



Nagar Yuwak Shikshan Sanstha Airoli
NEW HORIZON COLLEGE OF COMMERCE

Plot No.5, Sector -13, Airoli, Navi Mumbai 400 708.

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AFFILIATED TO UNIVERSITY OF MUMBAI

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(University Affiliation No. Aff./Recog - I/2049 of 2011 dated 06.05.2011)

STAFF POLICY DOCUMENTS



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Chapter 1 : About the Trust

1) General Information :

- a. Name of the Trust : Nagar Yuwak Shikshan Sanstha Airoli
- b. Registered Address : Plot No. 5, Sector 13, Airoli, Navi Mumbai 400708.
- c. Registration Number : University Affiliation No. Aff./Recog – 1/2049 of 2011 dated 06.05.2011
- d. Board of Trustees : The Board of Trustees govern all the rules and regulation of the college , as the New Horizon College of Commerce, Airoli is run under the Nagar Yuwak Shikshan Sanstha Airoli, Airoli.
- e. Vision of the College : Our Vision is to create a “World Class Campus” where everyone is able to learn and achieve their dreams for higher education and an enhanced career.
- f. Mission of the College : Our Mission is to impart vibrant, innovative and global education and to be the most preferred choice of students, faculty and industry to become the world leader in terms of excellence in education by reaching within top 10 in every sphere of management education and moreover, to provide every student with a means for “self paced, Self-styled learning”, anywhere anytime.




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Chapter 2 : About the College / Institute

1) **About the College :**

NHCC is, the brain child of the Visionary founder Dr Subir Kumar Banerjee who envisioned to lay the foundation of an acme of educational distinction; an institution to foster commerce education par excellence for young minds ready to spread their wings to establish themselves in the industry/market.

With an idea of education from KG (Kindergarten) to PG (Post-graduation) under an unified educational assemblage, he laid the foundation of NHCC under the patronage of **NAGAR YUWAK SHIKSHAN SANSTHA AIROLI.**

In a sprawling campus, monumental design structure greatly appealing to the Mumbai populace, green abundance, open spaces, cutting edge infrastructure NHCC was established in 2011, in the midst of an opulent upcoming and developing area in the suburbs of Mumbai.

NHCC affiliated to the Mumbai University, with UGC Approved status is in its twelfth year of its academic journey, with five courses in Under Graduate Programme BMS, B.Com (Accounting & Finance), B. Com (Banking & Insurance), B.Com (Financial Markets), and Post Graduate Programme M.Com (Business Management) with continuous promise to keep growing constantly with our clear vision, as excellence in academics is the hallmark of any good institution. The college offers specialization in Human Resource, Marketing and Finance for BMS Students.

We aim for creating leadership in commerce, address the critical needs of industry and society so that we can facilitate the Commerce graduate students as our contribution to society.

Moving ahead on the path of excellence, our institution is ready to effectively take a leap and accept the forthcoming challenges in diversified domains.

The College also focuses on co-curriculum and extra co-curriculum activities for the overall development of the students. The college provides internship, training, and placement to the students in renowned companies like TATA, CMA-CGA, e-clerx, etc.



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- 2) **Name of the College** : Nagar Yuwak Shikshan Sanstha Airoli's
New Horizon College of Commerce
- 3) **Address of the College / Institute**: Plot No. 05, Sector-13, Airoli, Navi Mumbai 400708.
- 4) **Contact Details of the College / Institute** : Tel . 022-20871721 / +91 9769997791
Website : www.nhccairoli.org, E-mail - nhims2011@gmail.com
- 5) **Location of the College / Institute** : Plot No. 5, Sector 13, Airoli, Navi Mumbai.
- 6) **University of Mumbai's College ID number** : New Horizon College of Commerce, Airoli is affiliated to the University of Mumbai and the college code is : 274
- 7) **Long Term Goals** :

- **Collaboration With Foreign Universities**

We plan to have a collaboration with Foreign Universities such that it creates new opportunities for students, study abroad programmes, internships and joint degree programmes. These opportunities can enhance their education and improve their job prospects.

- **Efforts To Increase Passing Percentage**

We shall plan our goal of increasing the passing percentage of the students by conducting additional lectures, personalize learning strategies, to work on the weakness of the students. We also plan to increase the remedial lectures or restructure the lectures according to the learning abilities of the students. We also plan to have extra lectures of professionals to deal with students have learning disabilities.

- **MOUs With Companies – National / International For Placement**

We plan to have MOUs with more companies for placement of the students. We also look forward to get connected with MNCs or International Companies.

8) **Short Term Goals** :

- **Outreach Programmes**

To organize activities to reach out the needy people, underprivileged people, etc and help them through different activities like; Donation of Food Grains, Clothes, Books, Medicines, etc. Helping the people with basic writing and reading knowledge making them understand their basic rights.

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- **Addition Of New Courses**

We have plans to add new courses in the coming year viz; Bachelor of Law, Bachelor of Financial Market and Bachelor of Commerce.

- **Value Added Courses For Students**

To sustain in the today's global world, we plan to have some Value Added Courses for the students to enhance their skills and strengthen their practical abilities to get easily absorbed in the market after their completion of graduation. These courses will make students employable.

- **Increase No. Of Admission**

To increase the number of admissions in the ensuing academic year, we plan to approach the Junior Colleges in and around the vicinity, area and suburbs, wherein students can reach the campus without any hassles. Also guiding them about our various courses and counselling to select the desired course. We plan to organize pre-admission process seminar / workshops to make them understand the process and per the NEP Programme.

- **Govt. Courses For Students – Swayam / Mooc Courses**

We encourage students to get enrolled to the Government Sponsored Courses like Swayam and Mooc Courses to learn for a variety of reasons, including: career development, changing careers, college preparations, supplemental learning, lifelong learning, corporate eLearning & training, and more. These courses will not only add knowledge but will also make students understand and learn new concepts in their life. These courses will give additional weightage to their C.V.'s.

- **To Make It Enabled Classrooms**

We are planning to install smart board and IT tools in the classroom.

- **To Get Accreditation From The Regulators**

We have initiated the process of NAAC accreditation and very soon we will get the accreditation with good grades.

9) **Quality Policy :**

NHCC is committed to provide quality of education to the students enabling them to excel in the fields of Commerce, to cater to the changing and challenging needs of society and industry by –

- Contributing to the academic standing and overall knowledge development of the students.
- Maintaining state of the art infrastructure and congenial learning environment.



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- Enhancing the competence of faculty to very high level and to make them adopt all modern and innovative methods in teaching-learning process.
- Inculcating moral and ethical values among students and staff.
- Collaborating with Institutions and Industries.
- Promoting research and development program for the growth of economy.
- Ensuring continual improvement of ILQMC.

10) Governing Body :

The main purpose of the Governing Body members is to decide the overall strategic plan, mission and educational character of the organization.

More specifically, they are responsible for :

- Setting the institute's vision and strategic aims, agreeing plans and policies, and making creative use of resources.
- Approving and annual College budget.
- Appointing and observing the work of the college's Senior Management Term comprising the Principal and Course Co-ordinator.
- Ensuring that the institute is accountable to the students and their parents, to the local community to those who fund and maintain it, as well as to the staff.
- Determining the educational character and mission of the College and to understand status of the activities.

11) College Development Committee (C.D.C.)

The college shall constitute College Development Committee as per the University of Mumbai Directives. The College Development Committee shall meet at least once a quarter proceeding minutes shall be maintained properly.

The powers and duties of the College Development Committee are :

Functions of CDC :

- It prepares the overall Development Plan of the College.
- It decides the Academic Calendar : The teaching programs (new & existing), workload & requirement of teachers, non-teaching staff.
- It frames a smooth admission procedure as per norms.



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- It gives recommendations to the management to encourage and strengthen research culture, consultancy and extension activities, academic collaborations, use of ICT in teaching learning, training faculty to staff.
- it recommends management for approval of the Annual financial statements & Budget. It decides the welfare schemes of the College for staff & students, other events like Annual Day, Sports Day, and Inter Collegiate events, Seminar / Conferences etc. And also the prizes / awards to be given.
- It reviews the various reports, viz., IQAC & NAAC report, statutory audit report, Local Inquiry report & suggests suitable action.
- It recommends appropriate steps regarding the discipline, safety and security issues of the college.
- It prepares & submits the Annual report of the College to the management & University.
- Perform such other duties as may be entrusted by the management and the University.



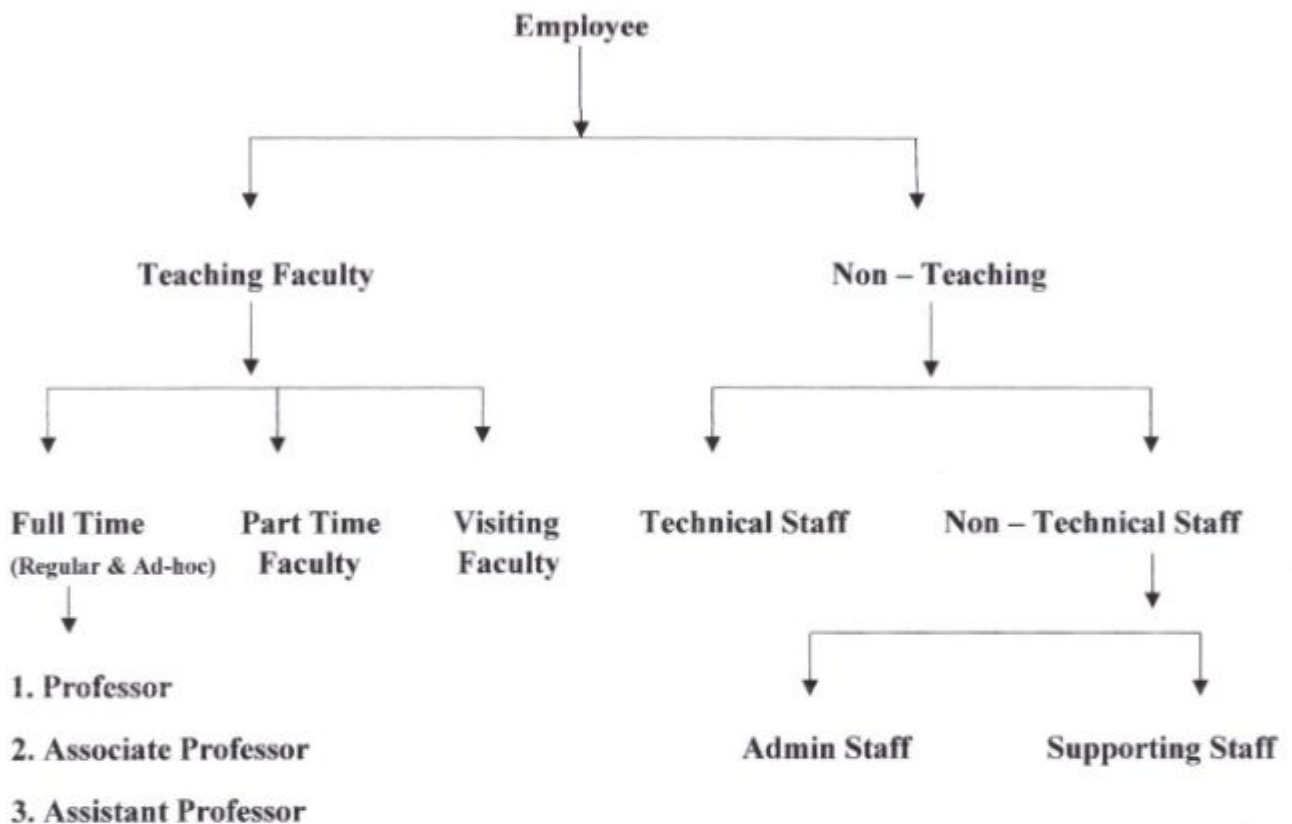
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Chapter: 3 Human Resource Planning

Employee Classification:

NHCC employees are classified on a functional basis to optimize institutional competency through clearly defined authority and responsibility at each level.

Employees are broadly classified as:



a) Teaching Faculty:

It comprises of persons who are involved in Teaching / Research at the institute may be full time (Regular / Adhoc), Part Time and Visiting Faculty.

i) Full Time Faculty (Regular)

- Assistant Professor
- Associate Professor
- Professor
- Part Time Faculty
- Visiting Faculty

b) Non Teaching Staff

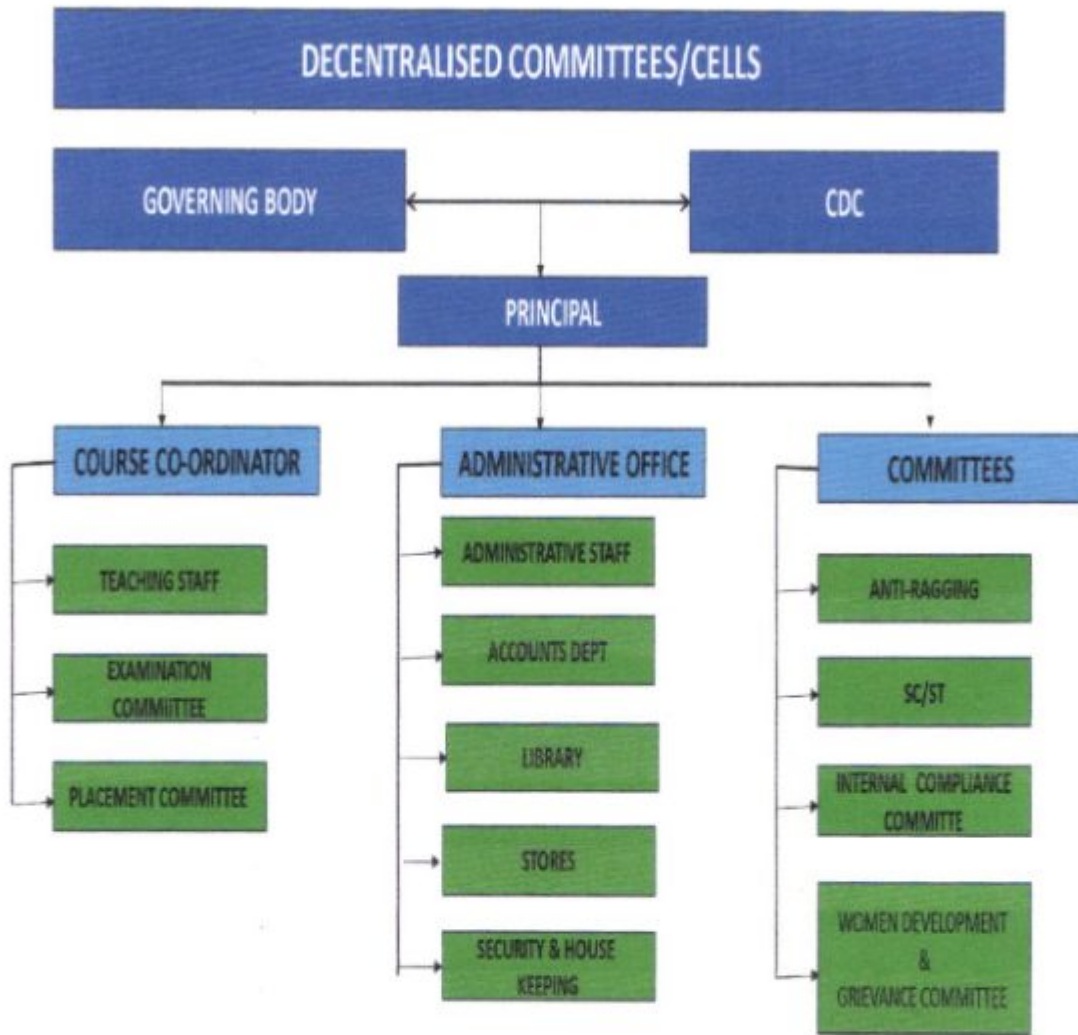
- Registrar
- Librarian
- Accountant
- Clerk



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ORGANISATION CHART/ORGANOGRAM



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Chapter 4 : Recruitment and Selection

A. Recruitment Procedure: Teachers: (Asst. Prof. /Assoc. Prof. /Prof.)/ Principal

- **Requirement Finalization:** The Faculty presents their requirements to the Principal/ Establishment department. The nature of the requirement is finalized after apt discussion in the meeting. The nature of finalized requirement may be:

1. Full Time, 2. Part time, 3. Visiting

- **Succession Plan:** A process involves identification of a particular internal individual or employee as the possible successors to the key or senior position if it is vacant. In this process, Assistant Professor may be promoted as Associate Professor, Associate Professor may be promoted as a Professor.

- **Advertisement:**

✓ **Publishing the Advertisement:** The advertisement should be published in

1. Newspapers, 2. Website and as per the requirement of the college.

✓ **Application:**

Eligible candidates for advertised posts should apply on the institutional web site <www.nhccairoli.org>.

✓ **Scrutiny:**

Collection of application, list of registered candidates & preparation of its database.

Scrutiny of data and short listing of eligible candidates.

- **Selection Committee:**

Institute Level Committee:

The institute level committees comprise of department wise eminent/ senior faculty members. This type of committee is formed for: 1. Walk-In Interviews, 2. Emergency recruitment for scrutiny of the candidates.

The final selection of the candidate is done by management along with the fixation of salary.

- **Schedule and Venue:**

a) Institute Level Interview:

- Schedule, as and when requirement is raised.
- The venue is decided by Management/Principal/HOD.



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b) Call letter:

- Interview schedule is sent to final shortlisted candidates through email.
- The email comprises: 1. Candidate Name, 2. Post for which s/he has been shortlisted
3. Day, date & Time for interview 4. Venue.

• **Interview Conduction:**

- Conduction of interviews and Report of Selection Committee recommending names of candidates.
- Eligible candidates should attend the interview with all necessary documents and
- Educational testimonials and must produce when demanded by the Interviewer.
- The interviewer's committee should submit interview reports with recommendations for appointment.

• **Appointment Order:**

- Selected candidates are being finalized and appointment orders ought to be prepared.
- Approval of the Management for issuing Appointment Orders.
- Issue of appointment orders by office staff.
- Appointment against category post is valid for one year only.
- **Acceptance Letter:** Candidate should submit acceptance letter for appointment order.
- **Joining Report:** At the time of joining, faculty should submit a joining report to the office, with the signature of Respective Faculty and Principal.

B. Recruitment Procedure: Non-teaching staff:

1) **Requirement Finalization:** Finalize vacancy considering staff pattern and proposed by Principal.

All Faculty members present their requirements to the Principal in the meeting.

2) **Succession Plan:** A process involves identification of a particular internal individual or employee as the possible successors to the key or senior position if it is vacant.

3) **Advertisement:**

- a. Publish advertisement, if required.

Application:

- Eligible candidates for advertised posts should apply in the institutional web site (www.nhccairoli.org).



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○ **Scrutiny:**

- Collection of application & preparation of its database.
- Scrutiny of data and short listing of eligible candidates.

4) Selection Committee:

- ✓ **Institute Level Committee:** The institute level committees comprise department faculty members.
- ✓ These types of committees are formed for: 1. Walk-In Interviews, 2. Emergency recruitment.

5) Schedule and Venue:

a) Institute Level Interview:

- Schedule, as and when requirement is raised.
- The venue is decided by Management/Principal/HOD.

b) Call letter:

- Interview schedule is sent to final shortlisted candidates through email.
- The email comprises: 1. Candidate Name, 2. Post for which s/he has been shortlisted 3. Day, date & Time for interview 4. Venue.

● **Interview Conduction:**

- Conduction of interviews and Report of Selection Committee recommending names of candidates.
- Eligible candidates should attend the interview with all necessary documents.
- Educational testimonials and must produce when demanded by the Interviewer.
- The interviewer's committee should submit interview reports with recommendations for appointment.
- Preparation of a Consolidated Statement in detail in respect of recommended candidates.

● **Appointment Order:**

- Selected candidates are being finalized and appointment orders ought to be prepared.
- Approval of the Management for issuing Appointment Orders.
- Issue of appointment orders by office staff.
- Appointment against category post is valid for one year only.
- Acceptance Letter: Candidate should submit acceptance letter for appointment order.
- Joining Report: At the time of joining, faculty should submit a joining report to the office, with the signature of Respective HOD and principal.



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Chapter 5 : Salary and Perquisites

A) Consolidated salary

Usually teaching & non-teaching staff are paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, experience as well as employee service at NHCC. It is fixed as per management's decision.

✓ **Allowance granted in lieu of salary:**

It is fixed at the discretion of management based on the contribution to the institute. It requires approval of the President & is part of salary.

✓ **Provident Fund Scheme:**

Contributory provident fund facility is available to all the employees from the starting date of their employment.

B) Welfare activities for employees

a) Gratuity scheme for employees:

Provision is made for those who work for continuous 5 years.

b) Payment mode of salary:

Every employee opens a salary account at Abhyudaya Co. Bank Ltd., Airoli and the salary is transferred to the employee's account.

c) Yearly increments:

Every faculty is given an annual increment based on their performance. The annual pay is revised once in a year only.

d) Incentive and rewards in salary:

It is awarded as per the discretion of management for any meritorious job of employees.

e) Granting of higher pay scale/ post for non-teaching:

It is awarded as per the discretion of management for any meritorious job of employees.

f) Promotion in cadre:

An employee is promoted either on applying for an advertised position or via the reclassification process the employee may receive remuneration based on an employee's exceptional experience and/or education and job responsibility.

g) Free / Concessional medical treatment facility :

Emergency medical facility is available in the Institute campus and is further facilitated through a tie-up with a Dispensary located nearby.



h) Admission to wards of employees studying in NYSS Airoli's institution:

Wards of employees are given priority for admission in NYSS Airoli's institutions.

i) Group insurance scheme for employees:


NHCC has implemented Group Insurance scheme for employees.

j) Remuneration for FDP/Conference/ Certification of courses:

The faculty is encouraged by giving remuneration for various activities as mentioned below:

- FDP: The faculty is paid for a maximum of four FDPs of Rs/-250 per FDP, with a maximum upper limit of Rs/- 1000.
- Conference: The faculty is paid for a maximum of two conferences of Rs/-500 per conference, with a maximum upper limit of Rs/- 1000.
- Certification: The faculty is paid for a maximum of two certification courses of Rs/- 1100 per course, with a maximum upper limit of Rs/- 2500.
- Board of Studies : The faculty is paid for the membership of board of studies in any recognized Government & Non-Government bodies or University.




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Chapter 6 : Retirement and Extension in service

1. Retirement Age:

- **Non-teaching employees:**

The age of retirement of non-teaching employees is 58 years. They are not given a formal notice of being relieved from service on attainment of age. An employee who completes the age in the middle of the month will be relieved at the end of the month.

- **Teaching staff:**

With respect to retirement of the teaching staff the age limit prescribed is fifty-eight years. Employees doubtful of the effective date of retirement, contact the Establishment for advice. Employees give a minimum of thirty days written notice.

2. Pre- Retirement rules:

Before being relieved all employees hand over charge and inform the same to the Principal. The Department is responsible for initiating the necessary action to ensure that all Institute's property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.

3. Extension in service:

The pay review recommends that teachers may be reemployed selectively after retirement on contract basis up to the age of 70 years in 2 slots of 3 years in the 1st instance & then further for 2 years on the basis of their merit, experience, area of specialization & peer group review. Employees who resign may be retained by NHCC at the prerogative of the management.

4. Notice of retirement:

Employees at the retirement age informs writing to the Principal. They clearly state the date on which they retire.

5. No dues certificate:

An employee retiring has to submit a no dues certificate with a clearance from the lab in charge, accounts department, library, stores in charge of stating that there are no pending dues of the employee in any section after getting the clearance a no dues certificate is issued to them signed by the principal and assistant registrar.



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6. Relieving letter:

Once the retiring employee is issued no dues certificate also a relieving letter is issued to them mentioning that he is relieved of his duties on a particular date.

7. Experience certificate:

A retiring employee is also given a certificate of experience along with the relieving order.

8. Handing over charge:

Before being relieved all employees hand over charge and inform the same to the Principal. The Department is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.



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Chapter 7 : Leaves, Vacations & other Holidays

1. Casual Leaves [CL]

- Employees are entitled to 11 days of CL, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the Principal. Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year.
- Not more than 2 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be availed for half day also.
- Casual Leave should not be Prefixed or suffixed to vacation or any other type of Leave, except OD.
- It is necessary to get prior sanction of CL by reporting authority.
- In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. The application for CL, if not submitted beforehand, is sanctioned on application within 1 day time from the date of availing the CL. All CL forms must necessarily be sanctioned by Principal and further submitted to the Establishment Department.
- CL is sanctioned by the Principal.

2. Scheduled Absences: Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the Principal.

3. Compensatory off [CO] :

- Only the administrative and supporting staffs, who work on holidays, will be entitled to CO for an equal number of days that they have worked.
- COs cannot be attached to casual leave. COs should not be availed when the academic sessions are in progress.
- COs cannot be carried over to the next calendar year.

4. Leave Without Pay:

- If proper documents duly signed are not submitted in stipulated time to the Establishment Department, leave may be treated as LWP.
- A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond



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accumulated vacation or sick leave, or for any exceptional personal or institutional reason.

5. On Duty Leave [OD]:

- OD is granted to an employee when the University / Principal or any other competent authority assigns a duty that has to be carried out for the institute, University or State.

6. Vacation:

- **Category of Employees:**

Employees in the organization are of two types; (i) vacational employees that constitute the Faculty who are eligible for summer and winter vacations and (ii) non vacational employees that constitute the Administrative, technical and supporting staff who are not eligible for summer and winter vacations.

A. Using Vacation:

- a. All regular employees who have prior recommendation approval from the Principal are eligible for availing vacation. Total vacation will be 34 days (15 days -Summer vacation, 7 days- Winter vacation and 5 days Ganapati Celebration Vacation, Diwali 7 days).

B. Period of Vacation:

- a. A permanent record of vacation /holidays and use is maintained for each employee annually. The details of vacations/holidays that the employees are entitled to are as follows.

- **Period of summer and winter vacation for vacational employees:**

Period of Service	Vacation period
More than 1 year	Eligible for full vacation

- b. Vacational staff availing vacation must be present on the first and last day of each vacation period.
- c. All the employees proceeding on vacation must give all necessary details in the vacation format available.
- d. Principal shall ensure that the regular functioning of the department/ section is not hampered and that no work is held up merely due the non-availability of an employee by way of his/ her availing vacation.
- e. An employee, for any reason whatsoever, reserves his rights to forgo his / her vacation. Only on the recommendations / justifications given by the superior earned leave are granted in lieu of the foregone vacation.



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Chapter 8 : Service and Assessment

1. Signing of Undertaking:

The signing of undertaking is the document which is filled and signed by the employee at the time of joining the institution.

2. Personal Data sheet & documents in Personal file at office

Information that should be maintained in the official personnel file includes, but is not limited to:

3. Staff Card

It contains the following employee specific information such as:

- Personal details
- Resume
- Educational qualification details with certificates
- Family details
- Contact Numbers
- Employment offer letter
- Performance appraisal forms
- Corrective action letters
- Employee written warning notice
- Exit interview form

4. Probation period and its extension and curtailment:

The probation period is considered as an observation period for an employee before he/she is going to be regularized in the institute.

The probation period can be extended, if the management realizes to give some more time and observe the performance, in case of poor performance.

5. Yearly self-Assessment

NHCCA is committed to supporting every employee to reach their potential and achieve their personal goals, which in turn will assist to organization to achieve its objectives.

The self-appraisal scheme is a formal process centered on an annual meeting of each employee and their head to discuss his/her work. The purpose of the meeting is to review the previous year's achievements and to set objectives for the following year. These should align individual employees' goals and objectives with organizational goals and objective.



- **Core principles of the appraisal policy:**

1. The appraisal discussion is a two way communication exercise to ensure that both the needs of the individual and of the organization are being met, and will be met in the next year.
2. All directly employed employees who have completed their probationary period are required to participate in the appraisal process.
3. The appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.
4. All staff will receive appraisal training as an appraisee, and where appropriate as an appraiser.
5. The appraisal process will be a fair and equitable process.

- **Appraisal Implementation:**

1. Teaching staff is provided a Self-Appraisal Form, to be filled, at the end of every academic year.
2. First part of this form is to be filled by the appraisee, and second part of the form is to be filled by appraiser after discussion with appraisee and in the presence of appraisee.
3. The performance is assessed based on parameters mentioned in the form.
 - Teaching Performance
 - Research papers published
 - Activities Organized/Attended
 - Research proposals
 - Admission to higher degree
 - Books
 - Involvement in extracurricular and conductivity-curricular activities
 - Administrative work
 - Action plan for self-improvements in next academic year
4. The discussion will be held in private. Information shared during the appraisal will be shared only with senior management. Confidentiality of appraisal will be respected.
5. All appraisal documents should be issued to both parties prior to the discussion, in order to allow time for both parties to reflect and prepare. These will provide a framework and focus for the discussion.
6. The appraiser is accountable for giving the employee constructive, timely and honest appraisals of their performance, which should take into account both the goals of the organization and of the individual.



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7. The discussion should be a positive dialogue, and will focus on assisting the appraisee to acquire the relevant knowledge, skills and competencies to perform his/her current role to the best of his/her abilities.
8. The appropriate forms will be completed and signed by both parties. The appraisee will be given the opportunity to note any comments that he/she does not agree with and complete a self assessment.
9. The performance is assessed by the appraiser based on parameters mentioned in the form.
 - Subject Knowledge, teaching competency
 - Work Output (ability to handle reasonable work volume/quantity)
 - Quality of work
 - Initiative to improve work and accepting more responsibility, pro-activeness
 - Attitude & interest in job commitment to work, reliability dependability, trust
 - Teamwork, team spirit, cooperation, helping others
 - Ability & willingness to learn new trends and developments
 - Timely, proper reporting & feedback with minimum supervision & follow-up
 - Communication skills, oratory, and writing ability
 - Subject result
 - Interest shown in the employability of the students




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Chapter 9 : Discipline and Grievances

- **Security & Vigilance on campus:**

Campus has a well-equipped security office. They manage the security on campus. Every staff and student on campus should positively participate to assist the security personnel if they suspect anything odd on campus. College has also installed cameras in important locations as outdoor security monitoring.

- **Counselling Facility:**

College has appointed a visiting full-time counsellor for students and staff members. Students and mentors are requested to take the benefit of this facility.

- **Code of Conduct:**

All employees follow the rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment:

- Insubordination
- Theft
- Conviction of a felony involving moral turpitude
- Bringing discredit to the Institute
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee
- Favouritism
- Wasting materials
- Wilful damage to equipment or property of the Institute
- Entering an unauthorized work area
- Continued failure to perform assigned duties.
- Failure to report absence.
- Habitual absence or tardiness



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- Job abandonment.
- Disclosure confidential information to outsider etc
- Portraying the institution in negative in social media platforms
- **Biometric Attendance facility:**
Every staff member of this college is required to register the face recognition in the biometric system and must record attendance through this system. Three late remarks will be treated as one full day leave. Registration is available with office staff.
- **Uniform for student community:**
The students do not have any uniform but from time to time they can be asked to wear formals or any other attire as per requirement, whenever announced for special days.
- **I-Card Policy teaching faculty, non-teaching staff and student community:**
The staff, students must wear an I-Card every day. If any particular student or staff member is found without an I-card, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidents occur, a written letter is issued to him/her.

I – Card registration is available in the office.

- **Supervision of university exams:**
All teaching staff are allotted Supervision duties as and when there is a university or departmental Exam.
 1. **Senior Supervisor:**
Teaching faculties who have five or more years of teaching experience are usually appointed. Every senior supervisor has to monitor at least two examination sessions periodically.
 2. **Junior Supervisor:**
All faculties are eligible to act as junior supervisors. She/he has to supervise a minimum of five sessions and maximum eight sessions.
 3. **Examiner ship for University Exams:**
No extra payment or compensatory leave [in lieu for duty on weekly offs or holidays] is provided for doing examiner's duty. Examiner ship will be considered as on duty for record.



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4. Private Coaching / Outside Employment Policy:

No staff should be involved in private coaching. Also staff must not take up any other employment such as part time or full time at any other place. Disciplinary action will be taken on such staff members.

5. Internet Facility policy:

Staff of NHCC must use the internet facility only for office and academic purposes. Staff must not be involved in sending unsolicited mails through an in house internet facility. Staff must not download material from the internet without proper acknowledgement of the original source. Staff must not watch unsolicited videos or must not waste the internet resources.

6. Non-smoking policy:

At NHCC, no tolerance is observed regarding smoking on campus. Smoking is viewed as a serious issue and strict action is initiated against the staff members and students found indulged in smoking.

7. Disciplinary procedure:

Appropriate actions will be taken against staff and students who are not following the guidelines, rules and regulations of this college.

8. Keys deposition policy:

College main office keys are deposited in the security office keyboard. Department keys are deposited in the security office keyboard. Department classroom, labs, staff room keys are deposited in the department office keyboard. This hierarchy is required by everyone in the college. Also proper staff members are authorized to close and lock the rooms.

9. Vehicle parking policy:

a. For staff members:

All the staff members are required to park preferably at the designated parking lots for proper management.

b) For students:

Students are required to park their vehicle properly so that it does not create parking problems. Moreover, students are advised not to bring four wheelers on campus.

Everyone must follow the pollution norms and license norms on campus. You must not park the vehicle continually for days without prior permission; else action will be taken against it.



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10. SC/ST Committee:

As per UGC guidelines, a committee is formed for prevention of atrocities against SC/ST students under the Act No. 33 of 1989, Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989. In case of any grievances in this regard, students can approach the committee for redressal. The committee will suggest measure to prevent atrocities, if any against the members of SC / ST students in NHCC and to ensure the feeling of security amongst them as per the provisions in the said act.

11. Women's Grievances Cell / Internal Complaint Committee:

As per the guidelines of DTE received vide letter No.2395 dated 19th August 2013 a committee of **Women's Grievances Cell** has been formed to

- To deal with the cases / complaints of sexual annoyances and any other type of harassment of the female students, teaching and non – teaching women staff of the college.
- To process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
- To provide assistance to the Faculty/Colleges/Institute for taking preventive steps in the matter of gender discrimination and sexual harassment.
- To form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.
- To conduct meeting whenever required and discuss relevant issues, in consultation with the Director seeking his approval.

12. College Women Development Cell:

The objects of the cell shall be:

- To prevent sexual harassment and to promote the general well-being of female students, teaching and non-teaching women staff of the college.
- To provide appropriate working conditions in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work place, and that no women employee has reasonable grounds to believe that she is disadvantaged in connection with her employment.
- To create social awareness about the problems of women and in particular regarding gender discrimination.



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- To encourage participation of NGOs working in the area of women's development, in the activities of the cell.
- To organize seminars and workshops for the creation of general awareness and for the orientation of students, teachers and non-teaching staff for their active and sustained participation in the activities of the cell.

13. **Grievance & Redressal Committee:**

As per the guidelines of UGC a committee of Grievance and Redressal Cell has been formed. To lodge a complaint the person concerned can personally approach and/or write to any member of the Cell or Head of the Department. It is forwarded to the concerned authority depending upon the type of complaint. A review of the action taken is done at the end of each semester.

The name of the complainant will be kept CONFIDENTIAL.

Facility:

1. Suggestion/complaint Boxes have been installed planes in the College campus in which the Students/ staff, who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics/administration in the College.
2. Grievance Redressal portal is also available on the college website. Students or Staff can submit their grievances through online portal also.

14. **Anti-Ragging Committee:**

As per the UGC guideline committee is formed. Following steps are carried out to curb the ragging on campus.

- Guiding office to take undertakings from parents and students
- Appointment of committee as per the UGC guidelines
- To raid the campus, corridors and prevent the anti-ragging on campus
- Conduct the meeting and keeping the records

15. **No Tolerance of Sexual Harassment at workplace:**

Sexual harassment of employees or students at the Institute is prohibited and the offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, viz. Issue solved by Women Redressal Cell.



Sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication).

Such as:

- Physical contact and advances. or
- Demand or request for sexual Favours. or
- Sexually coloured remarks. or
- Showing Pornography. or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Facility:

1. Suggestion / complaint Boxes have been installed in the College campus in which the Students/ staff, who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics/administration in the College.
2. Students, Parents and staff of NHCC can send their complaints on nhcc.principal@newhorizonsms.org and woman related complaints can be received on nhims2011@gmail.com.

16. Duties & Responsibilities

a) **Duties and Responsibilities of Management Representative** : Management Representative of NHCC has the overall responsibility, and authority for ensuring that :

- The provisions of standard quality system shall be implemented, maintained and complied with at various sections of the Administration.
- Participates in Management Review Meeting for Administration and maintains records and proceedings.
- Prepares report on the performance of the Quality Systems to the Management for review and implementation of Quality System, where required.
- To coordinate all activities towards achievement of Quality Objectives.
- To train and motivate all faculty and staff.
- To ensure implementation of corrective and preventative actions.
- Member of College development committee.
- Any other work given by the Management / Principal.



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b) Duties and Responsibilities of the Principal :

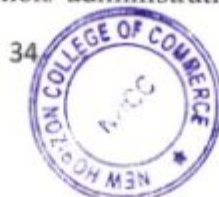
- Adhere to work towards the achievement of vision, functions and goal of the institute.
- Observation of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued there under from time to time by the University, UGC and the other issued by the central and the State Governments.
- Nomination of Member secretaries of Institute level committee and chair the meeting of Institute level committees.
- Academic and Administrative management of the institution, conduct meeting for Governing Body and College Development Committees and prepare minutes of the meeting.
- The Principal is the in-house Chief Conductor of University Examination.
- To appoint internal Flying Squad, Supervisor and other human resources for smooth conducting of examination in the College in coordination with Examination-in-charge.
- Ensure that the employee / students are aware and follow the rules, policies and procedures published by the College.
- Monitoring and evaluation of academic and research activities.
- It is the responsibility of the Principal to interact with the industries and get the MOU's from the industries in relevant branches. There should be the involvement of teachers / students in the industry of relevance, Training & Placement officer shall take the initiative.
- Participation in policy planning at regional, national level for development of technical education.
- Planning and assisting in planning and implementation of academic programs, such as orientation courses, seminars, in-service and other training programs, organized by the University and / or Department / College for the academic competence of the faculty members.
- Process the reports, correspondence or any other documentation and take necessary actions, required by University.
- Oversee the implementation of decisions and secure the necessary resources.
- Keep track of University processes and procedures and their updates.
- Update and monitor the University academic evaluation systems.



- Update and maintain quality assurance within the University.
- Develop systems that shall encourage faculty members to participate in the cultivation of a culture of academic excellence.
- Implementing the instruments and procedure necessary to conduct valid annual academic evaluation of faculty members.
- Develop and implement appropriate succession plans for key positions.
- Develop and implement programs for identifying and developing employees with high potential.
- Coordinate and manage recruitment, screening, and interviewing of applicants for departmental positions; provide guidance on selection and placement of employee in positions to achieve departmental objectives.
- Review requests for new positions and reclassifications, providing information on job duties organization structure.
- Advise and assist management and staff in the handling of employee relations issues, complaint and / or grievances and determination of appropriate disciplinary actions.

c) Duties and Responsibilities of the Teaching Staff

- A teacher shall perform his academic duties and work related to examinations as assigned.
- Each of them should perform the duties he / she has been assigned, sincerely and diligently as well as with accountability.
- A teacher shall not discriminate against a student on political grounds or for reasons of race, caste, religion, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other teachers, colleagues or administration/Governing body of the College and the University.
- A teacher shall not refuse to carry out the academic and administrative decision taken by the Principal/Governing body.
- A teacher shall not make use of resources and/or facilities of the Department/College/University/Governing body for personal, commercial, political or religious purpose.
- A teacher shall not indulge in, directly or indirectly, any malpractice or unfair means in teaching or examination/ administration.



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- Your behaviour and professional conduct must set a good example to all students.
- Avoid using inappropriate or offensive language.
- A teacher should participate in extension, co-curricular and extracurricular activities including the community services.
- Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

d) Duties and Responsibilities of the Non-Teaching Staff

- A non-teaching staff shall not discriminate against a student on political grounds or for reasons of race, caste, religion, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other teachers, colleagues or administration/Governing body of the College and the University.
- A non-teaching staff shall not refuse to carry out the academic and administrative decision taken by the Principal/Governing body.
- A non-teaching staff shall not make use of resources and/or facilities of the Department/College/University/Governing body for personal, commercial, political or religious purpose.
- A non-teaching staff shall not indulge in, directly or indirectly, any malpractice or unfair means in teaching or examination/ administration.
- The behaviour and professional conduct must set a good example to all students.
- Avoid using inappropriate or offensive language.
- A non-teaching staff should participate in extension, co-curricular and extracurricular activities including the community services.



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CHAPTER - 10

E – Governance Policy

Electronic Governance or e – governance can be defined as the usage of Information and Communication Technology (ICT) by the organization to provide and facilitate required services, exchange of information, communication, transactions and integration of various standalone systems and services, thereby creating the transparent, paper less, and automated data system.


Objectives	Implementation of E-governance in all the functioning units of the institute. e- Governance will provide simpler, transparent and effective system to handle the data in one roof. To make the paper free campus. To make campus Wi-Fi enabled. To have ICT enabled Classrooms To establish a fully automated Library. To monitor all the activities of the college.
Policies	The implementation of e-governance should be for all the functioning units of the institute like administration, examination, students, library, Finance & accounts, admissions, teaching- learning process, etc. The policy is formulated to have complete, transparent and well documented data.
Website	In general, institute website www.nhccairoli.org will act as an information center for the stakeholders and it will reflect the activities carried out inside the college. So, policy is made to disseminate all the details. In the website like circulars, important notices, courses offered, etc.
Administration	For handling the administration work, PCs are allocated to all non-teaching staff where they maintain the database of all students, use New Horizon Management System Software for the inventory issues and approvals, access to University portal for admission, examination & other work.
Finance and Accounts	The accounts of the College are maintained under cash basis of accounting. The records of student's receipts and their account profile are updated regularly. Daily cash collection and payment reports are generated from the software and recorded in the cash book from time to time and is posted to various ledgers. Staff salary is also maintained in the system.
Examination	The college has a University Examination Cell which is facilitated with modern ICT tools for smooth conduction of University Examination. Subject registration to result generation is done through online mode with help of web portal.



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Library	Library Policy has been taken to automate the library process. Policy has been made to maintain the stock in the software. The policy has been taken to update the e-learning resources every year regularly for the benefit of the learners Policy also have been taken to subscribe to new journals and books regularly, Policy have been taken to have bar code mechanism to lend the books and to have the entry through bar code.
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CHAPTER – 11

Energy Conservation Policy

The Energy usage Policy of our college is to manage energy in such a systematic way to minimize its impact on the environment. It will help us to set in efficiency and environmental awareness into our everyday activities, thus helping us to realize our responsibilities and commitment to conservation of natural resources and to limit its usage

Policies	<ul style="list-style-type: none">• To reduce local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads.• To install LED Bulbs in the whole campus.• To develop systematic waste management mechanism.• To undertake tree plantation drive.• To take additional measures to continuously improve our energy consumption.• To encourage use of advanced technology to minimize energy consumption, atmospheric emissions and noise, particularly from vehicles.• To take measures to avoid the wastage of energy.
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Responsibilities:	Turn off lights when leaving room Turn off computer at the end of the day Keep windows closed when air system is on. Turn off unnecessary lights and use daylight instead. Use the fans only when they are needed.
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The policy is circulated to the staff and students on regular basis to inculcate the habit in them.



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CHAPTER - 12

Water Conservation Policy

Water is so essential for life that its simply impossible to imagine life without water. India has 16% of the world's population and only 4% of the world's water resources are available for use, and that too are depleting rapidly. The uneconomical and unethical use of water by human beings is the sole reason for the exploitation and deterioration of this valuable natural resource. Thus, both quality and quantity of water are at stake and have to be taken care of. It's the moral duty and social responsibility of each individual and community as a whole to contribute to conserve water and rejuvenate the water resources. In this direction, our college has made efforts to ensure water conservation.

Goals and plans	<ul style="list-style-type: none">• Maximize water use efficiency and minimize wastage of water.• Ensure awareness about the water conservation policy of the college among all the staff and students.• Inform, educate and increase the awareness regarding the importance of water to life and the need for conservation and efficient use of water.
Initiatives	<ul style="list-style-type: none">• The water supplied by Municipal Corporation is stored in underground water storage tank and overhead water tank to supply water in whole campus area. Ensuring the improvement of drinking water quality by installation of water purifiers in many places in the campus.• The college fix leakages immediately and perform periodic maintenance required to prevent water loss.



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CHAPTER – 13

Alternate Energy Sources And Energy Conservation Policy

1	Replacing conventional lighting system with energy efficient lighting
2	Replacing the conventional electrical equipment (like fans, ACs) with energy efficient systems in a phased manner.
3	Encouraging faculty, staff and students to use common transport facilities to reduce the carbon footprint.



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CHAPTER - 14

Degradable And Non – Degradable Policy Document

Effective waste management through efficient disposal or recycling is an important process for it any organization as it impacts the health and environment of not only those who work and live on campus, but also those in the surrounding community. Therefore, providing a healthy and safe environment is our top priority.

1	Solid Waste Management	Routine solid waste is daily collected in dustbins at different locations, which are emptied in movable containers and carts, after segregating into different types of bio and non-bio degradable waste and taken to the dumping yard.
2	Liquid Waste Management	The non-reusable liquid waste is sent through proper drainage to the corporation drainage system.
3	E Waste Management	E-waste from labs is properly collected and is given to the licensed recycler. Non-working computers, monitors, and printers are discarded and scrapped on a systematic basis. Students are also imparted awareness and education about E-Waste.



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CHAPTER - 15

Green Campus Initiative Policy

A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture. Continuing to develop and implement an integrated green campus policy, our institute implements the following practices towards establishment and maintenance of green campus.

1	Restricted entry of vehicles	Entry of motor vehicles is strictly prohibited inside the campus. Separate parking facilities for those vehicles are provided in the basement.
2	Use of Bicycle	Students are instructed use bicycle in order to reduce pollution inside the campus.
3	Pedestrian – friendly pathways	The campus follows the Pedestrian-friendly pathways in all blocks. Pedestrian-friendly pathways are properly marked with suitable sign boards.
4	Ban on use of Plastic	In order to have the awareness on the hazardous effects of the plastic usage, our college implements some awareness boards like sign boards to discourage the use of single use plastic items inside the campus.
5	Landscaping with trees and plants	As per the green practices in the campus, NHCC is moving in the direction of a Green Institution by planting more trees in and around the campus. The garden consists of local species of trees which make the campus cool during hot summer months and improves the ambience of our campus.



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