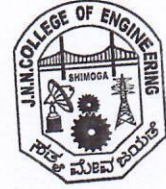




NATIONAL EDUCATION SOCIETY(R.)




JAWAHARLAL NEHRU NEW COLLEGE OF ENGINEERING

# HUMAN RESOURCE MANUAL

Version 2.0

Approved by AICTE New Delhi: Certified by UGC 2f & 12B,  
Accredited by NAAC – 'B',  
NBA Accredited Branches: UG – CV, ME, EEE, ECE, CSE, ISE & TCE  
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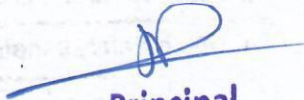


  
Principal  
J N N College of Engineering,  
Shivamogga.

## Table of Contents

Serial Number	Content	PageNumber
I-a	Scope	3
I-b	About NES	3
I-d	About JNNCE	3
I-c	Vision and Mission	4-5
<b>HR-100</b>	<b>Employment Policies</b>	<b>6-22</b>
HR-101	Employee Grade Structures and Promotion	6-7
HR-102	Recruitment	7-8
HR-103	Joining Formalities	9
HR-104	Induction	9
HR-105	Roles and responsibility	10-19
HR-106	Probation	20
HR-107	Time and attendance management policy	20-21
HR-108	Transfer and Deputation Policy	21
HR-109	Seniority	22
<b>HR-200</b>	<b>Salary and Incentive</b>	<b>23-28</b>
HR-201	Positional pay scale	23
HR-202	Dearness Allowance .	23
HR-203	Yearly Increments	23
HR-204	Career Advancement Scheme	23-25
HR-205	Incentives	26-27
HR-206	Gratuity, PF and ESIC	27
HR-207	Advance Salary benefits	28
HR-208	Festival Advance	28
<b>HR-300</b>	<b>Benefits</b>	<b>29-30</b>
HR-301	Quality Improvement Program (QIP) for faculty	29-30

Serial Number	Content	PageNumber
HR-400	Leave Policy	31-32
HR-500	Work place	33-41
HR-501	Code of conduct	33-34
HR-502	Grievance Procedure	35-36
HR-503	Harassment	36-37
HR-504	Disciplinary procedure	37-39
HR-505	Cessation of Employment	40-41
HR-600	Service Maintenance of Employees	42-43
HR-601	Collection of service and maintenance of policies for Employees	42
HR-602	Review and Revision	42
HR-603	Interpretation	42
HR-604	Dispensation	42
HR-700	Annexures	43-48
	Abbreviations	43
	Forms & Templates	44-48

  
**Principal**  
**J N N College of Engineering,**  
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### 3. 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 Staff - 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, it 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 re-assessed 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.

### HR 102 RECRUITMENT

#### 1. Human Resource Planning

- i. The Vice Principal and Principal shall assess the staff requirement in the beginning of every semester of the academic year in consultation with HoD based on the workload and cadre strength.
- ii. They will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind
- iii. In addition, the HoI may also consider appointing eminent persons with exemplary profile as Research Professor, to promote overall interest of the institution including brand building
- iv. All requirements shall be consolidated and forwarded to the HR office who will further send it to NES management for approvals.

#### 2. Selection Procedure

The selection committee shall be constituted as per VTU norms.

Teaching Staff Selection committee	Non Teaching Staff Selection committee
Human Resources Committee (HRC) of NES	Human Resources Committee (HRC) of NES
Head of Institution/ Vice Principal	Head of Institution/ Vice Principal
Head of Department	Head of Department
Subject expert nominated by NES	Subject expert nominated by NES (wherever applicable)
VTU Nominee	

- i. The committee shall augment candidature in a ratio of 1:5 for every position to be filled, from any or all of the following sources:
  - a. Advertisement in the Newspapers, social media (website, face book and other sites)
  - b. Files maintained for storing the unsolicited applications
  - c. Campus recruitment
  - d. District or Special Employment Exchanges
  - e. The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.

  
Principal

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