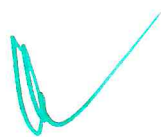



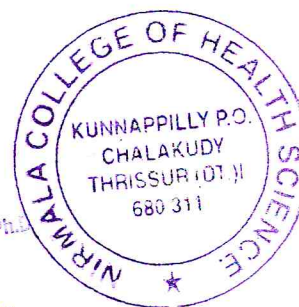
HR POLICY MANUAL


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NIRMALA HR POLICIES

Welcome Note

Nirmala Institutions welcome you to our organisation as our trusted member and growth partner. Our institutions are founded with a vision rooted in higher education. We are happy to have each one of you in our journey, striving for excellence.

About Us

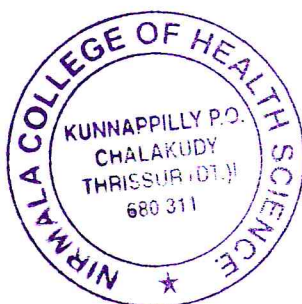
Nirmala Institutions, one of the pioneers in higher education, embarked on its first venture in 1954 with the objective of moulding responsible citizens who could creatively contribute to the betterment of the society. Nirmala Institutions serve thousands of students every year from all over the state through its five colleges imparting globally recognized Masters and Bachelors degree programmes in around 30 disciplines, spanning Management, Engineering, Pharmacy, Arts & Science and Polytechnic. Besides, we provide professional assistance to students to pursue their higher education abroad through our new venture viz. Nirmala College of International Studies.

Vision

Emerge as a premier institute for pharmaceutical education, practice and research.

Mission

- Delivering quality pharmaceutical education through excellent teaching and learning environments, inculcating a sense of humanity through learning, research, and extension.
- Providing a constructive environment safe for students to discover and unleash their true potential leading towards the holistic development.
- To empower them with thorough pharmacy knowledge and skills to make them highly desirable for employment and capable of facing challenges in life.



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Compliance

Nirmala Group of Institutions is a close-knit family, and our HR policies are guidelines that ensure a smooth running of the institutions. Each member of our family is expected to follow these guidelines.

Procedures

Nirmala Institutions is proud of its hiring system and procedures for its transparent and flawless. The hiring process at Nirmala follows specific guidelines which, everyone is expected to adhere to. We make sure that each and every employee is taken care of, and their legal rights are protected.

Recruitment:

The aim of the procedure is to provide a well planned and executed recruitment and selection process that is timely. It results in appointment of high quality academic and non-academic staffs who can meet the needs of the department.

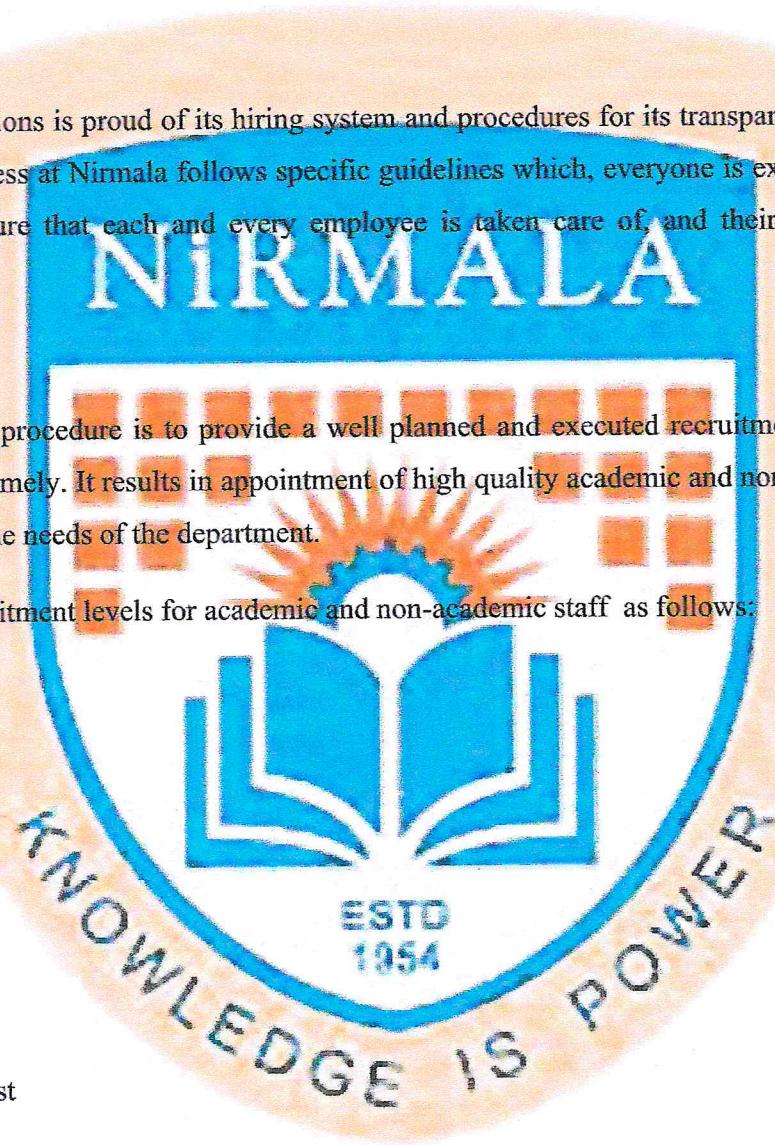
The major recruitment levels for academic and non-academic staff as follows:


Academic:

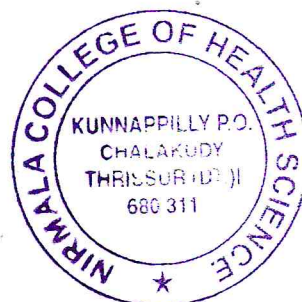
1. Written Test
2. Demo class
3. HR Round

Non-Academic:

1. Written Test
2. Technical Test
3. HR Round




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Appointment:

All appointments to the posts in Nirmala institutions shall be approved by the Nirmala Educational Trust. There shall be a HR Department of the following members to examine the credentials of all persons who have applied for a particular post.

There shall be a selection committee for filling various posts:

Academic:

HR executive

One expert faculty in the particular subject

Head of the Department

Principal

Chief Executive Director

Vice-chairperson

Chairman

Non-Academic:

HR executive

Principal

Chief executive Director

Vice-chairperson

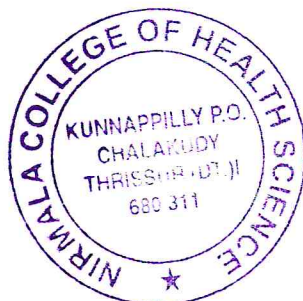
Chairman

Qualifications required for the various academic/administrative posts shall be as per the university guidelines.

Guidelines for New Employees

Every employee, while joining Nirmala, is supposed to submit the following documents:

1. Aadhar card copy
2. Latest photographs



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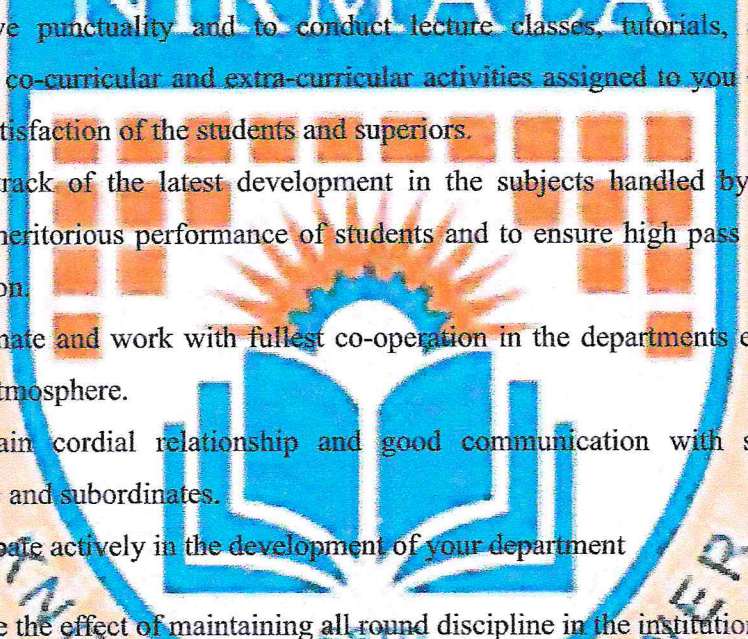
3. PAN card copy

Expected Conduct

Both the Management and staff are expected to work together in harmony and provide the best results. Being a member of the Nirmala family comes with not only job-specific responsibilities, but also duties that contribute to the growth of our institutions.

Teachers should focus on teaching clearly, making course content relevant and acting in an assertive manner.


The main duties and responsibilities include the following points:

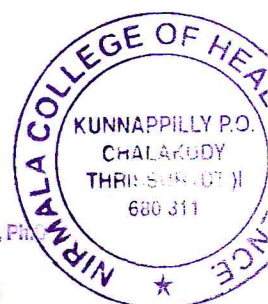
- 
- To observe punctuality and to conduct lecture classes, tutorials, and attend other academic, co-curricular and extra-curricular activities assigned to you effectually and to the best satisfaction of the students and superiors.
 - To keep track of the latest development in the subjects handled by you in order to promote meritorious performance of students and to ensure high pass percentage in the examination.
 - To coordinate and work with fullest co-operation in the departments ensuring excellent working atmosphere.
 - To maintain cordial relationship and good communication with students, parents, colleagues and subordinates.
 - To participate actively in the development of your department
 - To oversee the effect of maintaining all round discipline in the institution.

● **Dress Code**

Every employee in our organization must dress professionally:

- Ensure that you are modestly dressed and well groomed
- Wear a pressed formal wear
- It shall be respectful of ethnic and cultural differences and not discriminatory
- An acceptable personal hygiene to ensure interactions with faculty & students
- Every female faculties should wear overcoat during the class
- Every faculties should display identity card


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● Punctuality

The faculty & staff are expected to report on time. They should record their attendance twice a day by marking their initials in the relevant column of the attendance register and Keep Biometric punching in twice a day. The teaching staffs should be present at the office from 09:00 AM to 04:00 PM. The office and other faculties should report at 9:00 am sharp and their office hours extend to 5 PM.

● 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.

● Leave Policy

Casual leave:

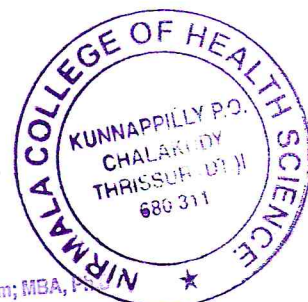
All members of the staff are eligible to take 12 days of casual leave in an academic year. No member of the staff can avail more than 5 days of casual leave at a particular time; however no employee from headquarters for more than 10 days at a stretch. Application for casual leave should be submitted to the H.O.D/ competent authority in advance with proposal for alternate arrangement to engage the class or to attend to the day's work. If application cannot be submitted in advance on account of some emergency or unforeseen reason, the H.O.D should be contacted over the phone at the earliest so that the H.O.D. should be able to make arrangements to engage the class. Failure to engage the class on account of leave shall be treated as dereliction of duty on the part of the faculty member availing leave. Principal is the authority to sanction casual leave to teaching as well as non-teaching staff. Any absence without proper sanction will be treated as unauthorized absence and salary will be cut at the normal rate for the days of such absence.

Duty Leave:

Duty leave of a maximum of 15 days in a calendar year will be granted with full pay to the faculty members for the following:-

- Attending conferences/seminars/workshops.
- To interact with industry.
- To attend meetings of the University.


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- To perform any other task assigned /approved by the Principal.
- As far as possible faculty members from a dept. are to go on rotation to attend valuation camps/university examinations so as to limit the duty leave to a maximum of 15.
- Management may sanction duty leave in excess of 15 days if it is found necessary to enable the faculty member/staff to perform duties assigned by the University or the Principal

Pay, Allowances & Increments:

- Scale of pay, allowances and other financial benefits for various categories of staff shall be as decided by the governing body, keeping in view the scales suggested by PCI/ Kerala University of Health Science
- Annual increments shall be sanctioned by the Principal with the approval of Chairman on satisfactory performance of the employee based on recommendations of HODs

On Duty (OD)

All regular faculty/staff members shall take OD with prior approval from HOD and Principal. The On Duty is categorized into three types as follows;

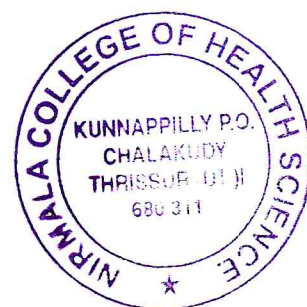
- ❖ On Duty for participation and/or presentation of paper in National/International seminars/Conferences/Symposium/Workshops
- ❖ Exam On Duty for University examinations supervision work
- ❖ Other On Duty for any other institution related work

Vacation Leave

All the regular faculty members (vacation staff) who have put in not less than one year of service in the college and who undertake to continue in service for the next academic year are eligible for up to three weeks' vacation leave. This 2 weeks period is split up as follow;

- 1 week during summer
- 1 week during winter

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Financial Benefits

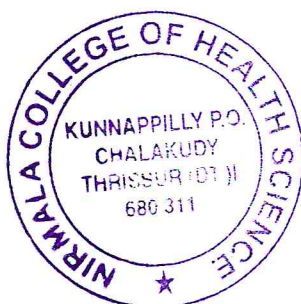
- Post appraisal incentives provided for best performing staffs
- PhD allowance is given to the Doctoral Faculty members
- Marriage gift for staff members
- Providing financial support to attend FDP, Workshop, Journal publications, training programs and National & International Conferences
- Providing ON Duty and financial support for the faculty members interacting with industries
- Maternity leave for the woman Teaching & Non-teaching staff members as per norms
- Special leave for religious festivals
- Celebrations of the festivals in the campus
- Monthly one-day Casual Leave and one – hour permission will be allowed to avail


Non-Financial Benefits

- Subsidized Transport facilities to and from their home to Institute
- Free accommodation in hostel for out station employees
- Free Wi-Fi inside the campus
- All non-doctoral faculties are encouraged to get enrolled for PhD program in various Universities
- Providing professional body membership fees

Sanitization & Health Regulations

Every employee is to sanitise their hands before and after arriving at the office. Employees shall to follow appropriate Covid-19 protocols set by the Government of India. It is the responsibility of each and every employee to prioritise the health and safety of themselves as well as their colleagues.




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Safekeeping of Properties

All employees have the collective responsibility to maintain a safe and clean work environment. Nirmala Institutions propagate a healthy and safe work environment. Hence, along with maintaining a clean personal work space, employees are expected to follow the established decorum for safekeeping the properties of Nirmala Institutions.

Feedback Evaluation:

Twice in every year, the students evaluate the teachers handling their respective subjects covering various aspects of student – teacher interaction through a computerized structures format

The computer on-line-evaluation pertains to teaching process dimensions viz: punctuality and regularity of the teachers, teacher's discussion coverage of class tests, tutorial & assignments and syllabus.

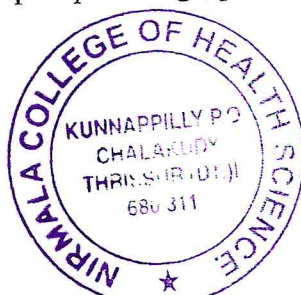
Absolute privacy and confidentiality is maintained so as to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counselled, advised and trained to improve through an advisory committee consisting of Professors and Head Concerned.


Faculty Self-Appraisal:

At the end of each academic year, the faculty shall evaluate themselves using prescribed Faculty Self-Appraisal filled and submit it to the Principal which may take into consideration at the time of increments or promotion

Incentives and Awards:

Incentives and Awards are instituted for the faculty as well as supporting staff members. In case of faculty members, variables considered are academic performance measured by student feedback, HOD remarks, student pass percentage, publications.




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Job-Specific Responsibilities

For teaching Staff

1. Academic and practical training activities
2. Following the academic calendar of the Institution
3. Cover the portion of the course plan

For Office Faculties:

1. Every office and administrative responsibility fall under the responsibilities of the office staff.
2. The office faculties are expected to assist and supervise every administrative process of Nirmala Institutions.

For Lab Assistants:

1. Prepare and maintain accurate laboratory records
2. Clean and maintain the work area, lab equipment, and supplies.

Work Schedule

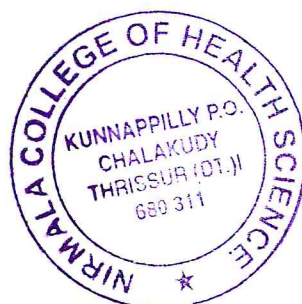
- Working hours for the teaching staff will be from 09:00 AM to 04:00 PM
- The office/Lab staff will have working hours between 09:00 AM and 05:00 PM


Salary Details

- Employees of Nirmala Institutions are entitled to receive their salary on or before the 5th of every month.

ESI&PF Brief

As per the ESI and PF Act, eligible employees would be granted provisions for ESI and PF. As required per the Act, a percentage of the salary would be retained and added to the ESI and PF funds.




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Travel Policy

An employee shall be eligible for the facilities and expenses if journeys/visits are undertaken for the following purposes:

- a. Outstation duty authorized by the appropriate authority
- b. Attending training programmes/seminars/conferences or any other development programmes approved by the organization, as per management's decision

Quality Improvement Program

Research and quality improvement is a vital factor that contributes to classroom excellence.

Faculty are encouraged to attend seminars, conferences, workshops and development programs etc. As this would improve the faculties' professional and personal effectiveness. Monetary assistance for the same depending on the relevance of the program.

Security & Workplace Violence

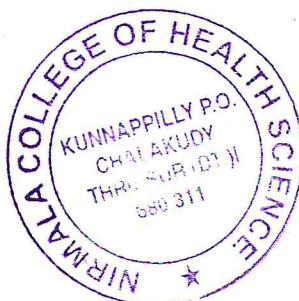
Nirmala Institutions is responsible for providing a safe and secure workplace to its employees and ensuring that every employee is treated in a respectful and fair manner.


Though it is not possible to list all forms of behaviour that are unacceptable in the workplace, here are a few that need to be especially kept in mind:

- Violence against another employee in the office premise
- Smoking in the office premise
- Use of unprescribed and illegal drugs.
- Coming to the office under the influence of alcohol
- Sexual or other forms of harassment
- Making malicious, false, and harmful statements about other employees
- Falsifying records or reports, including one's time records or the time records of another employee

Any other action that is found unacceptable by the administration would lead to disciplinary action.

Resignation Guidelines



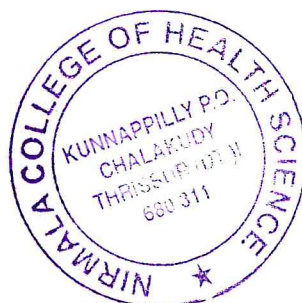
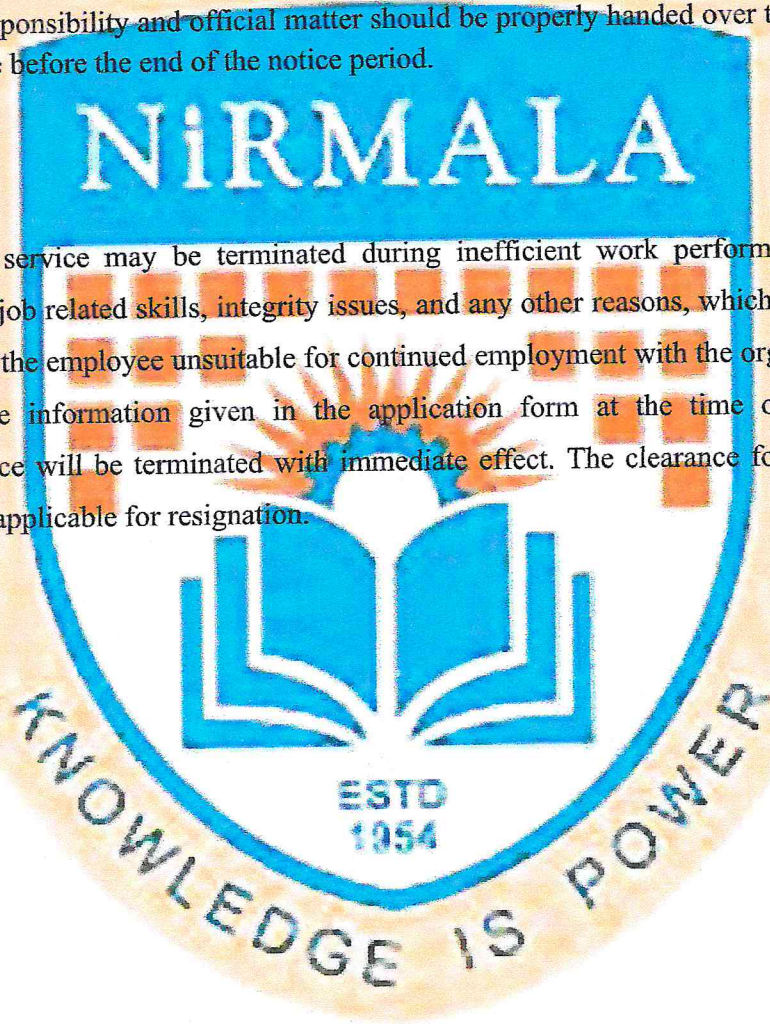

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If an employee wants to resign from their job, these are the procedures to be followed:

- If an employee decides to resign from their job, matters regarding the reason, dates, etc. should be discussed with the management.
- The employee, if a part of the teaching staff, is expected to inform the Principal officer matters regarding their resignation.
- The employee should give a two-month notice period before resigning.
- It is the responsibility of the employee to find a replacement within the notice period in order to ensure a smooth transition.
- Every responsibility and official matter should be properly handed over to the succeeding employee before the end of the notice period.

Termination:

An employee's service may be terminated during inefficient work performance, indifferent attitude, lack-of job related skills, integrity issues, and any other reasons, which the organization believes renders the employee unsuitable for continued employment with the organization. If any mismatch in the information given in the application form at the time of interview, the employee's service will be terminated with immediate effect. The clearance formalities will be similar to those applicable for resignation.




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