



NATIONAL EDUCATION SOCIETY(R.)

HUMAN RESOURCE MANUAL



JAWAHARLAL NEHRU NATIONAL COLLEGE OF ENGINEERING

Approved by AICTE: Accredited by NAAC: Affiliated to VTU

Navule, Shivamogga - 577 204 Karnataka, India

Ph: +91- 8182-276707, 8182-276709, 8182- 276708

Website: www.jnnce.ac.in Email ID: principal@jnnce.ac.in

NES Executive Committee

1. Sri A.S. Vishwanatha	President
2. Sri T.R.Ashwathanarayana Setty	Vice President
3. Sri S.N. Nagaraja	Secretary
4. Sri D.R. Amarendra Kiriti	Joint Secretary
5. Sri C.R. Nagaraj	Treasurer
6. Sri D.H.Srinivasa Murthy	Director
7. Sri N.T. Narayana Rao	Director
8. Sri G.S. Narayana Rao	Director
9. Smt.S.R.Susheelamma	Director
10. Sri P. Mylarappa	Director
11. Dr. P. Narayan	Director
12. Sri M. Shankara Rao	Director
13. Dr. H.V. Subrahmanya	Director
14. Smt. Rukmini Vedavyasa	Director
15. Sri H.C. Shivakumar	Director

GOVERNING COUNCIL MEMBERS LIST

1. Sri A.S. Vishwanatha, President, NES	Chairman
2. Sri T.R. Ashwathanarayana Setty, Vice President, NES	Member
3. Sri S.N. Nagaraja, Secretary, NES	Member
4. Sri D.R. Amarendra Kireeti, Joint Secretary, NES	Member
5. Sri C.R. Nagaraj, Treasurer, NES	Member
6. Sri M. Shankara Rao, Director, NES	Member
7. Dr. H.V. Subrahmanya, Director, NES	Member
8. Smt. Rukmini Vedavyasa, Director, NES	Member
9. Sri Girimaji R. Ravindra, Life Member, NES	Member
10. Prof. T.S. Hoovaiah Gowda, Registrar	Ex. Officio Member
11. Dr. R V Praveen Gowda PRINCIPAL, Oxford College of Engg., Bengaluru	VTU Nominee
12. Regional Officer, SWRO, AICTE, Bangalore	AICTE Nominee
13. Director of Technical Education, Bangalore	Govt. Nominee
14. Dr. L K Sreepathi, Vice Principal, Mech Engg. Dept, J.N.N.C.E, Smg	Staff Nominee
15. Smt. Anuradha C K, Senior Assistant Professor, MBA Dept. J.N.N.C.E, Smg	Staff Nominee
16. Dr. H.R. Mahadevaswamy, Principal, JNNCE	Member Secretary

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I – a. SCOPE

- The objective of the document is to layout the service rules for all employees working in JNNCE
- These rules shall be deemed to have come into force with effect from **1st June 2018** and they supersede all the previous rules and regulations in vogue with the approval of the Managing Committee of NES
- The appointment, cadre advancement and service conditions of employees working in JNNCE shall be governed by these rules.

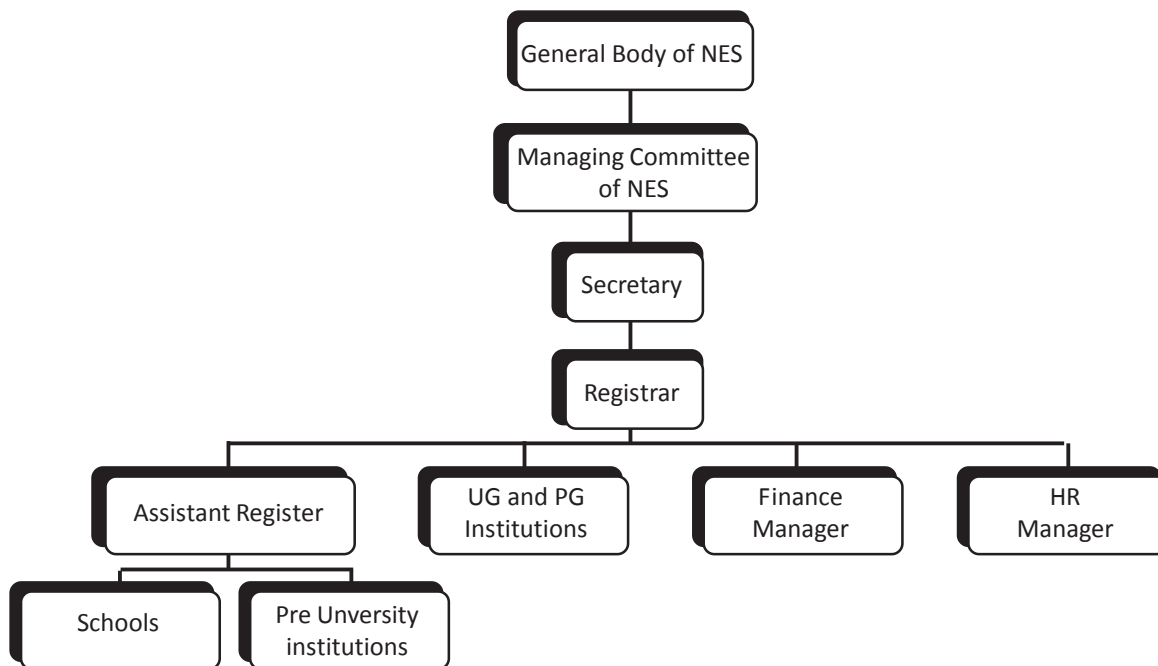
I –b. ABOUT NES

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 Science, Pharmacy, Commerce, Humanities, Education, Law, Business Administration, Physical Education, Computer Application, Applied Sciences etc.

I-c. VISION

To impart quality education to all eligible sections of the society without any discrimination at affordable cost.

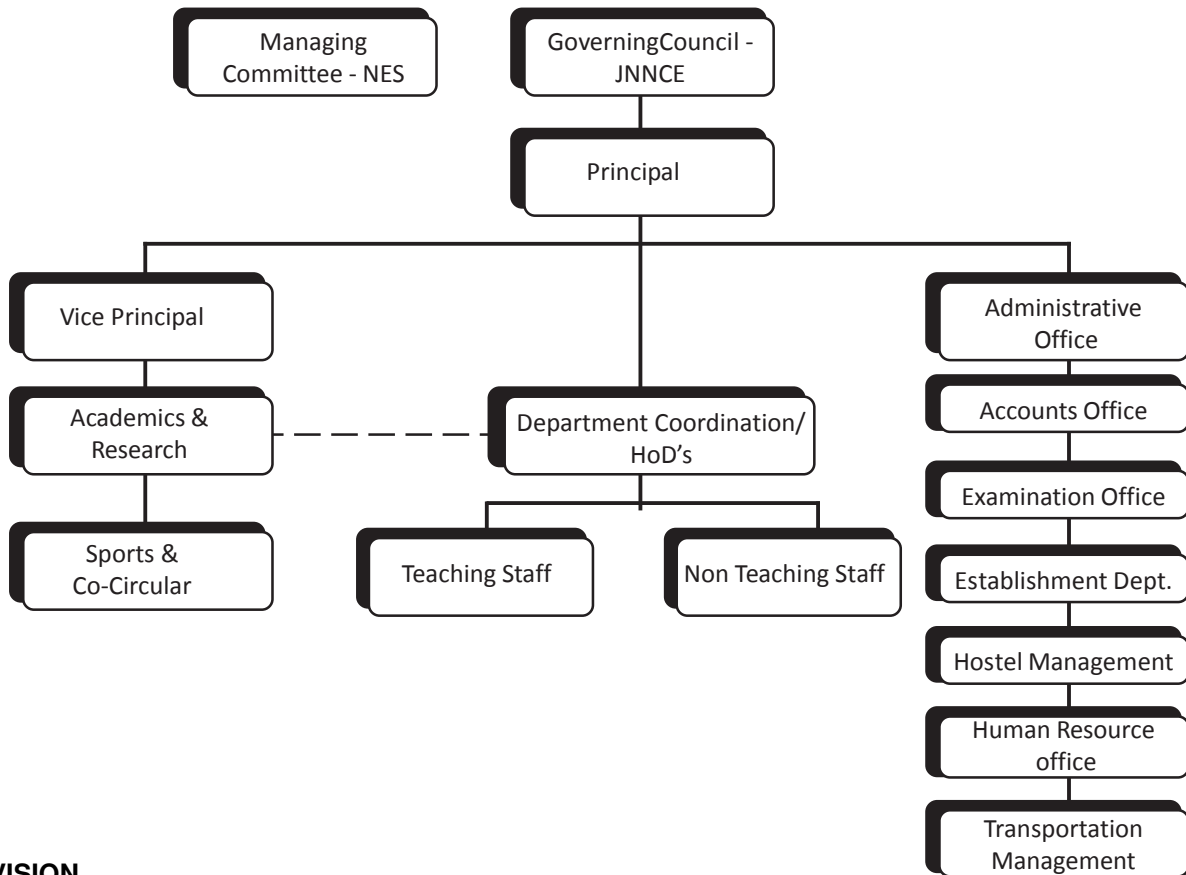
NATIONAL EDUCATION SOCIETY ORGANOGRAM



I –d. ABOUT JNNCE

Jawaharlal Nehru National College of Engineering (JNNCE) is a flagship Institute of the National Education Society. JNNCE is one of the premier technical institutions of Karnataka imparting quality technical and management education and training to students from all parts of India. Started in the year 1980, over the last 38 years the institution has put its best efforts in achieving perfection in every aspect of technical, management education and training. It is one of the most sought-after destinations for technical education in Karnataka.

JNNCE ORGANOGRAM



VISION

To be a pace setting institute in technical & management education and research for producing highly competent engineers, managers & entrepreneurs to meet the needs of industry and society.

MISSION

- Impart quality education through flexible and innovative teaching learning process.
- Enable and Ignite young minds to excel in their career and life with entrepreneurial spirit, professional ethics and human values.
- Facilitate inventions based research and collaborate with industries to address societal needs.

QUALITY POLICY

- Providing state-of-the-art technology support and best possible educational infrastructure.
- Development of faculty through supporting policies and procedures towards achieving higher qualifications, short-term courses, participation and presentation in seminars and conferences.
- Encourage R&D, consultancy and improve teaching-learning process by introducing innovative pedagogical and student interaction mechanism.

MOTTO

Excellence begins here

GOVERNING COUNCIL (as per AICTE guidelines)

The constitution and functioning of the governing council are guided by AICTE rules

- The Governing Council shall have fifteen (15) members (shall not exceed 21) including the Chairman and the Member Secretary.
- National Education Society shall nominate eight members including the Chairman and the Member Secretary, and the remaining seven members shall be nominated as indicated below.
- Two Members (Industrialist/Technologist/ Educationist) to be nominated by NES.
- Nominee of the Affiliating University
- Nominee of the All India Council for Technical Education (Ex-officio)
- Nominee of the State Government (Ex-officio)
- Two Faculty members to be nominated from amongst the Regular Staff, one at the level of Professor and one at the level of Senior Assistant Professor.

HR 100 EMPLOYMENT POLICIES

HR 101 - HR GRADES AND STRUCTURE

1. Grade Structure for Teaching Staff

Grades	Designations
F1	Principal
F2	Vice Principal
F3	HOD and Professors
F4	Associate Professors
F5	Assistant Professors
F6	Assistant Professors(Contract/ Temp)
Mentor	Adjunct Faculties /Professor Emeritus / Research Professor

2. Grade Structure for Non-Teaching Staff

Grade	Administrative Staff	Library Staff	Technical Staff	Transportation staff	Sports	Campus Management	Hostel Management
N15	Peon	Library Assistant	Helper	Cleaner	Peon	Gardner	Cleaner
N14	Attender	Library Assistant (Sr. Gr.)	Helper	Conductor /Cleaner	Sports Assistant	Supervisor	Asst. Cook /Servers
N13	Office Assistant	Assistant Librarian	Mechanic	Driver	Physical Education Director	Campus Maintenance Engineer	Cook
N12	Office Assistant (Sr. Sc.)	Assistant Librarian (Sr. Gr.)	Lab Assistant	Supervisor			Supervisor
N11	SDA	Librarian	Lab Assistant (Sr. Sc.)				Resident Warden
N10	SDA (Sr. Sc.)		Assistant Instructor				
N9	FDA		Assistant Instructor (Sr.Sc)				
N8	FDA (Sr. Sc.)		Instructor				
N7	Superintendent		Instructor (Sr. Sc.)				
N6	Superintendent (Sr. Sc.)		Foreman				
N5	Office Manager		Foreman (Sr. Sc.)				
N4	Office Manager (Sr. Sc.)						
N3	Accounts Officer P & P R Officer						
N2	Accounts Officer (Sr. Sc.)						
N1	H R Manager						

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.
 - f. The Institute shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker section of the society.
- ii. The selection is conducted in 2 levels.
 - a. Document verification and Written test
 - b. Interview – Technical & Personal assessment including class room demonstrations
- iii. HR shall prepare the final list of selected candidate based on the inputs received from the selection committee post interviews and prepare offer letter verification of qualification and eligibility criteria is as prescribed therein AICTE process book
- iv. An offer of appointment shall be released by the Secretary – NES
- v. The new recruit shall undergo an Orientation and Induction as prescribed in this manual

3. Contractual Employment / Temporary Employment

The procedure for contractual engagement of staff (both teaching & non teaching) involves the following:

- i. 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.
- ii. 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.
- iii. The selection committee, shall be the same as prescribed in the selection procedure of the manual
- iv. The appointment letter, along with salary details will be issued for the contractual employment.
- v. Contractual employees shall be entitled to statutory benefits like, PF and ESI, as applicable.
- vi. Contractual employees will be eligible for 12 days of leave in a calendar year.
- vii. The leave will not be en-cashed or carried forwarded to the next calendar year.
- viii. The maximum period of contract will be three(3) years.
- ix. The concerned HOD will do the performance evaluation of the contract staff at the end of first 6 months and thereafter, after completion of one year, as well as at the time of the expiry of the contract.
- x. After the end of a contract, based on the performance and available vacancy, the candidate shall be eligible for further contractual employment/regularization with due process
- xi. The Institute shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker section of the society.

Process flow:

Vice Principal seeks inputs from HoD -> HoD sends the inputs -> Vice Principal assess and shares with Principal -> 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 -> HR prepares appointment orders -> on signatures -> sends it to candidates ->updates stakeholders on the status of candidature

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:

- i. Certificate of physical fitness
- ii. Relieving letter from the previous employer, if any.
- iii. Last 3 months pay-slip from the previous employer , if any
- iv. Evidence of date of birth / proof of age.
- v. 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
- vi. Publication copies / copies of participation certificates.
- vii. Three copies of the candidate's color photograph.
- viii. Aadhaar Card Copy / PAN Card Copy / Residence Proof;
- ix. 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:
- Certified extract from Register of Births and Deaths
- School Leaving Certificate / Matriculation Certificate
- PAN Card / Aadhaar Card
- Passport

The age of the employee, verified with reference to any of the above shall be the sole evidence of the age 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 reporting manager

HR 104 INDUCTION

To facilitate smooth assimilation of new employees into the institute and help them understand the institution as a whole, develop a sense of belonging, getting to know one's extended colleagues, make them familiar with all aspects of their job, their responsibilities, setting clear their expectations, familiarizing them to the available resources and applicable policies, procedures, and traditions of the institute.

1.Applicability: To all new employees of the institute including employees on contract and existing employees when there is a change in policy or based on the recommendation of the management

2.Process:

- i. The Human resources department will organise a suitable induction programme for employee
- ii. This programme is mandatory for every new employee
- iii. The induction program content could be as follows:
 - a. The History of National Education Society.
 - b. Organizational and Management Profile of NES.
 - c. The values and culture, National Education Society cherishes.
 - d. The Vision and Mission of JNNCE
 - e. Detailed Profile of JNNCE
 - f. About the Department where the candidate is going to work
 - g. HR Policy of JNNCE (as detailed herein)
 - h. About the job-in terms of specific roles and responsibility etc

HR-105 ROLES & RESPONSIBILITIES / JOB DESCRIPTION

1. Over all Roles and Responsibilities of all employees

- i. ALL EMPLOYEES SHALL AGREE AND ABIDE BY THE SERVICE RULES OF THE INSTITUTION
- ii. Each of the employee need to work for a minimum of 40 Hours per week.
- iii. The Institution must have at least 180 days of academic activities devoted to teaching – learning and mentoring in a academic year .The remaining working days shall be devoted to the development of academic standard, research ,training, examination, faculty development program, seminar, workshops, publication and other activities of the Institution as per guidelines of Governing Council.
- iv. The functions of teaching and non teaching staff are different in the institution and are complimentary to each other. The work of the teaching staff revolves around teaching, research, publication, application of knowledge such as consultancy, conducting seminar, student and community development, lab development, product development, projects and so on.
- v. Work distribution of teaching staff is as illustrated on table 102 . 1 . 1

Table 102 . 1 . 1:: Work Distribution of Teaching Staff

Sl. No.	Designation	Teaching	Mentoring/ Remedial	Research	Publication	Knowledge Application etc*	Administrative	TOTAL (in hours)
1	Principal	4	2	4	4	8	18	40
2	Vice Principal	8	2	4	8	10	8	40
3	HOD	8	2	4	8	10	8	40
4	Professor	8	4	4	8	12	4	40
5	Associate Professor	8	8	6	4	10	4	40
6	Assistant Professor	16	8	4	4	4	4	40

*Knowledge Application-consultancy, seminars, community development, product development etc

- vi. Duties of the faculty members include tutorial classes / remedial classes / advance classes / makes up tests / evaluation & the same shall be included in the academic calendar at the commencement of each semester.
- vii. For the above stipulations, two tutorial hours / two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected /promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying.
- viii. The counseling and mentoring of the students will be an essential component of role & responsibilities of faculty members.
- ix. Head of the Department shall ensure that the above minimum load norm is satisfied with respect to each of the teaching faculty in the department.
- x. The details of assigned work load (as per routing) and weekly progress to be uploaded into MIS portal by concerned faculty members and this will be a vital criterion at the time of periodic appraisal of the faculty members.
- xi. The work plan of faculty members shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regards to the roles, jobs and targets assigned to them by the Department / Institution and as documented in the goal sheet.

- Xii. The work distribution of non teaching employees will be solely decided by the college authority and the reporting officer to whom the authority has been delegated
- xiii. All employees teaching and non teaching shall be available in the campus at all times during the specified working hours
- xiv. Movement of all staff members outside the campus shall be documented in the movement registers

2. Roles and Responsibilities of Principal

The Principal shall be the chief academic and administrative head of the college and he shall provide effective leadership in policy making and execution

- i. Communicating the Vision, Mission, Objectives and Policy of the Institution to all employees
- ii. Implementation of the decisions of NES as per the directions of Secretary – NES
- iii. Fixing parameters and goal sheets for the teaching and performance parameters non teaching employees
- iv. Monitoring and evaluation of teaching, research, publication, knowledge application etc.
- v. Close participation in the process of performance evaluation of teaching and non- teaching staff.
- vi. Personal involvement in teaching, research, publication, knowledge application as per norms.
- vii. To monitor & follow up the proceedings of meeting of the departmental committee & activities.
- viii. To monitor & follow-up the proceeding & activities of all the college committee, cells such as faculty -student, faculty -HOD, HOD -Principal interfaces to ensure that all issue are addressed timely and properly for the best interest of the students.
- ix. Monitoring and analysis of the student's feedback duly authenticated by respective HoD. Initiate action as per the guidelines
 - x. To get annual budget of the institution prepared and get approved by NES
 - xi. To control and monitor expenditure as per the approved budget
 - xii. To conduct Governing Council meetings as per norms and requirement
 - xiii. To monitor and ensure that all relevant data are duly uploaded in MIS portal.
 - xiv. To plan infrastructure development in accordance with budget provisions.
 - xv. General supervision of hostel and transportation administration
 - xvi. To plan for campus placements through training and placement officer.
- xvii. To coordinate with all Government/regulatory bodies, university, local administration, management, parents, press, industry, civil society & local community, students, alumni, service providers, etc as regards college affairs.
- xviii. Shall be the spokesperson of the institution
- xix. Shall also execute any other responsibility given by NES /prescribed normally for the position

3. Roles and Responsibilities of the Vice Principal:

Working closely with the Principal on a daily basis to ensure the smooth overall operation of the Institution and in particular responsible for all academic activities of the institution including research

- i. Supporting committees of staff and parents that function to improve the learning and social environment of the Institution for the students.
- ii. Monitor – evaluate and guide all teaching- learning faculty development programs in the institution
- iii. To monitor & follow-up the proceeding & activities of all the college committee, cells such as faculty - student, faculty - HOD interfaces to ensure that all issue are addressed timely and properly for the best interest of the students.
- iv. Assisting in periodical teacher evaluations, assisting in providing guidance to staff and students, and encouraging a positive climate in the Institution.
- v. Directing assemblies and other special gatherings of students for events throughout the year.
- vi. Developing emergency response plans for Institutions as required by state and federal education agencies. Filing reports and updating as required.
- vii. Record keeping as required with various logs, tracking records, computer programs, internet, intranet software, or other programs.
- viii. Actively involved in all affiliations, accreditations, research projects and funding, budgeting and expenditure
- ix. Responsible to deliver any other activities as advised by the management and Principal from time to time and any other responsibility given by NES /prescribed normally for the position

4. Roles and Responsibilities of the HoD

The Head of every Department shall act under the general supervision and control of the Principal of the college. The duties and function shall be to administer the academic and administrative affairs of the department in accordance with the guidance of the Vice Principal and as per the policy of the institution.

- i. Hod will actively participate in teaching, research, publication, knowledge application and administrative work as per work distribution mode
- ii. The HoD shall always maintain the academic standard in the department.
- iii. Distribute and monitor workload distribution to all the faculty and non teaching staff of the department as per prescribed format
- iv. HoD shall liaison with the other departments and maintain harmonious inter department relationship.
- v. HoD shall keep vigil about the quality teaching in every theoretical & practical subject as per syllabi of the University.
- vi. HoD shall ensure that teachers prepare lesson plan, on each subject and he/she shall monitor whether the scheduled is maintained.
- vii. HoD shall ensure goal setting, review and annual performance review as prescribed under HR 204
- viii. HoD shall coordinate arranging for conducting all the examinations, evaluation methods, keeping all records of examinations as per regulations under the guidelines of the Principal. In any case of urgency or anything related to academic affairs which are not mentioned above, the HoD shall take advice from the Vice Principal and shall take necessary steps.
- ix. HoD shall impart knowledge to the students by taking classes, tutorial and remedial classes on regular basis, need based laboratory development and laboratory classes, conducting evaluation of the students and so on.
- x. As part of knowledge application, HoD shall encourage consultancy and project work amongst faculty members as per norms in consultation with the Principal. Progress and achievement of the activities must be recorded in the meeting of the departmental committee.

- xi. HoD shall also ensure that one seminar of at least of state level concerning his department is organized in the College in an academic year.
- xii. HoD shall ensure that Faculty members are engaged in development of quality study materials, course materials, lesson plan, model question, answer etc on regular basis and those are uploaded into MIS server of the college.
- xiii. HoD shall make a conscious effort to move towards total implementation of online teaching learning process with full participation of the faculty members and all sections of students.
- xiv. HoD shall ensure that senior faculty members hold regular (atleast two meetings in each semester) interaction with Class Representatives (CR) to resolve ongoing issues and to maintain healthy student-teacher relationship.
- xv. HoD shall provide effective leadership towards industry Institution partnership : Organise special lectures, seminar, and workshops by the industry professionals for total development of the future professionals, arrange Interaction with Industry and the Institute for academic development of the students.
- xvi. HoD shall guide purchase and preservation of books in the library and procurement of other resources pertaining to sphere of learning to the Librarian.
- xvii. Faculty/Teaching Skill Development Program to be planned by the HoD based on need analysis of all the concerned faculty and technical staff members. National training institutions should be made partner in such program.
- xviii. HoD shall encourage faculty members to pursue PhD and must involve themselves in research activities along with publication of research work
- xix. HoD are responsible for the assets (movable and immovable) of the department and shall maintain all relevant records and registers pertaining to assets.
- xx. HoD has to ensure that all the faculty members duly upload required data in MIS portal.
- xxi. Shall also execute any other responsibility given by the Principal/ Vice Principal and any other responsibility given by NES /prescribed normally for the position

5. Roles and Responsibilities of Professors and Associate Professors

Professors and Associate Professors will actively participate in teaching, research, publication, practical or real world knowledge application and administrative work as per work distribution mode

- i. Professors and Associate Professors will assist HOD in academics and administration of the department and also contribute in policy planning, monitoring & evaluation and promotional activities both at departmental and institutional level.
- ii. As a part of academic affairs, the Professors and Associate Professors will impart knowledge to the students by taking regular classes, mentoring, tutorial classes and remedial classes on regular basis, they will also guide the faculty members regarding the need of laboratory development and to improve the quality of the Lab classes and so on.
- iii. As a part of academic affairs, the Professors and Associate Professors will implement Faculty development programme, conduct departmental workshop and seminar and also monitor and evaluate academic activities.
- iv. Professors and Associate Professors will provide research guidance Including PhD Program; ensure publication work and also design and development of new programmes as suitable for the students.
- v. Professors and Associate Professors are most suitable for knowledge application. They will provide leadership for external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development; modernization, expansion, promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Programme (QIP). In general take active part in brand building of the department.

- vi. Professors and Associate Professors give valuable guidance as a senior member of college committees duly nominated by the Principal and Vice Principal.
- vii. Professors and Associate Professors contribute to the finishing school program and industry readiness program for the students.
- viii. Shall also execute any other responsibility given by the Principal/ Vice Principal or by the HOD and any other responsibility given by NES /prescribed normally for the position

6. Roles and Responsibilities of Assistant Professors

Subject to the supervision, direction and general control of the HOD / Vice Principal, the duties of the post are prescribed as under which are illustrative but not exhaustive:

- i. Assistant Professors will actively participate in teaching, research, publication, knowledge application and administrative work as per work distribution mode.
- ii. They will also be closely involved in examination process as per guidance of HOD.
- iii. Assistant Professors will take active role in the departmental committee as directed by the HoD.
- iv. Assistant Professors will take regular classes, tutorial classes, mentoring and remedial classes on regular basis, laboratory development and lab classes, preparation of lesson plan, teaching materials, publications and full implementation of online teaching learning systems.
- v. As a part of academic affairs, the Assistant Professors will participate in faculty development programme, departmental workshop, seminar for continuous quality improvement of teaching learning process.
- vi. Assistant professors will be actively involved in research and project, publication work, and design/ development of new programmes as suitable for the students.
- Vii. Assistant Professors will participate in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research,(including funding proposal), seminar, laboratory development, modernization, expansion, promotion of entrepreneurship under the guidance of hod
- viii. Assistant Professors will actively take part in extracurricular, cultural and social service activities of the college.
- ix. They will devote significant time and energy for the total counseling of the students round the year.
- x. Assistant Professors will involve themselves in research and development activities. They must try to publish research papers and engage and prepare themselves accordingly for doctoral work.
- xi. Shall also execute any other responsibility given by the Principal/ Vice Principal or by the HOD and any other responsibility given by NES / prescribed normally for the position

7. Roles and Responsibilities of Technical staff

Responsible for constant up keeping of the department including laboratory / workshop / office

- i. Ensure presence to perform duties in the laboratory and the equipments and lab is clean and in good condition, saving energy and water in the campus
- ii. Perform routine maintenance of equipment/machinery.
- iii. Report about any nonfunctioning equipment to the HOD in time through lab in-charge.
- iv. Be available in the lab when extra lab classes are conducted during holidays.
- v. Be thorough with all the experiments conducted in the lab
- vi. Ensuring updation of maintenance execution registers regularly and submits to HOD twice in a month.
- vii. Maintain stock register in the respective lab.
- viii. Assist the Lab in-charge teaching staff during stock verification at the end of academic year.

- ix. Assist faculty in-charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.
- x. Shall also execute any other work given by HOD/ higher authority from time to time and any other responsibility given by NES / prescribed normally for the position

8. Roles and Responsibilities of Training and Placement Officer

The post shall be treated as a non-vacational post. The officer shall have a teaching workload of 4 hrs/week.

- i. TPO should maintain a good liaison with prospective employers and industries.
- ii. He should conduct periodical survey of job requirements in the industries, research and service organizations.
- iii. He should arrange for campus interviews/job mela etc., in plant training and also arrange to get industries sponsored projects for both staff and final year students.
- iv. He should create data bank of experts in respective field from industries/research/service sectors and invite them to the institute to conduct career guidance workshops. Must conduct skill development activities
- v. He should also arrange training/field visits to students and staff members in industries/research/service sectors.
- vi. He should also assist the students in getting internship, apprentice training and suitable placement in industries/research/service organizations. He shall also be responsible for preparing the students in facing group discussions, personal interviews and personality development etc.
- vii. Training and placement officer is responsible for alumni association and connect with alumni who are placed in reputed industries /research/service organizations and seek placement assistance
- viii. Shall also execute any other related duty assigned by the Head of the institute from time to time and any other responsibility given by NES / prescribed normally for the position

9. Roles and Responsibilities of Library Department

- i. To maintain library updated, clean and ambient at all times
- ii. To prepare the lists of books/journals as per the requirement of various departments and library committee and arrange for procurement
- iii. Responsible for journal subscription – Journal clubs
- iv. To suggest improvements to run the library smoothly, orderly and satisfactorily.
- v. To maintain discipline in the library including issues, returns and penalties.
- vi. To stay updated with syllabus demands and beyond curriculum knowledge base.

10. Roles and Responsibilities of Sports Department

Custodian of sports arenas and sports gadgets of the institutions

- i. To updates the tournaments, competitions and events.
- ii. To administer physical education, promote good health and physical fitness of students to build they fit.
- iii. To keep record of sports equipments as well as supervise the all athletic activities.
- iv. To encourage the students for participation also promote team play
- v. Responsible for budgeting , maintaining expenses and smooth functioning of the sports department and must liaise with the accounts office for all compliance
- vi. Responsible for all audits conducted by the institution/ authority body and being compliant
- vii. Be the representative of the institutions at all sport events and be the brand of the institutions
- viii. Responsible for proper maintenance of the sports fields/stadium.

11. Roles and Responsibilities of Office staff

Office Staff- mean the employees of Academic, Administration, and Accounts Section.

Work as a team in carrying out the administrative activities

- i. Shall perform their duties with sincerity and maintain confidentiality.
- ii. Be conversant with the rules and regulations and the relevant procedures involved related to their works.
- iii. Perform as a team and do the assigned as well as any additional work as and when the in-charge allots.
- iv. Pre-plan the day /week's work, perform the duties assigned from time to time in a systematic way, and maintain a courteous atmosphere.
- v. All are expected to improve/update their skills in filing, drafting, most essentially computer operation.
- vi. Inform well in advance about leave of absence and make alternative arrangement to the works assigned and give full co-operation to all other sections with proper dignity and decorum.
- vii. Deal with reasonable concern towards student's enquiries and ensure all possible help and deal politely while talking on telephone.
- viii. Shall also execute any other related duty assigned by the Head of the institute from time to time and any other responsibility given by NES / prescribed normally for the department

12. Roles and Responsibilities of Superintendent in Establishment Department

Maintenance of college administrative office, Principal's office and Vice Principal's office as per Principal's direction.

- i. Responsible for student's admission related works.
- ii. Responsible for all kinds of scholarships and related work.
- iii. Helping the principal in conducting Governing Body / Academic Council Meetings.
- iv. Recording the resolutions of the Governing Body / Academic Council Meeting and dispatching the same to the members, and help in smooth implementation of the recommendation of GC
- v. Assist the principal for all JNNCE affiliation works.
- vi. Assist the principal for AICTE / NBA / NAAC related works.
- vii. Maintenance and purchase stationary for the stores.
- viii. Responsible for all audits and compliances and timely closures of the findings
- ix. Maintaining the budget files.
- x. Maintenance of student's files & records and issue of original certificates to staff & students as directed by the principal from time to time
- xi. Consult the principal on any other issue, which needs principal's directions and intervention.
- xii. Shall also execute any other related duty assigned by the Head of the institute from time to time and any other responsibility given by NES / prescribed normally for the position

13. Roles and Responsibilities of Human Resources Department

HR department is responsible for overseeing employee-benefits design, employee recruitment, training and development, performance appraisal, and rewarding (e.g., managing pay and benefit systems). HR also concerns itself with organizational change and industrial relations, that is, the balancing of organizational practices with requirements arising from collective bargaining and from governmental laws.

- i. Will coordinate Human Resource planning and recruitment
- ii. Maintenance of leave record of Teaching & Non-Teaching staff.

- iii. Preparation of salary bills and liaises with accounts for timely disbursement and payment of all taxes.
- iv. Maintaining the personal files/ Service registers of all staff members.
- v. Ensure timely completion of goal setting performance reviews and annual appraisals
- vi. Maintaining the budget files.
- vii. Preparation of salary bills and liaises with accounts for timely disbursement and payment of all taxes.
- viii. Responsible for all final settlements with super annuating employees
- ix. Responsible for all audits and statutory compliances and timely closures of the findings
- x. Consult the principal on any other issue, which needs principal's directions and intervention.
- xi. Shall also execute any other related duty assigned by the Head of the institute from time to time and any other responsibility given by NES / prescribed normally for the position

14. Roles and Responsibilities of Examinations Section

Responsible for the smooth conduct of exams at all levels, be responsible for all examination security arrangements

- i. Liasoning with the University officials in smooth conduct of all examinations.
- ii. Procurement of Detained list and promotion lists, TA, DA bills, and marks award lists computer stationary from university.
- iii. Preparation of nominal rolls
- iv. To coordinate with all concerned sections on any defaulters in fees payment and ensure that such defaulting students are not issued hall tickets.
- v. After completion of university examinations deposit the surplus question papers to the main library.
- vi. Ensuring that university exam time table is displayed not only in exam section notice board but also in all department notice boards.
- vii. Ensuring proper scheduling of exam duties & coordinating with the concerned faculty.
- viii. To deal with malpractice cases in consultation with concerned HoD and subject experts
- ix. To suggest improvements for conducting the exams.
- x. Shall also execute any other works allotted by Hol

15. Roles and Responsibilities of Attenders

- i. All attenders should be available as per the departmental requirements and they should be present with neat appearance.
- ii. They should take the keys from Principal's office after signing in the register.
- iii. They are responsible for the cleanliness of the rooms/labs/premises of the concerned departments.
- iv. They should ensure proper locking of the rooms/labs/premises and close windows as well as switch off lights/fans, close water taps and deposit the keys in the principal's office.
- v. They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously.
- vi. They should not allow any unauthorized persons to enter the departments/office without proper verification.
- vii. They should perform any additional duties assigned from time to time.

16. Roles and Responsibilities of Transport department

The Transport department is responsible for maintenance and optimal usage of all vehicles of the college.

- i. Shall map the bus routes in accordance with the requirement and convenience of students ensuring optimum utilization of resources (fuel, manpower etc)
- ii. Shall ensure timely running of all buses in the prescribed routes
- iii. Shall ensure availability of drivers and conductors for the bus and smooth running of all trips.
- iv. Supervise maintenance of the logbook of drivers, staff and vehicles and ensure maintenance of movement registers of all concerned with the transport.
- v. Shall be responsible for the proper maintenance/safety and timely renewal of the insurance policy of the vehicle/s.

The Driver shall discharge the duties under directions of the Faculty in Charge concerned; He/she shall broadly perform the following duties:

- I. Driving of the vehicles; to keep the record of the petrol/diesel and record of mileage; to carry out minor repairs maintenance of the vehicles.
- li. To drive the light and heavy vehicles of the institute as per the duties allotted by the vehicle in-charge from time to time.
- lii. The drivers will be responsible for the proper maintenance/safety and timely renewal of the insurance policy of the vehicle/s.
- Iv. Drivers and conductors will ensure dusting/cleaning the seats and the vehicles as a whole and washing the vehicles periodically.
- V. Carrying the bags and other items of officers and guests travelling in the vehicle.
- Vi. Both drivers and conductors have to perform the duties assigned from time to time during the hours when transport work is completed
- Vii. Both drivers and conductors will also be required to perform duties before and after the office hours, shift duty in the night, sunday and other holidays, as and when assigned by the competent authority keeping in view the exigency of the work.

17. Roles and Responsibilities of Hostel department

Hostel administration will be responsible for smooth running of all hostels of the college and messes.

- i. Shall allocate the rooms to students based on availability, seniority etc
- ii. Shall ensure availability of adequate water supply for hostel. Shall ensure availability of safe drinking water and potable water for other purposes.
- iii. Shall ensure general cleanliness and hygiene of hostel in general and rooms, kitchen and wash rooms in particular.
- iv. Shall ensure timely supply of quality food to students.
- v. Shall ensure Inventory management of daily provisions of hostel
- vi. Shall be responsible for effective Asset Management [Moveable and Immovable] of hostel
- vii. Arranging for Timely maintenance of electrical, plumbing and civil maintenance works.
- viii. Shall Ensure discipline and Safety of students
- ix. Shall Monitor and facilitate timely medical help for students including emergencies.
- x. Shall ensure Upkeep of accounts of hostel and other statutory compliances
- xi. Warden has to look after the welfare of the students.
- xii. Warden has the authority to take suitable disciplinary action except expelling an inmate from the Hostel.
- xiii. Warden / College officials' have the authority to check the rooms and visit the students at anytime.
- xiv. Warden is custodian and in-charge of all the hostel properties. Warden has to verify the stock periodically

18. Roles and Responsibilities of Campus Maintenance Engineer.

- i. He must be available in the campus and be on duty for 6 days/week; discharges the duties under directions of the principal.
- ii. Should supervise all civil, electrical, plumbing, gardening and cleaning and maintenance work in the campus.
- iii. Should prepare the estimate and get the approval from Principal for any work/Purchase approved by the Principal.
- iv. Should identify the vendors/service provides for the approved work and seek the proposal and get it approved by the Principal.
- v. Issue the work order/Purchase order, supervises, and executes the works.
- vi. Should be the in-charge of central stock of all the civil work materials and maintain the stock register as per the prescribed format.
- vii. Acts as the office in-charge of the security/sanitation/public health units of the institute and exercise control over the contract workers; he/she must ensure compliance of the all provisions of the labour laws and/or guidelines of NES and the regulatory authorities in respect of the workers engaged by the working contractors in the institute or workers hired through approved agencies.
- viii. Inspects the buildings structures, roads, etc. under his charge as often as necessary and examine their condition from safety and maintenance point of view and take/suggest necessary action.
- ix. Prepares progress reports on on-going work and report the same to the authorities of the institute on a monthly basis.
- x. Ensures the successful achievement of the targets fixed for completion of each project/ works with due consideration for speed and economy of scale and/or proper maintenance of building structures, water supply channels and regular maintenance of all the electric generators and ensuring proper use of the same.
- xi. Appraises the Principal in all technical matters and ensure that all works executed by him are as per the guidelines prescribed by NES.
- xii. Executes any other works assigned from time to time.

HR 106 PROBATION

To provide a policy framework for confirmation of regular employees after completion of the probation period.

1. All new recruits of the institute on regular rolls will be on probation for a period of 2 years from the date of joining.
2. While the formal probation appraisal shall be at the end of 2 years, the concerned HOD will review the performance of the probationer at the end of every semester.
3. These assessments will be on the following parameters of Academic Performance Indicators, discipline, attitude, subject knowledge, and adherence to group values.
4. The performance evaluation report will be submitted to Principal
5. Appointment will not be confirmed if the assessment report is not satisfactory.
6. Based on satisfactory performance and evaluation by CAAC appointment will be recommended for confirmation.
7. The recommendation is ratified by GC and based on the approval of the Managing Committee of NES the services will be confirmed
8. A letter of confirmation of services will be issued to the employee
9. During probation, the notice period from either side will be one month.
10. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the NES Management.
11. The management may also, at its sole discretion, accept notice pay in lieu of the notice period.
12. Notice pay shall mean gross salary of the employee including allowances, if any.

HR 107 TIME & ATTENDANCE

All employees are expected to perform the duties prescribed by the Institution for a minimum of 7 hours excluding lunch hour from Monday to Friday and for 5 hours on Saturdays.

ATTENDANCE

With a view to improve efficiency in monitoring the attendance, leave records and over all working environment, Biometric Based Attendance Monitoring System (BBAMS) has been implemented.

1. The Biometric Based Attendance Monitoring System (BBAMS) will be maintained by establishment section and machines are installed at each department.
2. All teaching and non-teaching employees will be required to mark their arrival, pre-lunch, after lunch and departure time (i.e. 4 times a day) in the machine without any exception.
3. Under exceptional circumstance, on a maximum of 4 occasions per month, a delay in 10 minutes in the incoming time record (login) is permitted. However, all employees are expected to be on time when there are specific assignments including teaching.
4. In cases of more than 4 occasions, half day CL/LoP (if leave balance is not available) will be calculated accordingly.
5. Any official availing half-day Casual Leave in the forenoon will make arrival entry in the BBAMS up to 02:00 PM and the official availing half-day Casual Leave in the afternoon will make departure entry in the BBAMS at 01:30 PM or after.
6. Where an employee is required to go for an official meeting in another office like NES directly from home or proceed in the late afternoon from where (s)he is not likely to return to office, any early and late permits or exceptionals, the same must be documented in the movement register kept at the department and an intimation to this effect will be furnished in advance to establishment head or through e-mail to establishment head ID (attendance@jnnce.ac.in) along with the approval of HoD

The format is as follows:

- i. Name of Employee:
- ii. Date / Time:
- iii. Venue:
- iv. Purpose of Meeting:
- v. Signature of approving authority: HOD/ Principal
7. Attendance reports would be available on intranet on daily basis.
8. In case of commuted leave on medical grounds or Earned Leave overlapping two consecutive months, period of absence shall be kept under suspense and marked 'S' and shall be regularized immediately after joining of employee.
9. Human Resources department would register all employees of JNNCE on Biometric system and any employee who is left out for some reason should contact Human Resources department for registering in the system as the pay of officials is linked to it.

Approval Process Flow:

Applicant -> HoD / Reporting manager approves / reject -> Vice Principal / reporting manager approves / rejects

HR– 108 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 an 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 sister concerns 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 salary must 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.
 - . 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.

7. Approval process flow:

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

HR 109 SENIORITY

Following norms shall be applied while considering seniority of employees.

1. Dates of first appointment as a full time regularized employee
2. Duration of service in the same cadre (break in service or period during which there has been a fall in the work – load or leave without pay will not be considered as a part of continuous service)
3. Where the date of appointment is the same in respect of two or more employees, seniority will be based on the merit. Wherein the merit is also the same, person senior in age will be considered for seniority.

HR 200 SALARY & INCENTIVES

HR 201 POSITIONS AND PAY SCALES

- 1 The Scales of pay for various regularized teaching positions will be guided by AICTE process handbook
- 2 Karnataka State Government shall guide Scales of Pay for regularized non-teaching positions

HR 202 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.

HR 203 YEARLY INCREMENTS

1. Staff Members are eligible for the annual increments prescribed at the end of 12 months of service in the Institution based on the Academic Performance Indicators and feedback received as per AICTE guideline and at the discretion of the Management.
2. Additional Increments may be given to staff members based on their contributions and results achieved in the University Examination as per AICTE guideline and at the discretion of the Management.

HR 204 CAREER ADVANCEMENT SCHEME (CAS)

Every employee is expected to derive his goals and perform his duties in line with the workload distribution as illustrated in table HR 102.1.1 and Academic Performance Indicators (API) recommended for his designation. Such agreed goals and API scores are considered for all Career Advancements such as Annual Increments, upward movement of AGP and 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 ACTE guidelines and NES requirements.

HR 204.1 Teaching Staff

1. Goal Setting:

Below table 204.1.1 shows the Evaluation matrix

Sl.No.	Appraisee	Reporting Authority	Reviewing Authority
1	Assistant Professor / Associate Professor / Professor	HOD	Vice Principal / Principal
2	HOD	Vice Principal	Principal
3	Vice Principal	Principal	Registrar
4	Principal	Registrar	Secretary

- i. At the beginning of each academic year (odd semester), appraisee (applicable for teaching only) shall submit the Goal Sheet for the current academic year.
- ii. The goal sheet shall clearly spell out the goals set for each of the parameters as enumerated in the workload distribution table HR-102.1.1 of this manual
- iii. As far as possible the goal set shall be tangible (quantitatively measured)
- iv. Faculty may take additional APIs as secondary API **which may also be documented in the goal sheet**

- v. The goal sheet shall be filled up and signed by the appraisee and shall be endorsed by next higher authority (reporting authority)
- vi. The goal sheet shall be submitted to HR dept at the beginning of the odd semester every year
- vii. Goal setting has to be carried out by all employees – contractual and regular staff

2. Periodic Performance Review of the Goal sheet

- i. Achievement of the appraise against the goal sheet will be reviewed twice a semester by the immediate higher authority and the minutes of the review meeting shall be documented to achieve transparency.
- ii. The appraise and the reporting authority shall together review the target Vs actual achievements. If any corrective action needs to be taken to achieve the goal, the same shall be clearly indicated and documented.
- iii. The achievements against the goal sheet shall be reviewed by the reporting authority at the end of each semester and endorsed.
- iv. Such endorsed goal sheets must be submitted along with the annual appraisal forms

3. API score board:

- i. The API score sheet shall be filled up after the announcement of results of each semester.
- ii. The API score sheet shall be made known to appraise and acknowledged by the appraisee.
- iii. While computing score sheet for annual performance appraisal review, average scores of both semesters is to be considered.

4. Assessment Period & Scoring Pattern

- i. The dates for the assessments – Annual Performance Review, Upward movement of AGP 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 AGP and other benefits.
- iii. Scoring pattern
 - a. Minimum score for annual increment along with other benefits (such as DA etc) is 90 points out of a maximum 150 points
 - b. Minimum score for AGP is 90 points out of a maximum 150 points along with other criteria to be fulfilled (Refer annexure AGP score card)
 - c. Minimum score for promotions is 105 out of a maximum 150 points (average API score for the 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 or essential for the Managing Committee of NES to fill up the vacant posts from the internal applicants only.
- lii. 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 / other benefits 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 will not be eligible for promotion till such proceeding are over 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.

6. Procedure for Career Advancement:

- i. Managing Committee of NES will constitute a Career Advancement Assessment Committee (CAAC) comprising of two directors of NES, Registrar and subject experts, Principal, Vice Principal, HOD and HR.
- ii. HR prepares a list of the eligible candidates and submit it to Vice Principal and 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

HR 204.2 Non -Teaching Staff & Administrative Staff

1. Guidelines for Promotion

- i. For upward movement to various positions, non- teaching Staff has to complete 7 years of service.
- 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.

2. Procedure

- 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, Vice Principal And Principal.
- iv. Promotion of a non-teaching staff to higher scale shall be as far as possible on seniority-cum-merit 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.

HR 205 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.

1. Incentives for Faculty:

- i. Faculty who complete Doctorate in service will be reimbursed a onetime amount up to a maximum of Rs.5000/- for enrolling in a professional body
- ii. Faculty may be given an incentive of Rs. 25000/- per for patent granted.
- iii. Faculty who publish paper in a reputed, peer reviewed, non-paid and subscription journal (International journal, scopus index) may be provided a motivational incentive of Rs. 5000/-
- iv. Faculty who liaise to get funds/grants on various research projects may be given an incentive of upto 5% of sanctioned amount to the college.

2. Registration/TA-DA Norms for paper publications and attending workshops/conferences/symposiums:

- i. In order to encourage faculty members to participate and present papers in conferences, they will be sponsored with financial assistance for maximum one(1) paper per year. Unless the conferences are of high quality, faraway places are not to be chosen. They are entitled for a Registration fees up to a max of Rs.3, 000 .00. SCL will be granted for entire period of conference. However, if journey to the place where conference is conducted exceeds 10 hours, additional SCL for the days before and after the conference can be granted. One has to be really choosy about participating in conferences. Unless convinced that the conference is of high quality, college will not sponsor.
- ii. Faculty members should concentrate their effort to get their research work published in reputed journals.
- iii. Faculty members permitted to attend seminars, workshop, conferences and symposiums during vacation.If the program is during a working semester, an employee is permitted to attend one event for every 5 years.In such cases, alternate arrangements for conducting the classes and labs shall be made by concerned staff and HOD shall ensure the same.

3. Incidental Charges:

If the journey duration exceeds 10 hours, incidental charges of Rs. 250 per each way can be granted.

4. Local Conveyance:

Local Conveyance to and fro railway station/bus-stand/airport of maximum of upto Rs.300 can be granted.

i. Details of Allowances for Domestic Travel (Travel within India)

Category	DA Rates within Karnataka (per day in Rs.)			DA Rates outside Karnataka (per day in Rs.)		Travelling Allowance	Lodge Rates (per day in Rs.)
	Bangalore	Municipal Corporation	Others	Metro	Non Metro		
Basic Pay > 45,000	500	500	250	1000	500	Two Tier/ AC Chair Car	1500
Basic Pay between 20,000 45,000	500	500	250	1000	500	Three Tier/AC Chair Car	1000
Basic Pay Less than 20,000	300	250	200	500	300	Sleeper/ II Class	500

5. International Fare (Outside India)

A maximum of Rs.25000 will be provided to attend the international workshops/conference / seminars

6. Guide lines

Staff seeking incentives should write application in a plain sheet addressing to Principal with supporting documents duly forwarded by their Reporting Officer within ten(10) working days of completion of activity.

Note: As per the IT rules and directions of the auditors, while claiming TA and lodging fares, proof of expenditure like travel ticket and lodging bills is necessary. TDS will be deducted as per IT rules.

Approval process flow:

Applicant -> HoD recommends -> Vice Principal evaluates and sends recommendation -> Principal evaluates recommendation and gives final recommendation -> seeks management approval for exceptional cases

Applicant avails facility -> settles the all accounts , submits the relevant documents of completion and evaluation to HR / HoD and Vice Principal office -> Applicant gets the benefit of the accomplishment only after submission of all records and closing accounts

HR 206. 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.

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

HR 207: 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 approval 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. Teaching Faculty – 3 months Basic + DA
 - b. Non-teaching staff – 3 months Gross salary
- iv. Recovery Period: The Advance Salary shall be recovered in 20 installments, each installment paid monthly.
- v. Service charge of 10% of the salary advance amount will have to be paid.

2. Procedure

- i. Application in a plain sheet mentioning the valid reason to be submitted to Human Resources Department, after recommendation from Principal.
- ii. EMIs will commence from the 1st of the subsequent calendar month of advance salary disbursement.
- iii. 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.
- 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.

HR 208 : FESTIVAL ADVANCE POLICY

The purpose of this policy is to help employees meet certain personal expenses arising during festivals.

1. Eligibility

- i. Employees in non-teaching cadre whose monthly gross salary is less than or equal to Rs.15,000/- are eligible for festival advance equal to one month gross salary or Rs.10,000/- whichever is lower.
- ii. This is interest free advance and shall be claimed by the employee once in financial year.
- iii. There should be a gap of 12 months between the last installment of the advance availed and request for new advance.
- iv. The advance shall be recovered from the salary in 10 Equal Monthly Installments.
- v. EMIs will commence from the subsequent calendar month of disbursement of advance
- vi. The Approving Authority for the Advance will be Principal.
- vii. Eligible employees under this policy are also entitled to avail advance salary under the Advance Salary Policy.
- viii. Employees cannot avail both salary advance and festival advance facility together.

2. Procedure

- i. Application in a plain sheet mentioning the valid reason to be submitted to Human Resources Department, after recommendation from Principal.
- ii. EMIs will commence from the 1st of the subsequent calendar month of festival advance disbursement.
- iii. Establishment Department shall issue the approval letter with copies marked to the Accounts Department & payroll cell, for disbursement & recovery of the festival salary from the monthly salary.
- iv. The festival advance 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 festival advance or withdraw the facility at its discretion.

HR 300 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 and IISc,
- 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 and Vice Principal .
- ii. The Principal shall give in-principle 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.

- iii 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.
- iv 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.
- v 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.

HR –400 LEAVE

All employees are entitled for leave illustrated under the chapter HR-400

HR 401.1.1 :: LEAVE DETAILS & ELIGIBILITY		
Type of leave	Teaching Staff	Non teaching staff
Declared & Restricted holidays	As per Govt. notification to be availed as per KCSR rules	
Casual Leave	15 CL 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 year	
Earned Leave	For 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 300 days (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.);	Up to a maximum of 30 per year which credited as 1EL earned for every 11 days worked in a calendar year Can be accumulated upto 300 days (after which it lapses)
Vacation	A maximum of upto 15 days per semester during the vacation period declared by VTU. This can be availed in a staggered manner with a minimum of 5 continuous days. However, the faculty must be available for any departmental / Institution work as the case may be. NES management / Head of Institution reserve the right to sanction / cancel such leaves if required. Prior permission of the management / Hol is mandatory for availing vacation / leaving headquarters. In case of working during vacation, for every three days of working an employee will be eligible for one additional CL	NA
Special Casual leave	Can avail upto 30 days in a calendar year 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	NA
Commuted Leave	For non vocational staff 20 days of leave per calendar year of which 10 days gets credited in Jan / July respectively Can be accumulated upto 240 days (after which it lapses) NES / Head of Institution reserve the right to sanction / cancel such leaves if required	
Study Leave	Can be sanctioned upto a max of 3 years and relaxable basis (on written request) at the discretion of NES with / without stipend based on the work load 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 upto a max of 3 years and on relaxable basis (on written request) at the discretion of NES based on the work load., 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 continuous service for seniority	
Paternity Leave	Can avail 7 working days of paternity leave with pay and the interval between two such leave shall not be less than 3 years and availments shall not exceed two during the service period of the employee	
Compensatory Leave	Can avail leave when on vacation and was recalled to discharge duties at the discretion of the Hol / NES	Can avail to a max of 10 days over and above complete utilization of CL when worked on any Holidays or weekends

1. Regularised Employee

- i. Probationary employees are entitled for casual leave (leave with pay of not exceeding 12 days in the 1st year, which can be availed one day leave on completion of one month of service.
- ii. In the 2nd year of probation, the employee shall be eligible for 15 days of casual leave
- iii. The leave can neither be carried forward nor encashed.
- iv. Contractual / Probationary employees are not entitled to any leave other than the casual leave and holidays as stated above.
- v. Eligibility of leave for a confirmed employee as detailed in table HR 401.1

2. General Provisions:

- i. All leave will have to be applied in the leave application / on the intranet
- 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
- 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.

Approval Process

Applicant -> HoD /Reporting Manager ->Vice Principal/ Reporting manager -> Principal (only in exceptional cases)

HR 500 WORK PLACE

HR 501 CODE OF CONDUCT/ DISCIPLINE FOR THE EMPLOYEES

The Employees are required to adhere to the following rules of conduct/discipline. Any breach or non-adherence to these rules will be considered as misconduct.

- i. Employee Number:** Every employee is allotted a unique employee number at the time of joining and becomes a point of reference in all correspondences.
- ii. Employee ID card:** All employees are expected to wear and display the bar coded identity card in the campus and the campus security personnel / authorities are authorized to verify the employee tags.
- iii. Accepting outside Employment:** An employee cannot accept any other employment either part time or honorary or as institution except with the permission of NES management in writing.
- iv. Diligence in work:** All employees of the teaching and non-teaching cadre shall discharge their work diligently as assigned to them by Institution / Management from time to time.
- v. Personal work:** An employee shall not attend to his personal work during working hours.
- vi. Punctuality:** An Employee shall be required to observe the scheduled hours of work during which he must be present at the place of his duty.
- vii. Absence from duty:** No employee shall remain absent from duty without prior permission unless such absence is warranted by unforeseen circumstances.
- viii. Integrity & Honesty:** Every employee shall at all times maintain absolute integrity and devotion to duty and also be honest and impartial in his official dealings and shall not indulge in any act of forgery, fraud, cheating and malpractice.
- ix. Courteousness :** An employee shall at all times be courteous in his dealings with other employee, students, their parents, members of the public, management, officials of educational authorities etc.
- x. Participation in Political/ Communal activities:**
 - a. No employee shall participate in political activities or be a member of any political party or organization.
 - b. No employee shall participate in any communal organization or activity which affects the secularism of the country.
- xi. Connection with press :**
 - a. 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.
 - b. No employee shall, except with the prior permission of the Management, publish any article or item in the newspapers or periodicals or give interview or issue statements to any media which is related to the administration of NES and its institutions
- xii. Protestation:** No employee shall engage himself/herself or participate in any protestations, demonstration, strikes that may hamper the interest and dignity of the institution and NES.
- xiii. Criticism of the Institution :** No employee shall take part in any public discussion or make any public statements:
 - a. Which has the effect of criticism of any policy or action of NES/Institution
 - b. Which is capable of embarrassing the relations between the institution and State or Central Govt. or any institution or organization or member of the public
- xiv. Private Classes or Tuitions:** No staff member shall conduct private tuition classes nor associate himself/herself with other persons for such purpose without prior permission of the NES/ Institution in Writing.
- xv. Insolvency, Habitual Indebtedness and Criminal Proceedings involving Moral Turpitude :**

- a. When an employee is found liable to be arrested or has recourse to insolvency, habitual indebtedness or criminal proceedings, he/she shall be liable for dismissal from service.
- b. An employee who becomes the subject of legal proceedings for insolvency or criminal action shall forthwith report full facts to the institute.
- c. An employee who gets involved in any criminal proceedings shall immediately inform the Institution / NES in writing irrespective of the fact, whether he/she has been released on bail or not.
- d. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties at the institute unless he/she has obtained written permission to that effect from NES / HoI.

xvi. Representations :

- a. Whenever an employee wishes to put forth any claim or seeks redressal of any grievances or of any wrong doing to him/her, he/she must forward his/her case through proper channel and shall not forward copies of his/her application to any higher authority or newspapers for publication.
- b. No employee shall be a signatory to any controversial joint representation addressed to the authorities for redressal of any grievance or any other matter.
- c. No employee shall write any anonymous or pseudonymous letters to Society/ Institutes/ Management/ HOI which is criticizing or using indecent language or circulating such letters.

xvii. Prohibited Acts :

- a. Prohibited acts include :- i) Smoking, Chewing tobacco/ Gutka, drunkenness in the premises of Society/ Institute; **The entire campus is a 'No Tobacco Area'**
- b. Possessing of explosive/lethal weapons, threatening, intimidation, attempt to assault any member or employee or any other person;
- c. Engaging in riotous acts or fighting or disorderly/ unlawful acts:
- d. Causing damage to the property of the Society/ Institutions;
- e. Holding meetings/demonstrations in the premises of Society/Institutes, or in the vicinity of residences of Management /HOI/ Officers of the Society/ Institutes.
- f. No immoral acts are allowed to be practiced in the premises of the Society/ Institutes by any member of the staff.

xviii. Permission for leaving premises: No employee is allowed to leave the premises of the college during the working hours without permission of the Head of the Institution/ HoD. A movement Register shall be maintained and the employees shall record his/her period of absence stating the particulars of work in the said Register and put his/her signature. Head of the Institute shall verify the correctness of the entries every day.

xix. Behavior with lady staff: No employee shall behave with lady employees which amount to sexual harassment, ill-treatment, indecency or any other form of unacceptable behavior.

xx. Dress code/Cleanliness: Every member of the staff, teaching and non-teaching 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.

xxi. Order of Transfer/ Additional charge/deputation etc: Every employee shall comply with any transfer or deputation order or any order assigning additional charge/duty by the Management/ HoI.

xxii. Obedience subordination: No employee shall willfully disobey the orders of the superiors or HOI or Management either alone or in combination with others.

xxiii. Strikes /go-slow tactics: No employee shall participate in any strike, picketing, initiating others to go on strike, go-slow, mass alone or in combination with others in the campus and outside campus.

xxiv. False Information: No employee shall furnish any false information regarding his/her name, age, father's name, mother's name, spouse's name, caste, qualifications or any other previous service particulars.

xxv. Drug /smoking/Alcohol abuse in workplace:

- a. Smoking, drugs and alcohol have a negative impact on health and safety.
- b. Employee should not consume alcohol/drugs during working hours.
- c. Smoking is banned in the college campus.

HR 502 GREIVANCE 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/ AGP	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 Vice Principal within 5 working days from end of stage above with a copy to HR.
- iv. The Vice 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 Vice 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.

HR 503 HARASSMENT

JNNCE is committed to provide a work environment free from all sort of intimidation or offences which might interfere with an individual's dignity or work performance and as such no act that tamper with the integrity and honour of employees will be permitted and tolerated. Harassment of any sort – verbal, physical, visual – will not be tolerated. No harassment based on caste, race, colour, religion, gender, age, sexual orientation, nationality, disability, medical conditions, marital status etc. will be permitted in the workplace.

1. Sexual Harassment

JNNCE recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior. Sexual Harassment is a criminal offence and punishable under relevant laws of the Country.

For this purpose, "Sexual Harassment" includes any unwanted or unwarranted gesture or verbal sexual advances, sexually explicit and derogatory statements or remarks, sexually colored remarks, avoidable and unwarranted physical contacts, willfully touching or patting, suggestive sexual remarks, sexually slanted and obscene jokes, vulgar comments about physical appearance, indecent invitations, use of pornographic material, demand for sexual favors, demanding sexual favor by making telephone calls or sending SMS/Mails, threats of physical assault or molestation on refusal by the employee by their superiors, colleagues or anyone who for the time being is in a position to sexually exploit or harass the employee at any work place which may contain :

- i. Implied or overt promise of preferential treatment in that employee's employment.
- ii. An implied or overt threat of detrimental treatment in that employee's employment or an implied or overt threat about the present or future employment status of that employee and includes the creation of a hostile working environment.
- iii. The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.
- iv. Such conduct that is humiliating and may constitute a health and safety problem
- v. Sexual Harassment amounts to serious misconduct in employment under the service rules / regulations governing employment.
- vi. This policy on Sexual Harassment applies to men and women; to like and opposite gender relationships; to relationships between supervisors and subordinates; teachers and students; and peer relationships.

HR 504 DISCIPLINARY PROCEEDINGS, SUSPENSION AND PENALTIES

Following action will be initiated for any violation of CODE OF CONDUCT/ DISCIPLINE FOR THE EMPLOYEES mentioned in this manual

1. Disciplinary Action

- i. The Managing Committee/ HOI shall have power to initiate disciplinary action against an employee who is suspected to have committed misconduct
- ii. Where necessary a preliminary enquiry may be conducted to investigate any misconduct or irregularity occurring in the institution to fix the preliminary responsibility on employee.

2. Suspension

- i. The Managing Committee/ HOI may suspend an employee against whom any preliminary enquiry is initiated or misconduct is alleged, by issuing a specific order to that effect.
- ii. During the suspension period the employee shall be paid subsistence allowance at the rate of 50% of his/her gross salary for the first six months and if the period of suspension is extended due to reasons attributable to the employee under suspension, the subsistence allowance shall continue to be at the same rate.
- iii. Where the suspension period extends beyond six months for the reasons not attributable to the suspended employee, the subsistence allowance shall be at the rate of 75% of the gross salary of the subsequent period till the suspension is revoked.
- iv. The suspension order will contain such terms, conditions and other details as the Managing Committee/ HOI deems fit.
- v. The subsistence allowance to the employees shall be subject to PF and other statutory deductions.
- vi. The Managing Committee/ HOI may revoke the suspension of the employee at any time it deems fit for the reason considered appropriate and such action by Managing Committee/ HOI may not necessarily imply the dropping of charges against the employee. In such cases the employee is not entitled to any payment, for the period he was under suspension, in addition to the subsistence allowance already paid to him during the suspension period.
- vii. In case the Managing Committee/ HOI decides to drop the 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.
- viii. In case the employee, after an enquiry, is held guilty of misconduct he shall not be entitled to any payment in addition to the subsistence allowance paid to him during the suspension
- ix. In the event of any investigation under Criminal procedure code (CPC) being initiated against an employee and if such employee suffers police custody for more than 48 hours, the Managing Committee/ HOI may consider keeping such employee under suspension by paying a subsistence allowance of 50% only of the gross salary.

- x. Where any investigation under CPC relating to the offence of moral turpitude committed by an employee is initiated such employee shall be kept under suspension by paying 50% only of his gross salary as subsistence allowance for the said period of suspension.
- xi. The period of suspension can extend beyond one year in case of circumstances referred to (i) and (j) above.

3. Disciplinary Procedure

- i. In case of misconduct or any irregularity the Managing Committee / HOI may hold a preliminary enquiry by constituting an Enquiry Committee of one or more persons who may be members of National Education Society.
- ii. The Managing Committee / HOI based on the report of any preliminary enquiry committee or on its own findings may issue a show cause notice to the employee stating the nature of misconduct and seeking explanation from him by giving time of 48 hours to 8 days for submission of such explanation.
- iii. If the Managing Committee / HOI is not satisfied with the explanation or when no explanation is received, it shall frame a charge-sheet / office memo giving the details of the charges and issues of memorandum charges to the employee.
 - a. A charge-sheet / office memo intended to be served on an employee and which the said employee refuses to accept shall be deemed to have been served on him if such refusal takes place in the presence of another employee and action has to be recorded by the person who is delegated to serve.
 - b. Copy of charge sheet / office memo which is sent through registered post to the employee at his last recorded residential address, shall be deemed to have been served on the said employee even when he refuses to accept the delivery of the registered post.
- iv. On the receipt of the reply of the charge-sheeted employee the Managing Committee / HOI may not hold domestic enquiry if it finds that the misconduct is of nature that attracts minor penalty. The Managing Committee / HOI may then proceed to impose such minor penalty.
- v. The Managing Committee / HOI shall appoint an independent enquiry officer to hold domestic enquiry against the employee if the misconduct is of a nature attracting major penalty.
- vi. The Managing Committee / HOI 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 also pending, by holding domestic enquiry against such employee.
- vii. Irrespective of any outcome of the criminal proceeding as noted in clause © above, the employee shall not be exonerated from the charges against him which are the subject matter of the domestic enquiry being conducted against him.
- viii. Domestic enquiry against an employee can be conducted through an independent Enquiry Officer or an Enquiry Committee comprising of one or more persons from among the responsible persons from any institute of Members of National Education Society.
- ix. The Managing Committee / HOI shall appoint such Enquiry Officer or Enquiry Committee by a specific order stating the terms and conditions of the enquiry and stipulate the period for completion of the enquiry. Such period may be extended where there are reasonable grounds for such extension.
- x. During the conduct of domestic enquiry the charge-sheeted employee may be allowed, if he so requests in writing, to have the assistance of an advocate with the prior permission of the enquiry committee. Similarly the employer will also be allowed to utilize the services of a lawyer or any other outsider. Both the parties are required to give the lists of their witnesses.

- xi. The Enquiry Officer may fix procedure to conduct the domestic enquiry to ensure fair and proper opportunity to both the parties. He has power to fix date, time and place of enquiry as he deems fit.
- xii. On completion of the evidence on both sides, the charge-sheeted employee and the management representative may submit their argument either orally or in writing as deemed necessary by the Enquiry Officer. The Enquiry Officer, on the basis of documents and evidence on records, shall submit a report regarding his findings and reasons thereof to the Managing Committee / HOI.
- xiii. The management on receiving the report of findings of the Enquiry Officer shall serve a copy of such report on the charge-sheeted employee seeking explanation as to why the report should not be accepted by the Managing Committee / HOI.
- ivx. On receiving representation from the employee, the Managing Committee / HOI shall consider all factors and documents in the light of the findings of the Enquiry Officer and also taking into consideration the employee's representation, shall come to a conclusion as to whether the charges of misconduct against the charge-sheeted employee have been established and decide either to exonerate the employee or impose punishment (refer (iv) punishment below) by issuing a specific order to that effect.
- xv. The Managing Committee / HOI shall ensure to record initiation of disciplinary action, suspension, issue of charge-sheet and imposition of penalty in the service book of the employee at appropriate stage of the enquiry.
- xvi. In case of imposition of penalty of dismissal from service the employee shall not be entitled to any compensation from the institution or any other payments except the legal dues which are not subject to forfeiture by any law.
- xvii. In case of misconduct of the nature stated in Section 4 of the payment of the Gratuity Act, 1972, the Managing Committee / HOI shall forfeit gratuity payable to the employee after giving an opportunity to the employee to submit his explanation.
- xviii. The Managing Committee / HOI while following the procedure of disciplinary action shall also comply with provisions of other laws applicable to the institution in respect of disciplinary action.

4. Punishment/Penalty

The Managing Committee / HOI can impose the following penalties/punishments on its employee as may be appropriate.

- i. Minor Punishment / Penalty (HOI is Authorized)
 - a. Censure and record in the service book.
 - b. Suspension for a period of seven days or less.
 - c. Monetary fine not exceeding 25% of monthly gross salary.
 - d. Absence from duty to be treated as leave without pay.
 - e. Late attendance to be treated as casual leave/ leave without pay.
 - f. Recovery from pay of the whole or part of any pecuniary loss caused to the institution by the act of negligence of an employee.
- ii. Major punishment (Managing Committee – NES)
 - a. Dismissal from service.
 - b. Compulsory retirement.
 - c. Reverting to lower rank.
 - d. Withholding of increment/s
 - e. Disentitlement of increments temporarily or permanently.
 - f. Withdrawal of benefits extended by the employer.

HR 505 CESSATION OF EMPLOYMENT

1. Termination of employment – on certain specific grounds

Managing Committee/ HoI is competent to terminate the services of any employee in the following cases and such termination may be without any notice or salary in lieu thereof:

- i. Where an employee is adjudged as a person of unsound mind by the competent court.
- ii. Where an employee is adjudged insolvent.
- iii. Where an employee is guilty of any mis-conduct or guilty of any act of indiscipline.
- iv. Where an employee is guilty of insubordination.
- v. Where an employee is working or behaving against the interest of the Society/Institute either directly or indirectly.
- vi. Where an employee habitually remains absent from duties or is habitually negligent of his work otherwise careless in discharge of his duties.
- vii. Where an employee is convicted in criminal case amounting to moral turpitude.
- viii. Where employee is participating in strike, picketing and inciting others to go on strike, go-slow, mass leave or causes damage to the property of the society/institutes, holds demonstrations/ meetings within the premises of society/institutes or in the vicinity of residences of the member or officer/HOI of the society/ institute.
- ix. Where an employee indulges in drunken behavior, fighting, riotous acts, disorderly or unlawful acts, or indecent behavior with female workers or any other person.
- x. Where an employee is found to have accepted/ engaged in a job elsewhere either of contractual or any other nature without permission of the Management.
- xi. Where an employee is found to have contested election of political nature /accepting a political assignment without permission of the management.
- xii. Where an employee is found to have committed any breach of Marriage Law applicable to him/ her either before or after joining service.
- xiii. Where an employee refuses to offer himself/herself for or cooperate in any interrogation/ enquiry/ investigation held by the Management/HoI or at its behest or refuse to accept charge-sheet, suspension order or memo or notice or letter or order signed by the superiors.
- xiv. Where it is found that an employee has committed breach of any of the Rules framed by the Management/ HoI concerning his/her conduct as stated in Code of Conduct, tent amounting to misconduct.
- xv. Where an employee ill-treats any other employee, students, their parents or causes discrimination among students or carries any prejudice for or against any subordinate employee or any student.
- xvi. Managing Committee/ HoI may frame any other rule for this purpose from time to time.

2. Cessation of employment on retirement.

- i. The employee shall cease to be in the service of the society or its institution from the last day of the month in which he/she attains the age of retirement which shall be 60 years or as amended from time to time.
- ii. The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- iii. If the retiring employee has accumulated leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal /HOD and appropriate sanction by Managing Committee of NES.

- iv. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments like Adjunct Professors, Research Professor.
- v. Voluntary Retirement Scheme as per state government rules

3. Cessation of employment on expiry of tenure

The services of a contractual employee shall cease on the last day of the tenure of his Appointment after office hours (except in cases covered by 7 (c) or 8 (a) below. In such cases there will not be any notice of termination of employment or notice pay.

4. Closure of institution, branch, course etc.

Appointing authority may terminate the services of employee on the following grounds:

- i. Closure of any institution, division, branch, section, course etc., on account of inadequate workload, insufficient admissions, non-availability of proper teaching staff.
- ii. Or any other ground which is beyond the control of the appointing authority including financial, academic & administrative non-viability.
- iii. Employee whose services are terminated under this provision may be compensated as decided by Managing Committee/ Hol.

5. Compulsory retirement:

The services of an employee may be terminated by compulsory retirement before superannuation under provisions as laid down by management from time to time or as per KCSR

6. Cessation of employment by employer

- i. The appointing authority may terminate the services of a probationary employee at any time during the probationary period without any notice or salary in lieu thereof.
- ii. The appointing authority may terminate the services of a confirmed employee by giving three months prior notice or three months salary in lieu thereof.
- iii. The appointing authority may terminate the services of a contractual employee at any time during the tenure of employment of such employee.

7. Cessation of Employment by Employee:

- i. Contractual employee or a probationary employee may resign prior to completion of the tenure of contractual period / probationary period, from his/her post by giving one month's prior notice or one month's salary in lieu thereof.
- ii. A confirmed employee may resign from his post by giving three months' prior notice or three months gross salary in lieu thereof.
- iii. Resignation by an employee shall take effect only on its acceptance by the appointing authority / Hol and on issue of relieving order.
 - (a) Where an employee serves notice of resignation (of one month or three months, as the case may be) while on leave of any kind or on vacation, the period of such notice will be deemed to commence on the date of resumption of duty by the employee.
 - (b) Where an employee serves notice of resignation (of one month or three months, as the case may be) and goes on any kind of leave, the notice period stands extended by the period of such leave availed or such period of leave will be regarded as shortage in the notice period.

HR 600 SERVICE MAINTAINANCE OF EMPLOYEES

HR 601 COLLECTION OF SERVICE AND MAINTENANCE OF POLICIES FOR EMPLOYEES

A personnel file shall be opened for all employees.

The personnel file shall contain the following:

- i. Application of the candidate
- ii. Bio-data
- iii. Certificates of birth, education, marital status and medical fitness
- iv. Written comments of reference, if any
- v. Appointment letter / Contract letter
- vi. Joining Report
- vii. Job Description, Performance & Development Plan
- viii. Personal details of employees like permanent/current address/blood group
- ix. Relieving letter or experience certificate from the previous employer or last employer
- x. Letters of annual salary revisions & copies of performance appraisal
- xi. Two colour passport size photograph
- xii. Memos issued, reply to above, reports of enquiry committees / suspension order / termination on disciplinary grounds etc
- xiii. Any other personal memos
- xiv. Resignation / Contract termination letter
- xv. No Claim Certificate
- xvi. Any other information deemed appropriate by JNNCE

The HR department will maintain personnel files and Service Register of all employees including those at office. The employees would have to inform HRIC in writing when there are changes regarding marital status or contact address.

HR 602 REVIEW AND REVISION

Manual Drafting Committee.

- i. Sri S.N. Nagaraja - Secretary - NES
- ii. Dr.P.Narayana – Director
- iii. Sri. M.Shankar Rao – Director
- iv. Prof.T.S.Hoovaiah Gowda- Registrar – NES
- v. Prof.N.K.Hariyappa – Asst. Registrar – NES
- vi. Dr.H.R.Mahadevaswamy – Principal
- vii. Dr.L.K.Sreepathi – Vice Principal
- viii. Smt.Savitha Madhav – Manager – Human Resources

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 reproduced without permission of the NES managing committee

HR 603 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 guidelines / KCSR will be ultimate guideline

HR 604 DISPENSATION

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

HR 605 MAINTENANCE AND DISTRIBUTION OF MANUAL

The Human Resources Department is the custodian of this Manual. All enquiries and matters related to this Manual should be addressed to the Chief HR Officer of the Group. Each HR Manual will be individually numbered. The HR Division will maintain a record of the distribution of the HR Manual. All updates will reflect the revision date and will be copied to the authorized users as mentioned above. The CHRO will maintain a record of all updates to the HR Manual and circulate all revisions and updates.

HR 700 Appendix

Abbreviations

AICTE	All India Council of Technical Education
CAAC	Career Advancement Assessment Committee
CAS	Career Advancement Scheme
CL	Casual Leave
EL	Earned Leave
EMI	Easy Monthly Instalment
ESIC	Employee State Insurance Corporation
EPF	Employee Provident Fund
GC	Governing Council –JNNCE
Hol	Head of Institution
HoD	Head of Department
LOP	Loss of Pay
Managing Committee	Managing Committee of NES
MIS Portal	Management Information System Portal
NES	National Education Society
SCL	Special Casual Leave
QIP	Quality Improvement Program

CAS01::API :: Teaching faculty to use the API as an indicator to set goals and reviews during the academic year

Jawaharlal Nehru National College of Engineering, Shivamogga

CATEGORY 1:: TEACHING					
CATEGORY	CRITERIA	Professor	Associate Professor	Assistant. Professor	Evaluation Criteria
1	DIRECT TEACHING Students results	20	20	30	At least 50% of the class strength (students) must have attained first class & above. In addition a. Pass percentage > 75% 20 / 30 point b. Pass % > 70, 10 / 15 points c. Pass % > 60, 5 / 10 points. d. <60% pass 0 points.
1	EXAMINATION DUTIES	5	5	5	Question Paper Setting, Invigilation, Evaluation of Answer Scripts
1	INNOVATIVE TEACHING	20	20	20	To be recorded and evidenced. The same shall be evaluated by expert panel.
1	STUDENT FEEDBACK SCORE	10	10	10	Minimum of 80% of the students of the class shall give the feed back with a minimum threshold of 70% score A. 70% 7 points. 5 points increment for every 5% increase to a Max of 10 points.
TOTAL SCORE OF CATEGORY I		55	55	65	
CATEGORY 2 :: PROFESSIONAL DEVELOPMENT					
2	STUDENT RELATED CO CURRICULAR ACTIVITIES	5	5	10	
2	CORPORATE LIFE AND MANAGEMENT	5	5	5	
2	PROFESSIONAL DEVELOPMENT ACTIVITIES knowledge updation, teaching competency	25	25	25	Shall be evaluated by expert panel. Excellent 20 points Very good 15 points Good 5 points. Otherwise 0 points
TOTAL SCORE OF CATEGORY II		35	35	40	
CATEGORY 3 :: RESEARCH & PUBLICATIONS					
3	RESEARCH, PUBLICATION IN JOURNALS	20	20	10	
3	BOOK PUBLICATION OR CHAPTER IN BOOK	5	5	5	
3	RESEARCH PROJECTS funded projects	15	15	10	
3	RESEARCH GUIDANCE	5	5		
3	AWARDS, FELLOWSHIP, PAPER, LECTURES	5	5	10	
TOTAL SCORE OF CATEGORY III		50	50	35	
CATEGORY 4 :: PERSONALITY TRAITS					
4	VALUES discipline, peer relationship, institutional behaviour, team work,	10	10	10	
TOTAL SCORE OF CATEGORY IV		10	10	10	
GRAND TOTAL (Total		150	150	150	



CAS02::Goal Sheet :: Employees to use this template to set goals and for reviews during the academic year

Jawaharlal Nehru National College of Engineering, Shivamogga

Appraisee Name :	Reviewer Name :
Designation:	Date of review:
Department:	Period of Review :
Signature & Date of the appraise:	Academic year :
Signature & Date of HoD/ Vice Principal / Principal :	Signature of Vice Principal / Principal (Reviewing authority)

- Take additional sheets if information details are large.
- Target set shall be tangible and physically measurable
- Read the Academic Performance Indicators and the weightages before you begin your goal setting

GOAL SHEET

Sl. No.	KEY PERFORMANCE AREAS	ACTIVITES /TASKS	PRESENT STATUS	TARGET	ACHEIVEMENT
1	TEACHING				
2	RESEARCH				
3	PUBLICATION				
4	KNOWLEDGE APPLICATION				
5	ADMINISTRATION				



CAS03 : : AGP score card : : Employees to use this indicator to plan their career advancement in terms of upward movement of AGP

Jawaharlal Nehru National College of Engineering, Shivamogga

AGP SCORE CARD

Stages of AGP	Stage 1 @ 6000 at the time of recruitment at entry level	Stage 2 @ 7000	Stage 3 @ 8000	Stage 4 @ 9000	Stage 5 @ 10000	Stage 6 @ 12000
Service Requirement		5 YEARS @ 6000	5 YEARS @ 7000	3 YEARS @ 9000	3 YEARS @ 10000	10 YEARS AS PROFESSOR
Parameters		2 training of 2 weeks & 2 trainings of 1 week in relevant subject	2 training of 2 weeks & 2 trainings of 1 week in relevant subject + 3 publications	3 publications (excluding publications made for attaining doctorate)	5 publications (excluding publications made for attaining doctorate)	Post doctroal, awards, Honours , patents
Evaluation		All the parameters will be assessed by the expert panel				

LETTER OF ACCEPTANCE OF JNNCE SERVICE RULES

From,

Dr./ Mr/ Mrs.

Department of

Jawaharlal Nehru National College of Engineering (JNNCE)
Navule
Shimoga - 577204

To,

The Principal,

Jawaharlal Nehru National College of Engineering (JNNCE)
Navule
Shimoga – 577204

I have received the Human Resources Manual (Service Rules) copy provided to me.

I agree to abide by the rules and regulations as mentioned in the Human Resources Manual (Service rules) copy.

Signature:

(Name of the employee)

Date:

NATIONAL EDUCATION SOCIETY (R.)

NES Institutions

Sl. No.	Name of the Institutions	Year of establishment
1	National P.U. College (High School Section) Shimoga.	1946
2	Kasturba Girls College (High School Section) Shimoga.	1954
3	National Higher Primary School, Shimoga.	1956
4	National P.U.College (High School Section) Konandur.	1960
5	National P.U.College (High School Section) B.R.Project.	1962
6	Jayaprakash Narayan P.U.College (High School Section) Shimoga.	1963
7	National College of Education, Shimoga.	1963
8	National High School, Kumsi.	1964
9	National High School, Chilur.	1964
10	Sri Thirthalingeshwara National High School, Belagutti.	1964
11	Sri Padmamba High School, Humcha.	1964
12	Kamala Nehru Memorial National College of Arts, Science And Commerce for Women's, Shimoga.	1965
13	Acharya Tulsi National College of Commerce, Shimoga.	1966
14	C.B.R. National College of Law, Shimoga.	1966
15	National College of Pharmacy, (D.Pharm), Shimoga.	1967
16	Sharavathi National High School, Harige.	1969
17	Sharadadevi Girls High School, Shimoga.	1970
18	National P.U.College, Shimoga.	1972
19	Kasturba Girls P. U. College, Shimoga.	1972
20	National P.U.College, Konandur.	1972
21	Jawaharlal Nehru National College of Engineering, Shimoga.	1980
22	National P.U.College, B.R.Project.	1983
23	Sharavathi First Grade College, Konandur.	1983
24	National Lower Primary School, Shimoga.	1983
25	Indian High School, Shimoga.	1983
26	Jayaprakash Narayan P.U.College, Shimoga.	1984
27	National College of Pharmacy (B.Pharm), Shimoga	1985
28	S.R.N. Memorial National College of Applied Sciences, Shimoga.	1991
29	Sri. Thirthalingeshwara National P.U.College, Belagutti.	1994
30	Girimaji Rajgopal National Institute of Computer Science, Shimoga.	1995
31	Girimaji Rajgopal National Institute of Management, Shimoga.	1996
32	National Independent P.U. Science Residential College, Konandur.	2000
33	National Residential School, Konandur.	2000
34	National College of Pharmacy (M.Pharm), Shimoga.	2003
35	General Kariyappa Rastriya Daihika Shikshana Mahavidyalaya.	2007
36	Kadidal Manjappa National D.Ed College, Konandur.	2007
37	D.S.Dinkar National Polytechnic, Shimoga.	2008
38	National Public School, (CBSE), Shimoga.	2008
39	National I.T.I. College, Kumsi.	2008
40	NES Institute of Advanced Studies, Shimoga.	2009
41	National Pre-Primary School, Shimoga.	2011

