



HR POLICY

V.0

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1. OVERVIEW

This Human Resource manual is prepared to make all the employees working at NSB Academy aware of the rules and regulations that governs their employment. This is applicable to all the employees working in NSB Academy. The management reserves the right to amend this document from time to time. The policies laid down in this manual and the subsequent amendments, if any, will supersede the relevant existing policies. Clarification on the handbook can be sought from the Human Resources Department. On matter concerning the human resource policies and procedures that are not covered in this handbook, NSB Academy will be guided by the rules, norms, and procedures prescribed by the Board of Governors. All employees are expected to strictly adhere to the rules and regulations mentioned in this handbook.

1.1. About NSB Academy

1.1.1. Genesis

NSB Academy is a Higher Educational Institution located in Bangalore. NSB Academy is approved by AICTE, recognized by the Government of Karnataka and is affiliated to Bangalore University since 2019. It is a unique initiative of National Educational and Social Trust (NEST) which is in the field of education since its inception in 2008. NSB Academy is an outcome of serious thinking that went into making education, a more industry-compliant and global in outlook.

NSB Academy is groomed by a group of eminent academicians and industry professionals from across the globe, with a vision to create intellectual capital for the world. Successful professionals from various fields with proven credentials and rich experience are part of this endeavor.

NSB Academy aims to be a center for excellence for higher education, embracing a holistic approach and a value education. NSB believes that all programs require their own distinct culture, attitude and behavior. NSB, as an elite foundation for higher education, provides a mature, intellectual and nurturing environment for students to interact, highlighting professional behavior and facilitating better learning.

1.1.2. Vision

To be a leading and preferred business school by developing pragmatic business management professionals

1.1.3. Mission

To develop impactful, collaborative, articulate and socially conscious graduates through innovative teaching, research and outreach activities.

1.1.4. Quality Policy

NSB Academy is committed to provide Quality Education by meeting or exceeding the statutory/regulatory requirements and to enhance student's satisfaction through the effective application of the systems and the processes.

1.1.5. Core Values

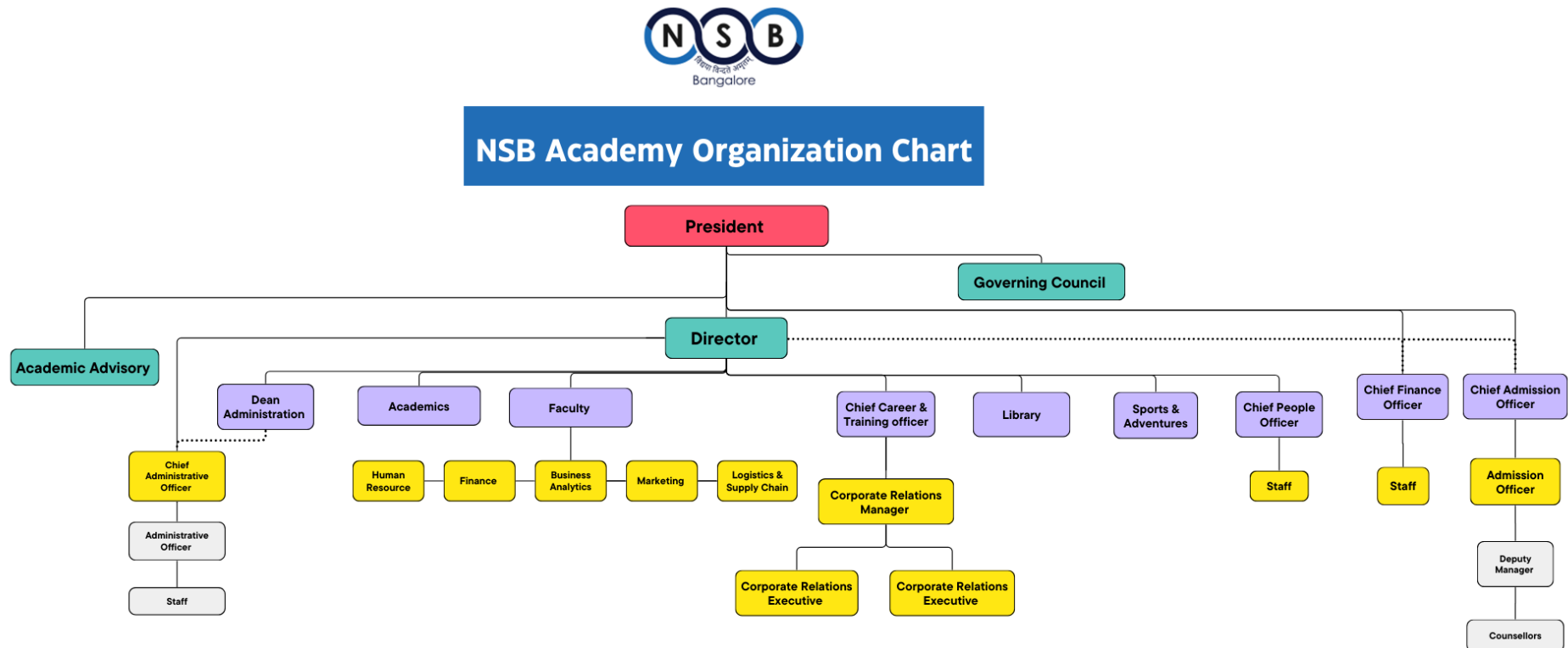
NSB Academy has six key values that shall guide NSB's fraternity in its functioning.

1. **Scholastic Excellence:** NSB is committed to excellence in teaching, research and pedagogical tools in order to provide an outstanding educational experience for students.
2. **Impactful outcomes:** NSB community shall engage with all internal and external stakeholders to address local/global problems and to provide solutions that make a difference.
3. **Collaborations:** We pursue collaborative partnerships between our internal and external stakeholders to impact and promote life-long and experiential learning, research, service, and community engagement.
4. **Diversity and Inclusiveness:** NSB recognizes diversity as a major opportunity to promote innovation, tolerance, better understanding and multicultural learning. Inclusiveness to focus on creating equal opportunities for the less privileged sections of the society and making them part of the main stream.
5. **Respect and Integrity:** We value what others offer and act with honesty and mutual trust.
6. **Responsibility & Accountability:** We commit to being responsible and accountable in our operations at all levels, including assessment and continuous improvement of our academic programs and transparency in our fiscal and operational proceedings.

1.2. Definitions

- **Trust** – means National Educational and Social Trust, which is a registered Charitable Trust.
- **NSB** – NSB Academy
- **Board of Governors**- means Board of representatives nominated by the (a) Trustees of National Educational and Social Trust, (b) The Government of Karnataka, (c) AICTE and (d) Bangalore University.
- **President** – means a person appointed by the trust, who chairs the Board of Governors. President advises and works with NSB to accomplish the Vision and Mission.
- **Director** – A person so appointed as the Director of NSB Academy, by the selection panel. Director is responsible for executing all academic, regulatory and executional functions assigned to him by the Board of Governors.
- **Dean** – means any person appointed by selection panel appointed by the Board of Governors. Dean is responsible for carrying out all academic, co-curricular and extra-curricular activities of the designated program(s) of NSB Academy.
- **Faculty members** – means those who perform teaching, research, consulting and other extension activities of NSB Academy.
- **Administrative Staff** - means those who perform administrative activities and provide support services for the smooth conduction of academic activities of NSB Academy.
- **Employee** – means any person employed by NSB Academy for academic, administrative and other allied activities.

2. ORGANIZATION CHART, ROLES & RESPONSIBILITIES



2.1. Top Management and Academic Staff

2.1.1. Board of Governors

- Assesses the progress of academic and administrative activities of NSB.
- Evaluates and approves the proposals for new programs for obtaining permissions and approvals from competing authorities, regulatory bodies and the Universities.
- Provides the necessary permissions and approvals for faculty members / administrative staffs promotions.
- Nominates the representative (s) for Selections / appointment of the Director / faculty members / administrative staff and ratify the same.
- Considers the recommendations of President.
- Approve the Annual Budget of the NSB.
- President of NSB or the person appointed by him shall be the Chairperson and the Director of NSB shall be the convener of Board of Governors.

2.1.2. President

- Coordinates between the sponsoring Trust, Board of Governors and the other streams of NSB's management.
- Oversees and supports the Director on all Academic/Developmental activities.
- Acts as Chief function head for administration, admissions & branding, academic network, international relations and infrastructure development.
- Involves or appoints nominee for the recruitment of teaching and non-teaching staff.
- Represents NSB in signing MOUs/Agreements/Collaborative arrangements for Exchange Programs, Joint Programs, Research, Training and certifications with academic institutions/corporate/professional bodies.
- Guides and approves administrative requirements related to finance, student admission and placements, HR including Selection and recruitment - administrative and non-teaching staff (all type of employees except teaching staff), Projects & facilities management, hostels, Purchase & stores, and Transportation & Security.
- Provides guidance to all section heads and committees responsible for administrative activities

2.1.3. Academic and Industry Advisory Board

- Appointed by the Board of Governors and shall consist of a total of 7 people (Director of NSB as convener, and 3 reputed persons each from industry and academics).
- Meets at least once in year to discuss academic improvement and setting priority for NSB
- Offers strategic inputs to NSB
- Provides guidance and support to the Director on teaching-learning, research and consulting and student development in all NSB's academic programs.

2.1.4. Director

- Serves as The Principal and Chief Executive Officer of NSB and endeavors to take NSB into newer heights in academic, research and extension activities.
- Monitors and provides guidance on all academic activities with the support from and the guidance of the Top Management
- Responsible for motivating, encouraging and empowering his/her academic and administrative colleagues for smooth functioning of all academic programs in compliance with the affiliated university and other regulatory bodies
- Acts as the Head of NSB for any rules or notifications or circulars or official memorandum of the affiliated university and other monitoring/regulatory bodies
- Vests all powers related to the proper maintenance of general and academic discipline of NSB
- Exercises all other powers as may be delegated to him by the Board of Governors/President
- Administers faculty level feedback and accordingly take the remedial action with the guidance and approval from BoG.
- Nurtures and develops excellent teaching and strong research climate at NSB and shall seek collaborations from other academic institutions and industry for the same.
- Exercises power to convene, or cause to be convened, meeting of the various authorities of NSB.
- Makes the employee and students aware of the rules, policies and procedures laid down by NSB and sees to it that they are enforced.
- Prepares and submits the academic budget to the Board of Governors for the necessary approval.
- Prepare strategic plan and obtain approval from BoGs, and implement for the growth of NSB.
- Formulates the roadmap for obtaining national and international accreditation for NSB programs.
- Prepares agenda for meetings, convene and coordinate meetings, record the minutes and arrange to follow-up all actions required.
- Ensures the preparation of reports on various activities and also the annual report of NSB
- Ensures general amenities and arrangements for students and employees of NSB.

2.1.5. Dean

The Dean shall report to the Director and is responsible for:

- Facilitating workload distribution among faculty members with the recommendation of the academic committee.
- Admission approvals, Maintaining Academic Records, academics and programs administration, national and international faculty coordination in teaching-learning and student affairs.
- Program content dissemination and monitoring of the attainment of program learning goals and objectives / program educational objectives and specific outcomes, course objectives and outcomes.
- Preparation of curricula for value added programs especially *Master Trail™ Certificate in Industry Practice (MIP)*, conducting survey from the industry executives and obtaining approval from NSB's Top Management for new courses/curriculum.

- Monitoring and ensuring smooth conduction of classes and examinations as per the schedule of NSB and affiliating University.
- Preparation and submission of Ranking, Rating and Accreditation documents under the guidance of the Director
- Collecting student feedback on teaching-learning, NSB and accordingly take the remedial actions.
- Administering and analyzing periodic student satisfaction surveys, alumni and employer feedback or survey and making presentation to the Director / the President.
- Planning and taking the necessary actions for improvement of results and academic performance.
- Maintaining discipline and enforcing rules as laid down by NSB, affiliated University and regulatory bodies.
- Planning and organizing events like workshops, conclaves, seminars, conferences, etc., for the semester and academic year, for the benefit of the student and faculty.
- Conducting regular meetings with teaching and non-teaching staff as well as the Class Representatives to sort out any issues and queries related to academics.
- Providing necessary support to the Career and Training Centre for career-oriented training and recruitment activities of Students.
- Encouraging the faculty members to apply for research grants, to take up consulting, to publish quality articles in reputed refereed journals.
- Issuing the bonafide certificates to the students, on request.
- Permitting On-duty leave for the faculty members in all academic related activities outside NSB.
- Conducting meeting with Students, Service Providers and Administrative Officer on Hostel matters and reporting to the Director / the President.

2.1.6. Chairpersons of Programs/Departments

- Monitoring the smooth functioning of academic activities of the assigned programs, laboratories, and other learning infrastructure.
- Approving leaves for the faculty members and staff and ensuring alternate arrangement for the uninterrupted teaching-learning activities of all programs.
- Convening quality circle meetings, obtaining feedback and preparing the Action Taken Report.
- Conducting all continuous assessment events including tests, quizzes, assignments, etc.
- Appointing the members for question paper moderation in consultation with Dean / Director, obtaining the assessment marks and sending the performance of the students to the parents.
- Interacting with parents in the academic progress of their wards, teaching-learning process, maintenance of discipline within and outside the campus (including Hostel).
- Implementing and monitoring the mentor-mentee programs, and report periodically to the Dean and the Director.
- Approving the leaves of the students of the program.
- Acting as custodian for the course files.

2.1.7. Faculty Members

Academics

- Class room teaching and continuous student engagement during and after teaching.

- Development of curriculum and learning materials.
- Organizing and conducting practicum, field trips for students.
- Designing / following assessment methodologies, disseminating and assessing the student performance in all academic related events of NSB and affiliated University.
- Participating in faculty development and continuing education programs for upgrading the teaching skills and subject knowledge in their teaching and research areas.
- Developing and implementing innovative teaching tools at NSB.
- Participating and supporting the students in co-curricular and extra-curricular activities.
- Providing counseling to the students, in general, and mentees allotted, specifically, on academic and non-academic issues.
- Monitoring and implementing all academic programs at NSB.

Research

- Research/project Guidance to the assigned students.
- Making scholastic contribution in terms of Research Articles, Case Studies, Books etc.
- Applying for research grants.
- Participating as an active member in industry – academia research.
- Involving in consulting assignments.

Academic Administrative Activities

Accepting the administrative roles like head of the program, Research Centre Head, Coordinator, Officers for the administrative sections etc assigned by the Dean and the Director, which includes:

- Academic and Administrative management of the Department / Institution.
- Policy Planning, Monitoring & Evaluation and Promotional activities both at Department and Institutional level.
- Design and development of new programs.
- Preparing project proposals for funding in areas of R&D Work, Laboratory.
- Development, Modernization, Expansion, etc.
- Monitoring and Evaluation of academic and research activities.
- Participation in policy planning at the Regional / National level for development of technical education.
- Helping mobilization of resources for the institution.
- Developing and implementing Staff development activities.
- Conducting Performance Appraisal.
- Maintaining accountability.

Extension Services

- Collaboration with industry and society in teaching-learning and research activities.
- Participation in social services and technical support in areas of social relevance.
- Interaction with Industry and Society.
- Participation in Community Services.
- Providing R&D support and consultancy services to industry and other User agencies.
- Providing non-formal modes of education for the benefit of the community.
- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge.
- Any other relevant work assigned by the reporting authority/Director.

2.2. Non-teaching staff:

2.2.1. Administrative Staff

Chief Administrative Officer (CAO)

- Chief Administrative Officer is the over-all in charge of administrative functions, responsible for Transport, Campus maintenance, Security of college property and personnel and canteen operations.
- Taking care of the day-to-day administrative functions, Coordinating and implementing policies, procedures and systems, which ensure productive and efficient operations.
- Acting as the custodian of the Institute's property records and managing the filing, storage and security of documents.
- Assisting in the preparation of contract agreement/document for canteen operations, Security services, general maintenance, supply of Private Vehicles by Travel agencies and obtaining the approval from the appropriate authority.
- Overseeing and managing the transport operations with the assistance of Transport-in-charge and ensuring provision of convenient, safe and hassle-free transport to the students and staff as per the college policy and in conformance with RTA rules.
- Making logistic arrangements for College Day, Graduation Day, FDPs, placements, conferences, Governing Council meetings, Academic Council meetings, faculty selection interviews, Industrial visits, and any other events under the guidance of the Director / the President.
- Maintaining, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories, washrooms, electrical installations, RO plants, bore wells, furniture, campus green cover, transport vehicles, telephones, photo copiers, Air conditioners, Computers, Printers, Cash Counting Machines, CCTV Cameras, Water Coolers etc.
- Ensuring campus security and safety of personnel through administering the Agreement with security service providers, comprising monitoring of the work of security staff, enforcing the terms of the agreement, and compliance with the instructions issued by the college from time to time.
- Overseeing the upkeep of buildings, grounds, offices etc.
- Monitoring CCTV and other surveillance equipment to guard against vandalism, break-ins and reporting such incidents to the Director, President and to Police, with proper approvals.
- Overseeing canteen services, administering canteen service contract.
- Serving as the primary point of contact and liaison with public, state Government departments, MROs, Police, other entities for administrative information about the college.
- Coordinating response to legal notices, filing of petitions and liaisons with advocates representing the college.
- Coordinating disposition/resolution of individual problems and disputes involving students, staff, faculty, or members of the general public as they arise.
- Preparing capital and operating budgets for Administration department, exercises budgetary control so as to regulate expenditure to the levels of provision in the approved budget.
- Monitoring fuel efficiency of transport vehicles periodically and takes corrective actions as required.

- Monitoring and controlling repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
- Keeping an inventory of office equipment and furniture identifying them with unique asset Nos., coordinating annual verification of the assets.
- Reviewing the working of Transport section, Maintenance section, Security, Canteen on a regular basis and preparing quarterly reports on the performance vis-à-vis set goals (preferably physical), suggestions/complaints received and closed, future plans for improvement in line with the college's motto of "striving towards perfection" requiring continuous improvement.
- Guiding and assisting Transport-in-charge in fixing bus routes, allocating buses and drivers on the routes, factoring in the seating capacity, age of vehicles, route distance and experience of drivers, ensuring optimum use of college resources,
- Any other functions assigned by the Director / the President from time to time.

Administration Officer

- Reports to the Chief Administrative Officer.
- Supervising the day-to-day operations of the administrative department and staff members and assisting Administrative Officer.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Manages distribution of incoming mails, and dispatch of out-going mails.
- Oversee facilities services, maintenance activities.
- Any other duties assigned by the Director / the President.

Chief Finance Officer (CFO)

- Maintaining the finance and accounts of NSB.
- Maintaining and monitoring student fee collection process and submitting monthly reports to the President.
- Processing of invoices.
- Recording accounts payable and accounts receivable.
- Sending periodic information to the students/parents to ensure timely collection of fees
- Keeping accurate records for all daily transactions.
- Preparing balance sheets.
- Updating internal systems with financial data.
- Preparing monthly, quarterly and annual financial reports.
- Reconciling bank statements.
- Participating in financial audits.
- Tracking bank deposits and payments.
- Assisting with budget preparation.
- Maintaining employee payroll (in association with HR) and make timely payment of salaries to the employees.
- Preparing and consolidating the annual budget and presenting for the approval of the president.
- Any other responsibilities assigned by the Director / the President.

Accounts Officer

Responsible for the following activities in consultation with and report to the Finance Officer:

- Writing and maintaining accounts, cash books / ledgers
- Preparing of monthly accounts including writing of cash books, journals
- Cash collection and writing daily collection register for college accounts.
- Preparing of daily receipts and challans and submission of associated details along with remittance details to the President for scrutiny
- Verifying cheques and bills
- Responsible of keeping the following in safe custody
 - a. Bill books / receipt books
 - b. Files pertaining to accounts/purchases
 - c. Registers
 - d. Cash books
 - e. Ledgers
 - f. Vouchers
 - g. Cheque books / pass books
 - h. Bank challans
 - i. Fixed deposit certificates
 - j. Other important office documents
- Preparing acquaintance register and obtaining signatures of all employees
- Any other accounts related function assigned from time to time

Chief Admissions Officer (CAAdO)

- Develop and manage admission processes in accordance with the policies and guidelines of the Institute and the affiliated university.
- Evaluate and execute admission decisions on standard applicant files
- Organize and conduct campus visits, admissions interviews etc.
- Promote NSB and attract new students by maintaining working relationships the alumni and the Social Media Club
- Maintain continuing flow of quality applicants by planning effective promotions
- Prepare advertisement for MAT/CAT/ATMA/XAT/CMAT/KMAT and other tests. Participation in all national level tests to enable NSB's visibility.
- Maintain relationships with Database providers/Educational portals to procure data and keeping all information confidentially.
- Liaison with and manage relationships with external agencies where necessary (e.g. Educational Portal for leads, Database providers and ranking agencies)
- Design and develop brochures, websites and other materials for effective admissions
- Welcome prospective student to the campus and organize their campus tour and counseling.
- Maximize recruiting and admissions processing and counseling by using best available admission management software.
- Update job knowledge by participating in educational fairs, exhibitions; reading professional publications; maintaining personal networks; participating in professional organizations.
- Carryout Quality Assessment checks on all student recruitment areas.
- Monitor and report on applications– e.g. application numbers, offers made, acceptances, conversion etc.
- Additional administrative tasks as delegated by the management

Admission Officer

- Development and management of admission processes in accordance with the policies and standards of the Institute and the entry requirements.
- Evaluate and execute admission decisions on standard applicant files
- Organize and conduct campus visits, admissions interviews etc.
- Development and management of a customer service ethos throughout the admissions process (e.g. ensuring all turnaround times are met)
- Organization and provision of a comprehensive and streamlined information service, and
- Management and development of relationships with all targeted and potential applicants
- Liaising with and managing relationships with external agencies where necessary (e.g. Educational Portal for leads, Database providers and ranking agencies)
- Maintenance of comprehensive records and files for all applicants
- Checking of entry requirements in all publicity materials (brochures, flyers, website pages etc.)and ensuring all accurate and update where necessary
- Provision of timely and regular reports to senior management and academic management with up-to-date statistics and analysis of student admissions and making recommendations where necessary (e.g. Admission reports including conversion rate, cost per conversion etc.)
- Responsible for the management of the admissions processes for all programmes in conjunction with Assistant Director (Admissions)/Admissions Committee as appropriate.
- Management of the Administrative process to provide support to all Student Recruitment staff (this will in addition include phone follow up on documents for admission)
- Carrying out Quality Assessment checks on all student recruitment areas
- To monitor and report on applications– e.g. application numbers, offers made, acceptances, conversion.
- Additional administrative tasks as delegated by management

Admission Counselor

- Explain about admission procedures and program curriculum offered to the prospective students and their parents through phone calls, emails and face-to-face meetings.
- Support the students throughout the admission process by answering their queries and helping them to complete the required documents.
- Maintain the target metrics by converting prospective students into confirmed admission and succeed in achieving the performance goals.
- Review the student applications for the eligibility and academic qualification as per NSB policies and affiliated university.
- Participate in the decision-making process for student admissions based on NSB's policies and guidelines.
- Prepare and present applicant reports to the President and the Director.
- Arrange campus tour and conduct information sessions.
- Participate in educational events, admission fairs, information sessions and student recruitment activities as a representative of NSB.
- Maintain regular communication with students, parents, colleagues and external agencies for coordinating admission activities and resolving problems.
- Perform assigned administrative and clerical activities when needed.
- Build broad knowledge on college admission activities and guidelines.

Librarian

- Implement all library rules as defined by the Board of Governors.

- Responsible for overall functioning and maintenance of the discipline of the library.
- Responsible for procurement of recommended books, e-books, dailies, journals (Print and e-journals), magazines, videos, CD's, audio cassettes, online resources, databases etc. and renewal of books / magazines.
- Maintain the necessary records, prepare utilization reports of the resources.
- Display all articles, literature and new arrivals.
- Circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
- Execute any other work given by management.

Chief Career and Training Officer (CCTO)

- To plan and coordinate all career related activities with Dean / Director and make periodical presentation to the Director / the President.
- To maintain complete information regarding student appearing for placement activities in coordination with Academic Office / the Dean / the Director.
- To personally visit the industries / companies / organizations, whenever necessary to persuade them to conduct interviews / recruitments in NSB campus.
- To conduct placement activities smoothly through the coordination with recruiters and encourage present/passed out students, to attend interviews in large numbers, by communicating the date, time and expectation from the recruiters etc.
- To decide and arrange for career-oriented skill development programs, trainings and workshops by inviting experts from industries / institutes.
- To update and maintain the contact details of companies interested in recruitment activities.
- To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- To take feedback from industry about the students recruited.
- To conduct HR Conclave at least once in six months.
- To gather information regarding the conduct of “off campus” interviews conducted by other colleges, and guide our students, to attend those interviews and succeed in getting employment.
- To provide information regarding Summer Projects / Dissertations for the students of all branches in consultation with the Director.
- To share Students' Attendance or Conduct during the placement season to the Dean.
- To prepare and maintain Placement Track Record since the Inception of the Institution.
- To prepare Placement Brochures, News Letters etc., for communicating the Placement Achievements of the College.
- To communicate with the Media about placement achievements.
- To perform any other duty assigned by the Director / the President.

Manager – Career & Training

- Responsible for identifying & nurturing existing key corporate relationships & build new relations with Corporate
- Contacting new firms/HRs for recruitment drives/internship drives.
- Making list of eligible students based on eligibility criterion of particular firm and sharing with them.
- Preparing and mentoring students for corporate careers.

- Coordinating with students from other colleges in case if it is a pool drive and smoothing out process to maximum.
- Facilitating Professors with industrial speakers specific to their topics
- Organizing industrial visits and guest lectures
- Preparing students for Internships and final placements
- Helping all students in getting internships and final placements
- Coordinating the performance and efforts of your departmental staff members
- Facilitating the signing of MOUs with Companies/industrial bodies as per AICTE to meet/exceed the requirements
- Administer and provide assistance to all annual enrollment processes and prepare placement reports.
- Build a very strong network of consultants and promoters for Institution, which creates a strong brand name in the market.
- Visit the companies for knowing manpower requirement and placement tie-up.
- Develop and execute employer outreach, recruitment, and relationship management strategies that produce high-quality exposure, full-time and internship opportunities for students.
- Maintain Company database for Placements and Internships
- Maintain database of Industry Speakers
- Maintain database of Placement/ Internship offer letter.

HR Manager

- Develop and monitor overall HR strategies, systems and procedures across the organization.
- Recruit staff by preparing job descriptions and job adverts; deciding on how best to advertise.
- Shortlist applicants for interview using a variety of selection techniques.
- Advise on pay and other issues, including promotion and benefits
- Administer payroll and maintain staff records.
- Listen to grievances and implement disciplinary procedures.
- Analyze training needs in conjunction with line managers; planning and delivering training, including staff inductions.
- Nurture a positive working environment.
- Oversee and manage a performance appraisal system that drives high performance.
- Ensure legal compliance throughout human resource management.
- Any other work assigned by the Director.

HR Executive

- Assist in the recruitment of the employees
- Maintenance of staff records
- Preparation of HR reports
- Conducting Induction.
- Prepare panel list for Interview.
- Coordinating with all the departments

- Assist in the performance appraisal
- Any other function assigned from time to time.

Coordinator- Alumni Relations

- Create a data bank of the alumni who are placed in reputed industries/research/service organizations.
- Collect their address and details of their present status, interacts with them, explore the possibility of utilizing their positions for improving the campus recruitment and other developmental activities in the institution.
- Organize at least one alumni meet per semester.

Marketing Manager

- Setting up, implementing and managing the overall Institute's online & offline marketing strategy.
- Build, plan and implement the overall digital marketing strategy.
- Manage and train the rest of the team.
- Stay up to date with the latest technology and best practices.
- Manage all digital marketing channels.
- Measure ROI and KPIs.
- Prepare and manage marketing budget.
- Oversee all the social media accounts and website.
- Manage and improve online content, considering SEO and Google Analytics.
- Build an inbound marketing plan.
- Monitor competition and provide suggestions for improvement.
- Any other task assigned from time to time.

2.2.2. System Administrator

- Preparing annual budget and submit the same to the Director.
- Planning and Preparation of hardware and software requirements in consultation with Dean / the Director.
- Working with purchase department for obtaining quotations for procurement of hardware and software
- Installing and maintaining of hardware/software for the systems/devices in the campus including operating system updates and configuration changes
- Administering, configuring and monitoring servers and system performance tuning
- Facilitating development and maintenance of institute's websites and updating the same
- Administering campus wide LAN and Internet services thereby ensuring that the network infrastructure is up and running
- Identifying and helping implementation and installation of ICT and MIS requirements for the institute
- Analyzing system logs and identifying potential issues with computer systems.
- Introducing and integrating new technologies into existing data centre environments.
- Performing routine audits of systems and software.
- Performing backup of data and files.
- Adding, removing, or updating user account information, resetting passwords, etc.
- Any other task assigned from time to time

2.2.3. Technical and Non-Technical Support Staff

Supervisor

- Organize and supervise academic and administrative office activities
- Monitor the daily duties of housekeeping employees to ensure that quality standards are being met and proper procedures are being followed
- Coordinate workplace activities with other departments, units or teams
- Any other duties assigned by the higher authority.

Transport Coordinator

- Identifies the transport requirements of the Institute from time to time and initiates action for meeting the requirement of vehicles, drivers, parking place etc.
- Receives requests/applications from students and staff for transportation in Institute's buses and allots routes, on and issues bus passes.
- Fixes bus routes, and allocates vehicles and drivers on the routes, in consultation with CAO.
- Reviews the routes and the allocation of buses and drivers at least once in year (at the end of Academic year), re-organizes them, based on previous year's experience and expected future needs and report to the Top Management for necessary actions.
- Sets the time of starting of the buses from the originating points so as to ensure their arrival at college on time. Also ensures compliance of drivers with these requirements.
- Getting necessary approval, scrutinizes and processes Diesel/ Petrol bills, Vehicle repair, maintenance bills and bills for private vehicle hiring charges for payment
- Stays connected with drivers / bus-in-charges during journey time and assists in troubleshooting or in case of vehicle break-down, arranges relief/ spare vehicles.
- Interacts regularly and assists in resolving problems if any, such as: traffic congestions, restrictions, reroute, student behavior, unauthorized travel, vehicle fitness, unsafe driving etc.
- Schedules the regular maintenance of the vehicles and follows up on the same.
- Oversees daily maintenance of the vehicles by the drivers as per Institute's Vehicle.
- Handles requests for change of routes, special permission for travel by Institute buses for short periods.
- Handles transport related complaints from students, parents of students, staff, and drivers and resolves issues with the help and guidance of CAO
- Receives transport requests from student/staff duly approved by the competent authority and makes necessary arrangements, ensuring that college vehicles are put to optimum use. It may include arranging for private vehicles from any approved Travel agency, if
 - a. Institute vehicles are not available, and private vehicle booking is authorized.
 - b. Specific requests for private vehicle booking are received
- Maintains a current inventory of college owned vehicles.
- Complies with local (RTA) regulations, college procedures, pertaining to registration, fitness inspection and use of college vehicles.
- Arranges to insure all vehicles, monitors the expiry dates of insurance certificates and schedules premium payments for renewals well in time
- Maintains documents such as vehicle registration, insurance certificates, fitness certificates, permits and pollution certificates.
- Attends to any other duties assigned from time to time.

Hostel Warden

- To be responsible for administration of the hostel affairs.
- To take the roll call of his/her hostel as mentioned in the hostel rules and shall report to the concerned authority about all the absentees at the time of taking the roll call as well as absentees for the whole night.
- To ensure that all hostel rules are observed by the students.
- To ensure that an atmosphere conducive to academic pursuit is maintained in the hostel.
- To select student coordinators in maintaining the hostel decorum.
- To report sickness of any boarder to the concerned authority.
- To report any case of emergency, misconduct and breach of any discipline on the part of the boarders to the concerned authority.
- To observe and check proper cleanliness and sanitation in the hostel and report to the Hostel Committee for improvement.
- To perform any other related duty not specified above as may be assigned by the higher authority.

Store In-Charge

- Plan and prepare the institute requirements and obtaining approval from the top management
- To maintain the stock book/record of all items
- To update store or ledger for all inventory regularly
- To report on the status of inventory.
- Any other duty assigned from time to time.

Office Assistant

- To circulate notices and circulars in the classroom and fix it on the notice boards where necessary.
- To circulate notices and circulars to the departmental/ sectional staff as and when required.
- To carry and distribute official papers, notes, envelops, other relevant documents
- To clean and dust furniture in rooms allotted to them.
- To carry teaching aids and instrument gadgets etc to/from class rooms as may be necessary.
- To do photocopying, scanning etc.
- Any other duty that may be assigned to them which is related to work.

Gardener

- Develop and maintain the garden
- Clean bushes, weeds by the side of the approach roads, fields and garden
- Any other duty that may be assigned to them which is related to the work nature of the post.

House Keeping

- Sweep and clean the floors of the college building, approach roads etc.
- Maintenance of bathrooms, toilets, urinal, water closets, drains etc with disinfectants.
- Sweep the soot, dirt and cobwebs on the walls and ceilings etc.
- Keep the campus clean.

- Mop the floor regularly.
- Any other duty that may be assigned to them which is related to the work nature of the post.

Security In-Charge

- Protect Institute's property against theft, pilferage and damage.
- Check the identity of all those entering the campus.
- Maintain visitor's book at the gate.
- Oversee any that there are no trespassers inside the campus
- Report the reporting manager if any windows or doors are found to be open and lights have not properly turned off.
- Switch on and off the lights inside the campus regularly at the stipulated time inside the campus.
- Report to the higher authority regarding any suspicious object lying unclaimed in campus, buildings or rooms.
- Any other duty that may be assigned from time to time.

Electrician

- Maintenance, repairs and replacement of all the electrical items.
- Responsible for the proper and efficient working of college and concerning electrical work.
- Any other duty assigned by higher authority.

Driver

- Proper maintenance of all vehicles in college.
- Maintenance of log books of all the vehicles.
- Any other duty assigned by higher authority

3. RECRUITMENT POLICY AND PROCEDURES

3.1. Recruitment Process

3.1.1. Teaching and Non-Teaching Staff: Resource Requisition and Planning

Teaching Position: All positions in the Institute are based on a need assessment and work analysis. Head of the program(s) and the Dean shall assess the faculty requirements based on various parameters given by the competent authorities, program courses and student strength. The Director, The Dean and Head of Programs finalize the faculty member requirement after the discussions and deliberations. The final list with Resource Requisition Form will be sent to the approval of the President. NSB shall follow cadre structure ratio and faculty designations with

qualification given by All India Council for Technical Education, New Delhi vide Notification REGD. NO. D. L.-33004/99, MARCH 1, 2019.

Designation	Minimum Qualification for Recruitments
Assistant Professor	Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / CA / ICWA/ MCom. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree
Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals. AND Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
Professor	Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. AND Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor. AND At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion. OR At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.
Principal / Director	Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

The minimum contact hours during the week for each category shall be maintained as follows: Director – 4; Professors – 8; Associate Professors – 12; Assistant Professors - 16

Non-Teaching positions: The respective Departmental Heads and the Dean shall initiate the requirements and follows the similar approval process from the Director to the President. NSB shall follow the minimum qualification norms of AICTE (where specified) and other appropriate authorities for the recruitment of Non-Teaching Positions.

Based on the President approval, HR department initiates the recruitment process with the guidance from the Director.

Appointments on Contract

Apart from appointments on regular basis, appointment of faculty and other staff can be made on contract basis by the Director, subject to the approval of the President and Board of Governors.

3.1.2. Advertisement

Advertisement inviting application will be released in online portals and newspapers. Additionally, the advertisement will be posted in NSB website under Careers.

3.1.3. Processing of Applications

Teaching Position: The HR Department receives the applications and Ad-hoc Application Scrutiny Committee constituted by the Director comprising Chairperson of the Program(s), Dean with Director as the Chairman of the committee scrutinizes received applications against the advertisement. The selected list of applicants will be submitted to the President for the final approval.

Non-Teaching Position: The Ad-hoc Application Committee includes Section Head(s), HR Manager and the Director.

HR Department will fix the interview date in consultation with the Director.

For teaching position, call letter with the details like date of interview, preparation for class seminar etc., will be sent at least one week prior to the shorted listed candidates.

For non-teaching position, interview date will be communicated 7 days prior to the short-listed applicants. Additionally, the short-listed candidate will be informed over telephone by the HR Department.

3.1.4. Selection Committee

Selection Committee for the faculty members shall consist of at least 5 (Five) members from the following list:

- | | |
|---|---|
| (a) Representative - Board of Governors | (d) Dean |
| (b) President | (e) Chairperson, Programs and |
| (c) Director | (f) Technical Experts (Internal or external). |

Committee members for the selection of non-Teaching staff and other type of employees shall have at least 3 (Three) members from the following list:

- | | |
|----------------|---------------------------------------|
| (a) President; | (d) Head of the concerned Department; |
| (b) Director; | (e) Manager, HR |

3.2. INTERVIEW & SELECTION PROCESS

3.2.1. Interview Process

Teaching Position: Personal Interview and Seminar will be fixed as per the convenience of the Selection Committee members. Candidates shortlisted for interview will be notified about it by an email. The candidates will be directed to the venue for interview. Forms that are needed to be filled like qualification details etc. will be done at this stage. The interview structure involves personal interview and seminar from the applicant.

An interview evaluation form (Appendix-1) will be distributed to the committee. The Interviewer's evaluation form is aimed to achieve two things; (a) To map the process through

which the candidate passes, and (b) To create a comprehensive document, with all the interviewers' ratings along with the comments substantiating the ratings thereof. This format is very crucial and needs to be filled immediately after the interview. The interview panel then gives its recommendations in the prescribed form.

HR department will collect the proceedings of the interview with interviewer's evaluation form duly attested by the selection committee on the performance of the candidates.

The HR shall make reference checks with the referees given/ obtained from the candidate. As a policy, NSB will contact the current employer as a part of reference check.

Non-Teaching Position: Personal Interview will be conducted and committee shall assess the candidate on skill sets needed by the respective department. The selection panel submits evaluation form (Appendix-2) for further process.

3.2.2. Final Selection

Final selection is made upon acceptance of the selection committee's recommendations with the submission of consolidated score and employee approval form (Appendix-3). Upon getting the final list from the selection committee, and upon obtaining the approval of the president, the Offer Letter is sent to the selected candidate. The Offer Letter includes designation and terms and conditions of employment. Candidates should confirm their acceptance in writing within 7 days.

3.2.3. Appointment Letter

An appointment letter duly signed by the Competent Authority (Director/President) is issued to the candidate subject to the reference checks. The Appointment Letter will be given to the employees on joining.

The Appointment letter shall contain: (a) The Designation/ Title of the Job and responsibilities specific to the job; (b) The general terms and conditions; (c) Reporting Protocol; and (d) Salary particulars.

The copy of letter of Appointment should be signed by the employee as a sign of acceptance of the offer.

3.2.4. References

HR Department reserves the right to do reference checks with the referees given / obtained from the candidate.

3.2.5 Joining Procedure

It is mandated for all joiners to fill the Employment Information Sheet for teaching (Appendix-4) and non-teaching (Appendix-5), Asset Acknowledgement form (if any) (Appendix-8) and Joining Report (Appendix-6), Undertaking (Appendix-7) and submit the self-attested documents mentioned in the Acknowledgement form at the time of joining. The Documents to be submitted includes

- Updated Resume
- Copy of Adhaar Card
- Copy of Pan card
- Driving License (if any)

- Mark sheets from 10th to last qualified exam
- Passing/Degree certificates of all exams
- Letter of experience from previous employers
- Relieving letter and latest salary slip of the last organization served
- Three Passport size photographs
- Any other relevant documents like NET Qualified certificate, publications etc.

3.2.6. Probation and Confirmation

All new staff will be on a probation period of 12 months initially. The Director and the Dean are responsible to conduct monthly review and report to the President. The President & Board of Governors will decide on the confirmation or termination of the probationer in consultation with the Director and the President.

The President and the Board of Governors enjoys the right to waive Probation period in the case of experienced staff chartered by the organization. Expertise/experience/competence of the staff and the reason for waiving probation should be documented.

Notwithstanding the above, the Management reserves the right to terminate an employee at any time during the probation period with due discretion.

3.2.7. Personal File

A new employee file with an employee code will be created. The personal file shall contain the following:

- Application of the candidate and updated Curriculum Viate
- Certificates of birth, education and medical fitness
- Appointment Letter
- Joining form and Joining Report duly signed by the Director / Dean/ other any other authorities
- Self-attested copy of all educational marks card and certificate mentioned in resume.
- Letter(s) of experience from previous employers
- Asset Acknowledgement form (If any)
- Copy of Adhaar Card
- Copy of Pan card
- Relieving letter and pay slip (Last drawn salary details) from the previous employer.
- Letters of appreciation, Awards, if any
- Academic Contribution- Research Articles, Case studies, Books etc.
- Any other information deemed appropriate by NSB.

The HR Department will maintain employee files of all employees including those at office. The employees would have to inform HR department in writing when there are changes regarding marital status or contact address.

3.2.8. Induction and Orientation Program

All newly joined teaching and non-teaching employees shall, upon completion of the formalities, undergo appropriate training and induction programs, intended to familiarize them with the academic and administrative policies and process, workplace environment, etc.

HR department shall arrange and coordinate the induction program with the Director. New employees will be briefed, among other things, on relevant areas during the induction training. The induction and orientation program will be conducted for a maximum period of 5 days. The content of the program include:

- Vision, Mission and Core Values of NSB
- HR policies of NSB
- Roles & responsibilities and reporting protocol
- Workplace ethics and code of conduct
- Orientation on Performance Appraisal

3.2.9. Identity Card, Email ID and Biometric Attendance

Every employee will be provided with an identity card which, besides the name of the employee, will have an employee code number, photograph, and other relevant personal details.

Identity cards are not transferable and should be carried by the employee whenever they are on official duty either inside or outside the premises of the Institute. Loss of the identity card should be immediately reported so that any possible misuse can be avoided and a replacement card issued on the payment of Rs.500. Loss of ID card on more than 2 occasions shall be viewed as misconduct on the part of the employee. Employees are required to surrender their identity cards on leaving the service of the Institute. Surrender of Id card is a requirement for final settlement of dues.

The details of the new employee will be sent to the IT Department for the creation of the NSB email id. The new employees are then directed to the IT department for generating biometric attendance.

4. SALARY, ALLOWANCES, WELFARE MEASURES AND OTHER BENEFITS

4.1. Salary

NSB follows the pay scales and other pay structure as approved by the sponsoring trust and the Board of Governors. The monthly salary namely the Gross Pay of any employee includes Basic pay, DA, HRA, and other allowances as mentioned in the offer letter.

All yearly increments shall be based on their Performance Appraisal conducted annually. All employees will be informed in writing about their annual increments after the Performance Appraisal.

4.1.1. Salary / Wages and Deductions

Monthly salary is deposited into the employee's bank account on or before 5th day of every month. Payments of monthly salary shall be directly deposited into employee's bank account after statutory deduction such as ESI, Provident Fund, Income Tax, Professional Tax, other deductions as required by law from time to time.

Deductions in salary may also be made for availing leave beyond authorized leaves (18 days in a year), unauthorized absence, against fines imposed etc. Such recovery shall be in conformity with the provisions of the Payment of Salary Act, 1936..

4.1.2. Provident Fund

NSB is committed to comply with statutory provisions of Employees Provident Fund. Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organization as per the provisions of the said Act. Employees must comply with the statutory requirements like nomination and can avail ensuing benefits as prescribed by law.

4.1.3. Gratuity

Gratuity is a benefit which is payable under the Gratuity Act 1972. NSB is committed to provide gratuity to an employee for the services rendered in the institution. In order to be eligible for gratuity, the employee should have completed a minimum of 5 years of continuous service. Gratuity is paid only when the employee leaves the institution. Gratuity is calculated on the basis of the following formula: (Number of Years of Service) x (Last drawn gross salary minus HRA) / 26 x 15 subject to maximum of Rs.20, 00,000 (Rupees Twenty Lakhs) or as may be prescribed in the Law.

4.1.4. ESI Benefits

All eligible employees of NSB whose gross salary is less than or equal to Rs.21000/- are enrolled in the ESI Scheme as envisaged in ESI Act 1948. ESI offers free medical aid to employees through ESI hospitals or the hospitals recognized by the corporation. The salary of employees during the period of sick leave will also be paid by the ESI Corporation.

4.1.5. Fee Concession for the Children

All categories of employees of NSB who have completed a minimum of three years of service are eligible to avail fee concession for their children to study in NSB. The fee concession would be 50% of the total prescribed fee for any program at NSB.

4.1.6. Employees Welfare Measures

Canteen – Complementary food is the most important welfare measure for employees at NSB. NSB shall provide complimentary breakfast and working lunch for all staff members on all working days. The employees will also be provided with complementary coffee/tea, twice in a day.

Transport – Transport facility is complementary for all employees on the pre-announced routes and timings.

Medical – NSB will provide Group Medical Insurance for the employees and the medical claims are limited to the terms in the Insurance policy.

Salary Increment – If a faculty member acquires a higher qualification, such as a Ph.D. or Postdoctoral degree, they will receive a 20% increment in their existing salary as an incentive.

5. LEAVE RULES AND CONDITIONS

5.1. Leave Sanctioning Protocol

The leave sanctioning authority shall be as follows:

- | | | |
|---------------------------------------|---|---------------|
| a. The Director | - | The President |
| b. The Dean | - | The Director |
| c. Faculty Members | - | The Director |
| d. Centre Heads/Librarian/IT Admin | - | The Director |
| e. Chief Training & Placement Officer | - | The Director |

f. Chief Admission Officer		
Chief Administrative Officer	-	The President
Chief Finance Officer		
g. HR Manager	-	The Director
h. Marketing Manager	-	The Director
i. Physical Education Head	-	The Director
j. Staff in Admissions Department	-	Chief Admissions Officer
k. Staff in Training & Placement Department	-	Chief Training & Placement Officer
l. Staff in Administration Department	-	Chief Administrative Officer

5.2. Process of Availing Leave

The employees (Teaching and Non-Teaching) shall avail the leave with prior approval from their reporting authorities by submitting the leave form Appendix-9 for Faculty and Appendix-10 for non-teaching staff. Leave should be applied for at least 2 days in advance except in case of emergency situations. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning.

The faculty member who applies for leave must ensure that the alternate arrangement is made to the assigned teaching slot (in the time-table) and must indicate same in the leave application.

5.2.1. Casual Leave

All employees are eligible for 18 days C.L in a calendar year. Casual leave is granted on the basis of calendar year that is from 1st January to 31st December of every year. 1.5 Leave will be credited every month to employee account. This leave can be accumulated.

Only with due permission of the Director through proper channel, casual leave can be availed prefixing or suffixing Sundays and other sanctioned / declared holidays. However, Duty Leave & Compensatory off cannot be combined with the Casual Leave.

5.2.2. Medical Leave

- An employee is entitled to avail medical leave where the illness requires bed rest/admittance/home isolation.
- Medical Leave is admissible to the employees who have completed their probation period.
- An employee can avail a maximum of 7 days of medical leave in a calendar year.
- It must be applied with a doctor's certificate /discharge summary.
- In case adequate ML is not available with an employee; he/she can club CL with it. Intervening National/ Festival/declared holiday will be counted as a part of leave.
- Any unavailed medical leave shall lapse at the end of the respective year and it cannot be carried forward/accumulated.
- Inability to attend office because of such sickness should be notified to the respective Section Head/Chairperson/Dean on the same day.

5.2.3. On-Duty (OD)

The faculty members/non- teaching staff can avail on duty leave up to a maximum of 10 days per annum (calendar year) for academic purposes with prior intimation and approval from the Director, on recommendation of their reporting authority. On-Duty Application (Appendix 11 & 12) is to be submitted for organized or participated Conference / Seminar / Workshop / FDP / Refresher Course / Training / Industry Visit / Academic Visit / Guest Lecture.

However, the faculty members who are in-charge of NSS / NCC, etc., can avail more than 10 days, based on the need and necessities with prior intimation and approval from the Director.

5.2.4. Maternity / Paternity Leave

All women employees are entitled to maternity leave up to six (6) months in which three (3) months with salary & three (3) months without salary. Those who are covered under ESI can avail 6 months leave with benefits granted by ESI. All men are entitled to a paternity leave of one week during the first and second child birth.

5.2.5. Compensatory Leave

All employees are eligible to Compensatory Leave for work performed in the field or at the place of duty, on official holidays to complete assigned work within the time frame.

Any employee who worked or planning to work on a holiday should inform to the concerned leave granting authority and submit appropriate leave format later.

The final decision of approval of compensatory leave is with the approving authority. The application (Appendix-13) for approval of the compensatory leave for faculty should reach through the Dean / Associate / Section Head within 2 working days from the day of worked on Holiday.

Compensatory offs should be availed within one month from the date of working by the incumbent.

The Compensatory leaves cannot be carried forwarded to next month.

5.2.6. Bereavement Leave

A male employee is eligible for a leave of 13 days, or the actual number of days required, whichever is less, in the event of the death of his mother or father to complete the funeral rituals. Similarly, a female employee is entitled to the same leave in the event of the death of her father-in-law or mother-in-law.

In contrast, a female employee is eligible for a leave of up to 3 days in the event of the death of her mother or father. Likewise, a male employee is entitled to a leave of up to 3 days in the event of the death of his father-in-law or mother-in-law.

This bereavement leave is in addition to the regular leaves available and is granted with pay. All employees who have completed at least two years of service are eligible for this leave.

5.2.7. Leave on Loss of Pay (LLP)

If an employee has no leave available to his / her credit, he/ she may request for leave on Loss of pay under exceptional circumstances. However, granting such leave is solely at the discretion of the Director/ President.

5.2.8. Declared Holidays

Every year, The Director of NSB will publish a list of declared public Holidays and NSB will remain closed on declared holidays as per published list.

6. PERFORMANCE APPRAISAL SYSTEM (PAS) AND PROMOTIONS

6.2. Performance Appraisal Process

NSB gives due importance to all employees' performance by measuring the identified Key Performance Indicators and the points scored against expected scores. A Performance Plan is a written and guidance document for all teaching and non-teaching employee. The performance appraisal document provides a roadmap on what has to be done during the performance cycle, how well it has to be done, and how the accomplishment will be measured with identified Key Performance Indicators. The appraisal document prepared with the participation of representatives from all teaching / non-teaching staffs and disseminated to all employees concerned.

The performance appraisal of teaching faculty follows the Academic Performance Indicators (Appendix-14) with following categories:

- I. Teaching, Learning and Evaluation Categories
- II. Research and Related Contribution
- III. Extension Activity
- IV. Administration

For Non-Teaching staff, NSB shall adapt the KRI's relevant to their functions. The KRI (Appendix-15) includes the following criteria's:

- I. Professional Competence
- II. Quality of Work
- III. Personal Characteristics

6.3. Reward and Recognition

Performance appraisals and related documentation are strictly confidential. Only the top management, the Director, the Dean, HR Manger and the concerned employee will have access to the appraisals.

Rewards and Recognition will be recommended by a committee appointed for the purpose. The award will be in the form of citation with or without a monetary reward. The Board of Governors will decide the kind of award to be given each year.

6.4. Promotion

Promotions at NSB depend on competence assessment by the top management, performance appraisal, experience, and merit. In addition, the following criteria shall also be looked into the promotion of an employee: (a) Job Knowledge; (b) Leadership skills and Team work; (c) required qualifications.

Promotion is not automatic and cannot be claimed by an employee as a matter of right. A promotion normally, but not necessarily, is accompanied by an increase in salary but with additional tasks, Assignments/Responsibilities.

NSB will always consider the regulations laid down by the appropriate regulatory authority in this matter for teaching and non-teaching employees. Promotion of any employee at NSB is processed by a committee. The performance appraisal committee reviews the faculty member / employee under probation after the completion of the probation period. The committee members include:

For Teaching Staff

- President
- Director
- One BoG member
- Dean
- One Full Professor from External Business / Management School /University Department

For Non- Teaching Staff

- President
- Director
- Section Head
- HR Manager

7. POLICIES AND GUIDELINES

7.2. Hours of Work

The Institute timing and working hours are decided by the Institute authorities depending on the exigencies and student requirements. The current work timings, in general, are as follows:

Monday to Saturday : 9.15 AM to 5.15 PM

The first and 3rd Saturday will be a holiday. However, the concerned departments may make alternative arrangements as per the requirements of the Institute.

7.3. Late Arrival

All employees should follow the office timing (9.15-5.15) strictly. However, there will be a grace period of 5 minutes. An employee who comes after 9.20am will be marked as late. Every two such late mark will be treated as Half-a-day Leave and the same will be deducted from the CL. If an employee does not improve on his/her punctuality; the Institute may initiate disciplinary actions against the concerned employee in addition to the debiting of half-a-day's Casual Leave from his/her account.

7.4. Movement Register and Leaving campus before time

A movement register is kept at the Reception. All staff shall record movement during office hours for official purposes. The employees are not allowed to leave the campus before the official working hours. Should there is an emergency, they can avail the leave from their superiors. If employees want to take a half a day leave, timing will be from morning 9.15 AM to 1.15 PM or from 1.15 PM to 5.15 PM.

7.5. Attendance & Biometric

It is mandatory for all employees to punch twice (in & out) in the bio-metric and to sign the physical attendance register on arrival. You will be marked absent, if you fail to record your attendance in both the systems.

7.6. Code of Conduct

- The employees must follow the protocol and process identified by the management from time to time so as to improve the working of NSB.
- Employee shall not commit theft, fraud, misappropriation or indulge in dishonest act in any

transaction/dealings.

- Employee shall not indulge in any quarrel, use abusive language, fight or behave violent or in any other disorderly manner and/or indecent and/or riotous behaviour within the premises of NSB.
- Employee shall not distribute or forward any E-Mails, notices, leaflets or prohibited materials, which is unnecessary or detrimental to the smooth functioning of NSB.
- Employee shall not tamper or disfigure or damage any property, records, notice etc.
- Employee shall not misuse Cash, Internet, software applications, Telephone, Appliances, Stationery, and material.
- Employee must maintain professional relationship with students / parents / other employees customers, vendors etc.

7.7. Conflict of Interest

The activities of employees must be lawful and free of conflict of interest. Employees should not misuse resources or influence, or discredit the image and reputation of the Institute.

The following are to be avoided in the best interest of the organization:

- Using NSB facilities for personal purposes
- Treating personal expenses as official expenses
- Buying things from suppliers for personal use at discounts in the name of NSB
- Doing / involving in business activities (for instance acting as visiting faculty, private tutor, insurance agent, real estate broker etc.) during holidays and non-office / office hours
- No employee may solicit or accept, directly or indirectly, any gift, gratuity or favour that has substantial economic value, where either party could infer any obligation.

When an employee understands or suspects that a conflict of interest exists, they should bring this matter to the attention of management so corrective actions may be taken. The responsibility of resolving a conflict of interest starts from the immediate supervisor and may reach top management. All conflicts of interest will be resolved as fairly as possible. Top management has the responsibility of the final decision when a solution cannot be found. The action taken against the conflict of Interest includes disciplinary actions up to terminations.

7.8. Outside Employment

During the tenure at NSB no employee is allowed to take up any other work - honorary or remunerated - in any other trade, business, tuitions or any such activity.

7.9. Sexual Harassment / Gender Bias

Sexual harassment in work place will be dealt seriously as per law. NSB is committed to the Constitutional rights of women to honour and equity, provisions of POSH and the Indian Penal Code that are in force.

Internal Compliance Committee sensitizes the faculty members and students on the prevention and prohibition of sexual harassment of woman at work place.

In keeping with the Supreme Court guidelines and POSH Act, NSB established the Internal Compliance Committee (ICC) against sexual harassment and atrocities against women at the workplace.

7.9.7. Jurisdiction

The rules and regulations outlined in this Act shall be applicable to all complaints of Sexual Harassment and Gender Discrimination made against any person with whom a member of NSB has a work-based relationship.

7.9.8. Constitution of the Committee

- The ICC, nominated by the Board of Governors, shall consist of the following members:
 - Professor / Associate Professor - Presiding Officer
 - Two faculty members - Members
 - Two non-teaching employee - Members
 - Three students - Members
 - One member from NGO - Member
- The term of office of the members of the ICC shall be for a period of three years.

7.9.9. Procedure for Registering Complaints

An aggrieved person is required to submit a written complaint along with supporting documents and names and addresses of the witnesses if any to the ICC within three months from the date of the incident.

Friends, relatives, colleagues, co-students, psychologist or any other associate of the victim may file the complaint to ICC in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

7.9.10. Process of Conducting Inquiry

The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of two days of such receipt.

Upon receipt of the copy of the complaint, the respondent shall file reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of five days.

The inquiry has to be completed within a period of seven days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within fifteen days from the completion of the inquiry to the Director. Copy of the findings or recommendations shall also be served on both parties to the complaint. The Director shall act on the recommendations of the committee within a period of fifteen days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

An appeal against the findings or /recommendations of the ICC may be filed by either party before the Director within a period of ten days from the date of the recommendations.

If the Director decides not to act as per the recommendations of the ICC, then the Director shall record written reasons for the same and convey the same to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Director shall proceed only after considering the reply or hearing the aggrieved person.

The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The resolution of the conflict to the full satisfaction of the aggrieved party, wherever possible, is preferred to purely punitive intervention.

The identities of the aggrieved party or victim or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

7.9.11. Interim Redressal

The Director may,

- transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC;
- grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;
- take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

7.9.12. Punishment and Compensation

- Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the NSB if the offender is an employee. Depending upon the severity of the offence, the punishments may include anyone or more such as a written apology, warning, reprimand, censure, undergoing counselling or carrying out community service, withholding of promotion, withholding of pay rise or increments and terminating the respondent from service.
- Where the respondent is a student, depending upon the severity of the offence, the NSB may;
 - (a) Withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
 - (b) Suspend or restrict entry into the campus for a specific period;
 - (c) Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
 - (d) Award reformatory punishments like mandatory counselling and, or, performance of community services.

7.10. Grievance Redressal Cells

NSB addresses grievance of any Employee with due diligence. Any employee shall bring their academic and personal issues to the respective grievance cell, if any, strictly in accordance with the procedure laid down here under and are not expected to take up their grievance with any other authority except those specified and authorized under the provision of this manual.

The Grievance Redressal Committee at NSB Academy consists:

Director / Principal	-	Chairperson
Senior Professor from Bangalore University	-	Member
Faculty Member from NSB	-	Member
One official from University or State DTE	-	Member

For Teaching Staff:

The procedure requires the aggrieved employee to take up the matter first of all with the immediate reporting authority namely, concerned Domain Chair or Section Head. If not satisfied with the reply of the immediate reporting authority, the aggrieved member may submit his/her grievance formally in writing to the Director, NSB within 5 days from the occurrence of the case of grievance. The Director as a Chairperson convene Grievance Redressal Committee (GRC) and request to conduct an inquiry on the complaints. The GRC submit the report with recommendation to the Director within 15 days. The Director will communicate the decision to the aggrieved employee. If the employee is still not satisfied, he may appeal to the GRC of Bangalore University. General issues involving scale of pay, allowances, benefits, promotion policy and matters relating to disciplinary actions, vigilance and security are beyond the scope of the Grievance Procedure.

For Non-Teaching Staff

An aggrieved employee in the first place should present grievance verbally to his immediate reporting authority, who in turn would try to resolve the matter within three days. If not satisfied, the employee may submit his/her grievance in writing in the prescribed form to the Section Head, within 30 days from the occurrence of the cause of the grievance. The Section Head will give a formal reply within 7 days of the receipt of the grievance, and if required the Section Head may also give a personal hearing to the aggrieved employee.

If the employee is not satisfied with the reply or does not receive a reply within the stipulated period, he may take the matter to the Administrative Officer who will give their decision on the grievance within 30 days of the receipt of the grievance.

Decision of the Director / the President in the matter of all grievances shall be final and binding on the employees concerned.

7.11. Misconduct

The following acts of omission and commission, which are illustrative but not exhaustive, shall be deemed to constitute misconduct and will entail disciplinary action. They are:

Minor Misconduct

1. Negligence or failure to perform assigned duties.
2. Unauthorized absence.
3. Habitual late/irregular attendance.
4. Habitual indebtedness, insolvency.
5. Smoking within premises.
6. Disorderly conduct.

Major Misconduct

1. Breach of any service conditions will be considered as a major misconduct
2. Furnishing false information regarding age, qualifications, marks and previous employment at the time of joining the Institute.

3. Taking/giving bribe.
4. Dishonesty; theft, fraud or damage concerning any business/documents/property of the Institute.
5. Drunkenness, riotous or indecent or disorderly behaviour.
6. Gambling within premises of the Institute.
7. Willful insubordination, disobedience, negligence or refusal to accept charge sheet/other communication.
8. Commission of any act which amounts to a criminal offence or involving moral turpitude.
9. Unauthorized communication of any official document/information of the Institute.
10. Lending or borrowing money or accepting expensive gifts from person/firm having official dealing with the Institute.
11. Conviction by court of law; sexual harassment; threatening or intimidating other employees.
12. Engaging in business other than that of the organization.
13. Holding unauthorized meetings, civic, political or union activities/collection of funds during the working hours in premises of the Institute.
14. Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or any other act of subversion of discipline.
15. Being found in possession of or attempting to punch another employee's attendance.
16. Deliberately spreading false information or rumours.
17. Refusal to accept any communication or warning in writing, etc.
18. Unauthorized absence beyond 5 days.
19. Participation in Political/ Communal activities: (a) No employee shall participate in political activities or be a member of any political party or organization and (b) No employee shall participate in any communal organization or activity which affects the secularism of the country.

Punishments

Notwithstanding anything contained in any other regulation, and without prejudice to such action to which an employee may become liable under any other regulation or law for the time being in force, the following penalties may (for good and sufficient reasons and as hereinafter provided) be imposed on any employee of the Institute

Minor Punishments

1. Show cause notice.
2. Withholding of promotion.
3. Withholding of increments of pay.

Major Punishments

1. Compulsory retirement: The services of an employee may be terminated by compulsory retirement before superannuation under provisions as laid down by management from time to time
2. Suspension. If any disciplinary action against any employee is ongoing or pending and the Institute is satisfied that it is necessary to place the employee under suspension the Director

may by order in writing suspend him with effect from such date as specified in the order. The employee suspended will be paid a subsistence allowance under Karnataka Payment of Subsistence Act 1988.

3. Dismissal from service which shall ordinarily be a disqualification for future employment under the Institute.
4. Such other Punishments ordered by the President/Board of Governors.

8. EXIT AND RELIVING CONDITIONS

8.1. Cessation of employment by employer

The NSB Management may terminate the services of a probationary teaching or non-teaching employee at any time during the probationary period without any notice or salary in lieu thereof.

The NSB Management may terminate the services of a confirmed employee by giving three months prior notice or three months' salary in lieu thereof.

The NSB Management may terminate the services of a contractual employee at any time during the tenure of employment of such employee.

8.2. Cessation of employment by employee

All categories of employees including conformed employee, contractual employee or a probationary employee may resign prior to completion of the tenure of contractual period / probationary period, from his/her post by giving three months prior notice or three months' salary in lieu thereof.

Resignation by an employee shall take effect only on its acceptance by the appointing authority and on issue of relieving order.

(a) Where an employee serves notice of resignation while on leave of any kind or on vacation, the period of such notice will be deemed to commence on the date of resumption of duty by the employee.

(b) Where an employee serves notice of resignation and goes on any kind of leave, the notice period stands extended by the period of such leave availed or such period of leave will be regarded as shortage in the notice period.

8.3. Relieving Conditions

8.3.1. Non – Performance

The NSB Management reserves the right to terminate the services of a teaching / non-teaching staff for the following reasons other than matters of discipline:

- If a staff employed on the basis of a particular expertise or skill or qualification ceases to possess such an expertise or skill or qualification.
- For any reason whatsoever or if a staff becomes under-qualified consequent to changes in the policies of and/or the guidelines issued by the authorities concerned from time to time
- If a staff member, for three consecutive years in annual appraisal of his performance, has received ratings “unsatisfactory” or “average” and despite the appraisal reports of the first

two years having been communicated to him there has been no improvement or insufficient improvement in his performance.

8.3.2. Medical Grounds

Management retains the right to terminate the services of an employee by giving one month notice in writing or one month's pay in lieu, on medical grounds as certified by a medical practitioner appointed by the Institute.

8.3.3. Disciplinary Grounds

Management retains the right to terminate the services of an employee on grounds of violation of discipline as detailed in this HR manual.

8.3.4. Grounds of Judicial Conviction

The Management may terminate any employee who has been convicted on a criminal charge by a judicial trial.

8.3.5. Prolonged Absence

Any employee who is absent from work for more than five days without submitting any application for leave or beyond the period of leave sanctioned originally or when there is satisfactory evidence that the employee has taken up employment elsewhere or has no intention of joining duties can be issued a show cause notice. If the employee fails to respond with satisfactory explanations within the period stated in the notice, the employee shall be deemed to be terminated from the service.

8.4. Process of Relieving from the Duty and Documents To Be Submitted

In the event of separation from NSB the following documents are required to be submitted by the employee:

1. In case of resignation, letter of resignation
2. No-Dues Certificate (Appendix-17)
3. ID Card issued from the Institute
4. Details of documents kept in the custody of the person both hard and soft copies and list of the pending work as on date
5. Other Properties of NSB in the possession of the individual
6. Exit Form.

NSB provide Experience Cum Relieving Certificate to the employee on the event of their separation upon the written request. However, NSB retains the right for withholding certificates in situations including, but not limited to, failure on the part of the employee to return to the Institute its property or reconcile all outstanding payments, failure of the employee to produce the No Dues Certificate.

8.5. Retirement

The age of retirement of faculty members shall be normally 65 Years. However, the Board of Governors can extend the service of faculty members beyond 65 years, if they demonstrate their medical fitness and work efficiency. However, the discretion of the BOG is final in such matters.

The age of retirement for non-teaching/other staff members will be normally 60 years. However, the Board of Governors can extend the service of individuals beyond 60 years, if they demonstrate their medical fitness and work efficiency. However, the discretion of the BOG is final in such matters.

8.6. Death

In the event of an employee's death, the immediate next-of-kin shall intimate the death to the Director, NSB. The next-of-kin shall submit a copy of death certificate for the payment of dues to the deceased. The final pay settlement will include their total Monthly Compensation for that month and other payments due, and the same will be paid to the employee's designated nominee after deduction of the applicable items.

9. HR PLANNING

During March of every Academic Year, the Director shall assess the teaching and non-teaching staff requirement for the forthcoming academic year.

The requirement from Chairperson / Dean shall sought by The Director and ascertain the number of requirements based on the domain for teaching staff and nature of work for the non-teaching staff. The due importance will be given for (a) student-teacher ratio namely 1:15 as per AICTE norms and (b) cadre ratio: Professor + Associate Professor + Assistant Professor namely AICTE guidelines i.e., 1:2:6 (Cadre ratio).

NSB follows the minimum workload (credit hours per week) for each faculty member classification shall be as follows:

Principal	04
Professors	08
Associate Professor	12
Assistant Professor	16

During the semester, if a teaching faculty resigns, NSB tries to identify internal resources to meet the staff gap. If internal faculty resources not available, visiting faculty member with necessary expertise will be appointed on contractual basis to complete the academic requirement.

10. INTERNATIONAL ADJUNCT FACULTY

To bring in international learning experience, NSB has appointed accomplished academicians as International Adjunct Faculty from across the continent who is experts in their domain of specializations.

Appendix –1

EVALUATION FORM FOR FACULTY POSITION

Applicant's Name: _____ Date of interview: _____

Position Applied For _____ Interviewed by _____

Please give the candidate a numerical rating and provide comments.

5- Exceptional 4- Above average 3- Average 2- Satisfactory 1- Not satisfactory

1. Education Background- Does the Candidate have the appropriate educational qualifications or training for the position? **Rating: 1 2 3 4 5**

Comments:

2. Prior Work Experience- Has the candidate acquired necessary skills or qualifications through past work experiences? **Rating: 1 2 3 4 5**

Comments:

3. Subject Knowledge - Whether the candidate has clear knowledge about the Subject? **Rating: 1 2 3 4 5**

Comments:

4. Special Skill Set- Does the candidate has special skill set? **Rating: 1 2 3 4 5**

Comments:

5. Motivation- whether the candidate has demonstrated his/her motivation in his/her area of interests? **Rating: 1 2 3 4 5**

Comments:

6. Initiative- Whether the candidate has taken interest in initiating new projects, processes etc?

Comments:

7. Leadership Ability- Whether the candidate has demonstrated the leadership skills necessary for the position?
Rating: 1 2 3 4 5

Comments:

8. Communication skills- Whether the candidate is clear, articulate and communicate effectively?
Rating: 1 2 3 4 5

Comments:

9. Presentation Skills- Whether the candidate is able to deliver the presentation successfully?
Rating: 1 2 3 4 5

Comments:

10. Organizational Fit- Whether the candidate fits NSB's organizational culture and structure?
Rating: 1 2 3 4 5

Comments:

11. Research Publications- The number of publications and quality

Scopus	
ABDC	
UGC Care	
Others	

12. Books/Book Chapters:

No of Books published:	
Publication:	

13. Case studies published:

14. Institutional Building-FDP/MDP/EDP/Seminar/Case Studies/Workshop organized.

15. Institutional outreach activities

16. Other Areas of Contribution:

Comments:

17. Overall impression and recommendation- What's your overall impression about the applicant?

Comments:

Consider

Hold

Reject

Signature

Appendix –

EVALUATION FORM FOR A NON-TEACHING POSITION

Candidate's Name: _____

Position applied for: _____

Interviewer's Name: _____

Interview Date: _____

EVALUATION

Criteria	Excellent	Strong	Average	Weak
Relevance of educational background				
Prior work experience				
Communication skills				
Job-specific skills				
Organizational Fit				

COMMENTS BY INTERVIEWER

FINAL RECOMMENDATION

Consider	Hold	Do Not Proceed

REASON (S) FOR YOUR RECOMMENDATIONS:

Signature

Appendix –3

EMPLOYMENT APPROVAL FORM

Name of the Candidate: _____

Position Applied for: _____

(Attach all evaluation forms)

- 1) Panelist-1 - _____
- 2) Panelist-2 - _____
- 3) Panelist-3 - _____
- 4) Panleist-4 - _____

Remarks by HR

OFFICE OF THE DIRECTOR

The position _____ can be offered to _____
_____ with a CTC of _____ with a prescribed
joining date _____

The position is Full- time/Part- time/Adjunct/Visiting/Contractual.

Director

Appendix –4

Employment Information Sheet - FACULTY

A) Profile

Full Name: _____

Date of Birth: _____

Mother Tongue: _____

Blood Group: _____

Religion: _____ Community: _____

Gender: Male Female Other

Marital Status: Single Married Divorced/Widowed

B) Educational & Experience Details:

Graduation: _____ Post Graduation: _____

Ph.D: _____ Diploma/ Certifications: _____

Area of specialization: _____

Experience (In years): _____ Teaching: _____ Industry: _____ Research: _____

No. of Paper Published (National): _____ International: _____

No. of Conferences attended (National): _____ International: _____

No. of books published: _____ No. of Cases published: _____

No. of PG Students guided: _____ No. of Doctoral Students guided: _____

C) Family Details:

Father's Name: _____

Mother's Name: _____

Spouse's Name: _____

Present Address: _____

Cell Phone: _____ Residence Phone: _____

Permanent Address: _____

Residence Phone: _____

Email Id: _____

Emergency Contact: Name _____ Mobile No. _____

Dependent Information (For insurance purposes only)

Name(s) of Dependent(s)	Relationship to Employee
_____	_____
_____	_____
_____	_____

D) Mandatory Documents Details:

AdhaarNo: _____ Pan No: _____

UAN No: _____

Bank Account No: _____

Bank Name with Branch: _____

IFSC Code: _____

Signature of the Employee

FOR OFFICE USE ONLY

Job Information

Designation: _____ Reporting Authority: _____

Grade: _____ Department: _____

Joining Date: _____ Salary (CTC P.M): _____

Employment Type: Full Time / Contract Contract Expiry Date: _____

Probation Period: _____ Confirmation YYYY/MM/DD _____

Employee ID: _____ NSB Email ID: _____

Extn. No: _____

Appendix –5

Employment Information Sheet (Non -Teaching)

A) Personal Profile

Full Name: _____

Date of Birth: _____

Mother Tongue: _____

Blood Group: _____

Religion: _____ Community: _____

Gender: Male Female Other

Marital Status: Single Married Divorced/Widowed

B) Educational & Experience Details:

Graduation: _____ Post Graduation: _____

Diploma/Certification: _____ Others: _____

Total years of Experience (In years): _____

C) Family Details:

Father's Name: _____

Mother's Name: _____

Spouse's Name: _____

Present Address: _____

Cell Phone: _____ Home Phone: _____

Permanent Address: _____

Home Phone: _____

Email Id: _____

Emergency Contact: Name _____ Mobile No. _____

Dependent Information (For insurance purposes only)

Name(s) of Dependent(s)

Relationship to Employee

D) Mandatory Documents Details:

AdhaarNo: _____ Pan No: _____
UAN No: _____
Bank Account No: _____
Bank Name with Branch: _____
IFSC Code: _____

Signature of the Employee

FOR OFFICE USE ONLY

Job Information

Designation: _____ Reporting Authority: _____
Grade: _____ Department: _____
Joining Date: _____ Salary (CTC P.M): _____
Employment Type: Full Time / Contract Contract Expiry Date: _____
Probation Period: _____ Confirmation YYYY/MM/DD _____
Employee ID: _____ NSB Email ID: _____
Extn. No: _____

Appendix – 6

Date:

To

The Director,
NSB Academy,
Bangalore.

Subject: - Joining Report

Ref: Offer letter dated_____

With reference to the offer made to me I_____hereby report to
my duty as_____ on

This is for your information and records.

Sincerely,

Signature

Name

Appendix – 7

UNDERTAKING

I, _____ hereby undertake the following:

1. I have been given HR Manual of NSB Academy. I have read the same and am aware of the HR policies of NSB.
2. I hereby submit the following documents, all of them are true and correct to the best of my knowledge. Nothing is falsified.
 - Resume and two references
 - EPF Enrolment Number
 - Aadhar Card
 - Pan Card
 - Driver's License
 - Passport Size Photo
 - 10th Std. Certificate
 - 12th Std. Certificate
 - Mark sheets of Bachelor Degree – Year/Semester/Trimester-wise
 - Degree Certificate
 - Post Graduate Degree Mark sheets – Year/Semester Wise
 - Post Graduate Degree Certificate
 - Mark sheets/Copies of any other degrees/Certificates/Qualifications mentioned in Resume
 - NET Result Sheet
 - Doctoral Degree -Mark sheets &Certificates(Enrolment letter, in cases of ongoing studies)
 - Letters of experience from previous employers
 - Relieving letter and Pay slip from the previous employer.
 - Copies of publications (articles, case studies, book chapters, book etc.)
 - Any other relevant document

Signature

Place:

Name

Date:

Appendix – 8

ASSET ACKNOWLEDGEMENT FORM

Name of Employee:		Asset Issuance Form No:		
Employee Id:		Date of Issue:		
Department:		Issued by:		
ASSET DESCRIPTION				
Sl. No	Particulars	Asset Code	Quantity	Description
<p><u>Declaration by the Employee:</u></p> <p>I, Ms./Mr. _____ hereby acknowledge that I have received the above mentioned assets. I understand that this asset belongs to NSB Academy and is issued to me to carry out my office work. I also understand that these assets must be returned to NSB Academy at the time of my separation from employment. I am liable to make good for damages/loss of the assets (if any)</p>				
Signature of Issuing Authority		Signature of the Employee		

Appendix –

LEAVE APPLICATION FORM- FACULTY

Type of Leave: CL [] ML []
AY 20____ - ____

Date:

1. Name: _____

2. Designation: _____

3. Department: _____

4. No. of days required From: _____

To : _____

5. Alternative Arrangements

Sl. No	Date & Time	Faculty Name	Signature

_____/_____/_____
(Date of leave request)

(Signature of the Employee)

_____/_____/_____
(Date of Approval)

(Signature of the Approving Authority)

Appendix – 10

LEAVE APPLICATION FORM- STAFF

Type of Leave: CL [] ML []
AY 20 ____ - ____

Date:

1. Name: _____

2. Designation: _____

3. Department: _____

4. No. of days required From: _____

To : _____

5. Alternative Arrangements

Name of the Employee: _____

Signature: _____

_____/_____/_____
(Date of leave request)

(Signature of the Employee)

_____/_____/_____
(Date of approval)

(Signature of the Approving Authority)

Appendix – 11

ON DUTY APPLICATION FORM-FACULTY

1. Name :
2. Designation :
3. No. of days OD availed :
4. Date and time of Leaving :
5. Date & time of returning :
6. Place of OD work :
7. Purpose :
8. Alternative Arrangements :

Sl. No	Date & Time	Faculty Name	Signature

10. Copy of offer (wherever applicable) enclosed : Yes/No
11. Permission Letter from authorities : Yes/ No

____/____/_____
(Date of leave request)

(Signature of the Employee)

____/____/_____
(Date of approval)
Authority)

(Signature of the Approving

Note: OD form should be submitted prior to departure.

Appendix – 55

ON DUTY APPLICATION FORM-NON TEACHING STAFF

1. Name :
2. Designation :
3. No. of days OD availed :
4. Date and time of Leaving :
5. Date & time of returning :
6. Place of OD work :
7. Purpose :
8. Alternative Arrangements :

Task	Alternative arrangements made

10. Copy of offer (wherever applicable) enclosed : Yes/No
11. Permission Letter from authorities : Yes/ No

_____/_____/_____

(Date of leave request)

(Signature of the Employee)

_____/_____/_____

(Date of approval)

(Signature of the Approving Authority)

Note: OD form should be submitted prior to departure.

Appendix – 56

COMPENSATORY LEAVE APPLICATION

Date: _____

1. Name: _____

2. Designation: _____

3. Department: _____

Days on which the Service was rendered	Service Description	Alternative Leave Request

Alternative Arrangements (whenever required)

Task	Alternative arrangements made

_____/_____/_____
(Date of leave request)

(Signature of the Employee)

_____/_____/_____
(Date of approval)

(Signature of the Approving Authority)

Appendix – 14

Performance Review Form – Faculty Members.

Category	KRA	Details	Points	Max. Points	Scored Points
Teaching	Teaching Work load	18 Credit	60 Points	60	
		16 Credit	50 Points		
		14 Credit	40 Points		
		12 Credit	30 Points		
		10 Credit	20 Points		
		Less than 10 Credit	0 Points		
	Feedback	Director	10	60	
		Dean	10		
		Self Appraisal	10		
		Student	20		
		Peer	10		
	Number of Study Material(s) Prepared and Posted in LMS / MS Team	More than 2 = 5		10	
	Number of Video Lecture Prepared and Posted in LMS/Social Media/MS Team	More than 2 = 5		10	
	Innovative Assignment Implemented in the class	More than 2 = 5		10	
	Innovative Pedagogical Tool developed and practiced	More than 2 = 5		10	
	Action Taken for Slow Learners / Support & Encouragement to Fast Learners	Minimum 2 = 10		20	
	University Results (% Pass)	>=91	10	10	
		81-90	9		
		71-80	8		
		61-70	7		
		51-60	6		
		Less than 50	5		
	Course Based Guest Lecture	Minimum 2 =5		10	
Rubrics based assessment implemented in the course			10		
Participation in FDP/STTP	Minimum 2=5		15		
			225		
Research	Number of Papers published in Scopus	1=5		15	
	Number of Papers published in CARE-UGC	2=5		10	
	Number of Cases Written	2=5		10	
	Paper Presentation (& Publication in ISBN Conference / Seminar Proceedings - National	2=5		10	
	Paper Presentation (& Publication in ISBN Conference / Seminar Proceedings - International	2=5		10	
	Number of Book Chapters	1=5		5	
	Number of Books (Edited)	1=10		10	

	Number of Books (Authored)	1=20		20
	Funded Projects Received	Per Project = 10		10
	Proposal sent for Funded Projects	Per Project = 3		9
	Number of PhD Produced	1 and above	10	10
	Number of PhD students guided	Per Scholar = 5		20
	Number of MBA Project Guided	2 per supervision		10
	Number of UG Project Guided	2 per supervision		10
	Speaker at International level	Per Event = 5		10
	Speaker at National level	Per Event = 2		6
	Awards / Recognition	Per award = 5		10
	Number of Research Article Reviewed (Scopus / CARE)	>=5 Per Article-2	10	10
	Industry Consultancy Provided	Per Consultancy	5	10
	Article written with Foreign Professor	Per Article	5	10
	Article written with Indian Professor	Per Article = 1	5	5
	Innovative Research Tool Developed / Adopted	1=1	5	5
				225
Extension	MoU with Industries	1=5		5
	MoU with Academic Partners	1=5		5
	Professional Society Activity Organized	1=5		5
	Seminar / Conferences/workshop / MDP / Training Programs Organized	1=5		5
	Field visits / Community Development Participation	1=5		5
				25
Administration	Mentor - Mentee Effectiveness			5
	Responsibilities Handled–Chair/Office /club etc.	1=5		5
	Timely completion of task assigned by Reporting Authorities / Top Management			5
	Work Ethics			5
	Suggestion/Innovative ideas given to NSB			5
				25

Sl. NO	Criteria	Percentage of weightage assigned
1	Teaching	45
2	Research	45
3	Extension	05
4	Administration	05

Appendix – 15

Performance Review Form – Non-Teaching Staff

Reporting period from _____ to _____

NAME					
DESIGNATION					
DEPARTMENT					
APPRIASAL CATEGORY	Excellent	Very Good	Good	Fair	Poor
	5	4	3	2	1
1.PROFESSIONAL COMPETENCE					
Job Knowledge					
Ability to organize work and carry it out					
Ability and willingness to take up additional load in times of exigencies					
Ability to learn new duties					
**Capacity to supervise					
Technical Skills					
Work Relations					
Initiative					
2.QUALITY OF WORK					
**Ability to maintain Files/Records					
Creativity					
Accuracy & Speed of work					
Neatness & tidiness of work					
Completion of Work on Schedule					
Consistency in work					
3. PERSONAL CHARACTEISTICS					
Regularity					
Punctuality					
Attitude					
Enthusiasm					
Dependable					
Interaction with colleagues and students					

** Not Applicable for Attendees and Housekeeping Staff

Any other contribution made by the employee: (2 points)

TOTAL POINTS:

Maximum 100 and Minimum 50

PROFESSIONAL COMPETENCE	QUALITY OF WORK	PERSONAL CHARACTERISTICS
GRAND TOATAL		
GRADE		

GRADING BASED ON POINTS

GRADE	POINTS
Excellent	80 and above
Good	60 & above
Satisfactory	50& above
Poor	Below 50

REVIEW'S COMMENT

OPPORTUNITIES FOR IMPROVEMENT

TASK TO BE ACCOMPLISHED FOR NEXT YEAR

DIRECTOR'S COMMENT

Employee Signature
Date:

Reviewer's Signature
Date:

Director Signature
Date:

Signature (HR Department)
Date:

Appendix – 16

Exit Interview Questionnaire

Date: _____

Employee's Name: _____ Date of Joining: _____

Designation: _____ Department: _____

1. What prompted you to seek alternative employment? (Please select one or more)

<input type="checkbox"/> Type of Work	<input type="checkbox"/> Quality of Supervision
<input type="checkbox"/> Compensation	<input type="checkbox"/> Work Conditions
<input type="checkbox"/> Lack of Recognition	<input type="checkbox"/> Family Circumstances
<input type="checkbox"/> Career Advancement Opportunity	<input type="checkbox"/> Other: _____

2. Before making your decision to leave, did you explore other options that would enable you to stay? Yes No

If "yes", describe:

3. What did you think of the following?

	Almost always	Sometimes	Never	Comments
Received fair and equal treatment				
Provided recognition on the job				
Developed cooperation and teamwork				
Encouraged/listened to suggestions				
Resolved complaints and problems				
Followed policies and practices				

4. How would you rate the following in relation to your job?

	Excellent	Good	Fair	Poor	Comments
Cooperation within your department					
Cooperation with other departments					
Communications with top management					
Communications within the Institution as a whole					
Communications between you and your reporting authority					
Morale in your department					
Job Satisfaction					
Training you received					
Growth Potential					

5. Was your workload usually: Hectic Varied, but fine Fine Moderate

6. How did you feel about your salary and the employee benefits?

	Excellent	Good	Fair	Poor	Comments
Salary					
Leaves					
Other					

7. Are there any other benefits you feel should have been offered?

Yes No

If "Yes", what?

8. How frequently did you get performance feedback?

9. Do you think your performance review process is without bias?

10. How frequently did you have discussions with your reporting authority about your career goals?

11. What positive changes NSB Academy has brought you?

12. What did you like most about your job?

13. what did you like least about your job?

14. What does your new job offer that your job with NSB does not?

15. why you consider your new job/Institution better?

16. Do you have any suggestions for improvement for the Institution for the future?

17. Would you recommend NSB Academy to prospective employees?

Yes, without reservations Yes, with reservations No

Additional comments about your job or this company

Employee Signature

Appendix – 17

No Dues Certificate

This is to inform you that Mr./Ms./Mrs. _____ Employee ID _____ of _____ department is being relieved from the employment with the Institute with effect from _____. You are requested to note this and also confirm hereby by duly signing that your department has NO DUES from the above person.

Clearance from Academics: Dues/No Dues Mention dues if any: (HOD/Dean)	Authorised Personnel
Clearance from Computer Lab: Dues/No Dues Mention dues if any:	Authorised Personnel (Computer Lab)
Clearance from Account Section: Dues/No Dues Mention dues if any:	Authorised Personnel (Accounts)
Clearance from Library: Dues/No Dues Mention dues if any:	Authorised Personnel (Library)
Clearance from Admin Section: Dues/No Dues Mention dues if any:	Authorised Personnel (Administration)
Clearance from any other Section: Dues/No Dues Mention dues if any:	Authorised Personnel

Certified that all accounts are settled; documents, files, responsibilities and required information has been handed over.

Checked by

Date:

Signature of Manager- HR