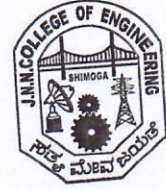




NATIONAL EDUCATION SOCIETY(R.)




JAWAHARLAL NEHRU NEW COLLEGE OF ENGINEERING

# HUMAN RESOURCE MANUAL

Version 2.0

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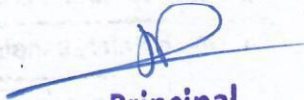


  
Principal  
J N N College of Engineering,  
Shivamogga.

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**Principal**  
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## 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.5,000/- for enrolling in a professional body
- ii. Faculty may be given an incentive of Rs. 25,000/- 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. 1,116/-
- 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. Guidelines

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:

- All regularized employees only and calculated from the date of regularization
- At the time of retirement or resignation or on superannuation, an employee should have rendered continuous service of not less than five years.
- 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 6 months between the last installment of the advance salary availed and request for new one.
- iii. Advance Salary will be sanctioned based on the approval of Principal and Management. The upper limit for the advance salary shall be mentioned as below:
  - a. Gross Salary beyond 50000/- are eligible for Max Rs.75000/- Recovery period 12 instalments
  - b. Gross Salary below 50000/- are eligible for Max Rs.50000/- Recovery period 20 instalments
- iv 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 1<sup>st</sup> 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 1<sup>st</sup> 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.