cleanliness and proper upkeep during institutional events, examinations, accreditation visits, audits, conferences, and official functions.
- Report major maintenance issues, safety hazards, water supply failures, or structural concerns immediately to higher authorities.
- Promote eco-friendly practices including water conservation, waste management, cleanliness, and green campus initiatives.
- Perform any other duty assigned by the Principal/Management from time to time.

Campus Networking Personnel

- Responsible for the installation, administration, maintenance, monitoring, and security of the campus computer network and internet infrastructure.
- Allocate and manage IP addresses for computers, servers, printers, CCTV systems, biometric devices, access points, and other network-enabled devices within the institution.
- Configure, maintain, and troubleshoot LAN, WAN, Wi-Fi, internet connectivity, and network-related systems across the campus.
- Monitor and maintain leased line, dedicated internet line, broadband connections, and related networking services to ensure uninterrupted internet availability.
- Coordinate with Internet Service Providers (ISPs), vendors, and service engineers regarding network issues, bandwidth management, downtime, and technical support.
- Configure, maintain, and periodically inspect Wi-Fi access points, routers, switches, firewalls, and related networking equipment.
- Conduct regular rounds and inspections of campus networking infrastructure to ensure proper functionality and connectivity.
- Analyze network performance, generate usage/log reports, identify connectivity issues, and troubleshoot network-related problems promptly.
- Recommend and implement improvements in network architecture, system configurations, bandwidth optimization, and infrastructure upgrades.
- Identify hardware/software/network requirements and suggest procurement or replacement of networking equipment whenever required.

- Ensure proper configuration, updating, and maintenance of:
  - Routers
  - Switches
  - Firewalls
  - Access Points
  - Servers
  - Network storage devices
  - Internet security systems
- Maintain proper network security measures including firewall rules, access control, antivirus protection, content filtering, and cyber security practices.
- Prevent unauthorized access, misuse, hacking attempts, illegal downloads, and network security breaches within the campus network.
- Maintain confidentiality and security of institutional network configurations, passwords, server credentials, IP schemes, and sensitive technical information.
- Ensure backup and recovery mechanisms for important network configurations and server-related data wherever applicable.
- Maintain records related to:
  - IP allocation
  - Network diagrams
  - Device inventory
  - Internet usage
  - Maintenance logs
  - Service reports
  - Vendor support details
- Provide technical support to departments, laboratories, offices, smart classrooms, examination systems, ERP systems, CCTV systems, and institutional digital services.
- Assist in setup and technical support during institutional events, online examinations, seminars, workshops, conferences, accreditation visits, and meetings.
- Ensure proper upkeep, cleanliness, and safe handling of networking equipment and server room facilities.
- Report major technical failures, security incidents, cyber threats, or infrastructure issues immediately to higher authorities.
- Perform any other duty assigned by the Principal/Management from time to time.

Supporting Staff

- Perform duties and responsibilities assigned by the concerned officer, HOD, Principal, or Management from time to time.
- Assist in the smooth functioning of academic, administrative, laboratory, transport, maintenance, and institutional activities.
- Maintain cleanliness, discipline, and eco-friendly surroundings within the institution campus.

- Support proper housekeeping, waste management, and conservation of institutional resources such as water and electricity.
- Maintain punctuality, regular attendance, sincerity, and professionalism in assigned duties.
- Maintain good interpersonal relationships and healthy teamwork with faculty, staff, students, and fellow employees.
- Demonstrate respectful behavior, cooperation, and positive communication with all stakeholders of the institution.
- Maintain confidentiality of official information, institutional matters, and workplace communications.
- Ensure proper handling and safe usage of institutional property, equipment, tools, and materials.
- Immediately report any damage, loss, safety issue, suspicious activity, or emergency situation to the concerned authorities.
- Follow institutional rules, safety procedures, and instructions issued by higher authorities.
- Assist during institutional programs, examinations, events, meetings, inspections, accreditation activities, and emergencies whenever required.
- Promote a safe, supportive, and harmonious working environment within the institution.
- Avoid misconduct, negligence, indiscipline, or any activity affecting the reputation and functioning of the institution.
- Perform assigned responsibilities with honesty, dedication, accountability, and commitment toward institutional growth and service.

CCTV and EPBX Maintenance Personnel:

- LCD and CCTV management and technical support provided for repairing & maintenance of total LCDs in the Institute.
- Maintenance & support of CCTV cameras and keep the backup of video recorded.
- Telephone & Intercom system support with Plan, coordinates, and implements telephone security measures in order to protect data, software, and hardware.
- Cabling, instrument maintenance, intercom system configuration etc.
- Monitor and report any breaches in security
- Monitor the usage of mobile phones by faculty or students in class rooms/laboratory/corridors.
- Expansion of CCTV networks
- Check for playback on request of students and faculty
- Report the not working cameras to the engineer/technician to fix it.
- Watch close circuit TV in a control room.
- Record and store video or digital recordings safely, for use in evidence.

Electrical Maintenance Section:

- To provide uninterrupted electrical power supply.
- Installation, testing, commissioning operation and maintenance of electrical lines, cable, panels, capacitor units, equipment etc.
- Electricity bill and energy meter inspection and reading report work.
- Internal electrification work of new building.
- Internal electrification of distribution and utilization work.
- Operation & maintenance of Power substation and transformer.
- Maintain and record of 400 KW Solar power generated.
- Operation & maintenance of Diesel Generator sets.
- Energy saving & energy audit management work.
- 24/7 hours duties of electrical staff.
- Electrical safety & electrical inspection work in the campus.

A) Relationship of Staff with Faculty:

As the technical and administrative staff are expected to work closely with the faculty in day to day activities, the staff should

1) Respect the prerogative of the faculty members to look after the education of the student and provide all assistance needed in the discharge of his/ her duties in imparting education.

2) Develop friendly and cooperative relationship with the faculty members

3) Understand the role of supporting staff vis-a`-a-vis the role of a faculty member that would enable developing proper relationships.

4) Not transgress his/ her defined role in the interest of discharge of assigned duties and responsibilities.

5) Provide full cooperation and support to the faculty members for the development of laboratory/ workshop and in the maintenance/ calibration of equipment.

B) Relationship with Students

1) Just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.

2) Making regular contributions for the personal development of students, while looking after their interest and welfare.

3) Not disclosing confidential information about students, which the member knows, to anyone other than to authorized persons/agency or in the interest of law.

4) Having respect and an affectionate and friendly attitude towards all students and helping them to improve their behaviour.

5) Abstaining from indulging in any corrupt practices with the students by showing favors of any kind.

6) Dealing with parents/ guardians of wards politely and compassionately when they approach the administrative staff, in connection with his/ her ward's educational matters, thereby ensuring proper public relations.

7) Trying to integrate the values of integrity, honesty and fairness in all dealings by the staff

C) Relationship with Colleagues

Any employee is expected to develop fraternal relationships with his/her colleagues to nurture proper interpersonal relationships and to develop team spirit. In particular, he/ she should,

1) Behave with his/her colleagues in a manner that he/ she expects them to behave with him/her.

2) Extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/ her profession.

3) Desist from spreading rumours or wrong news about his/her colleagues

D) General Etiquette

1) Perform all professional activities through proper channels.

2) Do not discuss with unauthorized individuals about false claims, professional and other information pertaining to INSTITUTE.

3) Do not undertake any responsibility/ work involving financial benefit in contravention of etiquette and the general interest of INSTITUTE.

4) Cooperate whole heartedly with the authorities of INSTITUTE in the fulfilment of mission and goals of INSTITUTE by performing his/ her role in a professional manner.

5) Do not condemn authorities behavior or actions through anonymous communication to outsiders/ newspapers and also conversational conflicts which harm the interest of INSTITUTE.

6) Conduct INSTITUTE's transaction with utmost honesty, integrity and fairness.

7) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.

8) Follow all norms and job details assigned by INSTITUTE to the member from time to time with dedication.

9) Institute resources include, but are not limited to, the use of telephone systems, data communication and networking services, university domain for electronic communication forums, computers and peripherals, stationary, reprographic facilities, vehicle and other equipment, time and effort of staff, students and others. These resources must be used only for the purposes of Institute. They should not be used for personal gain and for personal purposes.

HR108. Time and Attendance Management Policy

This policy governs working hours, attendance, and punctuality for all employees of JNNCE, ensuring smooth operations and accountability.

- Working Hours: Teaching Staff (Teaching Engagement): The faculty members working in technical institutions under the purview of AICTE shall have an engagement of not less than 40 hours per week including teaching contact hours and other activities. The work of tutorial /project / research / administration may be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted towards teaching hours. Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HoD / Dean. Teaching faculty shall be physically available minimum 8 hours per day in the campus.

Designation	(Teaching / Laboratory Hours) / Week
Assistant Professor	16
Associate Professor	14
Professor / Senior Professor	14
Director/Principal	6

- Teaching Workload Accountability Policy: Teaching workload shall be treated independently from administrative/research engagement. Faculty members shall fulfill the prescribed weekly teaching/laboratory workload as per designation norms. In cases where teaching workload is comparatively lower due to timetable structure, semester variations, elective distribution, reduced intake, laboratory sharing, SFR maintenance or institutional requirements, the concerned faculty member shall remain academically productive during the mandated campus stay hours through measurable and tangible teaching-related contributions only. Further the academic project/mini-project/internship shall not be accounted more than 3 hours.

Such contributions may include:

Activity	Equivalent Work for 1 Hour Credit in workload
Preparation of Digital Learning resources in cutting edge technologies	1 High-quality module/unit
Creation of LMS/video content	1 Instructional video of 20-30 minutes uploaded to LMS with supporting material
Conduct of Industry-Oriented skill modules and laboratory sessions	1 Hour of actual conduct

The faculty member shall maintain records/evidence of such contributions in the departmental ERP/academic system, subject to periodic review by the HoD/Dean/Administration and answerable to NES Management. Underloaded teaching hours shall therefore not be treated as reduced work responsibility, but as an opportunity for enhanced academic contribution and institutional development strictly aligned with teaching-learning activities.

- Attendance Tracking: Attendance for all Teaching & Non Teaching employees will be recorded using the biometric system installed at designated entry/exit points. Employees are required to punch in at arrival and punch out at departure daily. Teaching faculty shall record their incoming and outgoing timings in the Biometric attendance system provided, and this is linked to API scores. Any discrepancies must be immediately reported to their HODs.
- Punctuality: All employees are expected to be punctual and report for duty at the prescribed time. Occasional delays due to external factors beyond an individual's control may be accommodated to a limited extent.

  A maximum grace of five (5) minutes per day shall be considered, subject to an overall limit of thirty (30) minutes in a month. Any delay beyond this cumulative limit shall be treated as a late coming violation.

  Exceeding the monthly limit of 30 minutes shall result in the deduction of one (1) Casual Leave (CL) from the employee's leave account. Employees who incur more than three (3) such CL deductions in an academic year shall attract a deduction of five (5) marks from the API score (for both Teaching & Non teaching staff).

  Habitual late coming or early leaving without prior approval shall be considered a breach of discipline and may invite disciplinary action as per institutional rules.
- Out-of-Office Duty: Employees required to be out of office for official duties (e.g., attending conferences, workshops, official meetings, examination duties, industry visits) must obtain prior approval from Head of the Institute & their HoD/Department Head.
- Absence: Any absence from duty, even for a short duration, must be reported to the immediate supervisor and leave applied for as per the leave policy. Unauthorized absence will lead to loss of pay for the period of absence and potential disciplinary action as per HR-600.

HR109. TRANSFERS AND DEPUTATION

1. Application for Job in other institutions of National Education Society:
   i. All applications by the employees (whether confirmed, probationary or contractual) for any job within National Education Society or outside NES must be routed through the Head of the Institution.
   ii. All employees are subject to transfer/ deputation to any institution within NES. Similarly, services of any employee working in a department of the Institute can be transferred or deputed to any other department of the Institute.
2. Deputation:
   i. An employee may be subject to deputation to another institution based on the requirement. Deputation period may not exceed 18 months.
   ii. Employment will continue to be in the employee list of the parent institution and there will be no change in the salary compensation
   iii. A confirmed employee when on deputation by the management and during the period of such lien the employee is entitled for all benefits i.e. increments, promotions etc which are available to the post in the parent institution

iv. In case the requirement is beyond 18 months, then the requirement may be evaluated and with mutual consensus of both the institution heads, Managing Committee takes the final decision of revoking the employee back to the parent institution or initiating a transfer/absorption.

3. Transfer:

An employee may be transferred to any of the NES institutions based on the requirement by the Managing Committee

4. Protection of seniority:

i. In case of transfer, the seniority is next below to the cadre to which the employee is transferred

ii. The seniority / position / cadre may continue to the same as in the present organization, while on deputation.

5. Protection of present Salary:

i. When an employee is transferred from one institution to the other, HR officer makes a salary parity.
   a. If the present salary is higher in comparison with same cadre in the institution, then the present alary may be protected
   b. If the present salary is lower in comparison with same cadre in the institution, then the salary will be corrected to the equivalent

ii. In case the employee is on deputation, to a institution with higher salary, an allowance may be decided for the period by the management committee

6. Additional Charge

i. An employee may be assigned any additional responsibility or charge for a contractual period and the employee is expected to abide by it.

ii. Such additional charge may / may not carry an allowance fixed by Management / HoI and such allowance shall not be part of normal wage or salary of the employee.

Approval process flow: HoD/ HR propose -> Principal send recommendation- > HR facilitates -> Principal recommendation -> HR sends to NES ->Managing Committee final decision -> HR receives and shares with and Principal -> Prepares necessary documents for signatories -> sends to stakeholders-> HR receives acknowledgement for necessary filing

HR110. SENIORITY

General Rule

Seniority shall be determined as per applicable statutory and institutional norms.

Date of First Appointment

Seniority shall be based on the date of first appointment (date of reporting) as a full-time regularized employee. An earlier date confers higher seniority.

Same Date of Appointment

Where employees share the same date of appointment, seniority shall be decided by: Order of merit at the time of selection, and If merit is identical, by age, with the older employee being senior.

Direct Recruitment

Seniority of direct recruits shall be fixed according to the merit order of selection and reckoned from the date of joining.

Promotion

Seniority of promotees shall generally follow their seniority in the lower cadre and shall be reckoned from the date of assumption of charge in the promoted post, as per applicable rules.

Simultaneous Promotion and Direct Recruitment

The inter-se seniority of directly recruited teachers shall be determined by the date of joining, and that of promoted teachers by the date of eligibility, as recommended by the Selection Committee. Where both appointments occur simultaneously, the promoted teacher shall rank senior to the direct recruit.

Cluster Seniority

Cluster-wise seniority shall be considered for all service matters. The CSE cluster shall include CSE, ISE, AI & ML, and DS, while EC and ETE shall form a separate cluster. However, promoted faculty members will be retained within their respective departments.

All other departments shall be treated as individual units for the purpose of seniority and service matters and shall not be included under any cluster

Academic Grade Structure

Faculty with a higher grade shall be considered senior to those with a lower grade.

HR200. SALARY AND INCENTIVE

HR201. POSITIONS AND PAY SCALES

This section details the pay scales applicable to various positions at JNNCE, ensuring transparency and adherence to established norms.

- Teaching Staff: Pay scales for teaching staff are determined in accordance with the recommendations of the University Grants Commission (UGC) and All India Council for Technical Education1 (AICTE), as adopted and implemented by the National Education Society (NES) and JNNCE, based on the 7th Pay Commission guidelines. These scales correspond to the Academic Pay Levels 10, 11, 12, 13A1, 14, and 15, aligning with the designations of Assistant Professor (Stage-1, Stage-2 Senior Scale, Stage-3 Selection Grade), Associate Professor (Stage-4), Professor (Stage-5), and Senior Professor (Stage-6). The current pay matrix levels as on 1st April 2025 will be communicated by the HR department.

HR202. ALLOWANCES

1 In addition to the Basic Salary, a monthly dearness allowance shall be extended to all regularized employees.

2 NES Management decides on allowances such as DA, HRA and other special allowances.

HR203. YEARLY INCREMENTS

1. This policy outlines the annual increment process for all eligible employees, in line with 7th Pay Commission guidelines.
2. Annual Increment Calculation: Annual increment is given in the Pay Matrix at 3%, with each cell being higher by 3% over the previous cell in the same level, rounded off to the nearest 100. Annual increments to each employee would move up in the same academic level, with an employee moving from the existing cell in the academic level to the immediate next cell in the same academic level.
3. Dates of Increment: There shall be two dates of increment i.e., 1st January and 1st July of every year, provided that an employee shall be entitled to only one annual increment on either one of these two dates depending on the date of appointment, promotion or grant of financial upgradation.
4. Eligibility for Increment Date:

- The increment in respect of an employee appointed or promoted during the period between the 1st day of January and 30th June (both inclusive) shall be granted on 1st day of January.
- The increment in respect of an employee appointed or promoted during the period between the 1st day of July and 31st December (both inclusive) shall be granted on 1st day of July.

HR204. Incentives for Ph. D. and other Higher Qualification:

Teachers who complete their Ph.D. degree while in service as Assistant Professor shall be entitled to One non-compounded increment fixed at increment applicable at entry level as Assistant Professor only if such Ph.D. is

- In a relevant discipline, of the discipline of Employment.
- Has been awarded by a recognized University following the due process of Admission Test, Course Work and External evaluation as prescribed by the UGC
- The Research work carried out shall be useful to faculty for improved Teaching and for students for better understanding of the relevant concept. This shall be well documented and established by the faculty who claims for Additional Increment.
- If the Ph. D Program is from Premier / reputed institutes like IISc, IIT an additional one Non compounded increment may be given.

HR205. Minimum Qualification Norms for Promotions for Stage – II to Stage – VI

Qualification for Assistant Professor (Senior Scale, Level – 11, Entry Pay 68900/-)

- Qualifications prescribed for the post of Assistant Professor

AND

- Should have completed minimum Training requirements as per Annexure - III.

AND

- Should have satisfied the below mentioned requirement.

To have acquired in the cadre of Assistant Professor			
Experience (years)	Research publication in Q1/Q2/Q3 in SCI/Scopus indexed journals	Avg. 360^0 feedback score for Academic Involvement (scaled to 10)	Avg. 360^0 feedback score for Research activities (scaledto 10)
4	2	>=7	>=6

1.5.1 Qualifications for Assistant Professor (Selection Grade, Level – 12, Entry Pay 79800/-) For Promotion of Incumbents

- Qualifications as prescribed for the post of Assistant Professor (Senior Scale)

AND

- Should have completed minimum training requirements as per Annexure - III.

AND

- Should have satisfied the below mentioned requirement.

To have acquired in the cadre of Assistant Professor			
Experience (years)	Research publication in Q1/Q2 in SCI/Scopus indexed journals	Avg. 360^0 feedback score for Academic Involvement (scaled to 10)	Avg. 360^0 feedback score for Research activities (scaledto 10)
4	1	>=7	>=6

1.5.2 Qualifications for Associate Professor (Level – 13A1, Entry Pay 131400/-) For Promotion of Incumbents

Ph. D. Degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

Should have completed minimum training requirements as per Annexure – III.

AND

Should have satisfied the below mentioned requirement.

To have acquired in the cadre of Assistant Professor			
Experience (years)	Research publication in Q1/Q2 in SCI/Scopus indexed journals	Avg. 360^0 feedback score for Academic Involvement (scaled to 10)	Avg. 360^0 feedback score for Research activities (scaledto 10)
3	2	>=7	>=7

1.5.3 Qualifications for Professor (Level – 14, Entry Pay 144200/-)

Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

Should have satisfied the below mentioned requirement.

To have acquired in the cadre of Associate Professor					
Ph.D. Guided	Total Experience (Years)	Experience (Years)	Research publication in Q1/Q2 in SCI/Scopus indexed journals	Avg. 360^0 feedback score For Academic Involvement (scaled to 10)	Avg. 360^0 feedback score for Research activities (scaled to 10)
1	15	3	3	>=8	>=6

Note: 360° Feedback.

1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotion.
2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's may be taken into consideration while dropping the lowest feedback score in any one of the year.

1.5.4 Qualifications for Promotion to Senior Professor (Level –15, Entry Pay 182200/-)

Ph. D. degree in the relevant field

AND

Minimum ten years of experience in the cadre of Professor

AND

{At least 8 research publications in SCI journals, should have at least 2 successful Ph. Ds. guided as

Supervisor / Co- Supervisor as a Professor.

OR

c. At least 8 research publications in SCI journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

OR

At least 8 research publications in SCI journals, should have provided Educational Leadership at state / national level at least for 3 years at the level of Professor.}

AND

At least one Utility patent awarded

OR` Development of one MOOC course applicable at national platform

For Assistant Professor (Senior Scale): Ref - HR205

Completion of following Training requirements at the level of Assistant Professor.

Two weeks of Faculty Development Programme (FDP) in the relevant area out of which at least one of the FDP shall be in advanced pedagogy recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT /IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs /ARPIT research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL- AICTE.

OR

Completed minimum two weeks of relevant Industrial Training / Professional Training.

For Assistant Professor (Selection Grade):

Completion of following training requirements at the level of Assistant Professor (Senior Scale)

Two weeks of Faculty Development Programme (FDP) in the relevant area recognized by AICTE / UGC / TEQIP / NITTTR / PMMMNMTT / IISc / IIT / University / Government / DTE / Board of Technical Education / CoA / IIA / SPA / ITPI / NRCs / ARPIT / research organization / other institute of National Importance / Design Studio.

OR

One week faculty development programme as above and one eight weeks duration MOOCS course with E-Certification by NPTEL-AICTE

OR

Completed two such eight weeks duration MOOCS courses with E-Certification by NPTEL- AICTE.

OR

Completed minimum two weeks of relevant Industrial Training / Professional Training

HR206. CAREER ADVANCEMENT ASSESSMENT COMMITTEE (CAAC)

Every employee is expected to derive his goals and perform his duties in line with the workload distribution as illustrated in table HR 108.1 and Academic Performance Indicators (API) recommended for his designation. Such agreed goals and API scores are considered for all Career Advancements such as promotions under the Career Advancement Scheme.

The purpose of the goal sheets and API score sheets is to ensure performance appraisal in objective and transparent manner against goals set by the appraisee himself. These

score sheets are aligned to AICTE guidelines and NES requirements.

The Career Advancement Scheme (CAS) provides a structured pathway for eligible teaching staff to be promoted to higher academic grades (e.g., from Assistant Professor to Associate Professor, and Associate Professor to Professor). The scheme is implemented in line with the guidelines issued by the University Grants Commission (UGC) and All India Council for Technical Education (AICTE), as adopted by Visvesvaraya Technological University (VTU) and JNNCE, specifically following the 7th Pay Commission recommendations for technical institutions.

Procedure for Career Advancement:

I. Managing Committee of NES will constitute a Career Advancement Assessment Committee (CAAC) comprising of Secretary and Joint Secretary of NES, Registrar and subject experts, Principal, HOD and HR.

II. HR prepares a list of the eligible candidates as per policy and submit it to Principal for verification and endorsement.

III. In the second stage, the CAAC would evaluate the performance of the eligible faculty based on Personal Interview, Goal sheet target achievement, API score sheet and other criteria and recommend the qualified candidates for career advancement to Governing Council – JNNCE.

IV. After ratification in GC and approval of MC, order shall be issued.

V. The effective date of promotion and other benefits shall be at the discretion of the Managing Committee – NES

Teaching Staff

1. Goal Setting:

Table 204 1 1 Evaluation Matrix

Sl No	Appraisee	Reporting Authority	Reviewing Authority
1	Asst. Professor / Associate Professor & Professor	HOD	Principal
2	HOD	Principal	Secretary
3	Deans	Principal	Secretary
4	Principal	Secretary, NES	

i. During the appraisal review process, a Goal Sheet shall be prescribed and finalized by the Principal in consultation with the concerned authorities, based on the performance assessment and institutional requirements.

ii. The faculty member shall be required to achieve and satisfactorily fulfill the assigned goals within a period of one year from the date of fixation. Non-achievement or partial fulfillment of the prescribed goals within the stipulated period shall be reviewed by the competent authority and may attract appropriate administrative action, in accordance with institutional policies.

iii. Goal setting has to be carried out by all employees – contractual and regular staff.

2. Periodic Performance Review of the Goal sheet

I. The achievement of goals prescribed in the Goal Sheet shall be periodically reviewed, with the Head of the Department (HoD) being responsible for continuous monitoring and follow-up.

II. The appraisee and the reporting authority shall jointly review targets versus actual achievements at regular intervals, and any corrective actions required to achieve the goals shall be clearly identified, recorded, and communicated.

III. At the end of each semester, the reporting authority shall review and endorse the progress and achievements against the Goal Sheet. The endorsed Goal Sheet shall be submitted by the faculty member along with the annual appraisal form for final consideration.

3. API score board:

i. The API score card shall be filled up after the announcement of results of each semester.

ii. While computing score for annual performance appraisal review, average scores of both semesters is to be considered.

iii. The API score card shall be made available in in the JAMS system for review by the appraisee and acknowledgement by the appraisee.

4. Assessment Period & Scoring Pattern

i. The dates for the assessments – Annual Performance Review, Upward movement of Grade Structure and Promotions will be announced every year. Inputs from employees will be solicited only during this period.

ii. The achievements in accordance with the goal sheet and API score sheet forms the basis for all performance appraisal toward promotion, increments, upward movement of Grade Structure and other benefits.

iii. Scoring pattern

a. The JNNCE 360-Degree Score Card is a comprehensive performance evaluation framework designed to assess faculty contributions across two major components:

Academic Component-Maximum Score: 100. This component evaluates teaching effectiveness and academic-related activities, with clearly defined component-wise minimum eligibility criteria.

Research Component - Maximum Score: 120

Faculty members must secure a minimum of 60 marks in the Research component to be considered eligible under this category.

The overall score card ensures a balanced evaluation of both academic excellence and research contributions, and serves as the basis for performance assessment and increment eligibility.

b. Minimum score for annual increments is 120 points out of a maximum of 220 points, subject to a minimum of 60 points each in the Academic Component and the Research Component.

c. Minimum score for Grade Structure & Promotion is as per the Minimum Qualification Norms for Promotions for Stage – II to Stage – VI prescribed along with other criteria to be fulfilled (Average API score of assessment period).

d. If a faculty fails to score the minimum points in 1st year, annual increment shall be withheld along with a warning in writing.
e. If a faculty fails to score the minimum points for two consecutive years, in addition to withholding annual increments, he shall also be liable for reduction of emoluments.
f. If faculty fails to score the minimum points for three consecutive years, he shall be liable for major punishment including dismissal at the discretion of Management.

5. Guidelines for Career Advancement

i. Availability of vacant posts shall be decided by the Managing Committee of NES

ii. It is not mandatory for the Managing Committee of NES to fill up the vacant posts from the internal applicants only.

iii. Promotion will be carried out only for regular employees. Probationers, temporary employees and contractual employees will not be eligible for promotion.

iv. Eligible qualification, Annual Performance review report and experience will be considered during the promotion review. However, these does not establish right to promotion to higher cadre. Depending upon available vacancy and other criterion, the candidate will be considered along with other eligible candidates who have applied for the position.

v. Candidates who do not fulfill the minimum score requirement/ or does not succeed in the assessment under the API Scoring System / evaluation, shall be re-assessed only after a minimum period of one year. The date of eligibility for promotion / otherbenefits shall be the date on which he/she gets successfully re-assessed

vi. If disciplinary proceedings have been initiated against an employee or if an employee is suspended because of any reason, he/she will not be eligible for promotion till such proceeding are completed or suspension withdrawn.

vii. In case of a record of violation of code of conduct in last 3 years, an employee will not be eligible for promotion.

viii. An employee awarded "Poor" or "Unsatisfactory" rating in any of the last three Annual Performance Reviews will not be eligible for promotion unless he has subsequently acquired two excellent rating out of which, one has to be in immediate previous performance review.

Guidelines for Grade Structure enhancement and Promotion

1. Procedure for Promotion

i. Availability of sanctioned vacant posts is to be decided by the Managing Committee.
ii. On fulfillment of stipulated condition of the College, the candidate will be eligible to appear before Selection Committee.
iii. Application of eligible candidates will be scrutinized by HoD and then along with HR, And Principal.
iv. Promotion of a non-teaching staff to higher scale shall be as far as possible on seniority-cummerit basis.
v. The CAAC will consider the seniority and Annual Performance review report along with other points decided and agreed during goal setting for the preceding assessment years
vi. All the proposals approved by CAAC will be ratified by GC and then subsequently to MC for final approval.

HR207. RESEARCH INCENTIVES

Incentives are provided for faculties and staff to motivate them for working effectively so as to improve the profile and ranking of the college, improve the skills in them and promote research culture in the college. Refer to Research Promotion Policy of JNNCE.

HR208. STATUTORY BENEFITS

1. Gratuity

Gratuity is a cumulative amount for an employee, paid as gratitude by the organization. It is also known as the end of service benefits. An individual who has worked in an organization for a minimum period of 5 years is eligible for this benefit. This calculation is based on his/her average salary, dearness allowance and number of years he / she worked in the organization. This gratuity calculator will help common salaried people to calculate their gratuity amount.

I. Formula:

Gratuity Calculation= [(Basic Pay + D.A) x 15 days x No. of years of service] / 26

Where, D.A = Dearness Allowance.

This is an end of Service Benefits wherein the Maximum limit is as per rules

ii. Eligibility:

a. All regularized employees only and calculated from the date of regularization

b. At the time of retirement or resignation or on superannuation, an employee should have rendered continuous service of not less than five years.

c. Payable without completion of five years only when death and disablement occurs.

2. Employee Provident Fund (EPF) and Group Insurance (GI)

These schemes are provided to both faculty and staff as per Central Government norms

3. Employee State Insurance Corporation (ESIC)

The benefit is provided as per rules notified from time to time.

HR209. ADVANCE SALARY BENEFITS

This policy enables regular employees to avail advance salary facility for specific reasons such as Medical emergency, Marriage, Children Education or any other reason with the aproval of NES management.

1. Eligibility

i. This facility will be applicable to regular employees upon completion of 3 years of service in JNNCE.

ii. There should be a gap of 12 months between the last installment of the advance salary availed and request for new one.

iii. Advance Salary will be sanctioned based on the approval of Principal and Management. The upper limit for the advance salary shall be mentioned as below:

a. Gross Salary beyond 50000/- are eligible for Max Rs.75000/- Recovery period 12 instalments maximum - 12 instalments

b. Gross Salary below 50000/- are eligible for Max Rs.50000/- Recovery period 20 instalments maximum - 20 instalments

2. Procedure

i. Application in a plain sheet mentioning the valid reason to be submitted to Human Resources Department, after recommendation from Principal.

ii. Establishment Department shall issue the approval letter with copies marked to the Accounts Department & payroll cell, for disbursement & recovery of the advance salary from the monthly salary.

iii. EMIs will commence from the 1st of the subsequent calendar month of advance salary disbursement.

iv. The advance salary may be foreclosed with intimation to establishment department and copy to Principal.

v. All approvals shall be at the discretion of the management. The Management also retains the right to change the terms of the advance salary or withdraw the facility at its discretion.

HR300. BENEFITS

HR301. QUALITY IMPROVEMENT PROGRAM FOR FACULTY

This policy is in line with the QIP Policy outlined by AICTE. The policy is aimed at supporting the existing faculty in pursuing full time Ph.D. with study leave and financial support, as per applicability and at the discretion of the Managing Council.

1. Applicability

i. Only for pursuing Ph.D. in related subjects with premier institutions like IIT, IISc & NIT.

ii. Ordinarily, only one faculty for every 10 faculty in a Department shall be eligible (on first come first served basis) to avail the facility of study leave under this policy at any given point of time. However, depending upon other considerations, the Management may entertain more or less candidates.

iii. In case of dearth of funds or excess of candidates desirous of leave, special approval for study leave without financial assistance may also be considered, if the applicant is so interested.

iv. Faculty should have completed at least 5 years of service as a regularized faculty in JNNCE to be eligible for study leave under this policy.

2. Procedure

i. Faculty planning to proceed for their Ph.D. will inform the Principal through the HoD.

ii. The Principal shall give in-principal recommendation to proceed. However, the actual sponsorship of the candidate under QIP will be subject to the overall criteria governing the number of candidates in each department and other considerations governing the scheme, and will be decided by the CAA Committee and further to be ratified in GC and MC.

iii. Based on the recommendations, study leave would be sanctioned for 3 years or less (in exceptional cases).

iv. After successful completion of Ph.D., the faculty shall resume duty at JNNCE and should serve the institute for a period of minimum 5 years from the date of award of Ph.D. This period of service would be treated as contractual service (that is service under the agreement period)

v. During the study leave the faculty is required to submit progress report in person every 6 months

vi. In case there is a dire need to extend leave – not more than an additional 6months to 12 months, the request has to be seconded by the guide which will be validated and sanctioned which is at the sole discretion of the Principal and the Management. For the extended leave period, no financial assistance shall be provided.

vii. It is possible that a faculty may not have completed the entire requirement of Ph.D. in the prescribed time of 3 years, and shall pursue the remaining part of the dissertation work from JNNCE. It is also possible that a faculty can rejoin JNNCE ahead of completion of leave period if he submits the dissertation in advance. In such cases, the contractual period of service, that is, 5 years from the date of award of Ph.D.

viii. For the purposes of career advancement, as a special gesture, the management will treat the leave period as continuity of service. Thus, the increments for the period of study leave shall be protected.

Faculty proceeding on leave will be entitled to financial support as follows: [applies only to above cited]

i. 50% of gross salary at the time of relieving will be paid during the study leave period. v Before proceeding on leave, the faculty shall sign an agreement with JNNCE to serve the Institute, upon their return from leave, for a period of 5 years from the date of award of degree. In case a faculty violates the agreement in due course, or does not submit the dissertation within two years of rejoining the Institute or does not successfully defend the thesis within three years of rejoining the institute, the faculty shall reimburse the entire sum availed from the Institute (fellowship, contingency grant and any other sum paid to the candidate or the host institution on behalf of the candidate) together with 14% per annum interest.

   Fellowship is payable only for a duration of 36 months. If, for any reason, the candidate extends the leave and / or does not report back to the institute in the stipulated time, the period beyond the end- date of leave will be treated as leave on loss of pay (subject to formal approval by the Committee) and no fellowship will be paid during this extension. Leave on loss of pay shall be for a maximum duration of 6 months or for the period the leave is extended and after that faculty has to report to the institute.

iii Upon rejoining, the faculty shall be fitted in the same scale at which he or she left, with suitable additional annual increments that would have applied to him/her, prospectively from the date of joining without any arrears.

iv If for any reason, a faculty discontinues pursuance of Ph.D. before the end of the leave period, the financial assistance shall be withdrawn with immediate effect. In such an event, the faculty shall reimburse to the Institute, all the payments made (fellowship, contingency grant and any other sum paid to the candidate or the host institution on behalf of the candidate) together with 14% interest from the concerned faculty, irrespective of the situation whether the faculty is in the rolls of JNNCE or not.

HR400. Leave Policy

<table>
<tr><th>Type of Leave</th><th>Teaching Staff</th><th>Non-Teaching Staff</th></tr>
<tr><td>Declared & Restricted Holidays</td><td colspan="2">As per Govt. notification to be availed as per KCSR rules</td></tr>
<tr><td>Casual Leave</td><td colspan="2">15 days Casual Leave in a calendar year. All 15 will be credited in the beginning of the calendar year and can be availed as per KCSR. Gets lapsed at the end of the calendar</td></tr>
<tr><td rowspan="2">Earned Leave</td><td>Earned LeaveaFor non-vacation staff, up to a maximum of 30 per year which is credited as 1EL earned for every 11 days worked in a calendar year. Can be accumulated up to 300days (after which it lapses.) For vacation staff up to a maximum of 10 per year. Can be accumulated up to 300 days (after which it lapses.)</td><td>Up to a maximum of 30 per year which credited as 1 EL earned for every 11 days worked in a calendar year. Can be accumulated up to 300 days (after which it lapses)</td></tr>
<tr><td colspan="2">Earned Leave (EL) shall not exceed 45 consecutive days at a time and shall be sanctioned only if it does not affect academic activities. A minimum interval of three months shall be maintained between two approvals of Earned Leave.</td></tr>
<tr><td>Vacation</td><td>Faculty members may avail vacation during the vacation period declared by VTU, subject to academic workload, institutional requirements, and approval of the Management / Head of Institution. Vacation may be availed in parts as deemed appropriate.
Faculty shall remain available during the vacation period for any departmental or institutional responsibilities, if assigned.</td><td>NA</td></tr>
</table>

	The NES Management / Head of Institution reserves the right to approve, modify, or cancel such vacation in the interest of the institution. Prior approval from the Management / Head of Institution / HOD is mandatory for availing vacation or for leaving headquarters.	
Special Casual Leave	Can avail for any academic / examination / skill development related activities. This cannot be carried forward. The SCL should be supported by relevant documents such as call letter / attendance certificate. Special Casual Leave must be preferably pre-authorized, at least three days in advance. Faculty members deputed for University / AICTE / VTU or other officially approved academic assignments may be granted one (1) Journey Day, in addition to Special Casual Leave, subject to prior approval of the HOD/HOI. A Half-Day Journey is admissible for one-way travel up to 250 km or up to five (5) hours. A Full Journey Day is admissible when the one-way distance exceeds 250 km or travel time exceeds five (5) hours with overnight stay. Journey Day shall not be debited to any leave account. and shall be governed by institutional service rules.	NA
Study Leave	Can be sanctioned up to a max of 3 years and relaxable basis (on written request) at the discretion of NES with/ without stipend based on the workload and the financial position of the institution. NES is the final decision maker.	NA

Maternity Leave	Can avail 180 days of maternity leave with pay and the interval between two such leave shall not be less than 3 years and availment shall not exceed two occasions during the service period of the employee.
Sabbatical Leave	Can be sanctioned up to a max of 3 years and on relaxable basis (on written request) at the discretion of NES based on the workload, as per KCSR. Such leave will be without salary and will have to rejoin at the department and in the same designation. Such leave cannot be considered as continuation of service for seniority.
Paternity Leave	Can avail up to 14 days of paternity leave each time with a maximum of two times during the service period of the employee (Including Sunday and holidays if any) and the interval between two such leave shall not be less than 3 years

1. Observation/Probation employees
   I. Observation/Probation employees are entitled for casual leave (leave with pay of not exceeding 12 days, which can be availed one day leave on completion of one month of service.
   ii. The leave can neither be carried forward not encashed.
   iii. Observation Period / Probationary employees are not entitled to any leave other than the casual leave and holidays as stated above.
   iv. Eligibility of leave for a confirmed employee as detailed in table HR 400
2. General Provisions:
   i. All leave will have to be applied in the leave application / on the ERP – JAMS only.
   ii. All leave with or without pay will be against written sanction by the Head of Department and in case of leave Head of Department will be sanctioned by Head of Institute. While the leave for the Head of Institute will be against written approval of by the Secretary of NES. The Head of Institute/ have the discretion to sanction or decline or to revoke leave at any time in the interest of the institution.
   iii. EL should be availed for a minimum period of 5 days at a time and cannot be combined with any other form of leave.
   iv. EL cannot be availed during notice period and cannot be adjusted against any kind of shortage of notice period
   v. Compensatory Leave : In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD in writing.

vi. Leave may be availed only with prior approval, as it is a privilege and not a matter of right

Approval Process

Applicant -> HoD -> Principal (only in exceptional cases)

HR500. GRIEVANCE REDRESSAL CELL

1. Grievance Management Policy

Individual Employee grievances and complaints that are primarily a manifestation of their dissatisfaction about working conditions, managerial decisions, if not promptly attended to may affect morale and productivity.

The objectives of the grievances process will be to settle the Grievances of the employees in the shortest possible time and at the lowest possible management level pertaining to all employees on regular rolls of the institute including contract employees.

The members of the cell is as published in the website from time to time in line with the AICTE requirements

i. Scope and Coverage: This policy will cover individual grievances such as:
   a. Payment of Salary
   b. Recoveries of dues / Reimbursement
   c. Annual Increment , Appraisal and Promotion issues
   d. Working conditions/Health & Safety
   e. Leave & Holidays
   f. Medical Insurance / facilities
   g. Non-extension of benefits under rules
   h. Promotion
   i. Administration or Academic issues
   j. Compensation & Benefits
   k. Interpersonal Conflicts/Issues with the HOD or team members
   l. Role fit
   m. Separation/Retention

ii. Grievance arising out of the following will not come under the purview of the grievance procedure:
   a. Terms of appointment settled prior to joining
   b. Matters relating to disciplinary enquiry / action
   c. Grievances not related to an individual employee

2. Procedure for handling Grievances

The individual can raise grievance according to this procedure: Grievance scope and coverage, and Timeline for resolution of grievances

Resolution Matrix		
Level 1 (10 days to resolve)	Level 2 (20 days to resolve)	Level 3 (30 days to resolve)
Payment of salary	Annual Increment	Promotion
Leave	Interpersonal conflict	Administration or Academic issues
Role fit	Issues with HOD or team members	Appraisal related issues

3. Procedure for handling Grievances STAGE-I
   i. The aggrieved employee may take up the grievance in writing to the HOD.
   ii. Depending on the type of grievance, the employee should wait for response from the HOD.
   iii. In case the employee is not satisfied with the redressal of the grievance employee may submit the grievance, in writing, to the Principal within 5 working days from end of stage above with a copy to HR.
   iv. The Principal will record comments on the grievance, depending on the type of grievance number of days can be taken for making necessary enquiries and discuss with Establishment
   v. In case of any delay in resolving the grievance, the Principal will inform the aggrieved employee with a copy to Principal and HR of such a delay with reason depending upon type of grievance the number of days will be taken to resolve.

STAGE- II
   i. In case the employee is not satisfied with the decision communicated at Stage-I or fails to receive the reply within the stipulated period, employee may submit to Principal who must give a personal hearing to the grievance and a brief of same should be documented and take necessary steps for redressal

STAGE- III:
   i. The aggrieved employee who is not satisfied with the decision of the Principal will have an option to appeal to NES-MC with the detailed reasons for the appeal.
   ii. The NES-MC will take a decision and communicate the same within one month from the receipt of the appeal and the decision will be final and binding.
   iii. No legal proceedings will be raised until all the steps of grievance redressal cell are exhausted.
   iv. If any employee resort to legal proceeding without following Grievance Redressal Cell, he will do it at his own risk.

HR600. WORK PLACE

HR601. CODE OF CONDUCT / DISCIPLINE FOR THE EMPLOYEES

Professional Conduct and Accountability Clause

Employees are expected to uphold the highest standards of professional ethics, integrity, responsibility, and institutional discipline in all official communications, representations, and actions. Any employee found making intentionally false claims,

misleading statements, fabricated records, baseless allegations, or defamatory accusations against colleagues, departments, or the institution without verifiable evidence shall be viewed seriously as misconduct affecting institutional harmony and credibility.

If such allegations are determined, through due inquiry or administrative verification, to be false, malicious, or intentionally misleading, the institution may initiate stringent disciplinary action as per service rules and institutional regulations. Such actions may include written warning, adverse entry in performance appraisal, withdrawal of responsibilities, suspension of privileges, initiation of disciplinary proceedings, or any other administrative action deemed appropriate by the management.

At the same time, genuine grievances raised in good faith through proper channels with supporting evidence shall continue to be protected and encouraged as part of a healthy institutional governance system.

HR602. Resignation :

(1) Any employee desirous of resigning to the post held by him shall apply letter of resignation in duplicate to the management through the Principal.

(2) Employees shall give clear three months' notice to the management before the intended date of resignation or should pay three months gross emoluments in lieu of notice.

(3) Emoluments for the purpose of this sub-regulation mean the Gross salary of the employee.

(4) The Principal should verify the records carefully and obtain the report of the administration, accounts, sports and library section about any dues pending from the employee. He should also ascertain whether there is any contract of minimum service of the employee is still subsisting. After such verification, the principal, without undue delay, should submit the original letter of resignation along with his remarks to the NES management.

(5) The Management may, having regard to the facts and grounds mentioned in the application and after taking into account the remarks made by the principal, and if necessary, after hearing the employee in person, may accept the request and permit the employee to resign the post he held.

(5) The resignation will be effective from the last day of the month. If the last working day happens to be a general holiday, the employee may be ordered to be relieved on the previous working day.

(6) ll claims of the resigned employee shall be settled at the earliest.

(7) The Management may refuse to permission to resign when any criminal cases or disciplinary proceedings are contemplated or pending.

Financial Accountability and Cash Handling Policy:No employee shall engage in any accountable cash transactions, collections, deposits, disbursements, or financial dealings on behalf of the institution unless specifically authorized in writing by the competent authority and in accordance with established financial procedures. Employees shall not involve themselves, directly or indirectly, in any money-handling,

money-making, fund-routing, or financial laundering mechanisms, whether within or outside the institution, that could compromise transparency, accountability, or the reputation of the institution. Any employee found to be participating in, facilitating, concealing, or benefiting from such activities through verified and genuine evidence obtained through authorized channels of inquiry shall be subject to stringent managerial and disciplinary action, which may include suspension of responsibilities, departmental inquiry, recovery of losses, termination of service, and any other action deemed appropriate under institutional rules and applicable laws.

HR603. Retirement:

The age of retirement shall be 60 years for teaching & Non Teaching staff.

HR604. Termination of service:.

(1) If any existing division, branch, section, course etc., is closed on account of inadequate workload, de-affiliation, insufficient admissions or any other ground which is beyond the control of the appointing authority including financial, academic & administrative non-viability, the Management may terminate the services of the employee or employees of such branch or course etc.

(2) An employee who has been confirmed and whose services are retrenched or terminated by the Management as above, shall be entitled to compensation at the rate of fifteen days salary for every completed year of service subject to minimum of three months salary and maximum of six months salary.

HR605. Code of Conduct:

(i) Every employee of the college shall be given a unique identification number called employee number and issued with a bar coded identity card. All the employees must wear and display the identity card while in the campus and the security personnel or other authorities are authorized to verify the employee tags.

All the employees of the college should punctually, efficiently and with care and caution should discharge the duties and carry out the responsibilities as detailed in the schedule to these regulations.

(ii) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all subordinate employees for the time being under his control and authority.

(iii) Every employee shall at all times,-

- maintain absolute integrity;
- maintain devotion to duty; and
- do nothing which is unbecoming of a an employee of the college; and
- not involve in any criminal activity.

(iv) Every employee shall maintain,-

- high ethical standards;
- political neutrality;
- principles of merit, fairness and impartiality in the discharge of his duties;
- accountability and transparency;

Explanation: An employee, who, among other acts, habitually fails to perform a task assigned to him within the time set for the purpose and with the quality of

performance expected of him, shall be deemed to be lacking in devotion to duty.

(v) Every employee shall ;

• Not place himself under any financial or other obligations to any individual or organization which may influence him in the performance of his official duties and cause embarrassment to the college and the society. ;

• perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities.

• draw the attention of superior officers to the fact that any proposed course of action is contrary to any rule or law or is at variance with the policies of the NES or there is a lapse of procedure in a given case, at any stage;

• The direction of the official superior shall ordinarily be in writing. Where the issue of oral direction becomes unavoidable, in view of urgency the official superior shall, either suo moto or on a request from the subordinate NES Employees concerned, confirm it in writing immediately thereafter.

• A NES Employees, who has received oral direction from his official superior shall , as early as possible, seek confirmation of the same in writing as early as possible and in such a case, it shall be the duty of the official superior to confirm the direction in writing.

(vii) No NES Employees shall undertake private foreign tour without getting prior permission from the Prescribed Authority. Such request shall be considered as per the rules and instructions governing the sanction of such private foreign tours.

(viii) Not engage himself or participate in any strike or demonstration which is prejudicial to the interest of the college and the society.

(ix) Shall not attend to his personal work during working hours.

(x) No employee shall,-

(1) give or take or abet the giving or taking of dowry; or

(2) demand, cause to be demanded directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation.- For the purposes of this rule dowry has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961).

(xi) No employee shall except with the previous sanction of the Management engage directly or indirectly in any trade/business or negotiate for any other employment:

Provided that, an employee may without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic, or scientific character subject to the condition he should inform in writing the management the details of such engagement within 15 days thereof.

Provided further that if the Management informs him not to take part as such, the employee should at once give up such engagement and report its compliance to the management.

(xii) No teaching staff of any designation or in any capacity shall establish or have financial interest in a private tutorial by whatever name by himself or in the name of another person or body for imparting tuitions for any educational /professional classes on commercial basis or impart tuition in such tutorials

for commercial gains.

(xiii) No employee working in any post requiring professional/ technical skills shall utilize his professional/technical skills for any private purpose for financial gain or commercial motive unless permitted by the Management.

(xvi) Every employee who is entrusted with carrying out financial transactions of the college and all other employees through whom the financial transaction passes in supervisory or sanctioning capacity, shall exercise the same vigilance in respect of expenditure incurred from college money and resources as a person of ordinary prudence would exercise in respect of the expenditure of his own money;

(xv) No employee shall exercise his powers of sanctioning expenditure to pass an order which will be directly or indirectly to his own advantage;

(xvi) It is the duty of every employee entrusted with carrying out financial transactions not merely to observe complete integrity in financial matters, but also to be constantly watchful to see that the best possible value is obtained for college funds spent by him or under his control and to guard scrupulously against every kind of wasteful expenditure.

(xvii) No employee shall misuse, misappropriate or carelessly use the amenities provided to him by the college to facilitate the discharge of his duties.

(xviii) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the Management.

Note.- The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the employee could not have foreseen, or over which he had no control and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

(xix) Notwithstanding anything permissible under any personal law for time being applicable to the Employee -

(1) no employee shall enter into, or contract a marriage with a person having a living wife or husband

(2) no employee having a living wife or husband, shall enter into or contract a marriage with any person:

(3) An employee who has married or marries a person other than of Indian nationality shall forthwith intimate the fact to the Prescribed Authority.

(xx) Every employee shall,-

(a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;

(b) not be under the influence of any intoxicating drink or drug during the course of his official duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;.

(c) refrain from consuming any intoxicating drink or drug in a public place.

(d) not appear in a public place in a state of intoxication; and

(e) not habitually use any intoxicating drink or drug to excess.

(xxi) No employee shall employ any child below the age of eighteen years to work for domestic help or for his official use. Breach of this by any employee shall amount to a grave misconduct..

(xxii) No employee shall indulge in any act of sexual harassment of any woman in work place or in any other place.

Explanation: For the purpose of this rule, "Sexual harassment" includes such unwelcome sexually determined (whether directly or by implication) behaviour as;

(a) Physical contact and advances;
(b) A demand or request for sexual favours;
(c) Sexually coloured remarks;
(d) Showing pornography; or
(e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

(xxiii) No employee shall neglect taking care of the basic necessities, such as food, clothing, shelter and education, of his or her spouse and children.

(xxvi) No employee shall neglect taking care of his parents.

(xxv) No employee shall pursue Higher Studies without prior permission of the Management. Such request shall be considered by the Management in the light of rules, instructions and guidelines issued in this behalf.

(xxvi) No employee shall participate in political activities or be a member of any political party or organization and no employee shall participate in any communal organization or activity which affects the secularism of the country.

(xxvii) No employee shall, except with the prior permission of the Management, own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publications or any other media.

(xxvii) No employee shall, except with the prior permission of the Management, publish any article in the newspapers or periodicals or give interview or issue statements to any media which is related to the administration of the society or any institutions run by the society.

(xxviii) No employee shall take part in any public discussion or make any public statements which has the effect of criticism of any policy or action of the Society or which keeps the society in an embarrassing position and disturbs the relations between the institution and State or Central Government or any other organization or the public.

(xxix) No employee shall engine himself or abet or support any prohibited or unlawful activity in the campus.

(xxx) Every employee is expected to maintain cleanliness in the premises where he/she is working and adhere to the decent dress code. All employees are expected to come attired in formal wear.

(xxxi) Politeness, protocol and etiquette should be inculcated by the employees so as to maintain a decent atmosphere in the campus. No employee shall wilfully disobey the orders of the superiors or Management either alone or in combination with others.

(xxvi) Every employee should do nothing unbecoming of an employee of the college.

Any lapses, deviations, delay, latches etc., in discharge of duties and violation of code of conduct would be seriously viewed and considered as misconduct which would attract penalties.

Note: The Do's and Don'ts mentioned above are illustrative and not exhaustive. Any act or omission which is not mentioned above may otherwise would constitute misconduct depending on the facts and circumstances.

HR606. Procedure in case of sexual harassment against women employee;

(1) There shall be formed a committee in the college called Internal Complaints Committee (ICC) to look into the complaint regarding sexual harassment in the college among the employees. The chair person shall be a woman employee at considerably senior position. Other members may be nominated as per guidelines of the NES.

(2) The Committee shall carry out its functions as per guidelines of the NES.

(3) The Committee shall be reconstituted every three years.

(4) Whenever a complaint alleging sexual harassment by an employee of the College on a woman employee of the College is received, the ICC shall after conducting an enquiry shall submit a report along with details, statements recorded, if any, and the documents to the Principal in a sealed cover. The Principal shall submit the sealed cover to the Management with a covering letter.

(5) If the complaint is against the Principal, then the Committee shall submit its report directly to the Secretary in a sealed cover.

(6) Such report shall be considered by the management and keeping in view the nature and gravity of the proved misconduct, any one or more punishments specified under regulation 20 may be imposed on the delinquent employee. Provided that before passing such order, an opportunity of being heard shall be given to the employee before imposing such penalty.

(7) Care should be taken that the report or the proceedings of the committee and any part of the connected file with the Management is not published in any way or thrown to public domain.

HR607. Nature of penalties, -

(1) For good and sufficient reasons for proved misconduct one or more of the following penalties and as hereinafter provided, may be imposed on an employee, namely, -

(i) Fine in the case of Group-D employees only.

(ii) Censure;

(iii) Withholding of increments without cumulative effect.

(iv) Withholding of promotion.

(v) Recovery from pay of the employee any financial loss caused to the college by negligence or breach of orders of the Management or the Principal. Pecuniary

loss shall include interest from the date of causing such loss, at 8% p.a. on the loss caused.

(vi) Withholding of increments with cumulative effect.

(vii) Reversion to the lower post from which the employee was promoted.

(viii) Reduction to a lower stage in the time scale of pay held by the employee for a period with a specific direction as to whether or not the employee will earn increments of pay during the period of such reduction with reference to the reduced pay or whether the pay shall remain constant and with a further direction whether on the expiry of the period of penalty the reduction will or will not have the effect of postponing the future increments of his pay.

(ix) Reduction to a lower time scale of pay, grade, post or service which shall, unless otherwise directed, be a bar to the promotion of the NES Employees to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding seniority and restoration.

(x) Compulsory retirement.

(xi) Dismissal from service. In addition to the above,

(xii) Forfeiture of Gratuity as provided under section 4(6) of the Payment of Gratuity Act.

Explanation: Penalties noted at (i) to (v) above are minor penalties while the rest are major penalties.

(2) The management is competent to impose any of the penalties as provided under these regulations on any of the employees.

(3) The principal is competent to impose minor penalties only on Group 'C' and "D" employees.

Provided that the penalty imposed by the principal comes into effect only after its ratification by the Management. The Management before ratifying the penalty shall give an opportunity to the employee to submit his representation against imposition of penalty.

Provided further that on consideration of the representation submitted by the employee against imposition of penalty, the Management may exonerate the employee or review and reduce the penalty imposed.

HR608. Disciplinary Procedures

7. Authority to institute proceedings, -

(1) The Management may institute disciplinary proceedings against any employee.

(2) The Principal may institute disciplinary proceedings against Group C and D employees.

(3) The Management may initiate disciplinary action, against the employee against whom the misconduct is alleged and is based on the same set of facts and the circumstances on which a criminal proceeding is pending, by holding domestic enquiry against such employee.

(4) The fact that the employee is acquitted of the charges in criminal proceeding as does not come in the way of initiating or continuing the disciplinary proceedings. The outcome of the criminal proceedings would be taken note of in the inquiry but the employee shall not be exonerated from the charges on the point of acquittal.

8. Procedure for imposing major penalties, -

(1) No order imposing any of the penalties specified in Rule 20 of the Regulations shall be made except after an inquiry held, as far as may be, in the manner provided under these regulations.

(2) The disciplinary authority may hold a preliminary enquiry in respect of the alleged misconduct against en employee through a committee or a person.

(3) The person or the committee appointed to hold preliminary enquiry shall visit the spot/office, collect copies of documents connected with misconduct and may enquire and record the statements of the persons who are supposed to have knowledge and particulars about the misconduct.

(4) The disciplinary authority may, basing on the preliminary enquiry report or otherwise, may issue a show cause notice to the employee stating the nature of misconduct and seeking explanation from him by giving reasonable time not less than seven days. This period may be reduced in case of urgency and seriousness of the misconduct; but at no point of time it shall be less than two clear days.

(5) After the explanation is received and considered not satisfactory; or if the explanation is not received within time prescribed, and the Disciplinary Authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against an employee, it may cause inquiry be made under these regulations by an inquiry Officer.

Note: The Disciplinary Authority may appoint an advocate or a retired State NES Employees, who, in its opinion is, is well conversant with the principles of domestic inquiry.

(6) Where it is proposed to hold an inquiry under these regulations, the Disciplinary Authority shall cause to be drawn up.-

(i) the substance of the imputations of misconduct into definite and distinct articles of charge;

(ii) a statement of the imputations of misconduct in support of each article of charge, which shall contain, -

(a) a statement of all relevant facts including any admission or confession made by the employee;

(b) a list of documents by which and list of witnesses by whom the article of charges are proposed to be sustained.

(7) The Disciplinary Authority shall cause to be delivered to the employee a copy of the article of charges and its enclosures along with a covering letter/notice as above and shall require the employee to submit within 10 days from the date of its receipt, a written statement of his defence and to state whether he desires to be heard in person.

(5) In the notice referred above, the employee must be specifically informed that only in respect of those charges which are not admitted inquiry would be held; and as such he must be instructed to specifically and clearly either admit or deny each of the charges.

(6) On receipt of the written statement of defence the Disciplinary Authority may appoint an Inquiring Officer to inquire into such of the charges as are not admitted.

Provided that even if no written statement of defence is submitted by the employee the Disciplinary Authority shall appoint an Inquiry Authority and the charged employee may participate at any stage of inquiry thereafter.

(7) Where all the charges have been admitted by the employee in his written statement of defence, the Disciplinary Authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in rule 23 of these regulations.

(c) The Disciplinary Authority may by an order, appoint an employee of the college or an employee of any other institutions run by the Society or an employee of the Society as "Presenting Officer" to present on its behalf the case in support of the articles of charge.

(6) The Disciplinary Authority shall cause to be forwarded to the Inquiring Officer:

(i) copy of Articles of Charge and its enclosures.

(ii) a copy of the written statement of defence, if any, submitted by the employee.

(iii) an evidence proving the delivery of the articles of charge to the employee and

(iv) a copy of the order appointing the "Presenting Officer"

(v) any other document found necessary.

(7) The inquiring Officer shall, on receipt of the order of appointment, open a file, note the details therein and issue notice to both the charged employee and the presenting officer to appear before him on such date, time and place to be mentioned in the notice.

(8) The employee shall appear in person before the Inquiring Officer on the day, time and place as mentioned in the notice within ten working days from the date of receipt by him of the article of charge and enclosures.

(9) On the date of first appearance, the inquiring authority shall inform the employee that he may take the assistance of any other co-employee or an employee of any other institutions run by the Society or an employee of the Society to present the case on his behalf, but shall not be permitted to engage a legal practitioner for the purpose unless the Presenting Officer appointed is a legal practitioner.

Provided that on an application by the employee in this behalf, the Disciplinary Authority may, having regard to the facts and circumstances of the case, permit the employee to avail services of a legal practitioner.

(10) If the NES Employees who has not admitted any of the charges in his written statement of defence or has not submitted any written statements of defence, appears before the Inquiring officer, such officer shall read over the charges and ask him whether he pleads guilty or has any defence to make.

(11) if the employee pleads guilty to any of the articles of charge, the Inquiring Authority shall record the plea in his hand, sign the record and obtain the signature of the employee thereon.

(12) The Inquiring Authority shall record a finding of guilt in respect of those articles of charge to which the NES Employees pleads guilty; and proceed with inquiry into other charges.

(13) The Inquiring Officer shall, if the NES Employees fails to appear on the specified time and date or refuses or omits to plead; require the Presenting Officer to produce the evidence by which he proposes to prove the article of charge and shall adjourn the case to a later date not exceeding fifteen days.

(14) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the Disciplinary Authority. The witnesses shall be examined by the Presenting Officer and may be cross-examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter, without the leave of the Inquiring Authority. The Inquiring Authority may also put such questions to the witnesses as it thinks fit.

(15-a) If it appears necessary before the close of the case on behalf of the Disciplinary Authority, the Inquiring Authority may, in its discretion, allow on the written request of the Presenting Officer to produce evidence not included in the list given to the employee or may itself call for new evidence or recall and re-examine any witness.

(15-b) In such case the employee shall be entitled to have a copy of the list of further evidence proposed to be produced. The Inquiring Authority shall give the employee an opportunity of inspecting such documents before they are taken on the record.

(15-c) The Inquiring Authority may also allow the employee to produce new evidence, if it is of the opinion that the production of such evidence is necessary for just decision of the case.

Note, - New evidence shall not be permitted or called for or any witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called to only when there is an inherent lacuna or defect in the evidence which has been produced originally.

(16) When the case for the Disciplinary Authority is closed, the charged employee shall be required to state his defense, orally or in writing as he may prefer. If the defense is made orally, it shall be recorded and the charged employee shall be required to sign the record. In either case a copy of the statement of defense shall be given to the Presenting Officer.

(17) The evidence on behalf of the charged employee shall then be produced. The employee may examine himself in his own behalf. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination re-examination and examination by the Inquiring Authority as per provisions applicable to the witnesses for the Disciplinary Authority.

(18) The Inquiring Authority may, after the employee closes his case and shall, if the employee has not examined himself and witnesses on his behalf, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the charged employee to explain any circumstances appearing in the evidence against him.

(19) The Inquiring Authority shall, after the completion of the evidence on both sides, permit them to file written briefs of their respective case.

(20) If the employee to whom a copy of the articles of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the Inquiring Authority or otherwise fails or refuses to comply with the provisions of this regulation at any stage of the enquiry the Inquiring Authority may hold the inquiry ex-parte after recording the reasons therefor.

(23) After the conclusion of the inquiry, a report shall be prepared by the inquiring officer and it shall contain

a) the articles of charge and its enclosures.

b) the defence of the NES Employees in respect of each articles of charge;

c) an assessment of the evidence in respect of each article of charge;

d) the findings on each article of charge and the reasons therefor.

(24) The Inquiring Officer shall forward to the Disciplinary Authority the record of inquiry along with his report confidentially.

9. Action on the inquiry report, -

(1) The Disciplinary Authority shall, if it disagrees with the findings of the Inquiring officer on any article of charge, record its reasons for such disagreement and record its own findings on such charge if the available evidence on record is sufficient for that purpose.

(2) Upon receipt of the report of inquiry where charges are reported proved, the disciplinary authority shall furnish the employee a copy of the inquiry report with a notice calling upon the employee to show cause why the report of inquiry should not be accepted.

(3) After considering the reply, if the Disciplinary Authority is not satisfied, having regard to the gravity of charges is of the opinion that one or more of the penalties specified in rule 20 of these regulations should be imposed on the charged employee, it shall make an order imposing such penalty.

(4) The disciplinary Authority imposing penalty should specifically mention in the order the date from which the penalty comes into effect.

(5) Orders, whether exonerating or penalising the employee, passed by the Disciplinary Authority shall be communicated to the employee in the manner specified in rule-28 supra.

10. Joint Inquiry, -

(1) Where two or more employees are concerned in any case, the disciplinary authority may make an order directing that disciplinary action against all of them be taken in a common proceeding.

(2) In such joint inquiry, all the charged employees are entitled to put forth their own case, cross examine the witnesses of disciplinary authority individually and set up their individual and distinct defences. However, they shall not be permitted to cross examine co-charged employees if the cocharged employees choose to examine themselves in support of their defence, in view of the principles that rival parties cannot be tried in the same proceedings.

11. Conviction of an employee by a criminal court -

When an employee is convicted for criminal charges by a competent court, the disciplinary authority shall hold inquiry as aforesaid on the charges and conduct which led to his conviction in the court and then proceed to inflict penalty.

Note: This step is a guard against the fact that if the conviction is set aside in appeal, the penalty imposed basing solely upon the verdict of the court would by implication be set aside.

12. Suspension, -

(1) The Appointing Authority may place an employee under suspension;

(a) Where a complaint has been made against the employee alleging commission of criminal offence involving moral turpitude;

(b) Where a charge sheet is filed before the competent court against him on charges of offence involving moral turpitude;

(c) Where there is prima facie evidence of gross negligence or severe dereliction of duty against him in discharge of his assigned duties.

(e) Such other contingencies where in the best interest of the college, the disciplinary authority deems it fit that the employee has to be kept under suspension. Provided that before placing any employee under suspension, the appointing authority must weigh the circumstances. It may also be noted that suspension is not a rule but an exception and the suspended employee has to be paid subsistence allowance without extracting any work and it would be a drain on the purse of the college.

(2) An employee shall be deemed to have been placed under suspension by an order of appointing authority –

(a) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or in execution of a decree for a period exceeding forty-eight hours;

(b) with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or compulsorily retired consequent to such conviction.

Explanation, - The period of forty-eight hours referred to in clause (b) of these sub-rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment if any, shall be taken into account.

(3) The period of suspension shall not ordinarily last for more than six months. The Disciplinary authority shall see that inquiry into the charges levelled against the employee shall be culminated as early as possible and in any case, within a period of six months.

(4) The disciplinary authority may, in its discretion, or upon the application of the employee, revoke the suspension and reinstate the employee to his original post.

(5) During the suspension period the employee shall be paid subsistence allowance at the rate of 50% of his basic pay and permissible allowances at a percentage thereon for first six months.

(6) If the period of suspension is extended due to reasons attributable to the employee under suspension, the subsistence allowance shall be reduced to 40% and the allowances worked out thereon.

(7) If the suspension is extended due to reasons not attributable to the employee, the subsistence allowance shall be increased to 75% and the allowances worked out thereon.

(8) The subsistence allowance to the employees shall be subject to cumpulsory and optional deductions as detailed in Article. 94-A of the Karnataka Financial Code.

(9) In case the Management decides to drop the proposed or initiated disciplinary action against the employee by a specific order the employee shall be entitled to the payment of full salary for the period of suspension after deducting the amount already paid towards subsistence allowance.

Provided that the period spent on suspension shall be treated as leave and earned leave to that extent be debited from his earned leave account.

(a) Procedure for imposing minor penalties, -No order imposing any of the minor penalties on an employee shall be made except after, informing the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal;

(b) holding an inquiry in the manner laid down in rule 20 of these regulations , in every case in which the Disciplinary Authority is of the opinion that such inquiry is necessary.

(b) holding an inquiry in the manner laid down in rule 20 of these regulations , in every case in which the Disciplinary Authority is of the opinion that such inquiry is necessary.

(c) taking the representation, if any, submitted by the employee under clause (a) and the record of inquiry, if any, held under clause (b) into consideration;

(d) recording a finding on each imputation of misconduct or misbehaviour.

13. Service of order, notices, etc, -

(1) Every order, notice and other process made or issued under these regulations shall be served in person on the employee concerned or communicated to him by speed post.

(2) Where the employee refuses to receive or keeps out of the way for the purpose of avoiding the services of such order, notice or other process the same may be served by affixing a copy thereof on the notice board of the college and upon some conspicuous part of the house if any, in which he is known to have last resided or by publication in two daily newspapers having wide circulation in the State.

14. Appeal and Review:

No appeal lies against any interim order passed during inquiry by the inquiring officer or final order passed by the disciplinary authority after submission of inquiry report. Provided that the employee may, when the order of penalty has been passed by the Management, within 30 days of the date of communication of the order, make an application to the Management for

review of the order of penalty. The management, on consideration of the grounds urged in the application, if satisfied, may review its own order and may exonerate the employee or review and reduce the penalty imposed.

Provided further that in the case of order of imposition of penalty passed by the Principal as disciplinary authority no review shall lie whether or not the employee has availed the benefit of first proviso to rule 20 of these regulations.

15. Power to remove difficulties:

If any difficulty arises in the interpretation of these regulations in its application to a particular employee, the matter may be referred to the Management and the decision of the Management thereon shall be final.

16. Repeal and Savings:

(I) The Human Resource Manual version 2.0 as in force shall stand repealed.

(ii) Notwithstanding such repeal, any action taken, benefit accrued, liability arisen, orders made, instructions issued and such other steps taken under repealed manual shall remain saved and undisturbed.

HR700. SERVICE MAINTENANCE OF EMPLOYEES

HR701. REVIEW AND REVISION

This Manual may be reviewed every three years or at shorter intervals if deemed necessary. Human Resources Department will initiate the review of this manual and seek appropriate approvals. Any amendments to this manual altering the benefits, perquisites or other terms of employment of the staff will require the approval of Managing Committee No part of this manual shall reproduce without permission of the NES managing committee

HR702. INTERPRETATION

The NES –Managing Committee shall be the final authority in interpreting the meaning of the substantive aspects mentioned in this Manual in the event of any doubt in interpretation. In case of any omissions / ambiguity of any rules AICTE/KCSR guidelines will be used as reference by NES and provide instructions.

HR703. DISPENSATION

Any dispensation from the Manual will require the approval of the Managing Committee

HR800. ANNEXURES

HR801.Abbreviations

AICTE	All India Council for Technical Education
API	Academic Performance Indicator
ACR	Annual Confidential Report
AC	Academic Council
BoG	Board of Governors
BOS	Board of Studies
CAS	Career Advancement Scheme
COE	Controller of Examinations
CSR	Corporate Social Responsibility
CL	Casual Leave
CBCS	Choice Based Credit System
CAAC	Career Advancement & Assessment Committee
DA	Dearness Allowance
ERP	Enterprise Resource Planning
EPF	Employees' Provident Fund
ESI	Employees' State Insurance
EL	Earned Leave
EWS	Economically Weaker Sections
EMI	Easy Monthly Instalment
FDP	Faculty Development Programme
GoI	Government of India
GoK	Government of Karnataka
GC	Governing Council
HR	Human Resources
HRM	Human Resource Management
HOD	Head of the Department
HoI	Head of the Institution
HRA	House Rent Allowance
HRC	Human Resource Committee
IQAC	Internal Quality Assurance Cell

IP	Intellectual Property
IPR	Intellectual Property Rights
JD	Job Description
KPI	Key Performance Indicator
LOP	Loss of Pay
MoE	Ministry of Education
MIS	Management Information System
ML	Maternity Leave
MOU	Memorandum of Understanding
MC	Management Committee
NBA	National Board of Accreditation
NAAC	National Assessment and Accreditation Council
NOC	No Objection Certificate
NEP	National Education Policy
NES	National Education Society
OD	On Duty
OBC	Other Backward Classes
PF	Provident Fund
PwD	Persons with Disabilities
Ph.D.	Doctor of Philosophy
PG	Post Graduate
R&D	Research and Development
SOP	Standard Operating Procedure
SL	Sick Leave
SAR	Self-Appraisal Report
SC/ST	Scheduled Caste / Scheduled Tribe
TA	Travelling Allowance
UGC	University Grants Commission
UG	Undergraduate
VTU	Visvesvaraya Technological University

HR802. Templates

JNNCE 360^0– Score Card

The JNNCE 360-Degree Score Card is a comprehensive performance evaluation framework designed to assess faculty contributions across two major components:

- Academic Component-Maximum Score: 100

  This component evaluates teaching effectiveness and academic-related activities, with clearly defined component-wise minimum eligibility criteria.

- Research Component - Maximum Score: 120

  Faculty members must secure a minimum of 60 marks in the Research component to be considered eligible under this category.

The overall score card ensures a balanced evaluation of both academic excellence and research contributions, and serves as the basis for performance assessment and increment eligibility.

(For Annual Increment)

I Academic Involvement

A) Teaching process (25) Min: 15

Note:

- In case more than 4 subjects are handled, the best 4 subjects shall be considered for Result and Course Outcome (CO).
- Assistant Professors should handle at least 3 subjects per academic year.

Sl No.	Semester	Course Code	Result (15)	Course Outcome (10)
			Average (Max 25)	

B) Students Feedback(25) Min:15

- In case more than 4 subjects are handled, the best 4 subjects shall be considered for Feedback

Sl No.	Semester	Course Code	Feedback (25)
		Average (Max 25)	

C) Departmental Activity (Each Activity carries 5 points) Min:15

Sl No.	Semester	Activity	Enclosure
		Average (Max 20)	

D) Institute Activity (Each Activity carries 5 points) Min:05

Sl No.	Semester	Activity	Enclosure
		Average (Max 10)	

E) ACR (Max 10 points, Min 5 points)

The Annual Confidential Report (ACR) score is awarded by the Principal, in consultation with the Head of the Department, based on overall performance, discipline, professionalism, and contribution to the institution during the assessment period.

F) Outreach/Outside world (Max 10 points, Min 5 points)

This category includes outreach and professional activities carried out outside JNNCE, NES and VTU. Eligible activities include participation in competitive examinations, organization or participation in industrial tours, serving as a journal paper reviewer, conference paper reviewer / chairperson / jury member for events conducted by institutions other than JNNCE, involvement in information sharing and academic activities in schools and colleges outside NES, acting as a subject expert for smart class, computer lab or other equipment inspections, and serving as an interview subject expert in other colleges, and similar academic or professional engagements. However, service as a VTU Board of Examiners (BoE), Board of Studies (BoS), Local Inquiry Committee (LIC) member, or Academic Senate member shall be considered under this category. PhD RAC member, VTU Question Paper Setting, Squad duties, and Valuation work shall not be considered for marks under this component.

Sl No.	Semester	Activity	Enclosure
		Average (Max 10)	

II Research Activities

Performance Indicators	Max. Marks	Mode of Evaluation	Rubrics
Expert Talks/ Workshops/ Conferences/Symposiums/ FDP/SDP/Webinars organized	20	Automatic	For organizing funded programmes: 10 marks for each and for others each 5 marks Each coordinator or co co-ordinators identified will get same marks.
Funding/Consultancy works	20	Automatic	>10 lakhs-20 6-10 lakhs – 15 1-5 lakhs – 10 <=1 lakh – 5 KSCST projects – 5 each Only Principal Coordinators/ Investigators considered >20 lakhs additional 20 points
Books published	10	Automatic	10
Workshops/FDP/Webinars Attended	20	Automatic	3-7 days: 10 marks for each >7 days: 20 marks for each
NPTEL/MOOC/other Certification courses	20	Automatic	Each certificate 10 marks
Research	10	Automatic	(I) If Ph.D completed, each candidate guided-5 marks (ii) If Ph.D completed and no candidate registered, publish additional publication having 10 marks (after max 20 marks in publication, this will be added) (iii) In case of pursuing Ph.D or yet to enrol to Ph.D, give a presentation to HOD on research work literature survey
Publication	20		First Authors/Corresponding Author, Indexed: 20 First Author/Corresponding Author, Non Indexed: 10 Other Author, Indexed: 10 Other Author, Non Indexed: 5
IPR	120		Utility Patent/Product Patent granted (120 marks) Design Patent granted (80 marks) Trademark/Copyright granted (40 marks)

For Increment min score of Academic Involvement- 60 /100, Research Involvement – 60/120

API Score card for Placement and Training Officer

Sl. No.	Parameter	Rubric	Max Marks
1	Placement Percentage	≥80% = 20, 70–79%=15, 60–69%=10, 50–59%=5, <50%=0	20
2	Median Salary (LPA)	≥8 LPA=20, 6–7.99=15, 4–5.99=10, 3–3.99=5, <3=0	20
3	Quality Internships (% students in paid/reputed internships)	≥80%=10, 60–79%=8, 40–59%=5, 20–39%=2, <20%=0	10
4	Student Satisfaction on Training Programmes	≥90%=10, 80–89%=8, 70–79%=6, 60–69%=3, <60%=0	10
5	Student satisfaction on Higher Education/Competitive Exams	≥90%=10, 80–89%=8, 70–79%=6, 60–69%=3, <60%=0	10
6	Number of Core/Quality Recruiters Visiting Campus	≥30=10, 20–29=8, 10–19=5, 5–9=2, <5=0	10
7	Industry Collaborations/ MoUs/CSR Initiatives	Each initiative 1 mark	10
8	NIRF & Accreditation Data Quality and Timeliness	No errors & on time=10, Minor corrections=8, Moderate delays/errors=5, Major issues=0	10
9	Outgoing students feedback	Feedback% * 10	10
10	Professional Conduct & Teamwork	Evaluated by Principal	10
		Max	120

Min Marks:80

API Score card for Librarian

Sl. No.	Performance Indicator	Evaluation Rubric	Max Marks
1	Library Utilization by Students & Faculty	≥50% users/month =10, 40–49%=8, 30–39%=6, 20–29%=4, <50%=0	10
2	Digital Library & E-Resource Usage	≥20% annual increase=10, 15–19%=8, 10–14%=6, 5–9%=4, <5%=0	10
3	NPTEL/MOOC Coordination (Student Certifications)	≥500 certifications=15, 300–499=12, 200–299=9, 100–199=6, <100=0	15
4	NPTEL/MOOC Coordination (Faculty Certifications)	≥300 certifications=15, 200–299=12, 100–199=9, <100=0	15
5	Research Support Services (Plagiarism, Citation, Literature Search, etc.)	≥200 requests/year=10, 150–199=8, 100–149=6, 50–99=4, <50=0	10

6	Library Orientation/ Information Literacy/Research Workshops and other training Programmes	≥200 requests/year=10, 150–199=8, 100–149=6, 50–99=4, <50=0	20
7	Student Satisfaction Feedback	≥90%=10, 80–89%=8, 70–79%=6, 60–69%=3, <60%=0	10
8	Faculty Satisfaction feedback	≥90%=10, 80–89%=8, 70–79%=6, 60–69%=3, <60%=0	10
9	NBA/NAAC/NIRF Documentation & Compliance	≥90%=10, 80–89%=8, 70–79%=6, 60–69%=3, <60%=0	10
10	Professional Conduct, Teamwork & Institutional Contribution	Evaluated by Principal	10
		Max	120

Min Marks:80

API Score card for Physical Education Director

Sl. No.	Performance Indicator	Evaluation Rubric	Max Marks
1	Student Participation in Sports	≥80% students =15, 70–79%=12, 60–69%=9, 50–59%=6, <50%=0	15
2	National & International Level Participation	≥20 students=15, 15–19=12, 10–14=9, 5–9=6, <5=0	15
3	Medals/Achievements at University, State, National & International Levels	Score = (5 × International) + (3 × National) + (2 × State) + (1 × University) Once score exceeds 20, it is capped to 20	20
4	Fitness and Wellness Programmes Conducted (Yoga, Gym, Health, Fitness Drives)	Each programme-2 point	10
5	Funding, Sponsorships, CSR Grants & Government Schemes Mobilized	≥?10 Lakhs=15, ?5–9.99 L=12, ?2–4.99 L=8, ?1–1.99 L=5, <?1 L=0	15
6	Student Satisfaction Feedback on Sports & Fitness Facilities	% of Feedback * 15	15
7	NBA, NAAC, NIRF & AICTE Documentation and Contribution	Complete & timely=10, Minor corrections=8, Moderate issues=5, Major issues=0	10
8	Organization of Annual Sports Meet, Intercollegiate Events & Community Outreach Activities	Each activity -2 points	10
9	Professional Conduct, Discipline, Teamwork & Institutional Contribution	Evaluated by Principal	10
		Max	120

Min Marks:80

Proposed API System for Non-Teaching Technical Staff
(System-Driven with Reporting Authority Evaluation)

Sl. No	Parameter	Type	Evaluated/ Approval By	Max Marks
1	Biometric Attendance & Punctuality (% of drift)	System Generated	Automatic	10
2	Leave Discipline (% of violations)	System Generated	Automatic	10
3	Ledger Maintenance of the lab	Book and System	HOD	10
4	Technical Support for Exams	Manual Entry	HOD	10
5	Lab Maintenance	System	HOD	10
6	Participation in Workshops/FDPs FDP/Workshop-5days minimum	Uploaded Proof	HOD	10
7	Certification Courses/ Skill Enhancement Each course-10	Uploaded Proof	HOD	20
8	Technical support for Event conduction Each Event-5 marks	Uploaded Proof	HOD	10
9	Discipline, Behaviour & Teamwork	Manual Assessment	Principal+HOD	10
10	College Committee/Adhoc Committee at Institution level	System driven	Committee Coordinator	20

Total = 120 Marks
Minimum=80 marks

Administrative Staff API – Accounts Section

Sl. No	Parameter	Quantification / Logic	Type	Evaluated/ Approval By	Max Marks
1	Biometric Attendance & Punctuality	≥95% punctuality = full marks	System Generated	Automatic	10
2	Leave Discipline	No unauthorized leave = full marks	System Generated	Automatic	10
3	Voucher / Bill Processing Efficiency	≥95% bills processed within timeline	ERP/JAMS Based	Accounts Officer	15
4	Fee Collection & Ledger Accuracy	Error-free ledger and reconciliation	System Driven	Finance Officer	25
5	Audit Compliance Support	No pending audit objections	System + Audit Records	Finance Officer	10
6	Digital Entry & ERP Updates	Daily entry completion percentage	System Generated	Automatic	10
7	Support During Admissions / Fee Collection	Duty days and workload handled	System Driven	Principal / AO	10
8	Workshops / FDP / Training Participation	Each approved program = 5 marks	Uploaded Proof	HOD / Principal	10
9	Behaviour, Discipline & Teamwork	Feedback-based scoring	Manual Assessment	Principal + AO	10
10	Institutional Committee Contribution	Each active committee contribution	System Driven	Committee Coordinator	10

Total = 120
Minimum=80

Administrative Staff API – EST Section

Sl. No	Parameter	Quantification / Logic	Type	Evaluated/ Approval By	Max Marks
1	Biometric Attendance & Punctuality	≥95% punctuality = full marks	System Generated	Automatic	10
2	Leave Discipline	Leave violations percentage	System Generated	Automatic	10
3	Employee Record Maintenance	Timely service register and file updates	System Driven	Registrar / AO	15
4	File Disposal Efficiency	Files processed within deadline	ERP Workflow	Registrar	15
5	Compliance & Documentation Accuracy	Error-free official documentation	System + Manual Verification	Registrar	10
6	ERP / JAMS Entry Updates	Percentage of pending updates	System Generated	Automatic	10
7	Support for Salary / Establishment Work	Assigned work completion ratio	System Driven	Registrar	20
8	Workshops / FDP / Skill Programs	Each approved training = 5 marks	Uploaded Proof	HOD / Registrar	10
9	Behaviour, Coordination & Teamwork	Staff and faculty feedback	Manual Assessment	Principal + Registrar	10
10	Committee / Institutional Support Activities	Participation count from system	System Driven	Committee Coordinator	10

Total = 120
Minimum=80

Administrative Staff API – Examination Section

Sl. No	Parameter	Quantification / Logic	Type	Evaluated/ Approval By	Max Marks
1	Biometric Attendance & Punctuality	≥95% punctuality = full marks	System Generated	Automatic	10
2	Leave Discipline	Unauthorized leave percentage	System Generated	Automatic	10
3	Exam Work Accuracy	Error-free hall tickets/ results/internal processing	System Driven	COE / Principal	20
4	Timely Exam Processing	Schedule adherence percentage	ERP/System Based	COE	10
5	Confidential Work Handling	No confidentiality violations	Manual + System Review	COE	10
6	Student Service Efficiency	Average response/ disposal time	System Generated	COE	10
7	Support During University / Internal Exams	Number of duties completed	System Driven	COE	20
8	Workshops / FDP / Exam Automation Training	Each approved program = 5 marks	Uploaded Proof	COE	10
9	Discipline, Behaviour & Coordination	Feedback from departments	Manual Assessment	Principal + COE	10
10	Institutional Committee / Event Support	Event contribution count	System Driven	Committee Coordinator	10

Total = 120
Minimum=80