



Approved by Indian Nursing Council, Kerala Nurses & Midwives Council
& Kerala Government Affiliated to Kerala University of Health Sciences)

Panayoor, Vaniyankulam, Ottapalam, Palakkad District, Kerala., Pin - 679 522



HUMAN RESOURCE POLICY



P.K. Das
PRINCIPAL
P K DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIAMKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522



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1.1 PREAMBLE

Nehru Group of Institutions wishes to maintain a work environment that fosters personal and Professional growth of all employees. All employees, irrespective of their profile, designation and work approach have the additional responsibility of fostering a cohesive environment and henceforth creating respect for each person.

It is the responsibility of all employees to:

- Foster and maintain cohesion, cooperation, fairness and transparent communication among each other.
- Treat each other in a fair manner with dignity and respect.
- Evolve and promote peace, harmony and teamwork.
- Strive for mutual and effective understanding of standards for performance expectations, and communicate transparently and routinely to reinforce effective cohesion.
- Develop the quotients of emotional bonding and intellectual capacity in each employee by making “participation of each” as the backup.
- Help in achieving the insightful requirement of growth and development in employees by helping them to achieve their personal goals in their respective institutes under NGL.
- Administer all policies equitably and fairly, organizing all operational aspects with absolute formal transparency, recognizing each as very important and different but each for contribution; that individual performance should be recognized, appreciated and measured against predetermined standards set; and that each employee has the right for fair treatment.
- Make employees understand and recognize the importance of crisis in their personal lives and to help employees for compassion and better understanding, among themselves.

1.2 ESTABLISHMENT OF THE TRUST

Nehru College of Educational and Charitable Trust was established way back in 1994 by the founder - Chairman late Shri P. K. Das an eminent Chartered Engineer, a renowned Academician, a great Industrialist and a well known Philanthropist with the focused objective

of imparting world class value added practical education in aviation and other fields of technology. The founder in 1968 started originally for promoting a College of Aeronautics, diversified later on and established a cluster of Educational Institutions both in Tamil Nadu and Kerala. The groups of Institutions are now offering U.G, P.G and Research Programs in Aeronautics, Architecture, Arts and Science, Bioscience, Commerce, Engineering, Fashion Designing, Hotel Management, Information Technology, Law, Management, Media Studies, Medicine, Nursing, Pharmacy, Social Work, a 700 bedded Super Specialty Hospital & Medical College and other fields of technology and has evolved into one of the biggest and reputed conglomeration of educational institutions, popularly called “Nehru Group of Institutions”.

The Trust was registered in the year 1994 under the Indian Trust Act 1982, as a public charitable Trust by Mr. P. K. Das son of late V. P. M. Nair at 451 – D, Palakkad Main Road, Coimbatore– 641 008 with Adv. Krishna Das, Dr. P. Krishna Kumar and Dr. P. Thulasi as Trustees for the objects set out and on the terms and conditions maintained in the Deed.

1.3 STATEMENT OF PHILOSOPHY

“Moulding True citizens” is an intrinsic insight of transforming young populace with an advantage of learning functions, understanding and pursuing skills and realizing avenues of opportunities. Conversion of a quest or an urge as a realised option in an individual is possible only if a platform is given and the contributions are substantiated. NGI articulates the perceiving status of market requisites, social structure and professionally self heartfelt identity in individuals.

1.4 HUMAN RESOURCE OBJECTIVES

NGI aims to become the best employer in the industry by incorporating the best management practices, to attract and retain the best talents.

1.5 SCOPE OF HR

Helps students to learn and imbibe discipline, culture, emulate professional decorum and sensitize the reasons for expansion and development. Students will also get opportunities to help the down-trodden and under-privileged through social activities. Students will experience research through the acknowledging figures of primary and secondary data, and in consultancy assignments during their mini and major project sessions. All this lead to making




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NGI students emerge as leaders, managers and socially reliable constituents for progress and development.

1.6 APPLICABILITY

The service rules and other regulations shall be applicable to all teaching and non teaching staff of Nehru Group of Institutions recruited by the Management.

1.7 DEFINITIONS

Employees mean all persons under the full time employment of the institution in teaching and non teaching category other than the temporary and contract staff.

Management means, Chairman, Managing Trustee, Trustee, CEO & Secretary, Manager and Correspondent of institutions / Trust.

In these Standing Orders unless there is anything repugnant to the subject or context

- A. “Service Rules and Regulations” means the rules (standing order) established by the Nehru Group of Institutions. For managing the employment of all colleges and units of NGI both in Tamil Nadu and Kerala or elsewhere applicable in all premises
- B. “Management/Employer” It shall mean and include the Chairman / Managing Trustee, CEO & Secretary and Trustee.
- C. “Employee” means all persons unless the full time employment of NGI Institutions in teaching and non- teaching category other than the temporary and contract staff.
- D. “Premises” means and includes its building, Administrative Offices, Laboratories, stores and such other premises (whether at present existing or that may be established in future) which are used for the purpose of the Establishment or for keeping any of the properties belonging to the Establishment and includes Staff, leased to or quarters and the vacant places adjacent or apartment there to which are owned hired by the Nehru College of

Educational and Charitable Trust for its projects and other places where the activities are extended and those located anywhere in India.

- E. "Service" means the period during which an employee is employed by the Establishment and includes the period during which he is on duty as a probationer and/as a permanent employee as well as on persons on leave duty sanctioned.
- F. "Day" means the 24 hours of a Calendar day beginning and ending at midnight but extends up to the end of the shift, where it begins before midnight and ends after midnight.
- G. "Month" means the calendar month, but for the purpose of calculation of and its payment if the management prescribes another period in respect of any Employee or class or classes of Employees, it shall mean such other period.
- H. "Year" means Calendar year (January 1st to December 31st).
- I. "Habitual" means any act which has been repeated for more than twice.
- J. "Authorized persons" means any person authorized by the Chairman / Managing Trustee, CEO & Secretary and Trustees of the establishment of these Standing Order empowered by him/her by general or special order may act as representative of the establishment in any matter connected with the day to day activities.
- K. "Satisfactory" shall mean to the satisfaction of the management,
- L. "Disciplinary authority" means the Chairman & Managing Trustee or any other authorized authority of the establishment by general or special order may act as Disciplinary Authority and initiate disciplinary proceedings and impose any of the punishment specified hereunder on any Employee



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1.8 CONTROLLING AUTHORITY

The Managing Trustee / The CEO & Secretary shall be the controlling authority in respect of all administrative, Academic and financial operations of the colleges. He / She may declare any senior person as a controlling authority for employees below him / her.

2.0 NEHRU COLLEGE OF NURSING

Nehru College of Nursing promoted by Nehru Educational and Charitable Trust is situated at Panayur Road, Vaniyamkulam, Ottapalam, Palakkad to cater the assured need for a quality nursing Institution at reach. The College of Nursing has left an indelible mark on bringing up curricular, co-curricular and extracurricular activities. These ventures help the students to evolve into truly global nursing professional standard and attire of dynamicity as gratified citizens.

In the pursuit of its vision, mission and objectives, Nehru College of Nursing commits itself to :

- Deliver quality academic, healthcare and support services to the community maintaining the highest professional standards enlightened by hope, charity and faith.
- Provides its academic and administrative staff members, faculty and other stakeholders the highest opportunity to update their skills and knowledge, improve their competencies and apply it in lifesaving situations.
- Initiate and improve quality assurance standards to keep up with the advancements in academic services and healthcare technologies in order to meet the changing needs of the community, faculty, students and other stakeholders.
- This policy shall comply with state, national and International statutory bodies in the discipline of Nursing.

2.1 PHILOSOPHY

The philosophy of Nehru Nursing College is congruent with philosophy of Nehru College of Education and Charitable Trust.

We believe:

The Nursing graduates of this institution will make a significant contribution to the health care delivery system. They will provide preventive, promotive, curative and



rehabilitative services using a holistic and comprehensive approach, thereby, effectively implementing National Health policies and programs.

Highly qualified and experienced faculty with a zeal for teaching can be role models in preparing the graduates to provide direct nursing care as well as to assume advanced roles such as managers, educators and researchers in the hospital and in the community.

The student who opt for nursing as a career choice in this institution can be moulded to develop as dignified individuals and professionals who will contribute as responsible citizens to the progress of the global society.

Aims:

- To prepare graduates who will contribute effectively and efficiently towards the health care delivery.
- To mould graduates to be actively involved in contributing to the professional body of knowledge through research while assuming diverse roles such as care providers, educators and administrators.

Objectives:

(Nursing graduates of this institution will be able to):

- Apply knowledge and skills in preventive, promotive, curative and rehabilitative services.
- Demonstrate critical thinking and decision making skills in clinical and community settings.
- Practice within the ethical framework and legally accepted standards of practice.
- Communicate effectively with clients and team members.
- Demonstrate skills in teaching individuals & groups.
- Conduct research studies in clinical and community settings.
- Show interest and contribute towards development of self and profession.



2.2 VISION

Be distinct as a health care provider locally, state-wide and nationally. Serve the society by improving the health and quality of life through excellence in Nursing Practice, Education Research and Community service.

2.3 MISSION

College prepares nursing students to the effective specialists, leaders who will work to improve the health and healthcare of the people of Kerala, India and beyond and contribute to the nursing profession. Attention to postgraduate studies, scientific research, character building, follows up of graduates. Providing them with opportunities to meet society needs and contribute to solve its problems, also improve the competitive position of the college with international rankings.

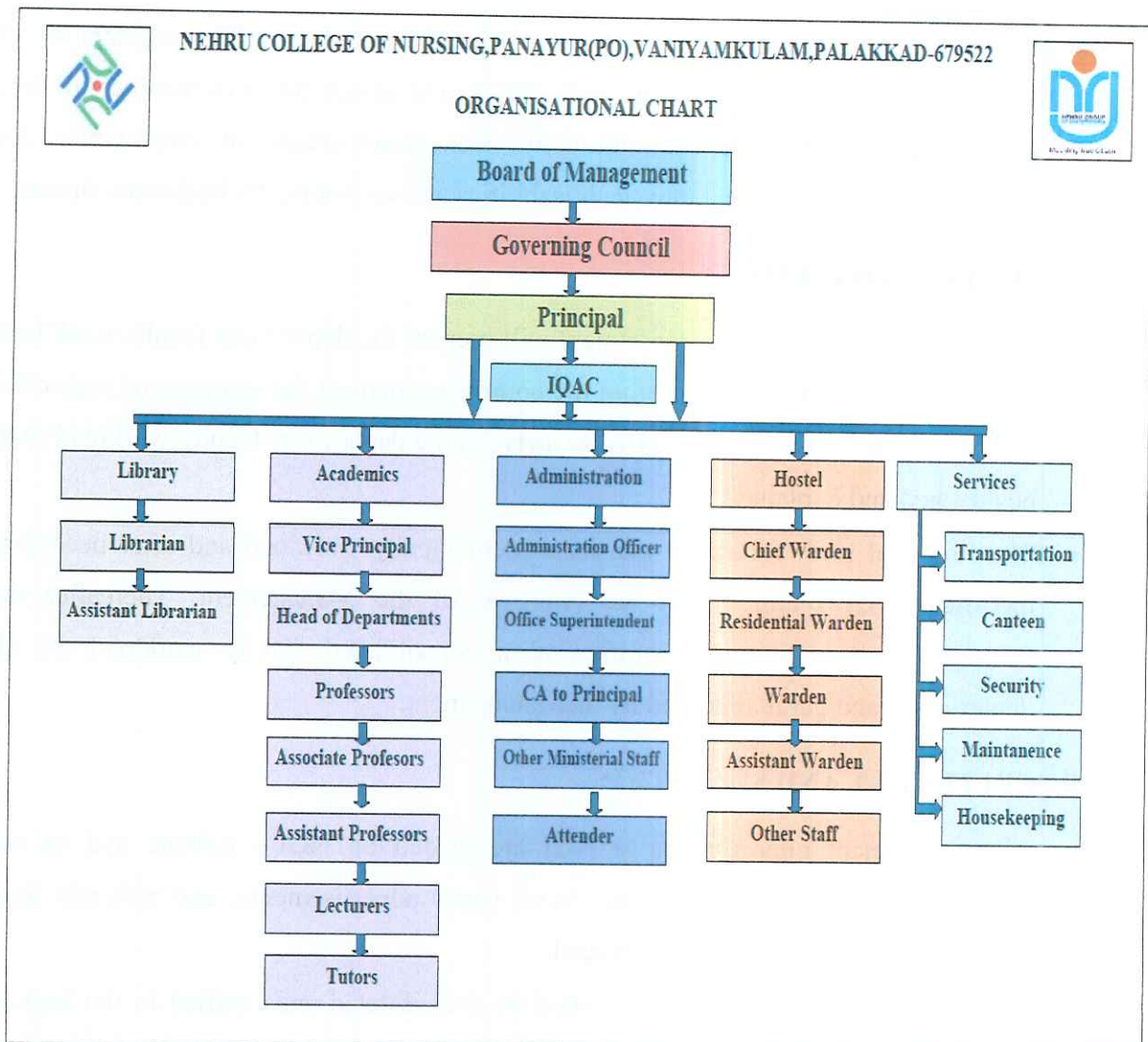
2.4 ADMINISTRATIVE SETUP

Nehru College of Nursing was established in 2002 and is managed by Nehru College of Educational and Charitable Trust established at an auspicious movement in the year 1968. The College is affiliated to Kerala University of Health Sciences (KUHS), with the motive of becoming a model institution for Nursing education within the state and the country. The Administrator acts as the representative of the management. The principal is responsible and accountable to meet overall objective of the college. Statutory and non-statutory committees take charge of academic and administrative Procedures.




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2.5 ORGANIZATIONAL CHART



3.0 THE PUBLISHED SERVICE RULES, POLICIES

Employee manual will be verified and published every academic year. Last manual was published in the year 2020 which includes service rules, policies and procedures. One copy of staff manual is provided to all faculty and other staff.

4.0 EMPLOYMENT AT NGI

- Employment at NGI is an equal opportunity employer and employs personal without regards to race, ancestry, place of origin, colour, ethnic origin, language, citizenship,



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creed, religion, gender,sexual orientation, age, marital status, physical and /or mental handicap or financial ability.

- While remaining alert and sensitive to the issue of fair and equitable treatment for all NGI has a special concern with the participation and advancement of members of four designated groups that have traditionally been at a disadvantage in employment for women, persons with visual, physical disabilities and economically backward classes.

4.1 FACULTY REQUIREMENT

- The coordinators from each department will prepare the department faculty work load as per guide lines, one month before the commencement of the semester of respective academic year. Relevant details used to arrive at the department faculty workload shall be attached and explained.
- The Principal shall scrutinize the department faculty workload and after necessary modifications, if required, get the approval of the Management. Thereafter the Principal shall cause the preparation of a consolidated faculty workload for all departments and get it approved by the Management.

4.2 RECRUITMENT AND SELECTION

- All employment opportunities at NGI are posted on NGI's website and on the websites of affiliated organizations, News paper advertisements, and referrals from existing employees and also encouraged.
- Vacancies arising from time to time shall be consolidated and notified in the leading newspapers as decided in the management. The advertisement shall specify minimum qualifications and other requirements for the post(s) so as to meet the norms prescribed by Regulatory bodies Indian Nursing Council (INC), Kerala Nurses and Midwives Council (KNMC) and Kerala University of Health Sciences (KUHS).
- Applicants are invited to submit their application along with a current resume, demonstrating that they meet the minimum criteria for the position being sought all applications are screened and candidates selected for interview are contacted.
- The screening and short listing of the applications shall be done by the HR department with the help of the coordinators of the each departments concerned and in consultation with the Principal.



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4.5 QUALIFICATION FOR APPOINTMENT OF FACULTY

- Qualification for appointment of faculty shall be followed as notified by INC/KNMC/KUHS from time to time.
- Only experience after acquiring the basic academic qualification for the post shall be considered as relevant.
- Only degrees from Recognized University shall be treated as valid.
- If a class/division is not awarded, 60% marks in the aggregate shall be considered as equivalent to first class/division.

4.6 APPOINTMENT, PROBATION AND REGULARIZATION

- The appointing authority shall be the management Nehru Group of Institutions, Kerala.
- Depending upon experience and situational importance, the probation period for an employee is fixed. The first appointment in the case of regular faculty shall be on probation for a period of one year provided by the management. During this period both parties may assess suitability for employment with the employer, provides management an opportunity to assess skill levels and address areas of potential concern.
- Members on probation shall be reviewed at six months interval and the services of those found unsuitable as assessed by the management shall be terminated either during the period of probation or at the end of the probation. If the management considers it desirable, they may give an extension of probation for a suitable period not longer than one year but no second extension of probation shall be given under any circumstances.
- At the time of first appointment the management has the right to direct the candidate to undergo an induction course or any other similar programme. The time spent on such course or programme shall be treated as part of the probation. While in service, the management may direct a faculty member for further training or refresher course.
- On satisfactory completion of probation as decided by the management, the probationer will be given regular appointment. The performance of regular faculty members shall be reviewed once in an academic period.



- Appointment of retired persons will normally be on contract basis and on consolidated salary.
- A newly appointed faculty member shall submit a joining report to the Management at the time of joining and is required to submit his/her original certificates of age, academic qualification and experience (if any claimed by him/her) to the college office. In every case formal documents will be secured in the respective employee's personal files.

5.0 PRINCIPLES FOR DECIDING SENIORITY

- Generally the seniority is based on the date of joining. However, if in the same selection process more than one candidate has been recruited, their seniority will be decided on the basis of their rank (Appraisal) secured by them, irrespective of the date of joining.
- If a candidate has been given much more than the normal joining time, say for completing a course of study or for similar reasons, his seniority will be decided on the basis of the date of joining.
- Faculty members who are granted leave for higher studies will retain their original seniority when they join back after the completion of their studies.

6.0 WORKING DAYS, WORKING HOURS AND LEAVE RULES

- Monday to Saturday will be working days for the institution. Second and Third Saturdays will be holiday. Working Hours starts at 8.30 am and closes at 4.30 p.m. for teaching faculty.
- The duty timing for administrative and non teaching staff is 8.00 am to 5.00 p.m.
- The holidays declared by the Government, NGIK and Sundays are holidays for all faculty members. The administrative staff and non teaching have leave only on Sundays and public holidays approved by NGIK.
- Apart from the above the teaching and non teaching faculty will have vacation of 10 days each for Onam and Christmas.
- Holidays declared by the govt. (with the clause 'for all educational institutions including Professional colleges') will be holidays for both the students and the faculty.
- In case of University exams on the days of Hartal, restricted holidays and district holidays, it will be a working day for the teaching, administrative and non teaching



staff involved. Absence on these days shall be treated as leave and online application for leave should be submitted to the competent authority.

The management reserves the right to convert any holiday into a working day in special circumstances.

6.1 CASUAL LEAVE

- All Employees will be given 12 days of casual leave per year, for the purpose of pursuing their personal activities.
- To be eligible for casual leave, minimum 21 days of attendance (including EL & CL) is required in a month.

6.2 EARNED LEAVE

- Earned leave of 15 days for teaching and administrative staff and 08 days for non teaching staff will be applicable only after one year of probationary period.
- The staff shall not avail Earned Leave not exceeding one week at a time.

6.3 SICK LEAVE

- Teaching and administrative staff can avail 05 days of sick leave and non teaching can avail 02 days with proper medical certificate.

6.4 ON DUTY

- Management may sanction on duty if it is found necessary to enable the faculty Member/staff to perform duties assigned by the University or the Principal.
- Employees will be given the provision for availing on duty with respect to formal/official work as directed and confirmed by the reporting authority and after final approval by the chairman and managing trustee. eg. Attending conference, seminars, workshops, university related works, delivering invited talks, and other activities as deemed to be formal and official and approved by the authority.

6.5 MATERNITY LEAVE

- Maternity and other government supported leave shall conform to the provisions of the employment standard act.



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- Staff can avail six months of maternity leave and seven days of paternity leave on basis of request by the staff member.
- When the employee returns to the work, employment is guaranteed in a similar position at the same salary level.

6.6 COMPENSATORY OFF

The management has the right to assign employees on duty on public holidays. In such cases the employee will be entitled to avail compensatory off on any working day with the previous permission of the leave sanctioning authority.

6.7 LOSS OF PAY

- Loss of pay leave may be granted by the management in the case of genuine need such as sickness, if the management is satisfied that the staff member will not be able to attend duties in spite of his best efforts and that he has exhausted all other types of eligible leave.
- A medical certificate will be insisted in the case of leave on account of sickness.
- Leave on loss of pay will be granted only for one month at a stretch and the maximum loss of pay leave that can be granted in one instance will be limited to three months.
- Loss of pay leave beyond three months in a calendar year, if sanctioned by the management as a special case, will not count for increment but will count for seniority.
- Loss of pay for a day at a time may be granted by the management in other cases if the management is satisfied that due to unforeseen exigencies the faculty member/staff member is not able to attend duty and all casual leave is exhausted but the total number of such leave shall be limited to three days in a year.

6.8 STUDY LEAVE

- A faculty member who has put in at least reasonable year of service at NCN will be eligible for Study leave.
- The management reserves the right to sanction leave for other courses for appropriate duration if the management is satisfied that such a study by a member of the faculty will be beneficial to the institution.



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- Extension of study leave will, normally, be not granted. The individual on study leave should rejoin the institution on the expiry of study leave. Unless the management permits him/her to extend the leave for want of vacancy or for other reasons.
- In such a case the individual will retain his/ her lean and seniority until he/she rejoins on the expiry of his/her extended leave or the management directs him/her to rejoin duty cutting short the extended leave.

6.9 GENERAL PROVISIONS ON LEAVE

- Approval of the competent authority should be obtained before availing any type of leave.
- If, on account of emergency or unforeseen reasons, previous approval could not be taken, the competent authority should be contacted over phone at the earliest possible opportunity and Oral permission obtained. This should be followed by written application and ratification of Availing the leave.
- Availing leave without previous sanction will be treated as unauthorized absence and for such period of absence the pay shall be deducted at double the normal rate.
- Unauthorized absence for a continuous period of more than 30 days will be treated as voluntary desertion of service and the service of such persons shall be treated as automatically terminated.
- All kinds of authorized leave will count for seniority and increment, except study leave, unless otherwise specified.
- Leave not availed in a calendar year will not be permitted to be carried over to the subsequent year.
- It is the duty of the faculty member/other staff member going on leave to make alternate arrangement, with the approval of the HOD/Principal, to engage the classes/ attend to the work during his/her absence.

6.10 EMERGENCY RESIGNATION

- In case of emergency situation a faculty member may leave the service of the college by giving three months salary in lieu of notice, provided he or she completes all the academic duties and satisfactory hand over same to the principal.



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6.11 PERMISSION

- Each employee can avail two permissions in a month for one hour each time. In the event of an employee availing permission for the third time within the month, it will be treated as 1/2 day leave.

6.12 LATE COMERS

- Late coming up to a maximum of 10 minutes is allowed three times in a month and the employee can sign in the attendance register. Late coming for the fourth time will entail 1/2 day leave deduction.
- The Management, however reserves the right to modify, amend, delete or incorporate any of the above rules as may deem fit.

7.0 OTHER BENEFITS

All employees of NGIK are offered a Health Policy Scheme named 'CHKITSA' at P.K. Das Institute of Medical Sciences (PKDIMS), Vaniyamkulam, Palakkad District, Kerala.

The following are the benefits to NGIK Employees and their relatives under this scheme.

- There is a credit facility for inpatient treatment at PKDIMS which is applicable to staff and their first degree family (husband/wife/children/parents) and is limited to Rs. 50,000.
- In case of OP, 50% discount on OP tickets for NGI Staff and 25% for first degree relatives.
- 20% discount on investigation/radiology for NGI staff and 10% for first degree relatives
- IP Admission 20% discount for NGI staff and 10% for first degree relatives

8.0 DISCIPLINARY PROCEEDINGS

- Discipline at NGI shall be progressive, depending on the nature of the problem. Its purpose is to identify unsatisfactory performance and/or unacceptable behavior the stages may be verbal reprimand, written reprimand, suspension pending enquiry, dismissal. Some circumstances may be very serious enough that all three steps are not used and decisions will be taken outright



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- Some examples of these types of situations are causing injury to others, loss of property, goodwill, moral turpitude etc. In every case formal documents will be maintained and will be included in the respective employee's personal file.
- An employment contract may be terminated by employee at any time for cause without notice or payment in lieu of notice or severance pay what so ever, except payment of outstanding wages, overtime and vacation pay to the date of termination. Termination causes includes but is not limited to any act of dishonesty, conflicts of interest, breach of confidentiality, harassment, insubordination or careless, negligent or documented poor work performance

9.0 APPLICABILITY

- Provisions of this manual shall apply to all the teaching staff of Nehru College of Nursing.
- They shall also apply to the non-teaching, administrative staff, office staff and other members of the Staff employed by NGI in the service of the college, to the extent applicable to them.

10.0 RESEARCH PROMOTION SCHEME

- Research is the tool to create and innovate usable and exploitable scientific information for providing new, cheaper, efficient and sustainable solutions for the needs of mankind.
- It is a multimodal and multidimensional process based on a combination of various sciences, engineering skills, technologies, manufacturing, marketing and management techniques.
- The economic growth of any society is now increasingly dependent on creativity through human resources, innovation through research and development, and capital through intellectual property rights. NCN is eager to contribute to the social and economic development of the country by promoting the research propensity among its staff and students and has, therefore, introduced certain incentive schemes for Research.




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10.1 HOW TO BRING ABOUT RESEARCH FINDINGS

Findings/results of a research work can be shared with the community by

- Attending conferences, presenting papers in conferences, Publishing in research journals/ books/monographs/ periodicals/ conference proceedings and by obtaining patents.
- Classification of journals should be on universally accepted criteria, i.e., based on impact factor SIF (Scimago). The ranking for 2011 is available at <http://www.scimagojr.com>

10.2 TO ATTEND A CONFERENCE

- A request with confirmation letter from the organizers of the conference has to be submitted to the Review Committee through the Principal.
- The Review Committee, after looking at the nature of the conference and other details, will submit the recommendation to the Principal.
- The Principal will forward the recommendation to the Management who will take the final decision.

10.3 TO PRESENT A PAPER IN CONFERENCE

- A request with the acceptance letter from the organizers of the conference and full paper for presentation in the conference has to be submitted to the Review Committee through the Principal.
- The faculty member has to present the paper in the Review Committee meeting. The Review Committee, after looking at the nature of the conference, presentation, quality of the paper and other details will submit its recommendation to the Principal, who will forward the same to the Management with his comments. The Management will take the final decision.

10.4 FOR OTHER PUBLICATIONS

- The author(s) has to submit the reprint to the Review Committee through the Principal.



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- The Review Committee will make the recommendation to the Principal, who will forward the same to the management with his comments. The management will take the final decision in the matter.

11.0 FINANCIAL INCENTIVE FOR RESEARCH PUBLICATIONS

11.1 PUBLICATION IN INTERNATIONAL JOURNALS

- For publishing the works in International Journals, the author is entitled for an incentive of Rs.5,000 for a single authored paper. The impact factor should be above 5 or 10 for the publication.
- In case of joint publications, the senior author is eligible for Rs.3,000 followed by Rs.2,000 each for second and subsequent authors.
- This incentive will be allowed only once in a year.

11.2 PUBLICATION IN NATIONAL JOURNALS

- For publishing in national Journals, the author is entitled for an incentive of Rs.1,000 for a single authored paper.
- In case of joint publications, the senior author is eligible for Rs.750 followed by Rs.250 each for second and subsequent authors.
- This incentive is allowed only once in two years.

11.3 ELIGIBILITY CRITERIA FOR THE CLAIM

- The faculty should have a minimum service of one year at the Nehru Group of Institutions.
- The proposal should come along with the reprints of the article published in the prescribed format with the recommendation of HOD / Principal.
- They should also give an undertaking to the Management that they will serve at the Nehru Group of Institutions at least for a period of one year the following academic year since the publications.

11.4 GENERAL RULES AND NORMS

In all such cases, the decision of the Management will be final.

- The scrutiny and selection will be done by the Management as per norms and procedures framed by the Management from time to time.



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- All the above incentives are applicable only to regular employees and not for faculty engaged on contract or as visiting faculty.
- Assistance under this scheme is not applicable if research allowance is claimed under any other scheme. Impact factor is based on SIF (SC Imago). Assistance is payable only if full paper is published and not for publication of abstract.
- Teachers have to submit a request along with a copy of the published research paper (reprint) to the Principal through the coordinators for assistance. The contributor of the article has also to submit the latest Impact factor of the journal, from reliable sources. Documentary proof for refereeing should be submitted along with the application. All journals should have ISSN numbers from national or international centers. A maximum of four publications in a year will be eligible for financial incentive under this scheme.
- Publication / posters should be in the name of NCN and the rewards / benefits should be property of the authors/presenter.
- Management has the right to review or modify the scheme at any time without prior notice

11.5 PAY AND OTHER BENEFITS

- Increments in the scale of pay are payable on the month of August based on the performance evaluation (as per the Academic Performance).
- Increment is neither automatic nor mandatory. No increment may be awarded if the overall performance appraisal indicates that the performance score is below the minimum fixed.
- A faculty member who acquires a University/Council recognizable doctoral degree in the subject that he/she teaches while serving in the college may be considered for special increments as per management norms, from the date of his/her production of degree certificate in the college office.

12. ETHICAL STANDARDS

12.1 FACULTY

- To live and lead by example in every sphere of conduct particularly to inculcate a culture in students.



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- To respect parents, teachers, elders.
- To express the love of brotherhood to fellow students.
- To accept and extend due respect to every religion and social grouping.
- To love the Nation and commit their endeavors to her progress.
- To have a sense of belonging to the Institution.
- To assume total dedication to the teaching profession.
- To have an urge to excel in professional expertise.
- To wear respectable attire, befitting the society's expectations.
- To keep up immaculate personal hygiene at all times.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other Ornament one wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- No teacher shall encourage or indulge in any form of malpractices connected with examinations or other college activities.
- The faculty has to avoid using harsh and slang languages in the premises.
- The use of mobile phones in the campus during working hours is strictly forbidden.
- Faculty has to develop his / her general and professional knowledge of skills and remain updated in the specific line of work.
- Every teacher shall, by precept and example, inculcate respect for law and order among students.
- Every teacher shall, by precept and example, instill the love of the motherland in the minds of the pupils.
- Every teacher shall organize and promote all college activities which foster the feelings of universal brotherhood among pupils.
- Every teacher should try to preserve and promote the dignity and solidarity of the profession.
- Every teacher must be an advocate of freedom of thought and expression.
- A teacher should aim to co-operate and secure the co-operation of the others in all activities, both curricular and co-curricular, which aim to improve the moral, mental, physical, social and economic well-being of pupils.



- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it berelating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner.
- Shall confer with them on any special problem in solving the problem and guiding them properly on how and who to approach for further help.
- Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the Institution or of fellow teachers, students or any other member of society.
- Shall always accept the entity of fellow teachers, honor their sentiments and respect their value system.
- Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.
- Every teacher must regard each individual student as capable of being uniquely creative and must do everything in his/her means to develop these special qualities /talents.
- Every teacher shall consider the College property and funds as if it is his/her own and should exercise great prudence and care in using them.

13. EXIT POLICY / RETIREMENT / RESIGNATION

- Age of retirement for all staff is as per the Kerala Govt. norms and statutory body norms. The management reserves the right to appoint a retired person on suitable terms if it considers that such a step is in the interest of the institution.
- Retired teachers will not be given extension. However their services can be availed on a contract payment if the management desires so, if the Council/University norm permits.
- Management has the right to terminate the service of a staff member by giving notice of 3 months/3 months' pay in lieu of notice if his/her performance/conduct is not satisfactory.



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- Notice of resignation should be given three months in advance. If there is shortage in notice period, salary for a proportionate period should be paid to the management..

14. DUTIES AND RESPONSIBILITIES– ACADEMICS

14.1 PRINCIPAL

- The Principal / Head of the institution shall be solely responsible to the CEO & Secretary /Correspondent/ Manager and Management on all administrative, academic research and related activities of the college/ institution in order to maintain and uphold the academic supremacy and competence.
- Shall formulate and present to the CEO & Secretary / Correspondent/ Manager Policies and guidelines on all administrative, academic, research and related activities pertaining to the college in order to maintain excellence in teaching and research.
- Shall provide expert counseling and guidance and high profile academic leadership to the Heads of Departments, Staff and students towards academic excellence.
- Shall effectively coordinate the administrative, academic, research and related activities of all the departments of the institution and ensure smooth function of both teaching and research activities.
- Shall be responsible for the successful conduct of all the approved degree programmes of the institute as per the norms stipulated by the INC, KNMC and KUHS and shall be responsible for carrying out all such instructions and directions communicated from the University/ UGC and from other statutory bodies.
- Shall be responsible for building the state of the art infrastructure and for the maintenance and constantly upgrading the same to facilitate world class teaching, learning and research activities.
- Shall be responsible for monitoring the registration and the progress of students' admission to various degree programmes of the institution.
- Shall be responsible for the preparation of annual budgetary requirements of the college as desired by the Management from time to time.
- Shall be responsible for the procurement and purchase of stores, equipments for lab, consumables and such other items as may be necessary from time to time following conventionally acceptable procedures ensuring both quality and economy.



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- Shall constantly monitor and review the academic and research programmes through adoption of falls such monitoring and evaluation tools like, surprise checks, spot inspections,
- Calling for reports, conduct of critical review meetings of HOD's, faculty and students, feedback from HODs faculty and students and through performance appraisal of both teaching staff and students with due observance of statutes and regulation of Nehru Group of Institutions.
- Shall be responsible for acquiring quality certification from National / International agencies and to that extent take all such academic and research improvement of the campus.
- Shall be responsible for maintenance and upkeep of discipline of both staff and students of the college.
- Shall perform such other duties as directed by the Management from time to time.

14.2. VICE PRINCIPAL

- The Vice Principal shall be solely responsible to the CEO & Secretary / Correspondent/ Manager, Principal and Management on all administrative, academic research and related activities of the college/ institution in order to maintain and uphold the academic supremacy and competence.
- Shall formulate and present to the CEO & Secretary / Correspondent/ Manager/Principal Policies and guidelines on all administrative, academic, research and related activities pertaining to the college in order to maintain excellence in teaching and research.
- Shall provide expert counseling and guidance and high profile academic leadership to the Heads of Departments, Staff and students towards academic excellence.
- Shall effectively coordinate the administrative, academic, research and related activities of all the departments of the institution and ensure smooth function of both teaching and research activities.
- Shall be responsible for the successful conduct of all the approved degree programmes of the institute as per the norms stipulated by the INC, KNMC and KUHS and shall be responsible for carrying out all such instructions and directions communicated from the University/ UGC and from other statutory bodies.



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- Shall be responsible for building the state of the art infrastructure and for the maintenance and constantly upgrading the same to facilitate world class teaching, learning and research activities.
- Shall be responsible for the preparation of annual budgetary requirements of the college as desired by the Management from time to time.
- Shall constantly monitor and review the academic and research programmes through adoption of all such monitoring and evaluation tools like, surprise checks, spot inspections,
- Shall be responsible for acquiring quality certification from National / International agencies and to that extent take all such academic and research improvement of the campus.
- Shall be responsible for maintenance and upkeep of discipline of both staff and students of the college.
- Shall perform such other duties as directed by the Management from time to time.

14.3.HEAD OF THE DEPARTMENTS

- The HOD / Head of the Department shall be solely responsible to the Principal and Management on all administrative, academic research and related activities of the department in order to maintain and uphold the academic supremacy and competence in the Department.
- Assist the Principal in formulating policies and guidelines on all administrative, academic, research and related activities pertaining to the discipline / Department in order to maintain excellence in teaching and research in the Department.
- Provide expert counseling and guidance and high profile academic leadership to the staff and students in the department towards academic excellence.
- Solely responsible for the maintenance and upholding of a high degree of clinical supremacy and competency in the discipline concerned in teaching, research and all such other related activities.
- Responsible for maintaining close rapport with a stream of high profile academicians in the state and elsewhere on similar specialization and to use their expertise and input in up grading the teaching and research standards and in building up of world class infrastructure of all kinds.



- Effectively coordinate the administrative, academic, research and related activities of all the staff of the department and ensure smooth functioning of both teaching and research activities of the department.
- Endeavor to maintain a higher level of attendance, Pass percent and University ranks.
- Personally inspect and satisfy that the courses / Subjects in the departments are effectively and successfully handled by the staff to the entire satisfaction of students and Management.
- Personally verify and satisfy that the contents provided in all reports including daily, weekly and monthly reports to the Principal / CEO & Secretary are correct and true and are duly supported by proper evidence and records,
- Constantly verify the course files, lesson plans and all such other academic records of individual staff and of the faculty and ensure for their quality and content and updating.
- Report on the performance of staff and students to the Principal / Secretary after assessing them through scientifically designed evaluation procedures including students feedback.
- Strive to promote a stream of highly competent and dedicated faculty through induction, faculty development programmes, Internships, higher qualification and all such other HRD means.
- Solely responsible for building the state of the art infrastructure in the department and for the maintenance and constant up gradation of the same to facilitate world class teaching, learning and research activities.
- Assist the Principal in the procurement and purchase of stores, equipments, lab items, consumables and such other items as may be necessary from time to time.
- Responsible for the preparation of annual budgetary requirements of the department as desired by the Principal from time to time.
- General supervision of the works of both staff and students in the department and review the performance of staff in respect of teaching, research and other related activities.
- Strive to promote / motivate the students for their participation in extra and co curricular activities besides inter collegiate, district and state, and National level competitions.





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- Assist the Principal in the maintenance and upkeep of discipline of both staff and students of the department.
- Endeavor to render special and well conceived coaching classes to students for empowering them to face the interviews confidently.
- Assisting the Principal in acquiring quality certification of the institution by National and International agencies and to this extent ensure departments participation in the process through academic up gradation.
- Responsible to enter into MOU with related Industries and Institutions to establish a healthy Industry Institutional relationship.
- Responsible for the care and maintenance of department's property.
- Responsible for performing all such other duties & responsibilities as desired by the Principal /Secretary from time to time.

14.4 PROFESSOR

- To handle effectively the subjects assigned, in a regular phased manner and completion of syllabus in full within the semester.
- To monitor the attendance of all students in the class well as the academic standing and communicating the observations to parents.
- Conduct and correction of internal and model examinations and counseling the students based on their performance with special additional coaching to slow learners.
- To obtain feedback from students and modify the teaching and training as per the students suggestions.
- To aim for better performance of students in the subjects handled and to counsel them based on their performance
- To keep in touch with parents and updating them with the student's attendance, marks obtained in examinations as well as conduct and character.
- Will assist the HOD in discharging his/her duties in all daily academic administrative activities, overall promotion of college and in the development of the Institution.
- To maintain all academic records as stipulated by the INC, KNMC and KUHS.
- To strive for excellence in teaching and learning process and to assist better placement of students.




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- Will try to propose projects from all possible funding agencies and help in the improvement of research and developmental activities of the Institution.
- Will attend to any other specific works of the department as assigned by the HOD.
- Will also execute and perform any other duties as assigned by the management from time to time.

14.5 ASSOCIATE PROFESSOR

- To handle effectively the subjects assigned, in a regular phased manner and completion of syllabus in full within the semester.
- To monitor the attendance of all students in the class well as the academic standing and communicating the observations to parents.
- Conduct and correction of internal and model examinations and counseling the students based on their performance with special additional coaching to slow learners.
- To obtain feedback from students and modify the teaching and training as per the students suggestions.
- To aim for better performance of students in the subjects handled and to counsel them based on their performance
- To keep in touch with parents and updating them with the students attendance, marks obtained in examinations as well as conduct and character.
- Will assist the HOD in discharging his/her duties in all daily academic administrative activities, overall promotion of college and in the development of the Institution
- To maintain all academic records as stipulated by the INC, KNMC and KUHS.
- To strive for excellence in teaching and learning process and to assist better placement of students.
- Will try to propose projects from all possible funding agencies and help in the improvement of research and developmental activities of the Institution.
- Will attend to any other specific works of the department as assigned by the HOD
- Will also execute and perform any other duties as assigned by the management from time to time.



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14.6 ASSISTANT PROFESSOR

- To handle effectively the subjects assigned, in a regular phased manner and completion of syllabus in full within the semester.
- To monitor the attendance of all students in the class as well as the academic standing and communicating the observations to parents.
- Conduct and correction of internal and model examinations and counseling the students based on their performance with special additional coaching to slow learners.
- To obtain feedback from students and modify the teaching and training methods as per the student's suggestions.
- To aim for better performance of students in the subjects handled and to counsel them based on their performance.
- To keep in touch with parents and updating them with the students attendance, marks obtained in examinations as well as conduct and character.
- Will assist the HOD in discharging his/her duties in all daily academic administrative activities, overall promotion of college and in the development of the Institution.
- To maintain all academic records as stipulated by the respective universities.
- To strive for excellence in teaching and learning process and to assist better placement of students.
- Will attend to any other specific works of the department as assigned by the HOD.
- Will also execute and perform any other duties as assigned by the management from time to time.

14.7 LECTURER

- Identifies the needs of the learners in terms of the program by utilizing the records of previous experience, personal interviews, tests, and observation.
- Assists the learners in identifying their needs.
- Participates in formulation and implementation of the philosophies and objectives of the post.
- Selects and organizes learning experiences, which are in accordance with these objectives.
- Participates in evaluation of the curriculum.



- Plans with the educational unit with nursing service and allied groups.
- Ascertains, selects and organizes facilities equipment and materials necessary for learning.
- Assists the learners in using problem solving process.
- Measures and describes quality of performance objectively.
- Maintains and uses adequate and accurate records.
- Prepares clear and concise reports.
- Shares information about learners needs and achievements with other concerned.
- Measures effectiveness of instruction by use of appropriate devices.
- Increases knowledge and skill in own curriculum area.
- Devices teaching methods appropriate to objectives and content.
- Gives guidance with own field of competence.
- Helps the learner to grow in self-understanding.
- Assist in initiating and participating in studies for the improvement of educational program.
- Identifies problems in which research is indicated or potentially desirable.
- Make data available concerning learners and concerning methods of teaching and evaluation.
- Continues to develop competence in problem solving process.
- Cooperate in and/or initiate group activity to develop and evaluate studies.
- Utilizes the findings of research.

14.8 ASSISTANT LECTURER / TUTOR

- Conduct tutoring sessions to help students understand and apply nursing concepts, theories, and principles.
- Assist students in developing effective study strategies and time management skills.
- Provide guidance on how to approach assignments, projects, and exams in the nursing program.
- Possess a strong understanding of nursing theory, clinical skills, and evidence-based practice.
- Stay updated with current nursing practices and trends to provide accurate and relevant information to students.



- Explain complex nursing concepts in a clear and concise manner, ensuring students grasp the material effectively.
- Establish a supportive and encouraging learning environment for students.
- Actively listen to students' concerns and address their questions or challenges.
- Collaborate with faculty members to align tutoring sessions with the curriculum and learning objectives.
- Assess students' progress and identify areas of improvement.
- Provide constructive feedback to help students enhance their nursing knowledge and skills.
- Track and maintain records of tutoring sessions and student progress for reporting purposes.
- Engage in ongoing professional development activities to enhance tutoring skills and knowledge.
- Attend training sessions or workshops related to tutoring techniques and nursing education.

15.0 DUTIES AND RESPONSIBILITIES – ADMINISTRATION

15.1 ADMINISTRATIVE MANAGER/ADMINISTRATIVE OFFICER

- The Administrative Manager will be the head of the administration office and office staff will be under his supervision and control.
- The Office Superintendent and all staff will report to the Administrative Manager and should seek the approval/permission in all matters.
- He/She will work with close directions of the Management.
- He/She will work in close unison with the Principal. The leave and OD of the staff/faculty members will be routed through him for consideration/approval.
- He/She will oversee the statutory and other administrative works of the college.
- He/She will be the person responsible for arranging various development activities of the college.




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- He/She will represent the Management and will work as per the directions of the Chairman and Managing Trustee, Supervising day-to-day operations of the administrative department and staff members.
- He/She will attend to any other work as assigned by the Principal / CEO & Secretary from time to time.

15.2 . OFFICE SUPERINTENDENT / OFFICE IN CHARGE

- Hiring, training, and evaluating employees and to take corrective action when necessary.
- Developing , reviewing, and improving administrative systems, policies, and procedures.
- Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.
- Working with accounting and management team to set budgets, monitor spending, and processing payroll and other expenses.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations and training sessions.
- Collecting, organizing and storing information using computers and filing systems.
- Overseeing special projects and tracking progress towards management goals.
- Building new and expanding existing skills by engaging in educational opportunities.
- Admission of the new students according to University/ Government Rules.
- Custodian of the Original Certificates of Students and staff and its proper maintenance.
- Receiving, entering, storing and distribution of all communications received from Corporate Office, University, Government, Non Government and other agencies.
- Monitoring all students' cash payments, including college and hostel fees, preparing list of defaulters and coordinating and checking all receipts and payments.
- Allocate works to the staff on a permanent basis and on a day to day basis and monitor and ensure their accountability.
- Register and monitor all incoming and outgoing dispatch tapal.
- Responsible for overall monitoring of students scholarship



- Monitor all material arrivals stock entry and verification of all kinds of bills including payment to Electricity Bill and other dues.
- Responsible for the maintenance of petty cash, sanction register and accounts.
- Maintain records of all complaints by students, faculty and other and the details or enquires and follow up.
- Responsible for maintaining all confidential academic and related documents legal files and other important documents.
- Attend to any other work as assigned by the Principal / CEO & Secretary from time to time

15.3 CONFIDENTIAL ASSISTANT TO PRINCIPAL

- Confidential Assistance to Principal is delegated to function as a Secretarial staff and matters requiring confidential dealing will be attended by him.
 - Reading, monitoring and responding to the emails pertaining to Principal and University.
 - Answering calls and proper communication.
 - Dealing with correspondences with University and other statutory bodies.
 - Student affairs and grievances to the Principal/Management.
 - Diary management and official visits /programmes of the Principal.
 - Planning and organizing meetings, taking action points and writing minutes.
 - Preparing papers for meetings.
 - Taking dictation and taking out letters.
 - Planning and organizing events.
 - Managing and reviewing filing and office systems including typing
 - Sourcing and ordering stationery and office equipment for University Examination.
- Attend to any other work as assigned by the Principal / CEO & Secretary from time to time.

15.4 CLERK

- Coordinates the work with office Administrative Manager
- Answer incoming telephone calls, provide information and take and relay messages.
- Sort and deliver incoming document/letter and ensure that the correct recipient receives the right document/letter.




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- Schedule appointments for office staff and provide them with reminders and follow-ups.
- Respond to written and verbal inquiries from students regarding college admission procedures, admission tests and results
- Type and format correspondence such as letters, memos and reports
- Use office equipment such. Photocopiers and printers to print and cop, important documents.
- Maintain paper and electronic records such as staff and student information
- Ensure that all staff and student information is kept confidential
- Prepare travel vouchers for students and staff embarking on college trips
- Perform data entry duties such as punching student and staff information in school databases
- Maintain knowledge of office supplies and materials and coordinate with suppliers and vendors when they non out
- Prepare meeting agendas and take and record minutes of the snorting
- Coordinate repair and maintenance of office equipment
- Assist accounts managers in preparing documents such as tax returns and expense report
- Provide assistant to students in tilling out admission forms and answer their questions
- Sort and file admission forms alphabetically and provide students with information on test dates and results

15.5 PEON/ ATTENDER

- Properly opening office and ensure cleaning by the housekeeping.
- To take official telegrams/wireless message/telex messages, etc places for dispatch.
- To keep postal receipts in relevant register of Issue Section.
- To take delivery of parcels/packets of Department from Office/Registration offices, etc.
- To distribute official dales both inside and outside the office.
- To attend to any other official work entrusted by the Head



- To carry files, dunks, official papers and books, etc. as and when required to from residence to office and vice versa of the officers to whom he is attached.
- To attend to the office work (including carrying messages/ office of the officer to whom he is attached.
- To attend to any other official duties which may be assigned he is attached.
- To return the signature pads after signature of the concerned.
- To attended to any other official calls of the officer he is attached to.

16.0 DUTIES AND RESPONSIBILITIES –NON TEACHING STAFF

16.1 LIBRARIAN

- The Librarian work will include proper maintenance of the Library and proper account of all the books maintained in the Library.
- The duties of Librarian will include maintenance of Accession Register and proper accounting of books, journals, periodicals, Educational CDs etc in the library.
- The functioning of the Library from 8.30 am to 05.00 pm.
- The librarian will be responsible for the purchase of books and timely renewal of Journals including e- journals.
- Issuance of books and timely retrieval of the book and also maintaining correct account of the books held.
- Yearly submission of demand of books, journals etc to the Management.
- Preparation of list to be purchased in the library in consultation with department faculty.
- Proper display of books according to the subjects.
- Maintenance of Data base for the proper accounting of books.
- Catalog new inventory and update the database accordingly.
- Budget provisions for the library.
- Timely repair and binding of books and also repairing tear and wear of the books.
- Order new inventory from book supply from the companies.



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16.2 ASSISTANT LIBRARIAN

- The Assistant Librarian work will include proper maintenance of the Library and proper account of all the books maintained in the Library.
- The functioning of the Library from 8.30 am to 05.00 pm.
- Issuance of books and timely retrieval of the book and also maintaining correct account of the books held.
- Preparation of list to be purchased in the library in consultation with department faculty.
- Proper display of books according to the subjects.
- Maintenance of Data base for the proper accounting of books.
- Catalog new inventory and update the database accordingly.
- Timely repair and binding of books and also repairing tear and wear of the books.

17.0 DUTIES AND RESPONSIBILITIES – HOSTEL

17.1 CHIEF WARDEN

The head of the Institution is the Chief Warden

- To monitor the hostel discipline.
- To check the food quality.
- To monitor the various hostel committee activities
- To conduct food and other committee meetings
- To solve issues among students
- To monitor sports activities in the evening
- To control the discipline in the recreation room
- To check the Registers & Files maintained in the hostel
- To check the stock and inventory details
- To discuss with the mess in charge to solve daily food issues
- To coordinate with the site supervisor to get and maintain the hostel facilities
- To check the hostel gate register to avoid issues regarding students outing.
- To act as a faculty advisor for various clubs in the hostel
- To plan and execute the major events in the hostel (like hostel day)



- To conduct classes inside the hostel for academically poor students.
- To coordinate Assistant Warden, Residential Warden, hostel students and mess contractors for smooth running of the hostel.
- Whenever any of the Wardens apply leave, the concerned Principals are instructed to see that the leave is approved only after making alternate charge arrangements with any one of the available
- To check the various registers and ledgers maintained by the Warden and mess supervisor from time to time

17.2 RESIDENTIAL WARDEN

- Informing the hostel requirements to managements and getting new facilities for the hostel
- Assuring the inventory and stock
- Conducting meetings with students
- Solving the problems of the students
- Deciding the hostel timings (mess, outing etc)
- Permitting guests (External examiners) to stay in the hostel after getting approval from management

17.3 WARDEN / ASSISTANT WARDEN

- Taking care of students movements both “in” and “out” of hostels on permission, holidays, regular outings, project works, medical treatment and college purposes.
- Scrutinizing thoroughly the request letters from the students, the phone calls, permission letters / SMS / Fax / mail from Parents or Guardians and the approval from the class coordinator, HoDs and Principal and permit the students for leaving the hostel.
- The Wardens will take the full responsibility for permitting the students for leaving the hostels.
- They will also see that the Parents / Guardians who visit the hostels are received and treated properly.
- The Wardens will forward the files of the respective colleges permitting the students to the Chief Warden who will accord post approval.



- Allotment of rooms to the students as per the guidelines issued by the office of Chief Warden.
- To supervise the overall activities of students, housekeeping, site operations and Mess in the hostel.
- Regular visit to hostel blocks allotted individually and ensure better interaction with the students.
- Nominate the students for various hostel committees Health Club which shall comprise Yoga, Sports activities, Food committee, hostel maintenance committee, Cleanliness Committee and other such clubs and committees.
- To give permission to the Guests for residing in the hostel on the request of the students and recommendations from Chief Warden /Principal.
- To supervise the working of hostel staff.
- To solve the day to day problems of the students.
- To deal with the acts of indiscipline of the students.
- To report the cases of serious indiscipline/ ragging to the Chief Warden / Principal for furtheraction at the Institute level.
- To ensure the quality of food in the mess
- To communicate with the parents / guardians of the inmates in assistance to the Wardens
- To maintain overall ambience of the hostel premises and to ascertain silence hour is carried outin their respective blocks.
- To ensure proper maintenance of the rooms and hostel premises
- To send advance information to the Chief Warden / Principal about the monthly estimated bulk requirements of mess items or other consumables to be purchased through purchase committee.
- To cater to the immediate minor requirements in the hostel through the use of permanent advance.
- After cleaning the rooms, the sweepers should sign in the register or affix their thumb impression.This register will be referred by the week end for giving wages to them. These activities are to be recorded in the occurrence register on a day to day basis.
- Correspondence with the various departments and corporate office is to be made between 10.00 am – 11.00 am.




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- Wardens should be available in the mess at the time of lunch and ensure smooth serving of lunch.
- Student's complaints are to be entertained and major complaints are to be recorded in the occurrence register and to be reported to the management.
- Wardens should ensure the smooth functioning of all equipments, accessories, electrical connections and the mess amenities. Suitable and timely repair of the equipments is the responsibility of the wardens.
- After the college hours, wardens have to ensure that all students are back to rooms at a prescribed time. Suitable methods could be adopted by the wardens to find out the arrival of the inmates.
- In the event of any untoward incident, it has to be recorded in the occurrence register and reported to higher authorities at regular intervals. Serious matters are to be reported immediately.
- Students address book is to be maintained and updated on a regular basis. Information and intimations, complaints, suggestions, changes in rules and amendments are to be sent to the inmates or parents with the help of administrative staff.
- Information to the inmates is to be displayed in the notice board and renewed at regular intervals.
- Hostel rules and regulations signed by the inmates are to be strictly implemented by the wardens and any disobedience to be recorded in the occurrence register and that the student concerned is to be brought to the office for further investigation and finalization. All these are to be done in accordance with the prescribed rules and regulations and on the instructions received from the higher authorities.
- After the class and play time, students are to be directed to their rooms for studying. Play time, study time, dinner time etc to be decided by the warden and proper message is to be given to the students.
- Gate of each building is to be closed on a scheduled time and surprise rounds are to be conducted by the wardens to see that all students are in their room. If anyone is missing, their roommate's statement is to be obtained and recorded in the occurrence register. These checks should be random and secret in nature.
- Students missing from the rooms should be asked to report to the corporate office for paying the fine amount. After two such warnings (to students and parents), if a student



repeats for the third time, he should be removed from the rolls and sent out of the hostel.

- A particular day of a week is to fixed for each batch of students to go out and they should go after signing a register kept in the building.
- Students should not be allowed to go out without ID card. They should be neatly dressed and should sign a register kept at the main gate. Both the registers at the hostel building and the main gate to be audited at regular intervals and any discrepancies in the timings are to be noted and the concerned individuals are to be warned.
- After the prescribed time the hostel register is to be kept under lock and key and wardens have to sign in the register kept at main gate, stamping the time of signature. The students who have not come at the time of checking to be warned and appropriate action to be initiated.
- Misbehavior of the hosteller if any are to be reported to the head of the institution, in a prescribed format after entering in the occurrence register.

18.0 DUTIES AND RESPONSIBILITIES – SERVICES

18.1 TRANSPORTATION

The Nehru Group of Institutions has an extensive network of daily commutation of students and faculties. A total number of 109 buses are operated daily from Tamilnadu and Kerala. In all around 6000 students and faculties and staff enjoy the benefit of bus transportation.

18.2. TRANSPORT OFFICER

- Shall be overall in charge of operating the college buses, both from Kerala and Tamilnadu, based on the students strength and their places of residence and respective colleges.
- Allocation of students and faculties and staff to different bus routes and effectively
- monitoring their daily commutation
- Issue of bus passes to students, faculties and staff depending upon their boarding points.



- Taking up of surprise checks at various routes to check and verify the defaulters (those
- travel without bus passes)
- Deciding and monitoring the boarding and de boarding points and fixing the time schedule based on the college timings and distance to be traveled daily.
- Monitoring and filling of fuel to various buses on a regular basis and supervising and monitoring of the working safety and punctuality of running the buses, their service condition and efficiency.
- Dealing with the legal issues of the government of Tamilnadu and Kerala and meeting the issues of settling the case of unforeseen accidents.

18.3 TA / DA ALLOWANCE FOR DRIVERS

(BUS DRIVERS / AMBULANCE DRIVERS / WATER TANKER DRIVERS / LORRY DRIVERS)

- The period between 8.00 am and 6.00 pm will be considered as normal duty hours.
- No TA / DA for the bus drivers for all routine daily trips irrespective of timings.
- For special visits of students, faculties / staff out of campuses within the working hours (8.00 am - 6.00 pm), Lunch allowance is admissible at Rs. 75 per day for which bills need not be insisted.
- For special visits of students / faculties / staff outside the campuses, involving period beyond working hours, a food allowance is admissible as follows either for Breakfast, Lunch or dinner depending upon the exact time of absence from campuses.

- ✓ Break Fast - Rs.50 /-
- ✓ Lunch - Rs.75/-
- ✓ Dinner - Rs.75/-

For special visits involving extended duties beyond 6.00 pm to 8.00 am or night halts outside the Head Quarters, an allowance of Rs. 50 per hour is admissible for the exact period of absence beyond 6.00 pm and up to 8.00 am but subject to a maximum of Rs. 500 per night.



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18.4 CAR DRIVERS

- The period between 8.00 am and 6.00 pm will be considered as normal duty hours.
- No TA / DA is admissible for this duty hours when performed within campus.
- For duties prior to 8.00 am and after 6.00 pm within the campus or outside the campuses an allowance of Rs. 50 per hour is admissible. While calculating, less than half an hour will not be taken into account. For period exceeding half an hour, half the TA / DA is eligible.
- For special visits during working hours outside the campuses, the food allowance is admissible as shown below based on the actual period of absence breakfast, Lunch or dinner.
 - ✓ Breakfast - Rs.50/-
 - ✓ Lunch - Rs.75/-
 - ✓ Dinner - Rs.75/-
- For visits within the campuses of Nehru Group of Institutions, no food allowance is admissible. The drivers have to make their own arrangement for taking food at any one of the canteens of NGI.
- The staff / faculty by whom the driver is engaged, will meet the food expenses of the drivers and later claim the amount in his/her own TA bill subject to maximum of the amount as indicated below,
 - Breakfast - Rs.50/-
 - Lunch - Rs.75/-
 - Dinner - Rs.75/-
- For special visits outside the city involving night halts, an allowance of Rs. 50 per hour for the period of absence between 6.00 pm & 8.00 am is admissible subject to a maximum of Rs. 500 per night in addition to the day time food allowances as per eligibility depending upon the actual period of absence for the day time duty hours.
- In case of the drivers engaged for transporting guests and other VIPs alone without any faculty or staff accompanying, the driver, can claim the food allowance directly from the management.
- The eligibility for breakfast is only when the drivers are on special duty attended outside before 7am. Similarly, food allowance for dinner can be claimed only when



the duty hours extends beyond 8 pm. Allowance for Lunch is allowed only when the driver remains outside during lunchtime.

However, the above provisions will be allowed only for some special occasion duties and not eligible, if it is of daily routine official nature.

18.5 DUTIES ON PUBLIC / FESTIVAL / SUNDAY HOLIDAYS

For attending duty on Public / Festival / Sunday Holidays a compensatory off can be availed or extra / additional duty benefits can be claimed.

18.6. MAINTENANCE AND UPKEEP OF VEHICLES

The maintenance and repairs of buses is taken care of by a technical Transport in-charge and workshop manager.

18.7 CANTEEN

- Providing wholesome and quality food at reasonable price.
- Creating an attractive and different menu to cater the nutritional needs of the students.
- Developing good and healthy food habits among students.
- Maintaining a good ambience and good aesthetics of the canteen.
- Ensure a healthy and safe work environment for the canteen staffs and housekeeping staffs

18.8 SECURITY

- The control of access to the college premises
- Responsible for documenting the entrance and exit of contractors, vendors, consultants and visitors
- Provides directions to the designated parking, staging, and receiving areas
- Reports and documents any accidents/incidents expeditiously and accurately involving personnel or vehicles through the appropriate channels
- Perform operator duties supporting a 24/7 Security Operations
- Monitoring of CCTV cameras and reporting the unusual incidence with proofs to the concerned authority.




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18.9 MAINTENANCE WORKER

- Perform upkeep tasks such as repairs and cleaning.
- Perform cleaning activities such as dusting, mopping etc.
- Perform minor fixes such as repairing broken locks, filling gaps on walls etc.
- Check control panels and electrical wiring to identify issues
- Install appliances and equipment
- Do garden/yard upkeep by mowing lawn, collecting trash etc.
- Conduct maintenance tasks such as replacing light bulbs
- Inspect and troubleshoot equipment and systems (e.g. ventilation)
- Check functionality of safety systems (e.g. fire alarm)
- Collaborate with workers and other professionals during renovations
- Report to a facilities or maintenance manager for issues

18.10 HOUSEKEEPING

- The Housekeeping department keeps the sanitation level high and disorder under control in diverse facilities. “Housekeeping” may refer to an in-house department or an outside service.
- The basic duties of a housekeeping department or service include routine cleaning and everyday maintenance, such as dusting, polishing furniture and vacuuming.
- Housekeepers empty trash cans, take out garbage and replace supplies such as towels and toilet paper.
- They clean all rooms, offices and hallways and wash flat surfaces, including windows and walls, clean sinks, toilets, shelves, stoves, refrigerators and appliances.
- Housekeepers use wheeled carts to carry cleaning equipment, chemicals, linens and supplies.
- For floor care, use vacuum cleaners also use hand equipment, such as brooms and mops, and cleaning chemicals in various forms, including liquids, sprays and gels.
- Storing this equipment and keeping it in good condition are other responsibilities of the housekeeping unit.



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- Some tools and chemicals are dangerous, so each housekeeping staff must establish and follow safety procedures, such as wearing uniforms and protective gear. This gear may include gloves, safety shoes and aprons.

18.11 GARDENER

- The responsibility of a Gardener is to maintain the beauty of plants, outdoor grounds and trees in a garden.
- They perform a range of general maintenance tasks including designing, producing, renewing and preserving outside spaces.
- Maintain and grow the garden to ensure it meets specific requirements and expectations.
- Perform basic maintenance such as cutting the grass, emptying bins, managing weed control and leaf raking.
- Plant and nurture new trees, flowers, and various plants.
- Work with hand tools and basic light machinery such as plant vehicles, and small diggers.
- Service all garden equipment and machinery.
- Maintain a clean garden by clearing rubbish and litter from the garden and grounds.
- Provide guidance to management on matters related to the garden.
- Advise management on the costs of plants and garden necessities with detailed written quotations and reports.
- Ensure a safe environment for staff and clients by adhering to safety and health regulations.

19.0 PERSONAL FILE

NGI has individual personal file for each employee selected and working. It also regularly collects personal information for inclusion in personal files.




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19.1 MAINTENANCE OF SERVICE RECORDS

- The establishment shall maintain a Service Record in respect of each employee in the appropriate form, wherein particulars of that employee shall be recorded with the knowledge of the management and on the details furnished by employees.
- The date of birth of employee, once entered in the service record of the establishment shall be the sole evidence of his/her age in relation to all matters pertaining to his/her service including fixation of the date of retirement from the service of the establishment.

N.B: Information which is contained in an employee’s personal file includes the following: résumé, letter of offer, performance reviews, amendments to job descriptions (if any), and disciplinary notices.

19.2 NO DUE CERTIFICATE

- An Employee who ceases to be on the service of the Institution shall return all the goods/ articles/ tools/ instruments/ data in any form that were required to be kept by him/her in connection with his/her work to the concerned department and will obtain “No Due Certificate” submit to HR department.
- Only on production of such No-Due certificate, the salary and other amounts if any, due to the employee shall be paid.
- The employee also will be issued experience certificate after receiving the no due certificate.
- For any reasons, if the employee does not return the items belonging to the institution within a reasonable period, the Management may deduct the cost of such items or withhold the employee’s salary payable or take legal proceedings in the court of law.

19.3 SERVICE CERTIFICATE

Every employee who served for a minimum one year period shall be entitled to a service certificate at the time of leaving his/her service provided he/she produced a Clearance Certificate no due certificate from the concerned department.



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19.4 SAVING CLAUSE

Nothing contained in these Standing Orders shall operate in derogation of any law applicable to the employee or to the prejudice of any right of the employee under an agreement, settlement or award for the time being in force, or contract of service.

19.5 INTERPRETATION AND AMENDMENT OF STANDING ORDERS

The management may, from time to time amend the standing orders in accordance with the provisions of the Industrial Employment (Standing Orders) Act 1946

20.0 PERFORMANCE APPRAISAL

The performance Review document will be a live document for each employee. A comprehensive performance appraisal review report has to be submitted by every employee, each year. This review report format will be different for academics and administration.

20.1 APPRAISAL

- Performance appraisal is carried out at predetermined intervals and is documented.
- Appraisal shall be done for all employees including staff, contract employees, interns, students, trainees if they are involved in the care providing or supporting activities in the institution functions.
- Performance appraisal is evaluated based on the expected performance described in the job descriptions.
- Self-appraisal reports shall be sought from the following staff.
- Supervisory cadres and above (Qualified with the capacity to understand the purpose and to fill the format)
- Staff members are eligible to increments prescribed at the end of 12 months in service in the institution. The increments will effect at the beginning of every academic year, i.e. in the month of June.




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- Additional increments shall be given to staff members based on their contributions and results achieved at the discretion of the Management.

Annual staff performance appraisal systems consists of

- ✓ Students feed back
- ✓ Appraisal by Head of the Department
- ✓ Appraisal by Head of the Institution
- ✓ Appraisal by Management
- ✓ Appraisal by professional HR

- All the staff members are required to submit their self evaluation report at the end of every academic year in the prescribed format.
- The Head of the Department, Principal, HR Head and Administrator will discuss results of the appraisal with each employee.
- Sustained good performance will be a requirement for internal promotion and increments, selection to higher post
- An Employee who is successfully completed his/her probation period and whose appointment is in the permanent vacancy has been confirmed by the Chairman & Managing Trustee/Management and written confirmation order will be issued.

Note: The management, however reserve the right to modify, amend, delete or incorporate any of the service rules and regulations as may deem fit. Legal jurisdiction of all disputes shall be vested in Coimbatore jurisdiction only.

The HRIC will maintain effective staff data systems through a database. Such data will be disaggregated by gender and diversity. The report generated by staff data systems will be used proactively by HRIC to analyze trends and to improve and refine systems and practices.

Besides gender and diversity at all levels, data systems will record staff training and development activities and their impact, performance review records, staff attitude surveys, grievances, recruitment and staff turnover analysis and staff casualty together with data that meet local needs such as leave usage trends, organizational age



index, ratio of Human Resource Organization Development (HROD) staff to overall staff, functional staffing ratios and staff support costs.

21. JURISDICTION

All disputes related to these rules may be deemed to come under the jurisdiction of the courts of law in Thrissur and hence the organization may sue and be sued only within the jurisdiction of the above mentioned courts of law.

This Revised and amended

HR Manual is deemed to be in force from January 02, 2017

***** END OF HUMAN RESOURCE MANUAL *****




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