



SERVICE RULES

w.e.f 1-1-2012

Applicable to Employees
of
NEW HORIZON COLLEGE OF ENGINEERING
&
NEW HORIZON COLLEGE



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&
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CHAPTER – 1

DEFINITIONS

- 1. Academic Year**
The year specified by the Government of Karnataka or Visvesvaraya Technological University or Bangalore University
- 2. Calendar Year**
Period of 12 months commencing from 1st January and ending with 31st December
- 3. Chairman**
Chairman of the New Horizon Educational Institution
- 4. Managing Trustee**
Managing Trustee of New Horizon Educational & Cultural Trust
- 5. Executive Director**
Executive Director of New Horizon Educational Institution
- 6. Head of the Institution**
Person appointed by the Management and designated as Principal, who is responsible for the day to day running of the Institution in its academic and administration matters and who is accountable to the Management.
- 7. Director**
Person appointed by the Management and designated as Director, who is responsible for the day to day running of the Institution in its academic and administration matters and who is accountable to the Management.
- 8. Management**
Chairman and Executive Director of New Horizon Educational Institution and the Board of Trustees of New Horizon Educational and Cultural Trust. The Chairman will issue all orders and circulars from time to time.
- 9. NHEI**
Stands for New Horizon Educational Institution
- 10. Scale**
Pay and allowances paid for the month and inclusive of Management contribution towards Provident fund paid, if any and any other allowances.

11. Pay

Monthly payment made to employees consisting of basic pay and other allowances as a matter of discretion by the Management, not a matter of right for those in scale of pay or consolidated engagement payment for temporarily employed full time persons.

12. Faculty

Faculty is a person who provides complete education to students- in terms of teaching, training, counseling & mentoring

13. Non- Teaching Staff

An employee whose duties are managerial-clerical in nature

14. Non- Teaching Technical Staff

An employee whose duties are technical in nature

15. NHCE

Stands for New Horizon College of Engineering

16. NHC

Stands for New Horizon College

SERVICE RULES

These service rules apply without exception to all employees in the service and appointed by the New Horizon College of Engineering & New Horizon College.

TERMS AND CONDITIONS OF SERVICE

1. Salary shall be determined from time to time in accordance with the AICTE/UGC/State Govt., / University scale of pay and allowances or revisions as prescribed by the Management for each appointment.
2. The superannuation age shall be 60 years for both teaching and Non-teaching staff of NHCE & NHC.
3. The date of retirement will be on the last day of the month on which the staff member attains age of superannuation. If the date of birth is on the first of the month, the staff member shall be considered to be retiring on the last working day of the previous month.
4. The date of birth mentioned in the tenth standard marks card of the staff member shall be considered as most authentic for all purposes. In the cases of illiterate staff members, the notarized affidavit by the staff member shall be considered as most authentic for all purposes.
5. The Management is at liberty to transfer its employees within its Institutions.
6. The list of Calendar of Events/holidays for every year shall be prescribed by the competent authority.

CHAPTER – 2

SERVICE RULES & CODE OF CONDUCT – FACULTY

- 2.1 Faculty shall strictly observe the rules framed by the Management in order to maintain discipline and academic progress of the Institution.
- 2.2 Faculty shall not inflict corporal punishment on students for any misbehavior. He /She shall send intimation to the parents or guardians through the Principal/Director/ Head of the Department of the Institution.
- 2.3 Subscriptions (money or any material) are to be collected only when instructions are issued by the management and the amount or material collected shall be handed over to the Principal/ Director of the Institution immediately.
- 2.4 On no account shall the College affairs be divulged to anyone. The Faculty is strictly prohibited from making adverse comments or criticizing their colleagues, Principal/ Director or the Management.
- 2.5 Faculty shall participate in all College functions and activities and co-operate with the Principal /Director of the Institution in conducting them in a fitting manner. They shall take part in games, sports and other cultural activities organized by the college.
- 2.6 Faculty shall gain administrative experience and shall not shirk when called upon to take any administrative responsibilities.
- 2.7 Faculty who is found to exhibit physical or mental imbalance will be made to undergo medical examination by a competent doctor in any recognized hospital/nursing home, approved by the Management. His /Her continuation in employment will be decided on the basis of the medical report.
- 2.8 Faculty shall be punctual and ensure that he/she is present in the college premises at least ten minutes prior to the commencement of the scheduled class, in the event of an

emergency leading to his/her inability to attend a lecture; he/she shall intimate the college authorities as early as possible.

- 2.9 In case of a planned absence, the Faculty going on leave will have to arrange one of his/her teacher colleague to engage classes during his/her absence. The Principal / Director/ Head of the Department and the students of the affected classes shall be kept informed of the temporary changes.
- 2.10 Faculty has to attend Faculty meetings and adhere strictly to the Calendar of Events. Faculty has to collect their class attendance register personally from the office prior to the commencement of the semester. The attendance may be marked in the beginning of the class in the register as well as in the attendance slip and the same to be forwarded to the office within stipulated time.
- 2.11 During teaching hours, Faculty shall not indulge in any kind of irrelevant conversation or discussions in the College premises with other staff members, visitors or parents.
- 2.12 The Faculty has to ensure that his /her mobile is kept in silent mode during the College working hours and is handed over to their department office at the beginning of the college and collect while leaving the college.
- 2.13 Faculty shall train students to follow rules, cleanliness, and model behavior.
- 2.14 Faculty shall give sufficient attention towards educational progress and all-round development of their students.
- 2.15 Faculty shall prepare all necessary teaching aids for which material can be obtained from the College administration department
- 2.16 Faculty shall report to the HOD / Principal / Director at every stage about the performance of under-performers in their subjects and shall conduct special classes and ensure that these students improve their performance.

- 2.17 Representation for the redressal of grievance, if any, shall be made through the Principal / Director of the College. No direct contact of any members of the Management shall be made under any circumstances. Staff shall not air their grievances in public and thus bring disrepute to the Institution or to the Management.
- 2.18 Faculty members are not permitted to make any joint representation to the Principal/ Director or to the Management.
- 2.19 Faculty shall not indulge in any political or other activities or organize or instigate others into joining any activity which is detrimental to the interests or reputation of the Management or the Institution.
- 2.20 All teaching staff shall be present on the closing day and reopening day of the College, failing which they shall forfeit their salary for the entire period of the vacation.
- 2.21 Faculty shall carry out all administrative and academic instructions issued by the Principal/ Director /Management of the Institution.
- 2.22 Faculty shall not through any means publish in his/her name or anonymously or in the name of other person, any communication to the press (print or electronic or any other form) or in public utterance, make any statement or express an opinion which may result in adverse criticism or embarrassment to the Institution or to any member of the Institution thereof. No staff member shall speak to any form of news media about any issue related to the Institution or any person working for the Institution without the written consent of the Principal/Director/Management/HOD.
- 2.23 Faculty shall not join or continue to be a member of an association or activity or engage or participate in any demonstration/protest that is contrary to the philosophy of the Institution.
- 2.24 Faculty shall not shirk from attending courses/seminars/ conferences whenever directed by the Principal /Director / Management / HOD.

- 2.25 The working hours of the teaching staff shall be eight hours from Monday to Friday. First and third Saturday of every month is holiday and second & fourth Saturday is full working day. The working hours may be amended by the Head of the Institution / Management as and when required, suiting the needs of the Institution.
- 2.26 All appointments shall be on probation for a period of one year from the date of their appointment. The Management can exempt or modify the period of probation of any appointment. During the period of probation, an employee shall be liable to be discharged from the service of the Institution without assigning any reason thereof. On satisfactory completion of the period of probation, the employee shall be regularized in the post.
- 2.27 During Probation period, no request for resignation will be entertained.
- 2.28 In case any Faculty wishes to resign/ desire to get relieved, he / she shall give two months advance notice in such a way it is coinciding with the end of the semester.
- 2.29 If he / she resigns within two months of semester beginning and wants to get relieved immediately, he / she needs to pay 2 months gross salary to the Institution and also has to pay the equal amount of salary drawn during semester break.
- 2.30 In case if Head of the Department wishes to resign/ desire to get relieved, he / she shall give 3 months advance notice in such a way it is coinciding with the end of the semester. If he / she resigns within 3 months of semester beginning and wants to get relieved immediately, he / she needs to pay 3 months gross salary to the Institution and also has to pay the equal amount of salary drawn during semester break.
- 2.31 In case the work or conduct of a Faculty is found to be unsatisfactory or if he/she absents himself /herself without prior intimation or disobeys the rules and

regulations of the Institution or violates the instructions issued by the Principal/ Management, he/she is liable to be terminated from the service.

- 2.32 Faculty will not be permitted to appear for any external examinations to acquire additional qualifications without the prior permission from the Management. But, if Faculty desire to acquire professional qualifications, they can do so by going on leave for the entire duration of the course without any financial commitment whatsoever on the part of the management, or enter in to agreement with the Institution to enroll for such courses & avail benefits during the course of study provided the higher qualification proposed to be acquired is useful to the institution.
- 2.33 No Faculty shall leave the College Campus without the Principal's / Director's / HOD's written permission between the signing-in and signing-out of attendance register on all working days. Teacher desiring to leave the College premises for short time during working hours has to seek the Principal's / Director's / HOD's permission, if permitted by the Principal/ Director, he/she shall fill the Out Pass form & use the Biometrics device installed in the main gate for Punch out or enter into the movement register clearly mentioning the time while leaving the College Campus, the purpose for leaving the College Campus and the expected return time. On return, the staff member shall enter the actual time of return in the movement register or he /she shall do biometrics Punch-in in the main gate.
- 2.34 The Faculty's conduct, speech and dress, shall be exemplary. Modesty, smartness and appropriateness must be the guiding factor in the way they dress.
- 2.35 In case of emergency, the Faculty is required to work even on Govt. declared Holidays to facilitate student's progress.
- 2.36 The Faculty shall protect the Institutional property. Any damage is caused due to negligence, shall be recovered from the concerned Teacher's salaries.

- 2.37 No Faculty shall undertake private tuitions or any other assignments in any other Institutions, Government department, NGOs etc., without explicit permission from the Head of the Institutions.
- 2.38 No Faculty shall knowingly or willfully neglect his /her duties. Faculty is expected to record wherever required by the regulations, register and all academic marks of the students from time to time in particular at the reopening of the college and at the end of the term semester of the college. Each year Faculty must supply statistical and other data required by the Head of the Institution.
- 2.39 Faculty has to ensure that his / her mobile is kept switched off during the college working hours.

CHAPTER – 3

SERVICE RULES & CODE OF CONDUCT –

NON TEACHING - ADMINISTRATIVE / TECHNICAL STAFF

- 3.1 All non-teaching/technical staff are categorized as Non-Teaching Administrative staff / Technical staff.
- 3.2 The working hours of the non - teaching Administrative / technical staff shall be eight hours from Monday to Friday. . First and third Saturday of every month is holiday and second & fourth Saturday is full working day. The working hours may be amended by the Head of the Institution / Management as and when required, suiting the needs of the Institution.
- 3.3 Every member of the Administrative / Technical Staff is expected to be punctual and prompt.
- 3.4 It is the duty of the each member of the staff to see that the furniture in the office room / lab shall be neatly organized and the room/ labs should be kept clean.
- 3.5 Extreme care shall be exercised while dealing with all the visitors. Staff members are expected to be courteous in speech and attitude at all times towards the students, visitors and parents.
- 3.6 At the end of working hours, each staff member shall lock up all his/her papers / files in the cabinets allotted and they shall ensure that nothing is left outside. Large registers may be kept on the side racks.
- 3.7 One set of keys of each of the cabinet and table drawer shall be kept by the staff members while the duplicate keys duly labeled shall be placed on the key-board, so that in their absence the Administrator/ HOD may have access to the materials in the cabinets and table drawers.
- 3.8 The duties of the staff will be allocated by the Head of the Department. Duties of the Office Executives are to be rotated regularly, so that over a period of time each Office Executives acquires the experience and skill of all departments.

- 3.9** The staff members shall maintain a list of details of files, registers, CDs, pen drives, etc. assigned to him/her. This list shall be regularly updated as and when changes occur.
- 3.10 Staff members to ensure that letters are allocated and appropriate file numbers are to be given based on the main subject matter. In case a particular letter/paper relates to more than one subject then a copy of the letter/paper shall be placed in the files of the subjects it relates to.
- 3.11 The proper management of correspondence in an office depends greatly on accurate filing of letters and appropriate notations in the INWARD and OUTWARD registers. No correspondence shall leave the office without an OUTWARD register entry and the serial number of the register noted in ink on the letter immediately following the letter number. Similarly every letter received shall have the INWARD register serial number written on it at the time of its receipt in the office. The number of the file on which the letter will be acted upon shall also be entered on the letter and the INWARD register. No incoming letter shall be filed or circulated without these details being endorsed on the letters at the INWARD stage.
- 3.12 Where letters are delivered by hand rather than by post or by courier the recipient details of such letters shall be noted in the INWARD register.
- 3.13 Correspondence made and received through E-Mails shall be printed and be handled in the manner normal conventional mails are dealt with. The same applies to the replies going out on Electronic medium or arrange soft copy of folders in usable friendly manner. Passwords shall not be changed without written consent from the department Head.
- 3.14 All issues pertaining to "Purchase" and "Purchase orders" etc. shall be dealt with on purchase files. Correspondence pertaining to obtaining sanctions to incur expenditure towards a purchase or a job may be carried out on a file pertaining to the particular subject

in question. On finalizing the item to be purchased having received the sanction on file, further action shall be pursued on the corresponding purchase file.

- 3.15 Each purchase file is to be treated as a main file and retained in the office.
- 3.16 Proposals for purchase or for works shall be kept on a folder which would carry the number of parent file, followed by a serial number. On completion of the particular purchase or job, the papers are to be stapled together and placed in the main file.
- 3.17 The main file shall carry an index on its front cover inner side giving brief information on the proposals acted upon, including amount sanctioned and amount paid.
- 3.18 The purchase folder is the file that is circulated in pursuance of the purchase sanction. In case where the purchase or work is estimated to cost over rupees ten thousand the purchase folder shall carry a standard check list, listing all the milestones of the activities and the details of the suppliers/ contractors etc.
- 3.19 Staff members shall not through any means publish in his/ her name or anonymously or in the name of other person, a communication to the press (print or electronic or any other form) or in public utterance, make any statement or express an opinion which may result in adverse criticism or embarrassment to the Institution or to any member of the Institution thereof. No staff member shall speak to any form of news media about any issue related to the institution or any person working for the Institution without the consent of the Principal/Director/Management / Registrar.
- 3.20 Staff members shall not join or continue to be a member of an association or activities or engage or participate in any demonstration/protest that are contrary to the philosophy of the Institution.
- 3.21 Staff members shall not shirk from attending courses/ seminars/conferences whenever directed by the Principal/ Director/Management/Registrar.

- 3.22 All appointments shall be on probation for a period of one year, from the date of their appointment. The Management can exempt or modify the period of probation of any appointment. During the period of probation, an employee shall be liable to be discharged from the service without assigning any reason, at the sole discretion of the Management. The period of probation may be extended by the appointing authority by up to two terms of six months each on the merit of each case depending upon the probationer's performance. On satisfactory completion of the period of probation, the employee shall be regularized in the post.
- 3.23 During Probation period, no request for resignation will be entertained.
- 3.24 In case any permanent staff wishes to resign/ desire to get relieved, he / she shall give one month advance notice or 1 month's salary.
- 3.25 In case the work or conduct of any staff member is found to be unsatisfactory or if he/she absents himself /herself without prior intimation or disobeys the rules and regulations of the Institution or violates the instructions issued by the Principal/ Director, he/she is liable to be terminated from the service.
- 3.26 The staff members conduct, speech and dress, shall be exemplary. Modesty, smartness and appropriateness must be the guiding factor in the way they dress.
- 3.27 In case of emergency, the staff member are required to work even on Govt. declared Holidays.
- 3.28 The staff shall protect the Institutional property. If any damage is caused due to negligence, shall be recovered from the concerned staff's salaries.
- 3.29 The staff shall be punctual and ensure that he/she is present in the College premises at least ten minutes prior to the working hours, in the event of an emergency leading to his/ her inability to attend the office; he/she shall intimate the College authorities as early as possible.

- 3.30 No Staff shall leave the College Campus without the Principal's / Director's / HOD's / Registrar written permission between the signing-in and signing-out of attendance register on all working days. If permitted by the Principal/ Director/Registrar, he/she shall fill the Out Pass form & use the Biometrics device for Punch out or enter into the movement register clearly mentioning the time while leaving the College Campus, the purpose for leaving the College Campus and the expected return time. On return, the staff member shall enter the actual time of return in the movement register or he /she shall do biometrics Punch-in in the main gate.
- 3.31 No Staff shall knowingly or willfully neglect his /her duties.
- 3.32 Staff has to ensure that his /her mobile is kept switched off during the College working hours.

Chapter – 4

LEAVE RULES

4.1 No leave can be claimed as a matter of right by an employee. Discretion is reserved with the authority empowered to grant the leave, to refuse and / or to revoke grant of leave at any time according to exigencies of work, Leave can be availed only after getting it sanctioned.

The competent authority to sanction any kind of leave including casual leave is the Head of the Institution / Chairman.

4.2 An employee who desires to obtain leave of absence shall submit online leave application form through HRMS software to the competent authority. Such application for Leave shall be made well in advance prior to the commencement of leave except in exigencies or unforeseen circumstances including illness when it is not possible to do so. In such cases, the employee shall take steps to intimate his /her absence to the concerned authority before commencement of the leave. On return from the Leave, the employee shall submit the online leave application form within two working days. If the leave application is not submitted properly and in time, the leave will be rejected and for one day of unauthorized leave, one day salary will be deducted and necessary entries shall be made to record the same.

4.3 If an employee proceeding on leave desires an extension of leave, then he/she shall fill an online application form to the concerned authority appointed for the purpose at least 2 days prior to the expiry of the earlier leave period.

4.4 A written reply either of grant or refusal of extension shall be sent to the employee through HRMS software, if such reply is likely to reach before the expiry of the leave originally granted to him/her.

4.5 If the leave is refused or postponed, the reason for refusal or the postponement as the case may be, shall be mentioned in the reply.

- 4.6 No leave or extension of leave shall be deemed to have granted unless an order to that effect is passed and communicated to the employee concerned.
- 4.7 An employee shall, before proceeding on leave intimate to the competent authority his/her address while on leave, and shall keep the authority informed of any change in the address previously furnished.
- 4.8 Leave of absence is inadmissible to an employee who has been suspended from duty or against whom disciplinary action is initiated or contemplated. An employee under suspension shall not leave the station where his/her office is situated except with specific permission of the Chairman or Head of the Institution.
- 4.9 An employee may cancel whole or part of the leave applied and resume duty after the permission to do so is obtained from the competent authority.
- 4.10 An employee who has submitted his/her resignation letter will not be permitted to avail any leave during the notice period except for the proportionate casual leave at his / her credit.
- 4.11 No leave shall be granted beyond the date on which an employee is due to retirement on attaining the age of superannuation. All leave at credit shall lapse on attaining the age of superannuation.
- 4.12 All benefits of leave of an employee lapses on the date on which he /she ceases to be in the services of NHCE & NHC.
- 4.13 No employee of the Institution shall take service or accept any employment elsewhere while on duty or on leave.
- 4.14 An employee shall promptly rejoin duty on expiry of the leave sanctioned. If the leave sanctioned is on Medical grounds, a Hospital certificate along with hospital charges paid bill shall be produced while rejoining duty on expiry of such leave.
- 4.15 The Chairman and the Head of the Institution have the rights to recall and reduce the sanctioned leave period of any employee who is on leave of any kind, in case of any exigencies.

- 4.16 If an employee is recalled on account of exigencies of work cancelling the unexpired portion of leave, the employee shall report for duty immediately.
- 4.17 Overstay of leave shall entail the entire leave (sanctioned and non- sanctioned) on loss of pay even though sufficient leave is at credit unless it is established to the satisfaction of the sanctioning authority that the employee was unable to rejoin duty for reasons beyond the control of the employee.
- 4.18 All sick leave applications shall be supported by medical certificate along with hospital charges paid receipt from the hospital/ nursing home, acceptable to or nominated by the competent authority.
- 4.19 All leave application shall be routed through the proper channel.
- 4.20 Unauthorised absence from work for more than 07 days by the staff members, he / she shall not be permitted to report back to the work without the approval from the Management. The concerned department HOD is required to communicate the same to the Management through Head – Human Resources.

CASUAL LEAVE

- 4.20 All permanent teaching, technical and non-teaching staff members are entitled to twelve days of Casual leave (C.L.) in a calendar year.
- 4.21 In case of permanent staff members, they are eligible for 12 days of Casual leave with full pay in each calendar year. Six days of CLs will be credited in advance on Jan 1st and remaining Six CLs will be credited in advance on July 1st of each calendar year.
- 4.22 Casual leave - shall be reckoned per calendar year i.e. from 1st Jan to 31st December. These cannot be carried forward to the next calendar year. The unavailed casual leave shall lapse on 31st December.
- 4.23 All Probationers are entitled for casual leave at the rate of one day for every completed month. However one casual leave will be credited in advance on the 1st day of the month. The unused casual leave will lapse on 31st Dec.

- 4.24 Part - time / visiting employees are not entitled for any kind of leave.
- 4.25 The permanent employee can avail Casual leave up to 3 days at a time.
- 4.26 The competent authority can sanction up to 3 days of casual leave to staff member's .The casual leave beyond 3 days shall be the approved by the Chairman in case of extreme emergency.
- 4.27 C.L. shall not be availed without prior sanction of the sanctioning authority. The sanctioning authority may refuse to grant C.L., if he /she feel that the work cannot be managed due to functional reasons. In exceptional cases such as, an emergency caused due to sudden illness or death in the family, information shall be sent to the respective leave sanctioning authority in time enabling them to arrange a substitute.
- 4.28 Casual Leave could be availed for half a day either for the morning session or on the afternoon session on any working day. Casual leave availed on Saturday will be considered as one full casual leave.
- 4.29 Casual leave can be either prefixed or suffixed to general holidays but not both. If the casual leave is both prefixed and suffixed to general holidays, then one side of the holiday is included as a casual leave. If a casual leave is not available, then the leave will be considered as leave without pay.
- Leave cannot be prefixed or suffixed to first & third Saturday. Such leave will be treated as two days of leave.
- 4.30 Leave without pay shall not be granted in continuation of casual leave. Casual leave already granted if any, shall be cancelled and the leave without pay shall commence from the date on which the casual leave commenced.
- 4.31 Prior permission has to be obtained from the competent authority before proceeding on casual leave. In no case, an employee will be allowed to proceed on casual leave on frivolous grounds.

- 4.32 Staying away from duty without prior permission in the normal circumstances will be construed as absence without leave, resulting in loss of pay. Each day of “absence without leave” shall entitle to two days of pay deduction.
- 4.33 No leave of any kind can be availed of without prior sanctions. Absence without prior permission will be treated as Loss of Pay (L.O.P). Such absence may subsequently be regularized as C.L. if the competent authorities are satisfied with the given circumstances. Repeated absence without prior permission will be viewed as an act of indiscipline and suitable action will be initiated. If the leave application is not submitted properly and in time, the leave will be rejected and for one day of unauthorized leave, one day salary will be cut and necessary entries shall be made to record the same.
- 4.34 In the event that one does not have C.L. to his/her credit, the absence with prior permission will be treated as leave without pay.
- 4.35 Staff members frequently applying for leave due to sickness will have to produce physical fitness certificates from a registered medical practitioner.
- 4.36 10 minutes grace period is allowed to report to duty as per rules. If it crosses beyond 10 minutes is considered as ½ CL or ½ LOP.

VACATION LEAVE

- 4.37 Vacation leave will be decided by the Chairman / Head of the Institution from time to time
- 4.38 Staff members are entitled to avail vacations during an academic year. These vacations will normally coincide with the student’s vacation; however the exact dates of vacation for the staff members will be defined by the Head of the Institution. Staff on vacation can be called on duty by the Head of the Institution whenever the need arises. Disciplinary action will be initiated against the staff failing to report on duty when called during vacation.

- 4.39 Any staff resigning or planning to resign before the beginning of the semester/academic year cannot avail any vacation. If a staff resigns after availing any vacation, those days will be considered as loss of pay.
- 4.40 Vacation leave must be utilized in the vacation period only.
- 4.41 The payment of salary for the vacation period is subject to the conditions that the staff shall be present on duty on the last working day of commencement of vacation and the first working day on the reopening after vacation.
- 4.42 Staff members who are placed under suspension or against whom disciplinary action is initiated or contemplated will not be eligible to avail any leave benefit.
- 4.43 The vacation for Teaching, Technical and Non- Teaching staff is as under:
1. The permanent Teaching staff can avail 14 days of vacation leave i.e. 2 vacation slots of 7 days each in odd to even semester & 14 days of vacation leave i.e. 2 vacation slots of 7 days each in even to odd semester.
 2. The probationary Teaching Staff can avail 7 days of vacation leave i.e 1 vacation slot of 7 days in odd to even semester & 7 days of vacation leave 1 vacation slot of 7 days in even to odd semester
 3. Permanent Non – Teaching /Technical Staff can avail 7 days of vacation leave i.e 1 vacation slot of 7 days in odd to even semester & 7 days of vacation leave i.e 2 vacation slot of 7 days in even to odd semester
 4. The probationary Non – Teaching / Technical staff can avail 3 days of vacation leave during the semester break.
 5. Permanent Administrative Staff (including Library Staff) can avail 7 days of vacation leave i.e 1 vacation slot of 7 days in odd to even semester and 7 days of vacation leave 1 vacation slot of 7 days in even to odd semester.

- 4.44 Vacation slots will be assigned as Sunday – Sunday Slots. Vacations cannot be taken in any other ways except the Sunday – Sunday slots. CL may be clubbed with vacation leave with prior approval from the competent authorities. But such leave period should fall within semester break period only.
- 4.45 If a general holidays is in a given vacation slot, the general holiday will be considered as Vacation day. In other words, no additional vacation day will be given for the general holiday.
- 4.46 A faculty is to compulsorily do the assigned invigilation duties. Faculty cannot swap their invigilation duties. If a teacher is found not doing his / her assigned duties even on one day, he /she will forfeit all the vacation slots. If a vacation is taken, it will be considered as loss of pay.
- 4.47 Faculty can avail the vacation after academic duties have been fulfilled. Head of the Department to ensure that the teacher have fulfilled their academic duties including Internal Assessment & filling OMR sheets before allotting the vacation slot.

OOD & OED

- 4.48 The Faculty of NHCE & NHC are entitled for 7 days of OOD & 14 days of OED in a calendar year.
- 4.49 Affiliated university / the concerned board / the university, with whom New Horizon Educational Institution is having collaboration, may ask faculty members of NHCE & NHC for their examination work. Faculties may take up the same work upto 14 days in a year and it will be considered as On Examination Duty Leave. Attendance Certificate from the University / Board is compulsory for considering OED. Casual Leave to the credit of the teachers can be clubbed with the OOD/OED.

- 4.50 The Head of the Institution deposes / permits the Teacher member to attend NHCE & NHC work outside the Institution, it will be considered as On Official Duty.

EARNED LEAVE

- 4.51 Administrative officers including Principal, Director, Registrar, Deans are eligible for 21 days of Earned leave in a calendar year after completion of one year of continuous service in NHCE & NHC.
- 4.52 HODs and Chief Librarian are eligible for 30 days of Earned leave in a calendar year after completion of one year of continuous service in NHCE & NHC.
- 4.53 Earned leave must be utilized in that calendar year only. It will be decided by the Chairman or the Head of the Institution from time to time.
- 4.54 In respect to those administrative officers who joined during the middle of the calendar year , earned leave shall be credited at the proportionate rate of 2 ½ days for HODs and Chief Librarian and for Principal, Director, Registrar, Deans 1 ½ days for each completed month of service.
- 4.55 The credit for the half year in which an Administrative Officer is due to retire or resign from service shall be afforded at 2 ½ days for each month of service up to the date of retirement or resignation, subject to a maximum of 30 days in case of HODs and Chief librarian and 1 ½ days for Principal, Director, Registrar, Deans subject to maximum of 21 days. When an administrative officer is removed from the service or dies while in service, the credit of earned leave shall be allowed at 2 ½ days for each month of service up to the date of retirement or resignation, subject to a maximum of 30 days in case of HODs and Chief

librarian and 1 ½ days for Principal, Director, Registrar, Deans subject to a maximum of 21 days.

- 4.56 While affording credit of earned leave, fraction of day shall be rounded off to the nearest day.

MATERNITY LEAVE

- 4.57 Teaching women employees may avail Maternity leave till the completion of the semester. She may report back at the commencement of the next semester with full pay of two months only.
- 4.58 Non teaching women employees may avail Maternity leave up to 90 days, both pre-natal and post –natal with full pay for two months only.
- 4.59 Maternity leave is not admissible to a married woman having two or more living children. Maternity leave is admissible only twice in the entire service period of a woman employee including maternity leave sanctioned in case of miscarriage.
- 4.60 Woman employees appointed on purely temporary basis or with less than 2 years of service are not entitled for such leave.
- 4.61 Maternity leave shall be granted on the condition that such employee shall serve or shall have served any of the institutions belonging to the New Horizon Educational Institution for a period not less than two continuous years, failing which her leave shall be considered as “leave with loss of pay”.
- 4.62 Maternity Leave benefits will be given on returning to work. Woman employee returned back after maternity period, if resigns within one academic year, shall pay the benefits received during maternity period.

**LEAVE POLICY FOR PERMANENT & PROBATIONARY RESIDENT HOSTEL WARDENS
/ STORE KEEPER / STAFF NURSES**

- 4.63 Resident Staff members will be entitled for one day weekly off, as decided by the Head of the Institution/ Department.
- 4.64 Weekly off can be availed with casual leave.
- 4.65 Resident staff members are eligible for 21 days of vacation leave in a calendar year. Those who join in the middle of calendar year, the vacation shall be credited at the proportion rate of 1.5 days for each completed month of service.
- 4.66 Vacation leave of maximum 7 days can be availed at one time.
- 4.67 No prefix & suffix can be taken along with the vacation leave.
- 4.68 Encashment of unavailed portion of vacation leave will be permitted up to a maximum number of 15 days

Chapter – 5

GENERAL CONDITIONS

Following are the other terms and conditions:

5.1 VOLUNTARY RETIREMENT -

Voluntary Retirement: A person may be permitted to retire from service at any time.

- (i) After completion of qualifying service of not less than 15 years
- (ii) On attaining the age of 50 years

Conditions governing voluntary retirement of a institution employee on completion of a qualifying service of not less than 15 years.

- (i) The institution employee shall give a notice of at least 3 months in writing, to the appointing authority.
- (ii) The scheme is voluntary in nature and the initiative rests with the concerned college employee himself.
- (iii) Institution does not have the reciprocal rights to retire college servants on its own under this scheme.
- (iv) A notice of less than three months may be accepted by the appointing authority in deserving cases, with the prior approval of institution Management.
- (v) Notice of voluntary retirement may be withdrawn subsequently only with the approval of the appointing authority provided that the request for such withdrawal is made within the intended date of retirement and the college employee is in a position to establish that there has been a material change in the circumstances in consideration of which the notice was originally given.
- (vi) The voluntary retirement shall not become effective merely on the ground that a notice to that effect has been given by the college employee unless it is duly

accepted by the appointing authority. Such acceptance may be generally given in all cases except those. In which disciplinary proceeding are pending or contemplated against the institution employee concerned for the imposition of any specified penalties, or in a case where prosecution is contemplated or may have been launched in court of law against the college employee concerned.

(vii) Where it is proposed to accept the notice of voluntary retirement in such cases, prior approval of Management shall invariably be obtained.

(viii) A College employee who has given notice under clause (1) of this sub-rule may be granted leave due and admissible to him/her, not extending beyond the date on which he/she attains the age of superannuation, even though such leave extends beyond the date on which he/she retires on the expiry of the notice.

(ix) Orders permitting a college employee to retire voluntary shall not be issued until after the fact that he/ she has put in a qualifying service not less than 15 years has been verified in consultation with the Accounts Officer.

5.2 PROMOTION

For the purposes of promotions, previous performance, achievements, pending cases, behaviour, eligibility, upgradations, set norms and conditions, confidential reports, shall be considered for all employees in scale of pay. All promotions will be based on the act of selection by the committee nominated by the Management.

5.3 INCREMENT

Each employee is entitled for one increment on completion of one year satisfactory service with the Institution. However, in order to motivate high performance faculties / staff, the college has annual performance index systems. This process will identify the staff and reward them accordingly.

5.4 Staff such as Peons, Sweepers, Gardeners, Attenders, Ayahs, the controlling personnel at the level of Supervisor and above will give a general annual report with regard to trustworthiness, performance etc as per guidelines will be submitted to Head of institution for review and necessary action thereon. The report will be maintained at the institution. The services of employees are liable to be transferred to any of the institution/ office either existing or may be setup in future.

5.5 MAINTENANCE OF RECORD OF SERVICE

A record of the service of each college employee shall be maintained by the Head - Human Resources. It shall be maintained for an employee from the date of his / her first appointment (whether permanent, temporary or officiating), it must be kept in the custody of the Head – Human Resources.

5.6 MAINTENANCE OF SERVICE BOOK

Every step in a college official life (including temporary and officiating) promotions of all kinds, the date on which the period of probation is satisfactorily completed, increments and transfers and leave of absence taken shall be regularly and concurrently recorded in the service book, each entry shall be verified with reference to departmental orders, pay bills and leave statements and attested by the Head of the institution. There shall be no erasure or overwriting and all corrections shall be neatly made and properly attested. Any special test or examination passed by the employee shall be entered in the service book together with a reference to the number and date of the notification directing the publication of the names of the successful candidates in that test.

5.7 When an employee is reduced to a lowest post, dismissed or removed from service or suspended from employment or subjected to any other penalty, the reason for the reduction / dismissal, removal or suspension or other penalty, as the case may be shall always briefly stated thus:-

“Reduced for inefficiency”, reduced owing to revision of establishment etc”, The Head of Human Resources shall make arrangements for these entries being made regularly. The duty shall not be left to the employee concerned.

- 5.8 Copies of all orders regarding “censure” would not be necessary in the service book, but such entry shall be recorded in the confidential rolls.
- 5.9 The entries in the leave accounts shall be attested by the Head of the Office.
- 5.10 The declarations of college staff & faculties exercising their option regarding scales of pay, leave rules, or other rules regulating the conditions of service shall be pasted in the service book with dated signature by the Head of the institution.
- 5.11 The date of birth shall be verified with reference to the documentary evidence and certificate recorded to that effect stating the nature of document relied on. Finger prints of the college employee shall be recorded in the column “Personal marks of Identification” in the service book itself in the case of college employee who are not literate. The impression shall not be taken on separate slips of paper and pasted to the service book.
- 5.12 It shall be the duty of every Head of Department to initiate action to show the service books to the college employee under his/ her administrative control every year and to obtain their signatures therein token of their having inspected the service book. A certificate to the effect that he/she has done so in respect of the preceding financial year shall be submitted by him/her to his/her next Superior Officer.
- 5.13 The employee shall inter alia ensure before affixing their signatures, that their services have been duly verified and certified as such, in case of a college employee on foreign service his/ her signature shall be obtained in his/her service after the Accounts Officer has made therein necessary entries connected with his/ her foreign service.

- 5.14 When a college employee is transferred, whether permanently or temporarily, from one office to another, the necessary entry and the nature and reason of the transfer shall be made in his/her service book in the office from which the Officer is transferred and the book, after being duly verified upto date and attested by the Head of the office to which the officer has been transferred, who will hence forward have the book maintained in his/her office. If the Head of the latter office shall find any error or omission in the book on receipt, he/she shall return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the book is taken over by him/her. The service book shall not be made over to the employee who has been transferred nor shall it be given to him/her when proceeding on leave.
- 5.15 The service book shall not be returned to the college employee on retirement, resignation or discharge from service.
- 5.16 When the service of a college employee is terminated by removal or dismissal, his /her service book to be retained for a period of five years or until the college servant's death, whichever is earlier, after which it will be destroyed. A similar procedure shall be followed in the case of a college employee whose probation is terminated. The Head of Human Resources in which he/she was last employed shall retain the service book in such cases.
- 5.17 When the service of a college employee is terminated on resignation or discharge without fault his/her service book shall be retained for period of five years from the date of his/ her resignation or discharge. In the event of his/her death within the period of five years, the service book shall be retained for a period of six months only from the date of his death.
- 5.18 The service book of college employee who has been dismissed, removed or compulsorily retired and who is afterwards reinstated shall on requisition be returned to the Head of the Human Resources in which he/she is re-employed.

- 5.19 A similar course shall be adopted when a college employee has been discharged without fault or resigns and is subsequently re-employed.

5.20 VERIFICATION

Head – Human Resources/Administrator shall maintain the service registers of the staff of the college, up-to-date;

Registrar/ Administrator have to check the service register once in a quarter and furnish a certificate to Head of the Office of Department, as the case may be. The service books shall be taken for verification once a year by the Head of the office who, after satisfying himself/herself that the service of the college staff & faculties concerned and the up to date residential address of the members of his/her family are correctly recorded in his/her service book in conformity with these rules, shall record therein a certificate in the following words over his/her signatures.

- 5.21 Verified the service from pay bills, acquaintance rolls and similar records (to be specified by reference to which the verification was made) and also residential address of the members of the family up to date.

5.22 RETIREMENT

The date of compulsory retirement of a College employee shall be the afternoon of the last day of the month in which he/she attains the age of superannuation of 65 years for teaching and 60 years in case of non teaching respectively.

Provided that the date of compulsory retirement of a College employee whose date of birth is the first day of month shall be the afternoon of the last day of the month preceding the month in which he attains the age of 65 years for teaching and 60 years in case of non teaching respectively.

- 5.23 Provided further that where the date of compulsory retirement of a College employee is a general holiday or the date of

compulsory retirement and the days preceding thereto are general holidays, he may be permitted to hand over charge on the afternoon of the last working day before the date of such retirement and may be allowed pay and allowances for the holidays.

- 5.24 Notwithstanding anything contained in sub rule (5.21), college may grant re employment to any college employee beyond the date of his/her compulsory retirement if he/she is physically fit such that reemployment can be granted, except in very special circumstances, with the prior and specific sanction of college.
- 5.25 Not withstanding anything contained in sub-rule a competent authority may remove or dismiss any college employee or may require him/her to retire from it compulsorily, on the ground of misconduct or insolvency or inefficiency.
- 5.26 Not withstanding anything to the contrary contained in this rule or any other rule made or in the contract, or the terms and conditions of retention of any college employee in service after the date of compulsory retirement, the services of a college employee so retained shall be liable for termination at any time by a notice in writing given either by the college employee to the appointing authority or the appointing authority to the college employee and the period of such notice shall be one month.
- 5.27 Management can exercise its right, over and above the conditions stipulated in the matter of retirement age and / or appointing such retired personal on contract basis. Provided that the service of any such college employee may be terminated forthwith and such termination of college employees shall be entitled to claim a sum equivalent to the amount of his pay plus allowances for the period of notice at the same rates at which he was drawing them immediately before the termination of his/her services, or as the case may be, for the period by which such notice falls short of one month.

- 5.28 The authority competent to sanction terminal benefits shall prepare every six months i.e. on the 1st January and 1st July of each year a list indicating the names, designations, date of birth and date of retirement of all employees of college employees who are due to retire within the next 12 to 18 months. He/she shall send the list to Principal's office not later than 31 January and 31st July respectively.
- 5.29 Note: In the case of a college employee retiring for reasons other than superannuating, the Head of Human Resources shall promptly inform the college office as soon as the impending retirement becomes known to him.

Chapter – 6

SPONSORING TEACHERS FOR HIGHER STUDIES

FOR NHCE & NHC STAFF

I. Full time sponsorship under Q.I.P. Scheme (Quality Improvement Programme) / any other scheme for Ph.D Programme.

6.1 **INTRODUCTION** : Management has framed a policy as prescribed below, to sponsor faculty for Higher studies with appropriate incentives both in Cost and Kind to enable Teacher to take advantage of the scheme, and enrich their knowledge in pursuing higher professional education at Ph.D level, resulting in the award of certificates. Encouragement will also be given to faculty to participate in paper presentation, Seminars and Workshop Sponsor them by paying presented fees, and cash incentives, on a Case-to-Case basis.

6.2 **ELIGIBILITY CRITERION:**

For Ph.D Programme: The Principal and the Head – Human Resources will shortlist the candidates who apply for full time Ph.D program.

6.3 **DURATION :**

For Ph.D Programme: 3 ½ yrs

(Additional 6 months may be extended provided the case is recommended by the host Institution's Director or Principal and recommended by the HOD subject to the approval of the Chairman of the College)

6.4 **SERVICE CONDITION:**

Sponsored Candidate will be considered as a regular faculty on roll (enmarked "deputation") and entitled to get all the benefits like other existing faculties.

- 6.5 NUMBER OF FACULTIES TO BE SPONSORED:**
10% of the sanctioned strength in the Department. However, in some departments like CSE, ECE, ISE and MBA where faculty having M.Tech / M.Phil, MBA, Ph.D degree is difficult to get, the number of faculty members to be sponsored is left to the discretion of Principal / Director. Priority for deputing faculty to Ph.D programme has to be decided by the HOD with prior approval from Principal & Chairman.
- 6.6 BASIS OF SPONSORING**
On the basis of seniority in terms of service in the College in the designated post (not by age).
- 6.7 DEPARTMENTS RESPONSIBILITY:**
Case (i) required strength of faculty as per AICTE/UGC norms exist
Before forwarding the application of deserving & eligible candidate, the Department has to give a written declaration that during the sponsored candidate's deputation period, no extra regular or part time faculty will be demanded and the teaching work load of the deputed faculty members will be shared by the existing faculty members in the Department.

Case (ii) required strength of faculty as per AICTE/UGC norms does not exist

The Principal in consultation with HOD of the department concerned may recruit temporary Lecturers or visiting Professors during the period.
- 6.8 LIABILITY:** The beneficiary faculty will execute an indemnity bond to bind and abide by terms of a Bond as indicated below:
- 1. Amount:** 50% of monthly salary will be paid to the deputed faculty on regular basis. Remaining salary will be paid to the faculties soon after completion of the course with prevailing bank interest rates.
 - 2. Years of Service:** Those who completes Ph.D degrees under the scheme, they need to serve the college for a minimum period of 5 years for Ph. D.

3. **Progress Report:** The beneficiary faculty shall submit a copy of the progress report duly signed by the guide/superior to the Principal for every six months till the submission of the project/thesis.
4. **CO-LATERAL GUARANTEE OR MORTGAGE OF HOUSE OR PROPERTY:** The bond must be signed by the sponsored candidate and a guarantee if available. Otherwise the deputed faculty will have to mortgage his / her property to the College which will return back after completion of bond period.

All the terms & conditions of the bond will expire on the date when the deputed faculty completes his/her service in the College.

6.9 TERMINATION OR RESIGNATION:

If any faculty wants to resign or terminate his/her service within the Bond period, he/she has to pay back the whole amount of money mentioned in the Bond in one installment.

6.10 OTHER ASSISTANCE:

Other than QIP Scheme, any faculty is selected as a sponsored candidate for doing Ph.D in other scheme where no scholarship or fellowship is provided, the Management will provide an educational loan of the amount (totaling the tuition fee for the entire duration and other fees) and the same amount will be deducted in EMI in 36 installments (after completion of degree) from his/her salary. Also the sponsored faculty members have to execute the bond of 5 years of compulsory service in the College after obtaining Ph.D degrees.

6.11 PROMOTION OR REWARD:

After obtaining his/her degree the faculty may be promoted to the next higher post (if vacancy exists) satisfying AICTE/ UGC norms. Otherwise such faculty will be provided four increments in the scale for obtaining Ph.D degree.

II. SPONSORING FACULTY (as Part Time; Day Scholar or Evening) for Ph.D Programme: (Self - Financed)

- 6.12 ELIGIBILITY:** Minimum one year experience at NHCE & NHC & have to take No Objection Certificate from the College at the time of Application
- 6.13 DURATION :** Ph.D Programme - 3 ½ year and additional six months may be sanctioned.
- 6.14 NO. OF CANDIDATES TO BE SPONSORED:** No restriction provided HOD agrees, as HOD have to manage the academic requirement of the Department. At a time not more than two candidates (for Ph. D) per department.
- 6.15 Agreement on a stamp paper shall be executed by the sponsored faculty that he / she will not resign during the higher Study programme period or in agreed service period.**
- 6.16 Agreed Service period (5 years of agreed service period for Ph.D) in the College after obtaining higher degree, otherwise he/ she has to refund her 6 months gross salary in one installment, if sponsored candidate terminates his/her service during the bond period.**
- 6.17 STATUS :** Regular Teacher
- 6.18 LEAVE & OTHER FACILITIES:** Faculty joining to Ph.D programme may have to attend course works in the Institution where he/she will be admitted. In that case HOD will not reduce his/her teaching workloads. One day per week off from class room teaching facility will be given to those faculty members who are doing Ph.D courses for a period of 3 ½ years in case of Ph.D scholars. Faculty members who will take admission in evening courses may be permitted to leave the college in the afternoon after 2.30 pm with prior approval from HOD & Principal according to the time- table prescribed by the host Institute. Proof of time-table has to be provided for such approval.

- 6.19 ASSISTANCE:** College authority may provide 'Loan' to meet the expenses to cover tuition fees, registration fees, examination fees and the total amount sanctioned as loan will be deducted from the salary in 24 equal monthly installments.
- 6.20 PAPER PRESENTATION :**
Faculty making paper presentation would be eligible for incentive payment at the following rates:
1. At the National Level : Rs.2000/- for each paper
 2. At the international Level : Rs.5000/- for each paper
- 6.21 PROMOTION & INCREMENT:** 4 increments in case of Ph.D degree (Provisional) w.e.f the date, the degree is awarded. Promotion to next higher post may be offered under Merit Promotion Scheme, if vacancy exists, satisfying AICTE/UGC norms.
- 6.22 RESIGNATION:** No resignation will be accepted by the College during the period of study. If the sponsored candidate resigns during the agreed/ bond period, he/ she has to refund 6 months gross salary paid to him/her during the study period to the Institution, and the concerned Institute where the candidate is pursuing higher study has to be intimated to take action to cancel his/her sponsorship & registration.

CHAPTER – 7

FACULTY INCENTIVE POLICY & GUIDELINES

- 7.1** Faculty incentive policy and guidelines are effective from 1st Jan, 2010, in NHCE & NHC. These guidelines are approved based on recommendations of an internal committee's report.
- 7.2** National Seminar or conference is an event held by any educational institution or Corporate recognized by AICTE / UGC /registered corporate and conducted within India.
- 7.3** International Seminar or conference is an event conducted by any educational Institution or corporate recognized by AICTE /UGC /registered corporate and conducted either in India or abroad. For faculty reward the event is considered international only if it had at least 5 international delegates personally presenting papers in the event held within India.
- 7.4** The papers presented in Seminar or Conference either National or International personally only considered for incentives. The papers considered only for publication in souvenir or proceedings are not eligible for faculty incentives. However if the paper is accepted for presenting personally in the conference/seminar by the hosting institution, but New Horizon is not able to send the faculty for various reasons in which case, the faculty is entitled for faculty incentive.
- 7.5** Every faculty may present as many papers as possible in Seminar/conferences. However New Horizon would provide incentives to the faculty up to 3 papers presented in an academic year. In addition to TA, DA and registration i.e., 2 National and 1 International Seminar /conferences. In case if international seminar or conference is held outside India, prior approval is required from the Chairman before the registration. The 4th paper onwards the TA, DA and Registration fees will only be reimbursed with the discretion

of the Head of the Institution. There is no bar on publishing papers in National /International Journal i.e., Teacher incentives are given for any number of articles published as per policy

- 7.6** In order to claim faculty incentive for presenting paper in Seminar / conference a Pre-session is a mandatory requirement. A pre-session has to be conducted before the actual presentation at a seminar / conference in the presence of a subject expert, HOD and departmental Teachers.
- 7.7** Paper presented in internal conference or seminar by faculty would not be eligible for faculty incentives and also would not be counted for number of papers presented in seminars or conferences. However this would be considered as a pre session if the same paper is presented later in a conference or seminar outside New Horizon.
- 7.8** For papers presented in Bangalore, TA, DA will not be applicable. The faculty presenting papers outside Bangalore, is eligible for TA, DA, registration and Teacher incentive as per policy.
- 7.9** Attending seminars / conferences without presenting papers maximum of 2 faculty members are permitted to attend a particular seminar / conference. A faculty can attend a maximum of 2 such seminars /conferences / workshops in an academic year for which only registration fee is paid.
- 7.10** Publication of article in National & International Journals. It is not feasible to list down the names of journals in all specializations. Hence the following method is followed for rewarding the faculty, who has published article in National and International journals.
- (a)** Copy of cover page: Page containing the editorial board information along with the article published.

Impression to be enclosed to the Teacher incentive form.

- (b) Based on the documents submitted, the Head of the Institution may recommend or not recommend for incentives.**

7.11 The incentives are given to the faculty for encouraging them to involve in Quality research by publishing or presenting research papers in international, national review Journal, conferences, seminars etc., the monetary incentives are

- (a) International reviewed journal or conference research paper Rs. 5000/-**
- (b) National reviewed Journal or conference research paper is Rs. 2000/-**

7.12 The incentive claim form along with all relevant documents duly signed by concerned Teacher and recommended by HOD, Directors & Head of Institution shall be forwarded to Chairman's Office for approvals. The quality of research paper published in journal or presented in conference , seminar are the forum where the paper was presented or the journal publication is not up to the standards, Management may not approve the incentives for such papers published or presented in journals ,seminars and conferences.

CHAPTER – 8

APPOINTING AUTHORITY AND DISCIPLINARY RULES

8.1 APPOINTING AUTHORITY : All appointments to all categories shall be made by the Chairman, New Horizon Educational Institution.

8.2 NATURE OF PENALTIES

One or more of the following penalties for valid reasons may be imposed on an erring member of the staff of the Institution.

A. Minor Penalties

- i) Fine in the case of class IV staff
- ii) Censure/ warning
- iii) Withholding of increments of pay
- iv) Withholding of promotion
- v) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of order of the Principal/Management.

B. Major Penalties

- i) Dismissal/Removal from service which shall ordinarily be a disqualification for future employment in the Institution.

8.3 SUSPENSION (NOT A PENALTY)

Appointing authority may place under suspension an employee.

8.3.1 Where a disciplinary action proceeding against him/ her is contemplated or is pending.

8.3.2 Where a case against him/her in respect of any criminal offence is under investigation or under trial.

8.4 An order of suspension, as stated above, may at any time be modified or revoked by the issuing authority.

8.5 Suspension shall not be considered as a penalty until the employee is proved guilty.

- 8.6** The following shall not amount to a penalty within the meaning of this rule namely,
- 8.6.1** Stoppage of any employee at the efficiency bar in the time scale of pay on the ground office of his / her unfitness to cross the bar.
 - 8.6.2** Non promotion of any employee whether on a sustentative or officiating capacity to a grade or post for promotion to which he / she is eligible.
 - 8.6.3** Reversion of an employee officiating in a higher grade to a post to a lower grade or post on the ground that he /she is considered to be unsuitable for such higher grade or post on any administrative ground unconnected with his / her conduct.
 - 8.6.4** Reversion of any employee on deputation to his / her parent organization or department.
- 8.7** **TERMINATION OF SERVICE**
- 8.7.1** of a temporary employee at any time before his /her confirmation
 - 8.7.2** of an employee appointed under a contract or agreement or a contract for a fixed period in accordance with the terms of such contract or agreement
- 8.8** **PROCEDURE FOR IMPOSING MAJOR PENALTIES**
- 8.8.1** No order imposing any penalty shall be made except after any enquiry held in accordance with these rules
 - 8.8.2** Where it is proposed to hold an enquiry against an employee, the disciplinary authority shall frame charges against such employee and communicate them to him / her together with other material as may be necessary or relevant for the purpose of the

enquiry, and also inform him / her of the appointment of an enquiring authority for conducting the enquiry

- 8.8.3** At the enquiry the employee shall have the right to appear in person before the enquiry officer or in case unable to appear can be represented by the another co employee
- 8.8.4** The proceeding of the enquiry may be recorded either in local language or English or in any other language except able to the employee and enquiry officer if necessary
- 8.8.5** On the conclusion of the enquiry, employee shall be made available the copies of the reports and findings of the enquiry officer and employee shall be provided an opportunity to submit his / her say on the findings of the enquiry officer.
- 8.8.6** A show cause has to why the proposed punishment shall not be imposed on the employee in respect of miss conduct proved against him / her, if the disciplinary authority is satisfied after considering the report of the enquiry officer and the records of the proceedings and submissions of the employee on the findings of the enquiry officer that all or any of the charges against the employee have been proved will award the appropriate punishment
- 8.8.7** In awarding any penalty to any employee under this rule, the authority imposing the penalty shall take into account the gravity of the misconduct, the previous record if any of the employee and in any other extenuating or aggravating circumstances that may exist.
- 8.8.8** The order imposing penalty shall be communicated to the employee

8.8.9 An employee who is dismissed or removed from the service in accordance with this rules shall not be entitled to may notice or pay in lieu of such notice

8.9 The disciplinary authority for imposing minor penalties shall be the Principal and for imposing major penalties including suspension shall be the Chairman, New Horizon Educational Institution.



NEW HORIZON COLLEGE OF EDUCATION (Established in 1980)

Email: admissionsbed@newhorizonindia.edu

Tel: +91-80-2526 1735

NEW HORIZON PUBLIC SCHOOL (Established in 1982)

Email: admissionsnhps@newhorizonindia.edu

Tel: +91-80-2526 1735

NEW HORIZON PRE UNIVERSITY COLLEGE (Established in 1982)

Email: admissionsnhpuc@newhorizonindia.edu

Tel: +91-80-2542 9361 / +91-974 175 5044

NEW HORIZON COLLEGE (Established in 1998)

Email: admissions@newhorizonindia.edu

Tel: +91 9740054107 / +91-974 175 5044

NEW HORIZON COLLEGE OF ENGINEERING (Established in 2001)

Email: admissions@newhorizonindia.edu

Tel: +91 9880534935 / +91 80 66297777

NEW HORIZON PRE PRIMARY TEACHERS TRAINING ACADEMY

(Established in 2012)

Email: admissionsnhpptta@newhorizonindia.edu

Tel: +91-80-2526 1735

www.newhorizonindia.edu