



## NallamuthuGounderMahalingam College

(An Autonomous Institution, Affiliated to Bharathiar University)

90, Palghat Road, Pollachi - 642001, Coimbatore, Tamil Nadu, India.

95<sup>th</sup> Rank in NIRF - 2023 - Among Colleges in India.



### HR POLICY

#### (Recruitment Policy, Terms and Conditions of Employment)

##### The objective of Recruitment Policy

The basic objective of a good Recruitment and Selection Policy is to make sure that the right candidate is hired following the right process for hiring and selection. There must be a sync between the hired candidate and organizational values, philosophy, and goals.

##### Purpose of Institution Recruitment Policy:

The purpose behind the policy is to attract and select the candidate who is outstanding and this requires a sound and systematic recruitment approach.


##### Principle of Recruitment Policy

Below mentioned Principles must be followed while recruiting employees:

1. As per Institution Policy, it believes in the open competition ways for recruitment.
2. The Institution makes sure that the right and meritorious candidate is hired through the recruitment process and it also ensures that the most suitable candidate is identified.
3. The Institution makes sure that the recruitment and selection of candidates happen in a professional way and by following the rules and regulations under employment legislation.
4. The Institution also ensures that all its employees involved in the recruitment and selection process are well trained. The Institution provides training to all its employees to make them satisfied that they are well trained to carry on recruitment and they comply with the regulations under the employment policy.
5. The recruitment must be carried out in a manner that enhances the image of the Institution outside.
6. The Institution also put in its best efforts to carry out the process in a transparent and effective manner wherein all candidates are treated equally and fairly so that the recruitment experience is a positive one in the Institution.
7. The Institution believes in inculcating new and innovative practices in its recruitment process and will promote best practices.
8. The Institution also tries its best to make sure that this process is carried out in a very cost-effective manner.
9. Any employee in the recruitment team who has a close relationship with any of the candidates applying for any position in the Institution must make sure that it is declared by the employee at the beginning of the recruitment process and he/she will not be involved in any decision-making process.
10. All the information provided by the candidate must be treated with confidentiality and must not be shared with any third agency and apart from Interview panel committee members.

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### Recruitment Selection Policy and procedure:

There are various stages in the Recruitment and Selection Procedure. The Important stages are explained below:

#### Preparation Stage:

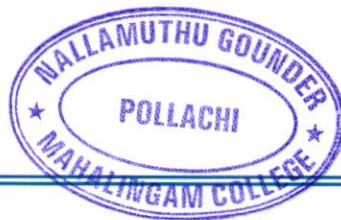
1. This is the first stage of the recruitment procedure. Before starting recruitment a thorough analysis of the need of position is carried out. Why a particular position is required is studied in detail.
2. After need analysis, the budget is determined for the position. Budgetary studies mean what's going to be the expense of hiring for this particular position.
3. The Institution's hiring policy stress upon diversity in the workforce so that major emphasis is given to the candidates whose skill set is not in abundance in the Institution. All the efforts being made to make such candidate attracted towards the Institution.
4. In order to make a workforce diverse, the advertisement is targeted towards such a group.
5. All the new and existing positions for which hiring to be done must be advertised properly.
6. To determine the hiring expense and to understand the complete compensation details it is necessary to formally review the role and also know the complete grading system. It has to be determined in case of both new and existing vacant position.
7. Before commencing the recruitment process for any given position, it is necessary to take all relevant approvals formally.
8. In case there are issues related to any given position, instance for an urgent position, the desired skill set employee is difficult to be identified or relevant talent pool is not available. In such issues, Dean Academic / Dean Research and AVP HR can be approached formally.

#### Steps to be followed under HR Recruitment Policy

##### 1. The Job description for the vacancy

- a.) The next step after the preparation stage lays the preparation of job description for a given vacancy. The job description is meant to describe the main duties and responsibility of a role. It must be either designed or if

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Page | 2



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already available then it must be updated for any vacant position which is to be filled.

b.) The Job description must be prepared with complete care and it must have all the details required for a given position.

### 2. Job Specification:

- a) The job specification must describe the necessary skill set required, aptitude, knowledge required for the job profile and also experience for the job.
- b) The Personal specification must be prepared with utmost care so that details specified do not indirectly discriminate against any given group.

### 3. Advertising:

Another step after preparation of job description and person specification lies the advertising part:

1. According to internal policy, all advertisement for the job vacancy in the Institution must be posted both internally as well as externally. This is an important step towards the employee career development and job enrichment for existing employee to apply for the vacant position within the Institution.
2. Such steps also result in maximizing the equality of opportunity for all the employees.
4. Sometimes the position is not advertised internally, This can happen only after receiving a waiver from the Dean, AVP-HR, It occurs when:
  - a. Special expertise skills are a mandate for a given position or vacancy and extensive search has already been done but no match found within or outside the Institution except anyone given an individual. In such case, there is no need to advertise for the given vacancy.
  - b. When the given position is a contractual assignment and is not required for more than a year.
  - c. The given vacancy is for the shorter duration, the vacancy can be filled in by a substitute.
5. Advertising can also be done with the help of recruitment consultants/Direct posting through Paper publication Media / Advertisement Agency. The posting of job vacancy can be done both externally and internally. It is however agreed with the concerned approval authority in the Institution that hiring will take place as per clauses defined in recruitment and selection policy.
6. All details of the vacancy along with job description and person specification is shared with the recruitment consultant and internally in the Institution when posting IJP'S. This information is shared so that the applicant is well known with the desired details and they can check their suitability for the role. In case

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Page | 3



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further details required HR department of the Institution can be approached for the same.

7. If any existing employee wishes to apply for vacant positions. It can be done through internal job posting based on the approval received from Dean Academic / Dean Research through concerned HoD, posted internally on the Institution's intranet/Requisition letter.
8. Any job posting regarding vacant positions across different geographic locations within the Institution is also posted on the Institution's intranet. The details and recruitment guidelines can be found under "International recruitment policy".
9. Candidates are requested to provide equal opportunity details. This information is separate from the job application and it is up to the choice of the candidate whether they want to share their details or not.
10. The Institution has a legal obligation to follow the rules and regulations as mentioned under the law and legal compliance. We can find that different laws and regulations which varies with the state and countries.
11. Wherever any information regarding vacant position is advertised it should be done by HR department.
12. Some exceptions wherein advertisements are not done by HR then it is done by some other department but all approval must be taken before posting any such advertisement. (Approval from Dean Academic / Dean Research and AVP-HR.)
13. All the job postings which are advertised both internally and externally as per the willing of Institution and/or are made available on the Institution's intranet.
14. The advertising must be done in a cost-effective manner, the budget and the amount to be spent on advertising is pre-decided and approved by Dean Academic / Dean Research, AVP-HR, Financial Approval Authority. The ambition for a robust recruitment process should be such that it does not turn out to be a very costly affair.

### Selection of Candidate:

The selection of candidates also requires various steps which can be explained as:

1. The Dean Academic / Dean Research and the AVP-HR (hiring manager) forms a team for shortlisting of the desired profile. There is a whole team to carry on the shortlisting of profile but in order to avoid being biased generally, the recruitment and Dean Academic / Dean Research, Hiring manager shortlist the profile.

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2. In order to serve the purpose of recruitment policy the selection and short listing team members must satisfy the eligibility criterion. It must have members Dean Research, Academic Specialists, and/or from the different department to promote the Institution's approach towards diversity.
3. Members of HR like AVP-HR and (for HR perspective) if any of the members nominated by AVP-HR/Dean Academic / Dean Research/ Dean Research etc are involved in the selection and short listing phase only for recruitment of senior profiles. Up to Assistant Manager level positions, it is the recruiter and direct hiring manager which are involved in short listing phase.
4. Major points must be noted for each candidate who has been shortlisted. These notes are generally attached with the resume of the candidate and it should be noted accurately by the Coordinator of Recruitment process also in its excel report. The same cover page with short listing notes as per recommendation in Interview evaluation forms along with resume is shared with the Dean Office and AVP-HR (HR department.)
5. The shortlisted candidate is shared with details of the selection process through email and telephonic conversation. In case there is any written assessment for the vacancy these details are also shared with the candidate and it must be done 10 days in advance of the scheduled interview date as per the employment policy.
6. If a candidate is based in some other city all necessary arrangement must be made for him like traveling tickets, hotel stay etc. before the scheduled interview dates. All necessary arrangement must be made by HR in coordination with the administration department. These all arrangement must be made to ensure that they participate fully in the selection process. (For the clause completely based on the approval/willingness expressed by concerned authority in Management/AVP-HR/Dean Academic / Dean Research)
7. The short listing of the candidate must be done purely on merit and it should be done only when there is the match of skill set and other desired qualities of the candidate with the details mentioned in the person specification. The candidate whose profile matches with the important criterion must be shortlisted. This is followed under ambition recruitment plan. No assumptions to be made regarding the qualities of the internal candidate.



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### Selection and interview

1. All candidates who have been shortlisted as per person specification and job description criterion are being called for an interview.
2. The Interview is carried out by a Interview panel of Committee members from different departments, External expert opinion for Assistant Professors and above positions. An interview committee is set up to conduct the interview. However, as mentioned above in recruitment policy for up to HoD position the interview panel comprises of 3 people recruiter(External Functional Experts from Academic Background, Principal, Dean Academic / Dean Research/ Dean Research, Dean Research, AVP-HR(hiring manager), HoDs, Financial Approval Authority and a member of the HR department and final round will be conduct by Management Board. The documentation screening round interview is carried out by the coordinator of HR Department and technical round is conducted by External Functional Experts, Dean Academic / Dean Research/ Dean Research, Dean Research, AVP-HR(Hiring manager), HoDs, and HR round for behavioral skills also by AVP-HR from HR department, and Dean Academics, Dean Research. Based on the recommendation by the interview panel the shortlisted candidates are instructed to appear for demonstrate their efficiency of class room teaching in front of concerned discipline HoD in continuation if that HoD has to be collect feedback from Students and submit the same to Interview Panel.
3. Selection is also an image building opportunity. The recruiter by behaving professionally can build up the positive image of the Institution because assessment at the time of recruitment and selection under recruitment and selection policy happens two ways. The Institution assesses the candidate and vice versa.
4. Different selection methods must be used before hiring a candidate. These selection methods must be able to assess the candidate rightly in terms of skills sets, behavioral aspect as mentioned in the person specification. This will remove any biasedness in an interview process.
5. No biasedness should be done while conducting interviews. The structure of the interview must remain the same for all candidates however the interview questions may differ but the level of questions in terms of easiness/difficulty should remain the same. The entire process of the interview should be based on the criterion defined under person specification and as explained by Recruitment policies in HRM.
6. The notes with important points of the interview must be taken by the interview panel, these notes can be referred back while making a decision regarding the most suitable candidate. All the notes prepared during

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Page | 6



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the interview process must be shared with the HR department and should be kept by HR for a minimum duration of a year.

7. For senior level position, the interview panel should fill in the form given by the HR services team and it should be returned to HR with all other documents.
8. Candidate feedback is shared with the recruitment coordinators when candidates are lined up by them. However, the direct and internally hired candidate, the feedback is given by the Dean Academic / Dean Research/ Dean Research, AVP-HR (recruiting manager). These all steps are followed under recruitment and selection procedure.
9. The candidate who could not make it to selection phase must be informed through telephone or written email about the result of the selection process.

### References:

1. The references should be made available by the candidate while filling the application form at the time of interview. These details are required to ease out the Hiring process under recruitment and selection policy.
2. It is the task of interview panel members to seek information about the details of the candidate required while making a final decision. The question asked during the reference check must be based on the qualities mentioned in the job description and person specification.
3. The details should be taken about the current employment. However, the previous Institution references are also being asked so that the skills and other details can be checked from the previous employer also.
4. The interview application form and the reference check forms can be collected from the HR department.
5. In general, references are taken at the time of interview and there must be 4 references which are provided by the candidate out of which 2 references must be from the current employer only.
6. As per Hiring policy, in case of urgent hiring, references may be taken over the telephone for the candidate but the standard procedure should be followed in doing so.
7. All the references must be called or contacted with the candidate's consent and their details must be kept confidential.

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### Appointment of New Candidate

1. Generally after the selection of final candidate a verbal offer can be made to the candidate by the HR department. Initially, in the verbal offer salary, date of joining and other related aspects are discussed with the candidate. The verbal offer can be made by hiring coordinator if authorized by AVP-HR and Academic Dean. The guidelines from employment policy are taken into consideration.
2. The offer made to the candidate has the proposed salary under the fixed slab of salary for that grade. In case exceptional salary hike to be given, HR must be consulted first. If ok from Dean Academic / Dean Research/ Dean Research, AVP-HR end than approval to be taken from Board of Management. A maximum limit is also defined which can't be exceeded for a given salary slab.
3. After the settlement of verbal offer, the written offer is prepared by HR department considering the service standard as per the direction of Dean Academic / Dean Research/ Dean Research and AVP-HR. Before making the written offer it is mandatory to carry out the complete reference check of the employee's. Other checks such as the inclusion of medical certificate by a doctor(if required), authenticity of qualification documents, is done by the HR department.
4. In case of very senior management position, the offer is made by AVP-HR and Director of the Institution in consultation with the Chief Executive Officer. This clause is specified under the recruitment policy of institution.

### Induction

The last stage of recruitment process is the induction programme. After the initial written offer is made to the new candidate and is accepted by the candidate after signing the offer letter copy, the joining date for the candidate is confirmed. After confirmation of joining date, HR prepares the induction programme for the new candidate.

Please note the abovementioned policy, recruitment process above is for the hiring of permanent employees.

For temporary employee hiring, below mentioned steps can be taken.

### Recruitment of Temporary employees

According to the "employee policy for hiring the Temporary/Contractual Employee" the recruitment of temporary candidate is done by following below-mentioned guidelines:

Criteria:6.2.1



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**Advertisement:** The call for contractual / temporary employees is Internal job posting/ Applicant Database / Referral given by Internal/Existing faculty members meant for temporary staff clearly mentioning that the position is a contractual one and if anyone interested may apply for the same. The IJP posting is generally

Meant for temporary employees already working in the Institution and if anyone is looking for job rotation or further career advancement can apply for the same.

**Short listing:** The recruitment and selection of candidate are done by the following:

1. Dean Academic / Dean Research/ Dean Research, Dean Research, Concerned Department. HoD and Recruitment coordinator screen the resume received through job portal and internal job posting and referral sources.
2. Resumes are matched with the skills set mentioned in person specification and profile with a job description.
3. The shortlisted resumes are then called up for an interview.
4. The Interview is conducted by Dean Academic / Dean Research/ Dean Research, Dean Research, Concerned Department. HoD, Financial Approving Authority and the recruitment coordinator (Station HR) and finally by the direct AVPHR(hiring manager) for seeking approval. These steps are taken while abiding by the employment policy of temporary staff.
5. The Institution from where payroll is processed for temporary employees is informed about the details of the candidate finally selected for preparation of the offer. Salary negotiation with the candidate is done by the Dean Academic / Dean Research/ Dean Research, Financial Approval Authority of the Institution and once salary is freeze, offer letter/oral offer is prepared or/and soft copy of the same is sent or communicated to the candidate over telecommunications.
6. The induction of temporary employee is done by the station HR and all documentation part is taken care off.

### Responsibilities

The responsibilities of various people involved in the hiring process as per "Hiring Policy" are defined below.

**Head of the department:** The major task undertaken by the Head of the department is as follows

1. Analyzing the need for a given position according to Institution norms/plan.
2. To ensure that the nominees who take recruitment based decision are trained enough to carry on the task of recruitment.

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### Interview Panel:

- 1.All members (Dean Academic / Dean Research/ Dean Research, Dean Research, Principal, Concerned Dept. HoD, The Manager, Station HR) of the interview panel are requested to participate in Interview Panel by the HR Coordinator on the recruitment and selection process
- 2.To prepare notes of all the interview decision made so far through prescribed Interview evaluation form.
- 3.To verbally inform the selected candidate.
- 4.Providing feedback to the unsuccessful candidates.

### Human Resource Department:

1. Coordination with the Dean Academic / Dean Research/ Dean Research regarding Faculty(Manpower) Requirement Plan, Vacancy Analysis, posting of advertisement, preparation of job description and person specification.
2. Placement of Job Advertisement.
3. Scrutinizing and Short listing of Applications as per eligibility criteria framed, Schedule the interview.
4. To make sure all pre-employment checks and Coordination of Interview Panel Committee have been done.
5. Conducting Interview
6. Issuance of the offer letter to the selected candidate.
7. Monitoring whether recruitment policy is being followed in the filling of the vacant position.
8. Conducting Joining Process and Provide Induction to the new recruits.

### TERMS AND CONDITIONS OF EMPLOYMENT

#### 1) Duties:

Faculty (Employee) shall perform all duties as discussed and given by the Management (President /Secretary) / Principal /Dean /HOD or as designated by the Management and commensurate with your position in the Institution. Faculty shall devote full time to your employment and expend your best efforts on behalf of the Institution.

#### 2) Confirmation as a Permanent Employee:

- 2.1 Faculty/Employee will be on probation for a period of two years. However, the probation period can be extended further. Confirmation for Employee will be subject to their performance.

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10



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### 3) Separation from Services/Notice Period:

- 3.1. The Organization or Employee may opt to terminate the Appointment of the Employee from the services of the Organization (Institution) without assigning any reasons  
Whatsoever subject to the following conditions –
- 3.1.1. A minimum notice period of 3 months (for confirmed employees)/1 month (for employees on probation) is applicable from either side
- 3.1.2. The organization at its sole discretion may opt to pay relevant Notice Pay to the Employee in lieu of serving the applicable notice period in the event of the Organization's decision to initiate the termination of this Appointment.
- 3.1.3. The organization at its sole discretion may choose to accept or reject the Employee's offer to pay Notice Pay in lieu of serving the notice period as applicable based on the exigencies of the situation.
- 3.1.4. Further to the notice period as outlined herein above, no Employee from the Academic wing, entrusted / engaged with teaching responsibility, will under normal circumstances be permitted to be relieved from the services of the organization during the Academic year.
- 3.1.5. The Management reserves its discretion to review and recommend early release of any Employee from the Academic Wing (not assigned Teaching responsibility), Academic Support and General Administration on a case to case basis during the Academic year as per the Notice period and applicable conditions as mentioned herein above.
- 3.1.6. Where an Employee requests for being relieved during the Academic year - The Management reserves its discretion to review, and on case to case basis, any request from the Employee for being relieved during the Academic year and any deviations will be at the sole discretion of the Management.

### 4) Separation from Services/Notice Period:

- 4.1. The Organization reserves the right to compulsorily relieve the Employee from the services of the Organization, without any pay (or in kind) in lieu of serving any notice period that may be applicable, at any point in time for reasons including, but not limited to, the following –
- 4.1.1. Not abiding by the Policies, Practices, Systems, Rules and Regulations that apply to all Employees of the Organization at any given point in time including new additions, revisions and changes to Policies and Practices of the Organization by the Management.

Criteria:6.2.1

11



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4.1.2. Willfully or otherwise neglecting duty, responsibilities assigned, refusal to accept lawful instructions from the Management (President/Secretary) /Principal/Dean /HOD or as designated by the Management.

4.1.3. Any act(s) that constitute disobedience, insubordination, incivility, intemperance, irregularity in attendance, inconsistency in workplace availability, instigating fellow colleagues and / or students alike to act against the interests of the organization, misconduct and failure to discharge duty

4.1.4. Performance not meeting expectations of the Organization based on communicated standards.

### 5) Transfer:

Employees are liable to be transferred from one department to other if required by the Management due to exigencies of work.

### 6) Other Terms & Conditions:

6.1 While serving the Institution, Employee shall show commitment in their work and devote the whole of working time exclusively to your duties with the Institution and shall not engage their self directly or indirectly, without prior consent of the Management in writing, to any other institution with or without remuneration in any trade, business, occupation, or employment.

6.2 Employee should perform all their duties to the satisfaction of the Management / Principal/Dean/HOD or as designated by the Management

6.3 Employee should cooperate with the Institution in executing the academic, Co-curricular and extracurricular activities in the college.

6.4 Employee will be governed by the rules and regulation of this institution. Which are now in force and which may come into force in future.

6.5 As a member of the faculty, required to continuously update your knowledge by publication / presentation of papers, participation in seminars, acquiring additional qualifications etc.,

6.6 Employee will identify their self with the college and strive constantly for its improvement and establishing good public image.


6.7 Taking leave on loss of pay will shift the date of your regular increment.

6.8 Employees shall not write/address in public or in the presence of Students / Parents anything against the interests of the Institutions and its policies.

Criteria:6.2.1

12



  
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- 6.9 Employees are expected to be at work throughout the working hours of the Institution and be present in time for any meeting or get together scheduled by the Institution.
- 6.10 Employees have to work under the supervision and guidance of the Management /Principal/Dean/HOD or as designated by the Management of the college and They shall abide by the rules and regulations specified from time to time by the Institution.
- 6.11 Employee shall maintain discipline among the students.
- 6.12 If any declaration furnished by employee to the Institution or any document submitted for employment proves to be false or if you have willfully suppressed any material information, their(employment) services will be terminated without any notice or salary in lieu thereof.
- 6.13 On the date of reporting during the joining by employee for duty employee should produce a proof of their age, relieving order from the previous employers, all original certificates of educational qualification and proof of last drawn salary with a true copy of the same for our records.
- 6.14 Employee shall retire from the services of the institution when they complete 58 years of age.
- 6.15 The decisions of the Management will be final in all matters including accepting of employee's resignation and relieving of services from the post.



  
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