



NallamuthuGounderMahalingam College

(An Autonomous Institution, Affiliated to Bharathiar University)

90,PalghatRoad,Pollachi -642001,Coimbatore, Tamil Nadu, India.

95th Rank in NIRF –2023 among Colleges in India.



HR – G.O. SERVICE RULES



Estd : 1957

Phone : 04259 - 234868, 234870
Mobile : 99429 06687

NALLAMUTHU GOUNDER MAHALINGAM COLLEGE

(AUTONOMOUS AND AFFILIATED TO BHARATHIAR UNIVERSITY)

Re-Accredited by NAAC

An ISO 9001 : 2015 Certified Institution

Aided by the Government of Tamilnadu

POLLACHI - 642 001.

Fax : 04259 - 234869

E-Mail : ngm@ngmc.org

DATE :

Golden Rules to be followed by Faculty

1. Punctuality:

The faculty members should be punctual on all academic activities

2. Time schedule must be followed as follows.

The faculty members should sign in their attendance register in Director Office 15 minutes before the start of the first session of day in the forenoon and only after 15 minutes after the end of the last session in a day in the afternoon session.

3. Classroom management:

Covering the syllabus in time; Attend the class in time; Attendance in ERP on the same day of the class.

4. Meetings:

As far as possible the meetings shall be held only in the afternoon and not during the morning.

5. Research Articles:

Faculty should publish TWO Research articles per academic year.

6. Research Proposal:

Faculty should submit one proposal per one academic year to external agency.

7. Student Centric assistance:

Faculty should participate at least one activity for the benefit of students other than teaching work.

8. Extensive activity:

Faculty should be convener / in charge at least in one research / academic / extensive activity.

9. Online Course:

Faculty should register and get certificates at least TWO Online course per academic year

10. Administration:

Faculty should help HoDs at 100% admissions and 100% fee collections

11. Cooperation:

Faculty should Cooperate 100% to fulfil the Department's Requirements / Tasks assigned by HoD as per the direction given by The Director office and The Principal.



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NGM COLLEGE - LEAVE POLICY

1. OBJECTIVES

The primary objective of introducing Leave policy is to ensure employees are provided with a reasonable and regular amount of rest and recreation away from work. Some types of leaves are introduced for personal emergencies. This policy is a guideline for all employees to follow and explains the types of leaves available, the eligibility and the procedure to avail leaves.

2. SCOPE & APPLICABILITY

All employees in the organization.

3. DEFINITION

Sl.No.	TYPES OF LEAVES Expansion & Term	Number of Days applicable (for a Calendar year)	
		TEMPORARY / PROBATIONER (Probationer - with less than 12 months service)	REGULAR FACULTY (Completed 12 months continuous regular service or more)
1	Casual Leave - (CL)	Only one day per month (after the one month period of work)	12 Days
2	On Duty - (OD)	NIL	12 Days
3	Sick Leave (SL)	NIL	5 days
4	Maternity(Medical)Leave (ML)	NIL	3 + 3 Months

4. POLICY / PROCESS

4.1 Owner & Administration :

The Principal/Dean owns the leave policy and hence will administer the same appropriately. The policies and procedures are subject to change from time to time depending on various socio-economic \ factors or as per law and will be decided solely by Director/Dean.

4.2 Eligibility :

All regular and confirmed Faculties of the institution are covered in the leave policy. Employees who are on probation or hired as temporary will be eligible for CL leaves only. Leave year begins from 1st of January to 31st of December each year and will be available only upon completion of each year of service. Leaves will be credited to individual employee's leave account in advance at the beginning of the year (or from the date of confirmation/regularization) and employees can avail of leaves in advance during the year.

Any weekly offs or declared holidays or national holidays which fall in between an employee applied by an employee will not be considered as leave days.



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4.3	<p>Prefix/suffix :</p> <ul style="list-style-type: none">• Leaves taken at the beginning of a work week immediately succeeding a weekly off or end of a work week immediately preceding a weekly off may / not be considered as leave days including the weekly off days.• Leaves taken at the beginning of the working day which immediately succeeding reopening of College working day and/or the working day which immediately preceding end of the semester will not be allowed. <p>In all such situations the decision of the Principal / Dean is final (which may/not be consider the leave taken / Leads to take action).</p>
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(AUTONOMOUS)
Re-Accredited by NAAC and ISO 9001:2015 Certified Institution
Affiliated to Bharathiar University, Pollachi – 642001; Coimbatore (Dt)

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.

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.



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3.1.6. Where an Employee requests for being relieved during the Academic ear - 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.

3.2 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 –

3.2.1. 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.

3.2.2. 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.

3.2.3. 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

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

4) Transfer:

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

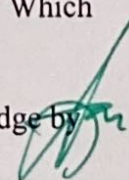
5) Other Terms & Conditions:

5.1 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. Employee should perform all their duties to the satisfaction of the Management / Principal/Dean/HOD or as designated by the Management Employee should cooperate with the Institution in executing the academic, co- curricular and extracurricular activities in the college.

5.2 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.


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




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- 5.4 Employee will identify their self with the college and strive constantly for its improvement and establishing good public image.
- 5.5 Taking leave on loss of pay will shift the date of your regular increment.
- 5.6 Employees shall not write/address in public or in the presence of Students / parents anything against the interests of the Institutions and its policies.
- 5.7 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.
- 5.8 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.
- 5.9 Employee shall maintain discipline among the students.
- 5.10 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.
- 5.11 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.
- 5.12 Employee shall retire from the services of the institution when they complete 58 years of age.
- 5.13 The decisions of the Management will be final in all matters including accepting of employee's resignation and relieving of services from the post.

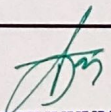



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NGM College (Autonomous), Pollachi

CONDITIONS/CRITERIA OF LATE, PERMISSION, LEAVE (CL, ML, Ma-Maternity Leave & OD)				
3 LATE	OR	2 PERMISSION	PERMITTED	Either 3 Late or 2 Permission: Permitted
3 LATE	and	1 PERMISSION	HALF A DAY CL	If -3 Late Complete, First Permission : Half a Day CL
2 LATE	and	2 PERMISSION	HALF A DAY CL	2 Late Complete, 1 Permission Complete, Next Permission/Next Late : Half a Day CL
3 LATE	and	1 PERMISSION	HALF A DAY CL	3 Late Complete , First Permission / Next Late: Half a Day CL
3rd PERMISSION			HALF A DAY CL	2 Permission Complete, Next Permission : Half a Day CL
4th LATE			HALF A DAY CL	3 Late Complete, Next Late : Half a Day CL
If any late attendance in Morning(FN), permission not permit in the concerned day				
LEAVE AVAILABILITY				
FACULTY	12 CL / YEAR (It will reflect as <i>CL</i> till 12th CL consumed	13th-CL : LOP - it will be reflect as LOP (Lose of Pay)		
FACULTY	15 OD / YEAR (It will reflect as <i>OD</i> till 15th OD consumed	16th-OD will be trated as CL (If all 12CLs were consumed already, it will be trated as LOP) also reflect as LOP		
FACULTY	12 ML / YEAR (It will reflect as <i>ML</i> till 12th ML consumed	From 13th-ML it will be reflect as LOP		
FACULTY	6 Months Maternity Leave (It will reflect as " <i>Ma</i> .")	beyond the stipulated limits of any long leave(CL,ML,Ma) without / with communication reflect as LL (Long Leave)		




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ABSTRACT

Tamil Nadu Fundamental Rules – Maternity Leave – Enhancement of Maternity Leave from 9 months (270 days) to 12 months (365 days) – Orders – Issued.

HUMAN RESOURCES MANAGEMENT (FR-III) DEPARTMENT

G.O. (Ms.) No.84

Dated: 23.08.2021

பிலவ வருடம் ஆவணி - 7,
திருவள்ளூர் ஆண்டு 2052.

Read:

1. G.O. (Ms) No.105, Personnel and Administrative Reforms (FR-III) Department, dated 07.11.2016.
2. G.O. (Ms) No.154, Personnel and Administrative Reforms (FR-II) Department, dated 05.12.2017.

ORDER:

In the Government order first read above, orders were issued enhancing the Maternity Leave from 180 days to 270 days to married women Government servants, with less than two surviving children, which may be spread over from the pre-confinement rest to post-confinement recuperation, with full pay at the option of the women Government servants. Accordingly, in the Government Order second read above, Rule 101(a) of the Fundamental Rules was also amended.

2. In the revised Budget for the year 2021-2022 presented in the Legislative Assembly on 13th August 2021, an announcement has been made by the Hon'ble Minister for Finance and Human Resources Management, for enhancing the period of maternity leave from 9 months to 12 months for women Government employees with less than two surviving children with effect from 01.07.2021.

3. The Government, after careful consideration order that the Maternity Leave admissible to married women Government servants with less than two surviving children, which is 9 months (270 days) at present, be enhanced to 12 months (365 days), with effect from 01.07.2021, with full pay, which may be spread over from the pre-confinement rest to post-confinement recuperation, at the option of the married women Government servants. The women Government servants who proceeded on maternity leave prior to 1st July 2021 and continue to be on that leave on or after that date shall also be eligible for maternity leave for a period not exceeding 365 days in total.

4. Necessary amendments to the Fundamental Rules will be issued, separately.

(BY ORDER OF THE GOVERNOR)

V. IRAI ANBU
CHIEF SECRETARY TO GOVERNMENT

To
All Secretaries to Government, Chennai – 600 009.
All Departments of Secretariat, Chennai – 600 009.

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All Heads of Departments including District Collector / District Judges / District Magistrates.

The Secretary, Tamil Nadu Public Service Commission,
Chennai – 600 003.

The Registrar General, High Court of Madras, Chennai – 600 104.

The Registrar, Madurai Bench, High Court of Madras, Madurai.

All Constitutional / Statutory bodies including
all State Corporations, Local Bodies, Boards, Universities,
Commissions, Companies, Institutions, Societies, etc.

The Resident Audit Officer, Chennai – 600 009.

The Accountant General, Chennai – 600 018.

The Commissioner of Treasuries and Accounts, Chennai – 600 035.

All Pay & Accounts Officers / Treasury Officers.

Copy to :

The Principal Secretary-III to Hon'ble Chief Minister, Chennai – 600 009.

The Special Personal Assistant to Hon'ble Minister (Finance & Human Resources Management Department), Chennai – 600 009.

The Principal Private Secretary to Chief Secretary to Government,
Chennai – 600 009.

The Principal Private Secretary to Secretary to Government,
Human Resources Management Department, Chennai – 600 009.

The Senior Private Secretary to Secretary to Government,
Law Department, Chennai – 600 009.

All Sections / All Officers in Human Resources Management Department,
Chennai – 600 009.

The Human Resources Management (AR-II) Department, Chennai – 600 009.

(to Publish in the Government web site www.tn.gov.in / intranet)

The Human Resources Management (FR-II) Department, Chennai – 600 009.

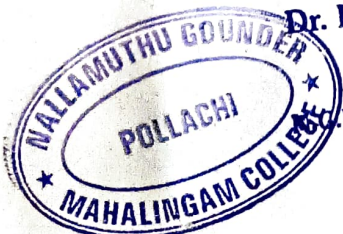
(for issue of necessary amendment to Rule 101(a) of the Fundamental Rules).

Stock File / Spare Copy.

/Forwarded/By Order/



B. Jayaraman
23/8/2021
SECTION OFFICER.
Yothi.M
23/8/2021



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