



## **NEHRU COLLEGE OF MANAGEMENT COIMBATORE**

Nehru Gardens, Thirumalayampalayam post,  
Coimbatore. 641105 Telephone: 0422 227 0007

e-mail: [ncmprincipal@nehrucolleges.com](mailto:ncmprincipal@nehrucolleges.com)

websire: [www.ncmbschool.com](http://www.ncmbschool.com)

### **Annual Quality Assurance Report – (AQAR) 2020-2021**

#### **Criteria – VI**

#### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.3.1 - The institution has effective welfare measures for teaching  
and non- teaching staff**

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#### SERVICE CONDITIONS

The following are revised leave rules applicable for the teaching faculty

#### 5.1 TEACHING FACULTY - LEAVE RULES

##### CASUAL LEAVE

- Every employee after completion of one year service at Nehru Group of Institutions shall be eligible for 12 days of casual leave in an academic year.
- **Casual leave shall also be allowed to faculties who are freshly inducted into Nehru Group of Institutions subject to the condition that the individual has put in a service of not less than 3 years in any other institutions.** However, to avail this facilities, a requisition letter has to be sent to the CEO & Secretary through the Principal concerned along with a certificate of experience.
- Casual leave can be availed not exceeding 3 days at a time.
- Not more than one staff shall avail casual leave in any department at a given point of time.
- Casual leave can be accumulated and availed within the academic year. However, unavailed casual leave cannot be carried over to the next academic year.
- Casual leave has to be availed only with prior sanction of the HOD/Head of Institutions unless there is an exigency.
- **Suffixing or prefixing of public holidays along with casual leave is subject to the approval by the Principal concerned.**
- Casual leave cannot be combined with Annual / Vacation leave/ Spell leave.

- Casual leave will be sanctioned only after satisfying that the applicant has made adequate alternate arrangements for executing his/her duties during his/her leave period.
- Casual leave cannot be claimed as a matter of right and when the exigencies of services so demand, leave of any description may be refused or the employee compulsorily recalled from leave by the sanctioning authority.

### **VACATION LEAVE**

- The teaching faculty after completion of one year service at NGI shall be eligible for vacation leave of 20 days during May - June (even semester) and 10 days during November - December (odd semester)
- **The teaching faculty who are freshly recruited and are within their one year of service at NGI, are eligible to avail only 10 days of leave during May - June and 5 days during November - December.**

**Note: For purpose of allowing vacation leave, Physical Directors, Librarians and Assistant librarians shall be considered as teaching faculty.**

Note: Proportionate deduction will be made if a staff member leaves the services of the college before completion of the year.

### **ON DUTY (OD) LEAVE**

- Every employee shall be allowed to avail the 'On duty' leave for 8 days for each semester. In case of trimester pattern, 5 days shall be allowed as OD per each Trimester. However, the maximum OD availed in an academic year shall not exceed 16 days.
- The provision is strictly restricted to academic and related activities (Seminars, Workshops, Symposia, Invigilation work, Valuation work etc) requiring the personal presence of the individuals concerned.
- Proposals are to be invariably accompanied by adequate supporting documents.



- Prior sanction with adequate alternate arrangements for performing the duties and responsibilities of the individuals during his absence has to be obtained.
- However, OD cannot be claimed as a matter of right and is left to the sole discretion of the Principal and Management.

**Note : Physical Directors, Librarians and Assistant Librarians are not eligible for OD.**

## **5.2 NON - TEACHING FACULTY - LEAVE RULES**

### **CASUAL LEAVE**

The following are revised leave rules applicable for the Non-Faculty members for those who have completed one year service in the Institutions.

- 12 days of Casual leave is permitted for the eligible staff members in an academic year.
- All other terms and conditions stipulated for availing casual leave for teaching faculty shall hold good for non teaching faculty also.

**Note :** The non teaching faculty cadres include Administration Officers, Site Engineers, Site Supervisors, Campus Supervisors, Workshop Superintendents, Placement Directors, Placement Officers, Workshop Assistants, Lab Assistants, Lab Instructors, System Administrators, PA to Principals, Office Assistants, Attenders and such other cadres as may be decided by the Management from time to time.

### **ANNUAL LEAVE**

- 15 days annual leave is permitted for one academic year for the staff who have completed one year of service in Nehru Group of Institutions. Out of 15 days, 10 days will be granted during summer vacation and 5 days along with the Christmas and New Year holidays for all non teaching staff.

**Note:** Proportionate deduction in salary will be made if a staff member leaves the services of the college before completion of the year.

## ATM Facility at College entrance

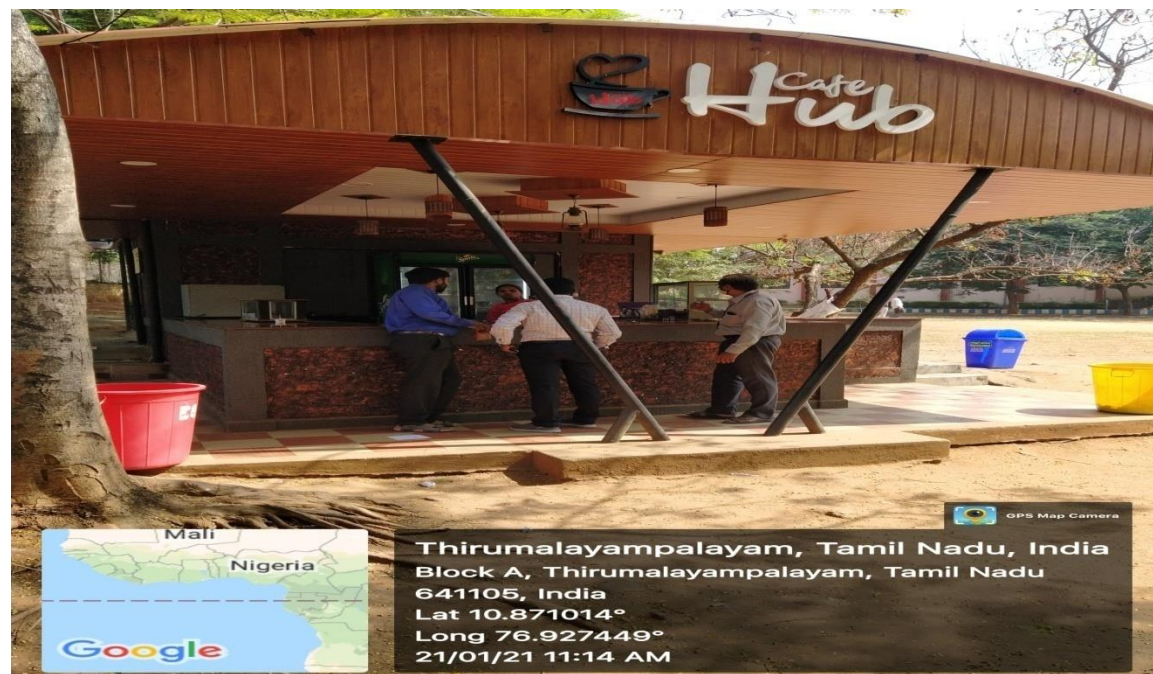




## Bank Facility attached with College Campus



## Cafeteria





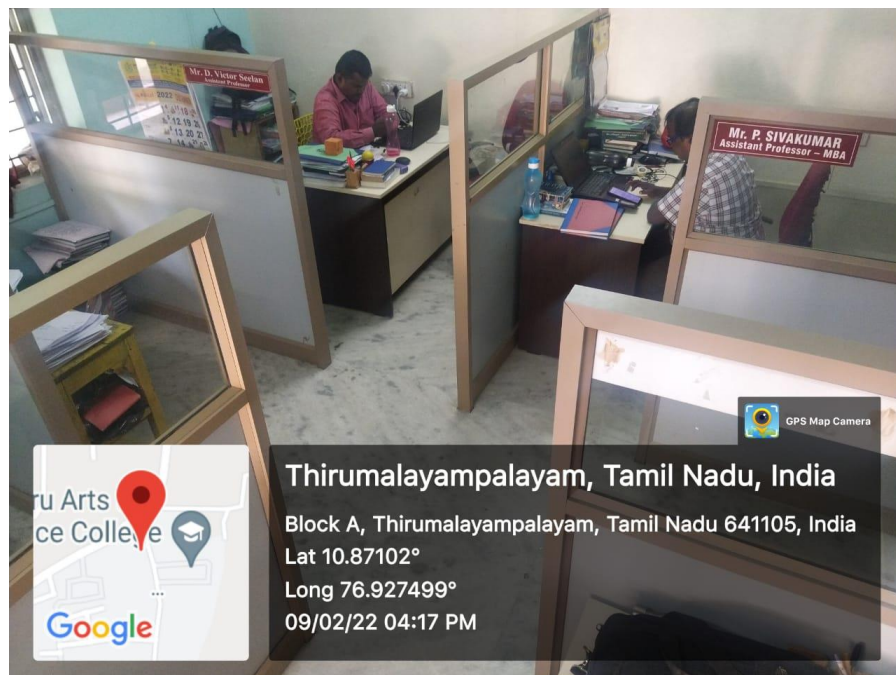
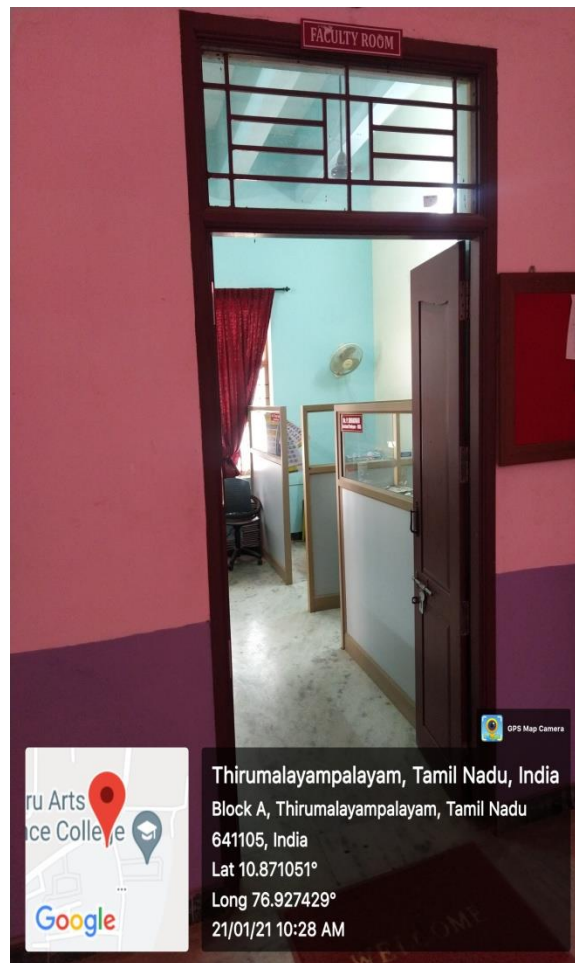
## Parking Area



## Recreation room



## Faculty Room





## Transport Facilities:



A handwritten signature in green ink, appearing to be 'R. Daniel', written over a thin green horizontal line.

PRINCIPAL  
**Dr. R. Moses Daniel, MSA., Ph.D., PGDCA, 2008**  
Principal  
Nehru College of Management  
Nehru Gardens, Thirumalayempalayam  
Coimbatore - 641 105