



(FORMERLY NEHRU COLLEGE OF NURSING)

FINANCIAL SUPPORT POLICY



NEHRU COLLEGE OF EDUCATIONAL AND CHARITABLE TRUST

NGI/ADMN/chikitsa/01

Date 27.08.2016

OFFICE ORDER

In accordance with the decision taken in the Board of Trustees, a HEALTH POLICY SCHEME named 'CHIKITSA' is hereby formulated. The following are the benefits to NGIK employees and their relatives under this scheme.

1. A credit facility will be introduced for the inpatient treatment at PKDIMS only.
2. The credit facility is applicable to staff and their first degree family (husband/wife/children/parents) and limited to Rs.50,000/-.
3. In the case of OP, 50% discount on OP tickets to NGI staffs and 25% to the first degree relatives.
4. 20% discount in investigation/radiology to the NGI staff and 10% to the first degree relatives.
5. IP admission -20% discount to the NGI staff and 10% discount to the first degree relatives.

However the management has the right to make necessary amendments in the above scheme as and when required.



Adv. Dr. P. Krishnadas
Chairman & Managing Trustee



PRINCIPAL
PK DAS COLLEGE OF NURSING
PANAYUR (P.O), VANIYANKULAM
OTTAPALAM, PALAKKAD DT
KERALA - 679522



NEHRU COLLEGE OF EDUCATIONAL AND CHARITABLE TRUST

ABSTRACT OF THE MINUTES OF THE MEETING of the Board of Trustees of NEHRU COLLEGE OF EDUCATIONAL AND CHARITABLE TRUST held on 26.08.2016 at its Registered Office, Coimbatore.

The meeting of the board of Trustees held at 10.00 a.m. on 26.08.2016 at its registered office of Nehru college of Educational and Charitable Trust. The meeting unanimously decided and resolved to provide health care benefit policy scheme 'Chikitsa'. This scheme is basically to provide discounted treatment at P.K.Das Institute of Medical Sciences (PKDIMS), Vaniyankulam, to the employees working in the colleges/Offices of Nehru Group of Institutions, Kerala.

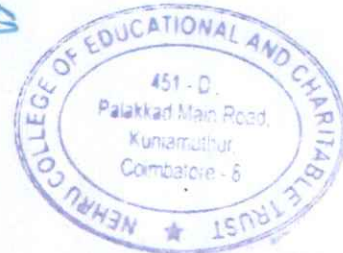
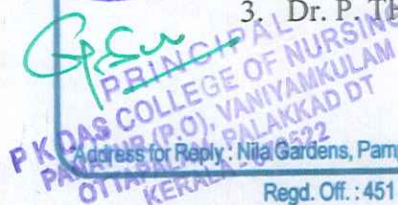
The salient features of the scheme are

1. A credit facility will be introduced for the inpatient treatment at PKDIMS only.
2. The credit facility is applicable to staff and their first degree family (husband/wife/children/parents) and limited to Rs.50,000/-.
3. In the case of OP, 50% discount on OP tickets for NGI staffs and 25% for first degree relatives.
4. 20% discount in investigation/radiology for NGI staff and 10% for first degree relatives.
5. IP admission -20% discount for NGI staff and 10% discount for first degree relatives.

Accordingly due modalities will be worked out in consultation with PKDIMS authorities and will be reviewed from time to time.

TRUSTEES PRESENT

1. Adv.Dr.. P.KRISHNADAS
2. Dr. P.KRISHNAKUMAR
3. Dr. P. THULASI





NEHRU COLLEGE OF EDUCATIONAL AND CHARITABLE TRUST

ABSTRACT OF THE MINUTES OF THE MEETING

Resolutions passed in the meeting of the Board of Trustees of Nehru College of Educational and Charitable Trust held on 01.07.2004 at its Registered Office at Coimbatore.

The Board of Trustees were discussed and decided to award special cash prizes to University Rank Holders and Special scholarships to meritorious students from socially and economically backward classes every academic year.

The Board after discussion had adopted the following resolutions:

It is **Resolved** that the Board of Trustees unanimously decided to award the following special awards and scholarship every academic year:

- i) **Nehru Vignjan Awards:**
Special Cash prizes in the name of **Nehru Vignjan Awards** to those meritorious students who will secure with first 3 University Ranks in every academic year. If any student of Nehru Group of Institutions secure up to 3rd rank in the University examinations, they will be refunded the entire tuition fee collected for the respective courses and will be awarded a sovereign of gold coin as token of appreciation.
- ii) **Nehru Vignjan Scholarship:**
Special Scholarship in the name of **Nehru Vignjan Scholarship** is introduced for those meritorious students who have obtained exemplary marks in qualifying examinations and those who are also from socially and economically backward classes.
- iii) **Tuition Fee Waiver Scheme:**
This scheme of complete waiving off Tuition Fee is introduced to those meritorious students who have obtained exemplary marks in qualifying examinations and those who are also from socially and economically backward classes.

The Policy guidelines for the above three schemes will be formulated separately every academic year according to the educational policy.

Managing Trustee

// Certified True Copy //

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(FORMERLY NEHRU COLLEGE OF NURSING)

FINANCIAL SUPPORT POLICY

- 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.

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.

- 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.

- 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.



P. K. DAS COLLEGE
of **NURSING**
PANAYUR (PO), VANIYAMKULAM, PALAKKAD - 679522



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

(FORMERLY NEHRU COLLEGE OF NURSING)

LEAVE POLICY

- 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.

- 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.

- 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 leave 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.

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.



NEHRU GROUP OF INSTITUTIONS

LEAVE POLICY (AMENDMENT)

Policy Framed on

01-07-2019

Last Updated on

13-04-2023

To maintain a uniform Leave Policy for all Staff Members in our Institution (NGIK), it has been decided that, all staff members (Teaching & Non-Teaching including Administrative Staff) are entitled for following leaves in an year. Hence forth, Vacation Leave of 20 days for Teaching Staff and 10 days for Non-Teaching staff being given during May-June (Even Semester) stands withdrawn.

For Teaching & Non-Teaching staff members Leaves eligibility will be calculated in the Academic Year (July to June) and for Administrative Staff members it will be calculated in the Calendar Year (January to December).

Teaching Staff			Non-Teaching Staff			Administrative Staff		
CL	EL	SL	CL	EL	SL	CL	EL	SL
12	15	05	12	08	02	12	15	05

Casual Leave

- Entitlement – All staff members (Teaching & Non-Teaching including Administrative Staff) are entitled to avail Casual Leave from the date of joining.
- For being eligible for Casual Leave, minimum of 21 days attendance (including EL & SL) is required in a month.
- Casual Leave can be availed maximum 3 days at a time.
- Casual leave can be accumulated and availed within the Academic/Calendar year. However, un-availed casual leave cannot be carried over to the next Academic/Calendar year.
- Casual Leave has to be availed only with prior sanction of the Section/Deptt. Head unless there is an exigency.
- Suffixing and Prefixing of casual leave along with Weekly Offs/Public Holidays is allowed only with the prior sanction from HOD/Principal/Manager.
- Casual Leave cannot be combined with Earned Leave or Sick Leave.

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- Casual Leave will be sanctioned only after ensuring that the applicant has made adequate alternate arrangements for executing his/her duties during the leave period. The faculty who has been given the alternative charge should not be allowed to take Casual Leave on that particular day.

Earned Leave

- Earned Leave will be applicable only after one year of probationary period.
- Earned Leave shall be availed during Academic Year (July to June) by the Teaching & Non-Teaching Staff and Calendar year (January to December) by the Administrative Staff.
- The staff shall avail Earned Leave not exceeding one week at a time. Public holidays which fall within the Earned Leave shall also be counted for Earned Leave.

Sick Leave

- Sick Leave cannot be clubbed with any other leave or Weekly Off/Public holidays.
- For claiming Sick Leave, proper medical certificate should be attached along with the leave application.
- Sick Leave cannot be carried over to the next academic year.
- The management reserves the right to either allow or disallow the Sick Leave.

This amendment in the leave policy is applicable to all Staff Members of NGIK Colleges. All other points in our Leave Policy remain unaltered.

The above changes will come into effect immediately.



Chairman & Managing Trustee

Cc :-

The CEO & Secretary – for kind information

The Principal NCERC/NCP/JCET/NAL/NCA/NCN/Trg.Manager JAI

The Advisor NGI/The Vice Principal NCERC/NCP/NAL/NCN/JCET


All HODs of NGIK Colleges/All Faculty Members of NGIK Colleges

AM NCP/JCET/CM NCERC/Dy.FM/HR

OS NCERC/NCP/NAL/NCA/NCN/Coordinator NKA

Trust Office, PKDIMS/Trust Office File/Guard file




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