



CRITERION-7  
AQAR  
2020-2021

**Code of Conduct**  
*For Students in*  
*Induction Manual*



# NEW HORIZON COLLEGE - MARATHALLI

Affiliated to Bangalore North University, Recognized by the Govt. of Karnataka  
Recognized under section 2 (f) of the UGC Act, 1956



**"The Most Promising Educational Institution in Karnataka - 2016"**

By Higher Education Review

The Trust is a Recipient of Prestigious Rajyotsava State Award 2012 Conferred by the Government of Karnataka

**"Accredited by NAAC with 'A' Grade"**



**INDUCTION  
MANUAL**

**2020-21**

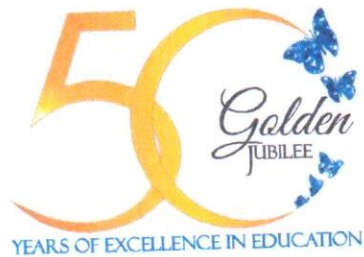


**Vakra-Tunndda Maha-Kaaya  
Suurya-Kotti Samaprabha  
Nirvighnam Kuru Me Deva  
Sarva-Kaaryessu Sarvadaa**

# NEW HORIZON COLLEGE

Affiliated to Bangalore North University, Recognized by the Govt. of Karnataka  
Recognized under section 2 (f) of the UGC Act, 1956  
Accredited by NAAC with 'A' Grade

**The Trust is a Recipient of Prestigious Rajyotsava State Award 2012  
Conferred by the Government of Karnataka**



New Horizon Knowledge Park,  
Ring Road Near Marathalli, Bengaluru - 560 103  
[www.newhorizonindia.edu](http://www.newhorizonindia.edu)

**INDUCTION MANUAL 2020**

## CONTENT

1. ABOUT THE COLLEGE .....	03
2. BANGALORE NORTH UNIVERSITY COURSE MATRIX..	05
3. VALUE ADDED PROGRAMMES .....	13
4. BANGALORE NORTH UNIVERSITY GUIDELINES .....	17
5. NHC CODES OF CONDUCT .....	20
6. CAMPUS, INFRASTRUCTURE AND FACILITIES .....	26
7. ADMINISTRATION .....	35

## **5. NHC CODE OF CONDUCT**

All the students are expected to display an exemplary conduct and behaviour both inside the campus and outside. They are expected to abide by the guidelines prescribed; to adhere to the norms of a responsible citizen in such a manner that it contributes to their own personal development. Students are expected to maintain the needed decorum and shall not indulge in any act, which would be unbecoming of a student. It is also to be noted that if any student's behaviour outside the campus is averse, the Management will deal with him/her seriously for indulgence in 'Moral Turpitude'.

### **5.1 Identity Card**

All the students of NHC will be issued Identity Cards, which should be worn on their person in the campus. Fine will be levied on any student found without the ID Card. In case of loss of ID Card, the students have to pay a fee to receive a duplicate ID card from the college office. Disciplinary action would be invoked on students who impersonate i.e., wear a co-student's badge ID card for entry of the campus.

Wearing ID cards is also obligatory for students attending campus interviews, or while on industrial visits or tours outside the campus. Students are expected to give due importance to their ID cards and keep them in safe possession.

### **5.2 Admission Approval**

The admission details along with the original certificates and marks cards are referred to Bangalore North University for verification and approval. The original certificates of the students shall be in the possession of the Administrative Department till the completion of the course. Under no circumstances, will requests of the return of certificates be entertained.

### **5.3 Examinations**

Bangalore North University will set the question paper and will conduct examinations for all the 6 semesters. The principal will be the Chief Superintendent. NHC Marathalli is one of the centres for Bangalore North University exams. Examination will be held under the strict supervision of Chief Superintendent, Deputy Chief Superintendent and the Invigilators, complying with all the instructions from the University. Special visiting squads during the examinations would check the conduct of the exams.

If a student is caught during the examination for any malpractice, he/ she will be disqualified from further examinations and would have to pay the penalty as imposed by the University, which will include dismissal from the College.

The following activities by any student during examinations / tests would amount to malpractice:

- a) Carrying any chits / papers to the Examination hall.
- b) Carrying mobile phones to the Examination hall.
- c) Writing on any parts of the body, rulers, other instruments like calculators etc.,
- d) Attempting to discuss or talk with some other candidate sitting in the examination hall.
- e) Referring to any notes or any material, under the plea of answering nature's call.
- f) Using any coded language and scribbling on the question paper
- g) Lending or borrowing instruments like pencil / eraser / ball pen / calculator where such material may convey any coded message.
- h) Bringing into the Hall any textbook / notebook / study material / bags etc.
- i) Wrist watches / Calculators with any stickers with data / formula
- j) Instrument boxes, spectacle covers having any foreign material with the intention to use during the examination.

### ***Scheme of Examination***

There shall be a University examination at the end of each semester. The maximum marks for the University examination per paper for the BBA and BCom courses shall be 70 (external)+30 (internal).

For BCA it will be 70 (external) + 30 (internal) + 35 (practical). There will be one subject in each semester containing 150 marks in BCA. Marks for skill Development Record maintenance, Attendance and Internal Tests shall be awarded by the teacher who taught the paper. The Final Internal Assessment marks shall be submitted by the teachers to the HOD who in turn shall consolidate and submit the same to the principal.

The Principal shall display marks on the notice board paper-wise and student-wise one week prior to the commencement of the semester examination. And the original copy of the same, duly signed by the Head of the Department and the Principal, shall be sent by the Principal to the Registrar (Evaluation) before the commencement of the semester examination.

### ***Appearance for the Examination***

1. A candidate shall apply for all the parts in each examination when he/she appears for the first time. A candidate shall be considered to have appeared for the examination along with the required fees.
2. A candidate who has passed any language under Part-I shall be eligible to claim exemption from the study of the language if he/she studies and passed that language at the corresponding level.
3. Further, candidates shall also be eligible to claim exemption from studying and pass in those subjects which he/she has studied and passed at the corresponding level, subject to the condition stipulated by the university.
4. A candidate who is permitted to seek admission to particular degree course based on transfer from any other university shall have to study and pass the subject which is prescribed by the University. Such candidates shall however not be eligible for the award of rank.

### ***Eligibility for Passing***

A candidate should get a minimum of 40% in each of the subjects to pass the University examination with separate pass percentage in both the external and internal examinations. However, this eligibility criterion is subject to change from time to time as per the directions of the University.



#### **5.4 Attendance**

At New Horizon College, the Desirable attendance for a student is 100% and the essential is 75% for theory and 75% exclusively for all Practical classes. Consistent or continuous absence from the classes would result in declaring the student ineligible to appear for the University examinations. Attendance details will be put up on the notice boards periodically and in the case of students with shortage of attendance due to any reason, Parents / Guardians will be asked to meet the Principal / HOD. Hence, it is imperative that students secure 75% of attendance to write the University Examinations.

#### **5.5 Internal Assessment (IA)**

College conducts two internal assessment exams per semester on the lines of university exams. Students have to attend the internals without fail and secure good marks. Assignments will be given by the respective subject teachers which have to be submitted in time. Not attending / performing well in the internals and non submission of assignments will make the student not eligible to write the University examinations.

Since the intellectual progress of the students will be continuously under the guidance and monitoring of the faculty members, there will not only be a record of attendance to the classes but also a record of the internal marks obtained in tests and assignments. The IA marks will be awarded to students on the basis of aggregate of marks scored in the internal exams, attendance and assignments.

#### **5.6 Payment of Fees**

Payment of tuition fees, hostel fees and examination fees etc should be done by the students / parents / guardians on or before the time stipulated. Late payments will invite a penalty and parents are requested to make a note of all due dates and clear all dues punctually. **It is the sole responsibility of parents / guardians to ensure timely payment of fees on due dates as non-payments will result in refusing admission to their wards to classes until the payment is made.**

Students should apprise their parents / guardians accordingly so that there shall not be any delay in paying the fees. Since the mode of payment is already decided during the counselling session, it ought to be planned before, **hence no request for delay / postponement / reduction** of fees will be entertained.

Since the management provides all the essential resources for the students to complete the course successfully, parents / guardians are expected to co-operate and meet with the stipulated payment schedule.

### **5.7 Mobile Phones**

Usage of mobile phones is to be restricted to the minimum in the college campus. However, usage of mobile phones is strictly prohibited inside any of the college buildings, classrooms, seminar hall, libraries, laboratories and auditorium. If a student is found using the cell phone, it would be confiscated.

### **5.8 Visitors**

Visitors to the Campus should register their details with the Security and will be allowed inside the campus with Visitors pass which shall be work on their person during their tour of the campus.

### **5.9 Dress Code: \*BBA , B.COM & BCA**

For Boys: Formal Wear (Long Hair, ornaments, cargo pants, torn Jeans, T-shirts without collar are not allowed.)

For Girls: Salwar-Kameez, Chudidar/Jeans with long tops. (Torn jeans and short tops not allowed)

### **5.10 Damages to College Property**

No student will cause any wilful damage to the furniture / books / college property. Defaulters will be dealt with as per rules of the college.

### **5.11 Interaction with parents and Mentoring**

As a part of the learning process, NHC has a mentoring system whereby each faculty member is entrusted with students under him/her for career counselling, nurturing leadership development and overall performance. Each student is informed about his/her Mentor and meetings are conducted with the parents and Students regarding attendance, academic performance and related matters in order to ensure holistic development of every student. Parents are requested to monitor the performance of their ward by keeping in touch with the respective class mentors/HOD/Principal at least once in a month. For specific cases of attendance shortage, the record of attendance shall be reported by the college to the parents. If any student is absent for two continuous days, he / she will be permitted to attend the class only with the permission from the HOD. For more than 2 days of absence, the Permission of the Principal is required.

### **5.12 House Keeping**

Students should contribute to good house-keeping by not littering inside the class room and within the campus. The students are expected to not write anything on the desks and on the walls. Defaulters will be dealt with as per the college rules. Students are expected to maintain silence at centres like library and laboratory.

### **5.13 Students Feedback**

The college sincerely appreciates the feedback given by the students since it helps the management to meet their expectations in achieving excellence. For this purpose, a suitable format has been devised and the feedback of students is taken in key areas like faculty interaction, library and laboratory facilities.

While filling in these forms, students should confine themselves to answering the questionnaire by marking on the boxes / columns provided. They are expected to not make any remarks that have no relevance to the academic input that is sought. Students should be able to contribute positively and participate effectively in order to enable the management to implement improvements in key areas of academic discipline.

### **5.14 Students Request Letters / Suggestion**

Students request letters drop-in boxes and suggestion boxes are placed in the college premises to enable students to drop in their requisition for seeking clarifications / queries from admin / Accounts / Admission office etc., Suitable replies would be provided through respective HODs. Hence no person a approach would be required by the students.

### **5.15 Redressal of Grievances**

If any student is genuinely aggrieved at any point of time during the course of study, on any subject, the same may get redressed, through the grievance redressal committee or through the Principal in valid cases.

It should be remembered that the redressal of grievances should be for genuine causes and is a vent for pent – up grievances, and not be treated as a forum for complaints. Redressal provides an appropriate forum to seek clarification on certain grievances so that it helps improve the morale of the aggrieved student to continue the course without any mental blocks.

### **5.16 Cultural, Sports and other Recreational Activities**

The college provides excellent facilities for sports and other recreational activities like playing outdoor games and indoor games. Besides these, there is a swimming pool in the adjoining GURUKUL campus, for students to use in the evening and week-end, with the prior permission from the person in charge.

As part of co-curricular activities, fests are organized by the students of NHC and this provides an opportunity to bring out their dormant talents.

Students are also allowed to participate in inter – collegiate cultural and management fests and necessary guidance is given to the participants. These activities help in the holistic development of the students personality.

### **5.17 Alumni Association**

Students who pass out of NHC become members of NHC ALUMINI ASSOCIATION and periodically interact with their alma mater, contributing their best to the institution. They also bring with them the fund of knowledge on corporate governance and share their thoughts with their juniors. This helps our placement department to adopt new styles of training and modify the existing modes, while preparing students for campus interviews. The members of the ALUMINI ASSOCIATION are also allowed to take up project work for the corporate world, utilizing the campus infrastructure and other facilities.



## **NEW HORIZON EDUCATIONAL INSTITUTION**

### **NEW HORIZON COLLEGE OF EDUCATION** (Established in 1980)

Email: [admissionsbed@newhorizonindia.edu](mailto:admissionsbed@newhorizonindia.edu)

Tel: +91-80-2526 1735

### **NEW HORIZON PUBLIC SCHOOL** (Established in 1982)

Email: [admissionsnhps@newhorizonindia.edu](mailto:admissionsnhps@newhorizonindia.edu)

Tel: +91-80-2526 1735

### **NEW HORIZON PRE UNIVERSITY COLLEGE** (Established in 1982)

Email: [admissionsnhpuc@newhorizonindia.edu](mailto:admissionsnhpuc@newhorizonindia.edu)

Tel: +91-80-2542 9361 / +91-974 175 5044

### **NEW HORIZON COLLEGE** (Established in 1998)

Email: [admissionsnhcm@newhorizonindia.edu](mailto:admissionsnhcm@newhorizonindia.edu)  
[admissionsnhck@newhorizonindia.edu](mailto:admissionsnhck@newhorizonindia.edu)

Tel: +91 9740054107 / +91-974 175 5044

### **NEW HORIZON COLLEGE OF ENGINEERING** (Established in 2001)

Email: [admissionsnhce@newhorizonindia.edu](mailto:admissionsnhce@newhorizonindia.edu)

Tel: +91 9880534935 / +91 80 66297777

### **NEW HORIZON PRE PRIMARY TEACHERS TRAINING ACADEMY**

(Established in 2012)

Email: [admissionsnhpptta@newhorizonindia.edu](mailto:admissionsnhpptta@newhorizonindia.edu)

Tel: +91-80-2526 1735

[www.newhorizonindia.edu](http://www.newhorizonindia.edu)



CRITERION-7  
AQAR  
2020-2021

# **Code of Conduct**

## *Service Rules to Employees*



**NHEI**

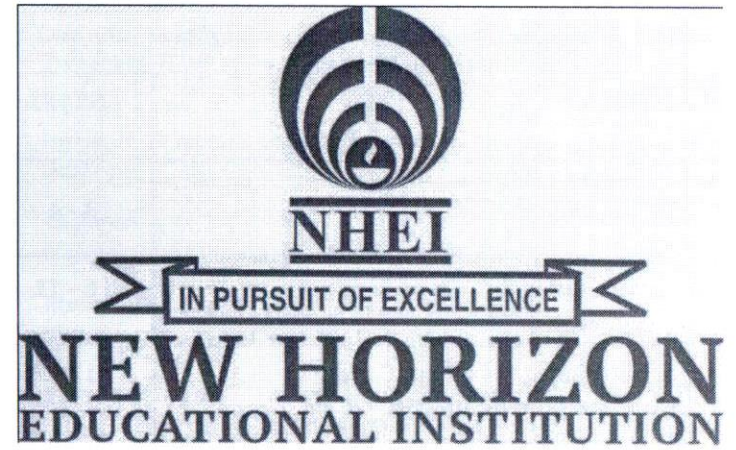
IN PURSUIT OF EXCELLENCE

**NEW HORIZON  
EDUCATIONAL INSTITUTION**

# **SERVICE RULES**

Applicable to Employees  
of

**NEW HORIZON COLLEGE OF ENGINEERING  
&  
NEW HORIZON COLLEGE**



## **SERVICE RULES**

**Applicable to Employees of  
New Horizon College of Engineering  
&  
New Horizon College**



## INDEX

No.	CONTENT	PAGE NO.
1	De ni ons	3 - 4
2	Service Rules & Code of Conduct – Teaching Sta	6 - 11
3	Service Rules & Code of Conduct – Non-Teaching Admin. Sta / Technical Sta	12 - 16
4	Leave Rules	17 - 26
5	General Condi ons	27 - 34
6	Sponsoring Teacher for Higher Studies	35- 39
7	Faculty Incen ve Policy & Guidelines	40 - 42
8	Appoin ng Authority & Disciplinary Rules	43 - 46

## CHAPTER – 1

### DEFINITIONS

1. **Academic Year**  
The year specified by the Government of Karnataka or Visvesvaraya Technological University or Bangalore University
2. **Calendar Year**  
Period of 12 months commencing from 1<sup>st</sup> January and ending with 31<sup>st</sup> December
3. **Chairman**  
Chairman of the New Horizon Educational Institution
4. **Managing Trustee**  
Managing Trustee of New Horizon Educational & Cultural Trust
5. **Execu ve Director**  
Executive Director of New Horizon Educational Institution
6. **Head of the Ins tu on**  
Person appointed by the Management and designated as Principal, who is responsible for the day to day running of the Institution in its academic and administration matters and who is accountable to the Management.
7. **Director**  
Person appointed by the Management and designated as Director, who is responsible for the day to day running of the Institution in its academic and administration matters and who is accountable to the Management.
8. **Management**  
Chairman and Executive Director of New Horizon Educational Institution and the Board of Trustees of New Horizon Educational and Cultural Trust. The Chairman will issue all orders and circulars from time to time.
9. **NHEI**  
Stands for New Horizon Educational Institution
10. **Scale**  
Pay and allowances paid for the month and inclusive of Management contribution towards Provident fund paid, if any and any other allowances.

**11. Pay**

Monthly payment made to employees consisting of basic pay and other allowances as a matter of discretion by the Management, not a matter of right for those in scale of pay or consolidated engagement payment for temporarily employed full time persons.

**12. Faculty**

Faculty is a person who provides complete education to students- in terms of teaching, training, counseling & mentoring

**13. Non- Teaching Sta**

An employee whose duties are managerial-clerical in nature

**14. Non- Teaching Technical Sta**

An employee whose duties are technical in nature

**15. NHCE**

Stands for New Horizon College of Engineering

**16. NHC**

Stands for New Horizon College

## SERVICE RULES

**These service rules apply without excep on to all employees in the service and appointed by the New Horizon College of Engineering & New Horizon College.**

### TERMS AND CONDITIONS OF SERVICE

1. Salary shall be determined from time to time in accordance with the AICTE/UGC/State Govt., / University scale of pay and allowances or revisions as prescribed by the Management for each appointment.
2. The superannuation age shall be 65 years for teaching and 60 years for Non-teaching staff of NHCE & NHC.
3. The date of retirement will be on the last day of the month on which the staff member attains age of superannuation. If the date of birth is on the first of the month, the staff member shall be considered to be retiring on the last working day of the previous month.
4. The date of birth mentioned in the tenth standard marks card of the staff member shall be considered as most authentic for all purposes. In the cases of illiterate staff members, the notarized affidavit by the staff member shall be considered as most authentic for all purposes.
5. The Management is at liberty to transfer its employees within its Institutions.
6. The list of Calendar of Events/holidays for every year shall be prescribed by the competent authority.

## CHAPTER – 2

### SERVICE RULES & CODE OF CONDUCT – FACULTY

- 2.1 Faculty shall strictly observe the rules framed by the Management in order to maintain discipline and academic progress of the Institution.
- 2.2 Faculty shall not inflict corporal punishment on students for any misbehavior. He /She shall send intimation to the parents or guardians through the Principal/Director/ Head of the Department of the Institution.
- 2.3 Subscriptions (money or any material) are to be collected only when instructions are issued by the management and the amount or material collected shall be handed over to the Principal/ Director of the Institution immediately.
- 2.4 On no account shall the College affairs be divulged to anyone. The Faculty is strictly prohibited from making adverse comments or criticizing their colleagues, Principal/ Director or the Management.
- 2.5 Faculty shall participate in all College functions and activities and co-operate with the Principal /Director of the Institution in conducting them in a fitting manner. They shall take part in games, sports and other cultural activities organized by the college.
- 2.6 Faculty shall gain administrative experience and shall not shirk when called upon to take any administrative responsibilities.
- 2.7 Faculty who is found to exhibit physical or mental imbalance will be made to undergo medical examination by a competent doctor in any recognized hospital/nursing home, approved by the Management. His /Her continuation in employment will be decided on the basis of the medical report.
- 2.8 Faculty shall be punctual and ensure that he/she is present in the college premises at least ten minutes prior to the commencement of the scheduled class, in the event of an

emergency leading to his/her inability to attend a lecture; he/she shall intimate the college authorities as early as possible.

- 2.9 In case of a planned absence, the Faculty going on leave will have to arrange one of his/her teacher colleague to engage classes during his/her absence. The Principal / Director/ Head of the Department and the students of the affected classes shall be kept informed of the temporary changes.
- 2.10 Faculty has to attend Faculty meetings and adhere strictly to the Calendar of Events. Faculty has to collect their class attendance register personally from the office prior to the commencement of the semester. The attendance may be marked in the beginning of the class in the register as well as in the attendance slip and the same to be forwarded to the office within stipulated time.
- 2.11 During teaching hours, Faculty shall not indulge in any kind of irrelevant conversation or discussions in the College premises with other staff members, visitors or parents.
- 2.12 The Faculty has to ensure that his /her mobile is kept in silent mode during the College working hours and is handed over to their department office at the beginning of the college and collect while leaving the college.
- 2.13 Faculty shall train students to follow rules, cleanliness, and model behavior.
- 2.14 Faculty shall give sufficient attention towards educational progress and all-round development of their students.
- 2.15 Faculty shall prepare all necessary teaching aids for which material can be obtained from the College administration department
- 2.16 Faculty shall report to the HOD / Principal / Director at every stage about the performance of under-performers in their subjects and shall conduct special classes and ensure that these students improve their performance.

- 2.17 Representation for the redressal of grievance, if any, shall be made through the Principal / Director of the College. No direct contact of any members of the Management shall be made under any circumstances. Staff shall not air their grievances in public and thus bring disrepute to the Institution or to the Management.
- 2.18 Faculty members are not permitted to make any joint representation to the Principal/ Director or to the Management.
- 2.19 Faculty shall not indulge in any political or other activities or organize or instigate others into joining any activity which is detrimental to the interests or reputation of the Management or the Institution.
- 2.20 All teaching staff shall be present on the closing day and reopening day of the College, failing which they shall forfeit their salary for the entire period of the vacation.
- 2.21 Faculty shall carry out all administrative and academic instructions issued by the Principal/ Director /Management of the Institution.
- 2.22 Faculty shall not through any means publish in his/her name or anonymously or in the name of other person, any communication to the press (print or electronic or any other form) or in public utterance, make any statement or express an opinion which may result in adverse criticism or embarrassment to the Institution or to any member of the Institution thereof. No staff member shall speak to any form of news media about any issue related to the Institution or any person working for the Institution without the written consent of the Principal/Director/Management/HOD.
- 2.23 Faculty shall not join or continue to be a member of an association or activity or engage or participate in any demonstration/protest that is contrary to the philosophy of the Institution.
- 2.24 Faculty shall not shirk from attending courses/seminars/ conferences whenever directed by the Principal /Director / Management / HOD.

- 2.25 The working hours of the teaching staff shall be eight hours from Monday to Friday. First and third Saturday of every month is holiday and second & fourth Saturday is full working day. The working hours may be amended by the Head of the Institution / Management as and when required, suiting the needs of the Institution.
- 2.26 All appointments shall be on probation for a period of one year from the date of their appointment. The Management can exempt or modify the period of probation of any appointment. During the period of probation, an employee shall be liable to be discharged from the service of the Institution without assigning any reason thereof. On satisfactory completion of the period of probation, the employee shall be regularized in the post.
- 2.27 During Probation, no request for resignation from teaching / non teaching staff members will be entertained. However, the Management at its sole discretion may accept the resignation and employee is liable to pay two months gross salary in lieu of his / her resignation.  
During Probation, no request for resignation from HOD's will be entertained. However, the Management at its sole discretion may accept the resignation and employee is liable to pay three months gross salary in lieu of his / her resignation.
- 2.28 In case any permanent Faculty wishes to resign/ desire to get relieved, he / she shall give two months advance notice in such a way it is coinciding with the end of the semester.
- 2.29 If he / she resigns within two months of semester beginning and wants to get relieved immediately, he / she needs to pay 2 months gross salary to the Institution and also has to pay the equal amount of salary drawn during semester break.
- 2.30 In case if Head of the Department wishes to resign/ desire to get relieved, he / she shall give 3 months advance notice in such a way it is coinciding with the end of the semester. If he / she resigns within 3 months of semester beginning and wants to get relieved immediately, he / she needs to pay 3 months gross salary to the

Institution and also has to pay the equal amount of salary drawn during semester break.

- 2.31 In case the work or conduct of a Faculty is found to be unsatisfactory or if he/she absents him self /herself without prior intimation or disobeys the rules and regulations of the Institution or violates the instructions issued by the Principal/ Management, he/she is liable to be terminated from the service.
- 2.32 Faculty will not be permitted to appear for any external examinations to acquire additional qualifications without the prior permission from the Management. But, if Faculty desire to acquire professional qualifications, they can do so by going on leave for the entire duration of the course without any financial commitment whatsoever on the part of the management, or enter in to agreement with the Institution to enroll for such courses & avail benefits during the course of study provided the higher qualification proposed to be acquired is useful to the institution.
- 2.33 No Faculty shall leave the College Campus without the Principal's / Director's / HOD's written permission between the signing-in and signing-out of attendance register on all working days. Teacher desiring to leave the College premises for short time during working hours has to seek the Principal's / Director's / HOD's permission, if permitted by the Principal/ Director, he/she shall fill the Out Pass form & use the Biometrics device installed in the main gate for Punch out or enter into the movement register clearly mentioning the time while leaving the College Campus, the purpose for leaving the College Campus and the expected return time. On return, the staff member shall enter the actual time of return in the movement register or he /she shall do biometrics Punch-in in the main gate.
- 2.34 The Faculty's conduct, speech and dress, shall be exemplary. Modesty, smartness and appropriateness must be the guiding factor in the way they dress.
- 2.35 In case of emergency, the Faculty is required to work even on Govt. declared Holidays to facilitate student's progress.

- 2.36 The Faculty shall protect the Institutional property. Any damage is caused due to negligence, shall be recovered from the concerned Teacher's salaries.
- 2.37 No Faculty shall undertake private tuitions or any other assignments in any other Institutions, Government department, NGOs etc., without explicit permission from the Head of the Institutions.
- 2.38 No Faculty shall knowingly or willfully neglect his /her duties. Faculty is expected to record wherever required by the regulations, register and all academic marks of the students from time to time in particular at the reopening of the college and at the end of the term semester of the college. Each year Faculty must supply statistical and other data required by the Head of the Institution.
- 2.39 Faculty has to ensure that his / her mobile is kept switched off during the college working hours.

## CHAPTER – 3

### SERVICE RULES & CODE OF CONDUCT –

#### NON TEACHING - ADMINISTRATIVE / TECHNICAL STAFF

- 3.1 All non-teaching/technical staff are categorized as Non-Teaching Administrative staff / Technical staff.
- 3.2 The working hours of the non - teaching Administrative / technical staff shall be eight hours from Monday to Friday. . First and third Saturday of every month is holiday and second & fourth Saturday is full working day. The working hours may be amended by the Head of the Institution / Management as and when required, suiting the needs of the Institution.
- 3.3 Every member of the Administrative / Technical Staff is expected to be punctual and prompt.
- 3.4 It is the duty of the each member of the staff to see that the furniture in the office room / lab shall be neatly organized and the room/ labs should be kept clean.
- 3.5 Extreme care shall be exercised while dealing with all the visitors. Staff members are expected to be courteous in speech and attitude at all times towards the students, visitors and parents.
- 3.6 At the end of working hours, each staff member shall lock up all his/her papers / files in the cabinets allotted and they shall ensure that nothing is left outside. Large registers may be kept on the side racks.
- 3.7 One set of keys of each of the cabinet and table drawer shall be kept by the staff members while the duplicate keys duly labeled shall be placed on the key-board, so that in their absence the Administrator/ HOD may have access to the materials in the cabinets and table drawers.
- 3.8 The duties of the staff will be allocated by the Head of the Department. Duties of the Office Executives are to be rotated

- regularly, so that over a period of time each Office Executives acquires the experience and skill of all departments.
- 3.9 The staff members shall maintain a list of details of files, registers, CDs, pen drives, etc. assigned to him/her. This list shall be regularly updated as and when changes occur.
- 3.10 Staff members to ensure that letters are allocated and appropriate file numbers are to be given based on the main subject matter. In case a particular letter/paper relates to more than one subject then a copy of the letter/paper shall be placed in the files of the subjects it relates to.
- 3.11 The proper management of correspondence in an office depends greatly on accurate filing of letters and appropriate notations in the INWARD and OUTWARD registers. No correspondence shall leave the office without an OUTWARD register entry and the serial number of the register noted in ink on the letter immediately following the letter number. Similarly every letter received shall have the INWARD register serial number written on it at the time of its receipt in the office. The number of the file on which the letter will be acted upon shall also be entered on the letter and the INWARD register. No incoming letter shall be filed or circulated without these details being endorsed on the letters at the INWARD stage.
- 3.12 Where letters are delivered by hand rather than by post or by courier the recipient details of such letters shall be noted in the INWARD register.
- 3.13 Correspondence made and received through E-Mails shall be printed and be handled in the manner normal conventional mails are dealt with. The same applies to the replies going out on Electronic medium or arrange soft copy of folders in usable friendly manner. Passwords shall not be changed without written consent from the department Head.
- 3.14 All issues pertaining to "Purchase" and "Purchase orders" etc. shall be dealt with on purchase files. Correspondence pertaining to obtaining sanctions to incur expenditure towards a purchase or a

- job may be carried out on a file pertaining to the particular subject in question. On finalizing the item to be purchased having received the sanction on file, further action shall be pursued on the corresponding purchase file.
- 3.15 Each purchase file is to be treated as a main file and retained in the office.
- 3.16 Proposals for purchase or for works shall be kept on a folder which would carry the number of parent file, followed by a serial number. On completion of the particular purchase or job, the papers are to be stapled together and placed in the main file.
- 3.17 The main file shall carry an index on its front cover inner side giving brief information on the proposals acted upon, including amount sanctioned and amount paid.
- 3.18 The purchase folder is the file that is circulated in pursuance of the purchase sanction. In case where the purchase or work is estimated to cost over rupees ten thousand the purchase folder shall carry a standard check list, listing all the milestones of the activities and the details of the suppliers/ contractors etc.
- 3.19 Staff members shall not through any means publish in his/ her name or anonymously or in the name of other person, a communication to the press (print or electronic or any other form) or in public utterance, make any statement or express an opinion which may result in adverse criticism or embarrassment to the Institution or to any member of the Institution thereof. No staff member shall speak to any form of news media about any issue related to the institution or any person working for the Institution without the consent of the Principal/Director/Management / Registrar.
- 3.20 Staff members shall not join or continue to be a member of an association or activities or engage or participate in any demonstration/protest that are contrary to the philosophy of the Institution.

- 3.21 Staff members shall not shirk from attending courses/ seminars/conferences whenever directed by the Principal/ Director/Management/Registrar.
- 3.22 All appointments shall be on probation for a period of one year, from the date of their appointment. The Management can exempt or modify the period of probation of any appointment. During the period of probation, an employee shall be liable to be discharged from the service without assigning any reason, at the sole discretion of the Management. The period of probation may be extended by the appointing authority by up to two terms of six months each on the merit of each case depending upon on the probationer's performance. On satisfactory completion of the period of probation, the employee shall be regularized in the post.
- 3.23 During Probation period, no request for resignation will be entertained.
- 3.24 Incase any permanent staff wishes to resign/ desire to get relieved, he / she shall give one month advance notice or 1 month's salary.
- 3.25 In case the work or conduct of any staff member is found to be unsatisfactory or if he/she absents himself /herself without prior intimation or disobeys the rules and regulations of the Institution or violates the instructions issued by the Principal/ Director, he/she is liable to be terminated from the service.
- 3.26 The staff members conduct, speech and dress, shall be exemplary. Modesty, smartness and appropriateness must be the guiding factor in the way they dress.
- 3.27 In case of emergency, the staff member are required to work even on Govt. declared Holidays.
- 3.28 The staff shall protect the Institutional property. If any damage is caused due to negligence, shall be recovered from the concerned staff's salaries.
- 3.29 The staff shall be punctual and ensure that he/she is present in the College premises at least ten minutes prior to the working hours, in the event of an emergency leading to his/ her inability to attend the

office; he/she shall intimate the College authorities as early as possible.

- 3.30 No Staff shall leave the College Campus without the Principal's / Director's / HOD's / Registrar written permission between the signing-in and signing-out of attendance register on all working days. If permitted by the Principal/ Director/Registrar, he/she shall fill the Out Pass form & use the Biometrics device for Punch out or enter into the movement register clearly mentioning the time while leaving the College Campus, the purpose for leaving the College Campus and the expected return time. On return, the staff member shall enter the actual time of return in the movement register or he /she shall do biometrics Punch-in in the main gate.
- 3.31 No Staff shall knowingly or willfully neglect his /her duties.
- 3.32 Staff has to ensure that his /her mobile is kept switched off during the College working hours.



## Chapter – 4

### LEAVE RULES

- 4.1 No leave can be claimed as a matter of right by an employee. Discretion is reserved with the authority empowered to grant the leave, to refuse and / or to revoke grant of leave at any time according to exigencies of work, Leave can be availed only after getting it sanctioned.

The competent authority to sanction any kind of leave including casual leave is the Head of the Institution / Chairman.

- 4.2 An employee who desires to obtain leave of absence shall submit online leave application form through HRMS software to the competent authority. Such application for Leave shall be made well in advance prior to the commencement of leave except in exigencies or unforeseen circumstances including illness when it is not possible to do so. In such cases, the employee shall take steps to intimate his /her absence to the concerned authority before commencement of the leave. On return from the Leave, the employee shall submit the online leave application form within two working days. If the leave application is not submitted properly and in time, the leave will be rejected and for one day of unauthorized leave, one day salary will be deducted and necessary entries shall be made to record the same.
- 4.3 If an employee proceeding on leave desires an extension of leave, then he/she shall fill an online application form to the concerned authority appointed for the purpose at least 2 days prior to the expiry of the earlier leave period.
- 4.4 A written reply either of grant or refusal of extension shall be sent to the employee through HRMS software, if such reply is likely to reach before the expiry of the leave originally granted to him/her.
- 4.5 If the leave is refused or postponed, the reason for refusal or the postponement as the case may be, shall be mentioned in the reply.

- 4.6 No leave or extension of leave shall be deemed to have granted unless an order to that effect is passed and communicated to the employee concerned.
- 4.7 An employee shall, before proceeding on leave intimate to the competent authority his/her address while on leave, and shall keep the authority informed of any change in the address previously furnished.
- 4.8 Leave of absence is inadmissible to an employee who has been suspended from duty or against whom disciplinary action is initiated or contemplated. An employee under suspension shall not leave the station where his/her office is situated except with specific permission of the Chairman or Head of the Institution.
- 4.9 An employee may cancel whole or part of the leave applied and resume duty after the permission to do so is obtained from the competent authority.
- 4.10 An employee who has submitted his/her resignation letter will not be permitted to avail any leave during the notice period except for the proportionate casual leave at his / her credit.
- 4.11 No leave shall be granted beyond the date on which an employee is due to retirement on attaining the age of superannuation. All leave at credit shall lapse on attaining the age of superannuation.
- 4.12 All benefits of leave of an employee lapses on the date on which he /she ceases to be in the services of NHCE & NHC.
- 4.13 No employee of the Institution shall take service or accept any employment elsewhere while on duty or on leave.
- 4.14 An employee shall promptly rejoin duty on expiry of the leave sanctioned. If the leave sanctioned is on Medical grounds, a Hospital certificate along with hospital charges paid bill shall be produced while rejoining duty on expiry of such leave.
- 4.15 The Chairman and the Head of the Institution have the rights to recall and reduce the sanctioned leave period of any employee who is on leave of any kind, in case of any exigencies.

- 4.16 If an employee is recalled on account of exigencies of work cancelling the unexpired portion of leave, the employee shall report for duty immediately.
- 4.17 Overstay of leave shall entail the entire leave ( sanctioned and non- sanctioned) on loss of pay even though sufficient leave is at credit unless it is established to the satisfaction of the sanctioning authority that the employee was unable to rejoin duty for reasons beyond the control of the employee.
- 4.18 All sick leave applications shall be supported by medical certificate along with hospital charges paid receipt from the hospital/ nursing home, acceptable to or nominated by the competent authority.
- 4.19 All leave application shall be routed through the proper channel.
- 4.20 Unauthorised absence from work for more than 07 days by the staff members, he / she shall not be permitted to report back to the work without the approval from the Management. The concerned department HOD is required to communicate the same to the Management through Head – Human Resources.

#### CASUAL LEAVE

- 4.20 All permanent teaching, technical and non-teaching staff members are entitled to twelve days of Casual leave (C.L.) in a calendar year.
- 4.21 In case of permanent staff members, they are eligible for 12 days of Casual leave with full pay in each calendar year. Six days of CLs will be credited in advance on Jan 1st and remaining Six CLs will be credited in advance on July 1st of each calendar year.
- 4.22 Casual leave - shall be reckoned per calendar year i.e. from 1st Jan to 31st December. These cannot be carried forward to the next calendar year. The unavailed casual leave shall lapse on 31<sup>st</sup> December.
- 4.23 All Probationers are entitled for casual leave at the rate of one day for every completed month. However one casual leave will be credited in advance on the 1st day of the month. The unused casual leave will lapse on 31st Dec.

- 4.24 Part - time / visiting employees are not entitled for any kind of leave.
- 4.25 The permanent employee can avail Casual leave up to 3 days at a time.
- 4.26 The competent authority can sanction up to 3 days of casual leave to staff member's .The casual leave beyond 3 days shall be the approved by the Chairman in case of extreme emergency.
- 4.27 C.L. shall not be availed without prior sanction of the sanctioning authority. The sanctioning authority may refuse to grant C.L., if he /she feel that the work cannot be managed due to functional reasons. In exceptional cases such as, an emergency caused due to sudden illness or death in the family, information shall be sent to the respective leave sanctioning authority in time enabling them to arrange a substitute.
- 4.28 Casual Leave could be availed for half a day either for the morning session or on the afternoon session on any working day. Casual leave availed on Saturday will be considered as one full casual leave.
- 4.29 Casual leave can be either prefixed or suffixed to general holidays but not both. If the casual leave is both prefixed and suffixed to general holidays, then one side of the holiday is included as a casual leave. If a casual leave is not available, then the leave will be considered as leave without pay.  
  
Leave cannot be prefixed or suffixed to first & third Saturday. Such leave will be treated as two days of leave.
- 4.30 Leave without pay shall not be granted in continuation of casual leave. Casual leave already granted if any, shall be cancelled and the leave without pay shall commence from the date on which the casual leave commenced.
- 4.31 Prior permission has to be obtained from the competent authority before proceeding on casual leave. In no case, an employee will be allowed to proceed on casual leave on frivolous grounds.

- 4.32 Staying away from duty without prior permission in the normal circumstances will be construed as absence without leave, resulting in loss of pay. Each day of "absence without leave" shall entitle to two days of pay deduction.
- 4.33 No leave of any kind can be availed of without prior sanctions. Absence without prior permission will be treated as Loss of Pay (L.O.P). Such absence may subsequently be regularized as C.L. if the competent authorities are satisfied with the given circumstances. Repeated absence without prior permission will be viewed as an act of indiscipline and suitable action will be initiated. If the leave application is not submitted properly and in time, the leave will be rejected and for one day of unauthorized leave, one day salary will be cut and necessary entries shall be made to record the same.
- 4.34 In the event that one does not have C.L. to his/her credit, the absence with prior permission will be treated as leave without pay.
- 4.35 Staff members frequently applying for leave due to sickness will have to produce physical fitness certificates from a registered medical practitioner.
- 4.36 10 minutes grace period is allowed to report to duty as per rules. If it crosses beyond 10 minutes is considered as ½ CL or ½ LOP.

#### VACATION LEAVE

- 4.37 Vacation leave will be decided by the Chairman / Head of the Institution from time to time
- 4.38 Staff members are entitled to avail vacations during an academic year. These vacations will normally coincide with the student's vacation; however the exact dates of vacation for the staff members will be defined by the Head of the Institution. Staff on vacation can be called on duty by the Head of the Institution whenever the need arises. Disciplinary action will be initiated against the staff failing to report on duty when called during vacation.

- 4.39 Any staff resigning or planning to resign before the beginning of the semester/academic year cannot avail any vacation. If a staff resigns after availing any vacation, those days will be considered as loss of pay.
- 4.40 Vacation leave must be utilized in the vacation period only.
- 4.41 The payment of salary for the vacation period is subject to the conditions that the staff shall be present on duty on the last working day of commencement of vacation and the first working day on the reopening after vacation.
- 4.42 Staff members who are placed under suspension or against whom disciplinary action is initiated or contemplated will not be eligible to avail any leave benefit.
- 4.43 The vacation for Teaching, Technical and Non- Teaching staff is as under:
1. The permanent Teaching staff can avail 14 days of vacation leave i.e. 2 vacation slots of 7 days each in odd to even semester & 14 days of vacation leave i.e. 2 vacation slots of 7 days each in even to odd semester.
  2. The probationary Teaching Staff can avail 7 days of vacation leave i.e 1 vacation slot of 7 days in odd to even semester & 7 days of vacation leave 1 vacation slot of 7 days in even to odd semester
  3. Permanent Non – Teaching /Technical Staff can avail 7 days of vacation leave i.e 1 vacation slot of 7 days in odd to even semester & 7 days of vacation leave i.e 2 vacation slot of 7 days in even to odd semester
  4. The probationary Non – Teaching / Technical staff can avail 3 days of vacation leave during the semester break.
  5. Permanent Administrative Staff (including Library Staff) can avail 7 days of vacation leave i.e 1 vacation slot of 7 days in odd to even semester and 7 days of vacation leave 1 vacation slot of 7 days in even to odd semester.

- 4.44 Vacation slots will be assigned as Sunday – Sunday Slots. Vacations cannot be taken in any other ways except the Sunday – Sunday slots. CL may be clubbed with vacation leave with prior approval from the competent authorities. But such leave period should fall within semester break period only.
- 4.45 If a general holidays is in a given vacation slot, the general holiday will be considered as Vacation day. In other words, no additional vacation day will be given for the general holiday.
- 4.46 A faculty is to compulsorily do the assigned invigilation duties. Faculty cannot swap their invigilation duties. If a teacher is found not doing his / her assigned duties even on one day, he /she will forfeit all the vacation slots. If a vacation is taken, it will be considered as loss of pay.
- 4.47 Faculty can avail the vacation after academic duties have been fulfilled. Head of the Department to ensure that the teacher have fulfilled their academic duties including Internal Assessment & filling OMR sheets before allotting the vacation slot.

#### **OOD & OED**

- 4.48 The Faculty of NHCE & NHC are entitled for 7 days of OOD & 14 days of OED in a calendar year.
- 4.49 Affiliated university / the concerned board / the university, with whom New Horizon Educational Institution is having collaboration, may ask faculty members of NHCE & NHC for their examination work. Faculties may take up the same work upto 14 days in a year and it will be considered as On Examination Duty Leave. Attendance Certificate from the University / Board is compulsory for considering OED. Casual Leave to the credit of the teachers can be clubbed with the OOD/ OED.

- 4.50 The Head of the Institution deposes / permits the Teacher member to attend NHCE & NHC work outside the Institution, it will be considered as On Official Duty.

#### **EARNED LEAVE**

- 4.51 Administrative officers including Principal, Director, Registrar, Deans are eligible for 21 days of Earned leave in a calendar year after completion of one year of continuous service in NHCE & NHC.
- 4.52 HODs and Chief Librarian are eligible for 30 days of Earned leave in a calendar year after completion of one year of continuous service in NHCE & NHC.
- 4.53 Earned leave must be utilized in that calendar year only. It will be decided by the Chairman or the Head of the Institution from time to time.
- 4.54 In respect to those administrative officers who joined during the middle of the calendar year , earned leave shall be credited at the proportionate rate of 2 ½ days for HODs and Chief Librarian and for Principal, Director, Registrar, Deans 1 ½ days for each completed month of service.
- 4.55 The credit for the half year in which an Administrative Officer is due to retire or resign from service shall be afforded at 2 ½ days for each month of service up to the date of retirement or resignation, subject to a maximum of 30 days in case of HODs and Chief librarian and 1 ½ days for Principal, Director, Registrar, Deans subject to maximum of 21 days. When an administrative officer is removed from the service or dies while in service, the credit of earned leave shall be allowed at 2 ½ days for each month of service up to the date of retirement or resignation, subject to a maximum of 30 days in case of HODs and Chief

librarian and 1 ½ days for Principal, Director, Registrar, Deans subject to a maximum of 21 days.

- 4.56 While affording credit of earned leave, fraction of day shall be rounded off to the nearest day.

#### **MATERNITY LEAVE**

- 4.57 Teaching women employees may avail Maternity leave till the completion of the semester. She may report back at the commencement of the next semester with full pay of two months only.
- 4.58 Non teaching women employees may avail Maternity leave up to 90 days, both pre-natal and post -natal with full pay for two months only.
- 4.59 Maternity leave is not admissible to a married woman having two or more living children. Maternity leave is admissible only twice in the entire service period of a woman employee including maternity leave sanctioned in case of miscarriage.
- 4.60 Woman employees appointed on purely temporary basis or with less than 2 years of service are not entitled for such leave.
- 4.61 Maternity leave shall be granted on the condition that such employee shall serve or shall have served any of the institutions belonging to the New Horizon Educational Institution for a period not less than two continuous years, failing which her leave shall be considered as "leave with loss of pay".
- 4.62 Maternity Leave benefits will be given on returning to work. Woman employee returned back after maternity period, if resigns within one academic year, shall pay the benefits received during maternity period.

#### **LEAVE POLICY FOR PERMANENT & PROBATIONARY RESIDENT HOSTEL WARDENS / STORE KEEPER / STAFF NURSES**

- 4.63 Resident Staff members will be entitled for one day weekly off, as decided by the Head of the Institution/ Department.
- 4.64 Weekly off can be availed with casual leave.
- 4.65 Resident staff members are eligible for 21 days of vacation leave in a calendar year. Those who join in the middle of calendar year, the vacation shall be credited at the proportion rate of 1.5 days for each completed month of service.
- 4.66 Vacation leave of maximum 7 days can be availed at one time.
- 4.67 No prefix & suffix can be taken along with the vacation leave.
- 4.68 Encashment of un-availed portion of vacation leave will be permitted up to a maximum number of 15 days

**Chapter – 5**  
**GENERAL CONDITIONS**

**Following are the other terms and conditions:**

**5.1 VOLUNTARY RETIREMENT -**

Voluntary Retirement: A person may be permitted to retire from service at any time.

- (i) After completion of qualifying service of not less than 15 years
- (ii) On attaining the age of 50 years

Conditions governing voluntary retirement of a institution employee on completion of a qualifying service of not less than 15 years.

- (i) The institution employee shall give a notice of at least 3 months in writing, to the appointing authority.
- (ii) The scheme is voluntary in nature and the initiative rests with the concerned college employee himself.
- (iii) Institution does not have the reciprocal rights to retire college servants on its own under this scheme.
- (iv) A notice of less than three months may be accepted by the appointing authority in deserving cases, with the prior approval of institution Management.
- (v) Notice of voluntary retirement may be withdrawn subsequently only with the approval of the appointing authority provided that the request for such withdrawal is made within the intended date of retirement and the college employee is in a position to establish that there has been a material change in the circumstances in consideration of which the notice was originally given.
- (vi) The voluntary retirement shall not become effective merely on the ground that a notice to that effect has been given by the college employee unless it is duly

accepted by the appointing authority. Such acceptance may be generally given in all cases except those. In which disciplinary proceeding are pending or contemplated against the institution employee concerned for the imposition of any specified penalties, or in a case where prosecution is contemplated or may have been launched in court of law against the college employee concerned.

- (vii) Where it is proposed to accept the notice of voluntary retirement in such cases, prior approval of Management shall invariably be obtained.
- (viii) A College employee who has given notice under clause (1) of this sub-rule may be granted leave due and admissible to him/her, not extending beyond the date on which he/she attains the age of superannuation, even though such leave extends beyond the date on which he/she retires on the expiry of the notice.
- (ix) Orders permitting a college employee to retire voluntary shall not be issued until after the fact that he/ she has put in a qualifying service not less than 15 years has been verified in consultation with the Accounts Officer.

**5.2 PROMOTION**

For the purposes of promotions, previous performance, achievements, pending cases, behaviour, eligibility, upgradations, set norms and conditions, confidential reports, shall be considered for all employees in scale of pay. All promotions will be based on the act of selection by the committee nominated by the Management.

**5.3 INCREMENT**

Each employee is entitled for one increment on completion of one year satisfactory service with the Institution. However, in order to motivate high performance faculties / staff, the college has annual performance index systems. This process will identify the staff and reward them accordingly.

5.4 Staff such as Peons, Sweepers, Gardeners, Attenders, Ayahs, the controlling personnel at the level of Supervisor and above will give a general annual report with regard to trustworthiness, performance etc as per guidelines will be submitted to Head of institution for review and necessary action thereon. The report will be maintained at the institution. The services of employees are liable to be transferred to any of the institution/ office either existing or may be setup in future.

#### 5.5 MAINTENANCE OF RECORD OF SERVICE

A record of the service of each college employee shall be maintained by the Head - Human Resources. It shall be maintained for an employee from the date of his / her first appointment (whether permanent, temporary or officiating), it must be kept in the custody of the Head – Human Resources.

#### 5.6 MAINTENANCE OF SERVICE BOOK

Every step in a college official life (including temporary and officiating) promotions of all kinds, the date on which the period of probation is satisfactorily completed, increments and transfers and leave of absence taken shall be regularly and concurrently recorded in the service book, each entry shall be verified with reference to departmental orders, pay bills and leave statements and attested by the Head of the institution. There shall be no erasure or overwriting and all corrections shall be neatly made and properly attested. Any special test or examination passed by the employee shall be entered in the service book together with a reference to the number and date of the notification directing the publication of the names of the successful candidates in that test.

5.7 When an employee is reduced to a lowest post, dismissed or removed from service or suspended from employment or subjected to any other penalty, the reason for the reduction / dismissal, removal or suspension or other penalty, as the case may be shall always briefly stated thus:-

“Reduced for inefficiency”, reduced owing to revision of establishment etc”, The Head of Human Resources shall make arrangements for these entries being made regularly. The duty shall not be left to the employee concerned.

5.8 Copies of all orders regarding “censure” would not be necessary in the service book, but such entry shall be recorded in the confidential rolls.

5.9 The entries in the leave accounts shall be attested by the Head of the Office.

5.10 The declarations of college staff & faculties exercising their option regarding scales of pay, leave rules, or other rules regulating the conditions of service shall be pasted in the service book with dated signature by the Head of the institution.

5.11 The date of birth shall be verified with reference to the documentary evidence and certificate recorded to that effect stating the nature of document relied on. Finger prints of the college employee shall be recorded in the column “Personal marks of Identification” in the service book itself in the case of college employee who are not literate. The impression shall not be taken on separate slips of paper and pasted to the service book.

5.12 It shall be the duty of every Head of Department to initiate action to show the service books to the college employee under his/ her administrative control every year and to obtain their signatures therein token of their having inspected the service book. A certificate to the effect that he/she has done so in respect of the preceding financial year shall be submitted by him/her to his/her next Superior Officer.

5.13 The employee shall inter alia ensure before affixing their signatures, that their services have been duly verified and certified as such, in case of a college employee on foreign service his/ her signature shall be obtained in his/her service after the Accounts Officer has made therein necessary entries connected with his/ her foreign service.

- 5.14 When a college employee is transferred, whether permanently or temporarily, from one office to another, the necessary entry and the nature and reason of the transfer shall be made in his/her service book in the office from which the Officer is transferred and the book, after being duly verified upto date and attested by the Head of the office to which the officer has been transferred, who will hence forward have the book maintained in his/her office. If the Head of the latter office shall find any error or omission in the book on receipt, he/she shall return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the book is taken over by him/her. The service book shall not be made over to the employee who has been transferred nor shall it be given to him/her when proceeding on leave.
- 5.15 The service book shall not be returned to the college employee on retirement, resignation or discharge from service.
- 5.16 When the service of a college employee is terminated by removal or dismissal, his /her service book to be retained for a period of five years or until the college servant's death, whichever is earlier, after which it will be destroyed. A similar procedure shall be followed in the case of a college employee whose probation is terminated. The Head of Human Resources in which he/she was last employed shall retain the service book in such cases.
- 5.17 When the service of a college employee is terminated on resignation or discharge without fault his/her service book shall be retained for period of five years from the date of his/ her resignation or discharge. In the event of his/her death within the period of five years, the service book shall be retained for a period of six months only from the date of his death.
- 5.18 The service book of college employee who has been dismissed, removed or compulsorily retired and who is afterwards reinstated shall on requisition be returned to the Head of the Human Resources in which he/she is re-employed.

- 5.19 A similar course shall be adopted when a college employee has been discharged without fault or resigns and is subsequently re-employed.

#### **5.20 VERIFICATION**

Head – Human Resources/Administrator shall maintain the service registers of the staff of the college, up-to-date;

Registrar/ Administrator have to check the service register once in a quarter and furnish a certificate to Head of the Office of Department, as the case may be. The service books shall be taken for verification once a year by the Head of the office who, after satisfying himself/herself that the service of the college staff & faculties concerned and the up to date residential address of the members of his/her family are correctly recorded in his/her service book in conformity with these rules, shall record therein a certificate in the following words over his/her signatures.

- 5.21 Verified the service from pay bills, acquaintance rolls and similar records (to be specified by reference to which the verification was made) and also residential address of the members of the family up to date.

#### **5.22 RETIREMENT**

The date of compulsory retirement of a College employee shall be the afternoon of the last day of the month in which he/she attains the age of superannuation of 65 years for teaching and 60 years in case of non teaching respectively.

Provided that the date of compulsory retirement of a College employee whose date of birth is the first day of month shall be the afternoon of the last day of the month preceding the month in which he attains the age of 65 years for teaching and 60 years in case of non teaching respectively.

- 5.23 Provided further that where the date of compulsory retirement of a College employee is a general holiday or the date of



compulsory retirement and the days preceding thereto are general holidays, he may be permitted to hand over charge on the afternoon of the last working day before the date of such retirement and may be allowed pay and allowances for the holidays.

- 5.24 Notwithstanding anything contained in sub rule (5.21), college may grant re employment to any college employee beyond the date of his/her compulsory retirement if he/she is physically fit such that reemployment can be granted, except in very special circumstances, with the prior and specific sanction of college.
- 5.25 Not withstanding anything contained in sub-rule a competent authority may remove or dismiss any college employee or may require him/her to retire from it compulsorily, on the ground of misconduct or insolvency or inefficiency.
- 5.26 Not withstanding anything to the contrary contained in this rule or any other rule made or in the contract, or the terms and conditions of retention of any college employee in service after the date of compulsory retirement, the services of a college employee so retained shall be liable for termination at any time by a notice in writing given either by the college employee to the appointing authority or the appointing authority to the college employee and the period of such notice shall be one month.
- 5.27 Management can exercise its right, over and above the conditions stipulated in the matter of retirement age and / or appointing such retired personal on contract basis. Provided that the service of any such college employee may be terminated forthwith and such termination of college employees shall be entitled to claim a sum equivalent to the amount of his pay plus allowances for the period of notice at the same rates at which he was drawing them immediately before the termination of his/her services, or as the case may be, for the period by which such notice falls short of one month.

- 5.28 The authority competent to sanction terminal benefits shall prepare every six months i.e. on the 1st January and 1st July of each year a list indicating the names, designations, date of birth and date of retirement of all employees of college employees who are due to retire within the next 12 to 18 months. He/she shall send the list to Principal's office not later than 31 January and 31st July respectively.

- 5.29 Note: In the case of a college employee retiring for reasons other than superannuating, the Head of Human Resources shall promptly inform the college office as soon as the impending retirement becomes known to him.

## Chapter – 6

### SPONSORING TEACHERS FOR HIGHER STUDIES

#### FOR NHCE & NHC STAFF

- I. Full time sponsorship under Q.I.P. Scheme (Quality Improvement Programme) / any other scheme for Ph.D Programme.
- 6.1 INTRODUCTION : Management has framed a policy as prescribed below, to sponsor faculty for Higher studies with appropriate incentives both in Cost and Kind to enable Teacher to take advantage of the scheme, and enrich their knowledge in pursuing higher professional education at Ph.D level, resulting in the award of certificates. Encouragement will also be given to faculty to participate in paper presentation, Seminars and Workshop Sponsor them by paying presented fees, and cash incentives, on a Case-to-Case basis.
- 6.2 ELIGIBILITY CRITERION:
- For Ph.D Programme: The Principal and the Head – Human Resources will shortlist the candidates who apply for full time Ph.D program.
- 6.3 DURATION :
- For Ph.D Programme: 3 ½ yrs
- (Additional 6 months may be extended provided the case is recommended by the host Institution's Director or Principal and recommended by the HOD subject to the approval of the Chairman of the College)
- 6.4 SERVICE CONDITION:
- Sponsored Candidate will be considered as a regular faculty on roll (enmarked "deputation") and entitled to get all the benefits like other existing faculties.

- 6.5 NUMBER OF FACULTIES TO BE SPONSORED:  
10% of the sanctioned strength in the Department. However, in some departments like CSE, ECE, ISE and MBA where faculty having M.Tech / M.Phil, MBA, Ph.D degree is difficult to get, the number of faculty members to be sponsored is left to the discretion of Principal / Director. Priority for deputation faculty to Ph.D programme has to be decided by the HOD with prior approval from Principal & Chairman.
- 6.6 BASIS OF SPONSORING  
On the basis of seniority in terms of service in the College in the designated post (not by age).
- 6.7 DEPARTMENTS RESPONSIBILITY:
- Case (i) required strength of faculty as per AICTE/UGC norms exist  
Before forwarding the application of deserving & eligible candidate, the Department has to give a written declaration that during the sponsored candidate's deputation period, no extra regular or part time faculty will be demanded and the teaching work load of the deputed faculty members will be shared by the existing faculty members in the Department.
- Case (ii) required strength of faculty as per AICTE/UGC norms does not exist  
The Principal in consultation with HOD of the department concerned may recruit temporary Lecturers or visiting Professors during the period.
- 6.8 LIABILITY: The beneficiary faculty will execute an indemnity bond to bind and abide by terms of a Bond as indicated below:
1. Amount: 50% of monthly salary will be paid to the deputed faculty on regular basis. Remaining salary will be paid to the faculties soon after completion of the course with prevailing bank interest rates.
  2. Years of Service: Those who complete Ph.D degrees under the scheme, they need to serve the college for a minimum period of 5 years for Ph. D.

3. Progress Report: The beneficiary faculty shall submit a copy of the progress report duly signed by the guide/superior to the Principal for every six months till the submission of the project/thesis.
4. CO-LATERAL GUARANTEE OR MORTGAGE OF HOUSE OR PROPERTY: The bond must be signed by the sponsored candidate and a guarantee if available. Otherwise the deputed faculty will have to mortgage his / her property to the College which will return back after completion of bond period.

All the terms & conditions of the bond will expire on the date when the deputed faculty completes his/her service in the College.

**6.9 TERMINATION OR RESIGNATION:**

If any faculty wants to resign or terminate his/her service within the Bond period, he/she has to pay back the whole amount of money mentioned in the Bond in one installment.

**6.10 OTHER ASSISTANCE:**

Other than QIP Scheme, any faculty is selected as a sponsored candidate for doing Ph.D in other scheme where no scholarship or fellowship is provided, the Management will provide an educational loan of the amount (totaling the tuition fee for the entire duration and other fees) and the same amount will be deducted in EMI in 36 installments (after completion of degree) from his/her salary. Also the sponsored faculty members have to execute the bond of 5 years of compulsory service in the College after obtaining Ph.D degrees.

**6.11 PROMOTION OR REWARD:**

After obtaining his/her degree the faculty may be promoted to the next higher post (if vacancy exists) satisfying AICTE/ UGC norms. Otherwise such faculty will be provided four increments in the scale for obtaining Ph.D degree.

**II. SPONSORING FACULTY (as Part Time; Day Scholar or Evening) for Ph.D Programme: (Self - Financed)**

- 6.12 ELIGIBILITY: Minimum one year experience at NHCE & NHC & have to take No Objection Certificate from the College at the time of Application
- 6.13 DURATION : Ph.D Programme - 3 ½ year and additional six months may be sanctioned.
- 6.14 NO. OF CANDIDATES TO BE SPONSORED: No restriction provided HOD agrees, as HOD have to manage the academic requirement of the Department. At a time not more than two candidates (for Ph. D) per department.
- 6.15 Agreement on a stamp paper shall be executed by the sponsored faculty that he / she will not resign during the higher Study programme period or in agreed service period.
- 6.16 Agreed Service period (5 years of agreed service period for Ph.D) in the College after obtaining higher degree, otherwise he/ she has to refund her 6 months gross salary in one installment, if sponsored candidate terminates his/her service during the bond period.
- 6.17 STATUS : Regular Teacher
- 6.18 LEAVE & OTHER FACILITIES: Faculty joining to Ph.D programme may have to attend course works in the Institution where he/she will be admitted. In that case HOD will not reduce his/her teaching workloads. One day per week off from classroom teaching facility will be given to those faculty members who are doing Ph.D courses for a period of 3 ½ years in case of Ph.D scholars. Faculty members who will take admission in evening courses may be permitted to leave the college in the afternoon after 2.30 pm with prior approval from HOD & Principal according to the timetable prescribed by the host Institution. Proof of timetable has to be provided for such approval.

- 6.19 ASSISTANCE: College authority may provide 'Loan' to meet the expenses to cover tuition fees, registration fees, examination fees and the total amount sanctioned as loan will be deducted from the salary in 24 equal monthly installments.
- 6.20 PAPER PRESENTATION :  
Faculty making paper presentation would be eligible for incentive payment at the following rates:  
1. At the National Level : Rs.2000/- for each paper  
2. At the internal Level : Rs.5000/- for each paper
- 6.21 PROMOTION & INCREMENT: 4 increments in case of Ph.D degree (Provisional) w.e.f the date, the degree is awarded. Promotion to next higher post may be offered under Merit Promotion Scheme, if vacancy exists, satisfying AICTE/UGC norms.
- 6.22 RESIGNATION: No resignation will be accepted by the College during the period of study. If the sponsored candidate resigns during the agreed/ bond period, he/ she has to refund 6 months gross salary paid to him/her during the study period to the Institution, and the concerned Institution where the candidate is pursuing higher study has to be intimated to take action to cancel his/her sponsorship & registration.

## CHAPTER – 7

## FACULTY INCENTIVE POLICY &amp; GUIDELINES

- 7.1 Faculty incentive policy and guidelines are effective from 1st Jan, 2010, in NHCE & NHC. These guidelines are approved based on recommendations of an internal committee's report.
- 7.2 National Seminar or conference is an event held by any educational institution or Corporate recognized by AICTE / UGC / registered corporate and conducted within India.
- 7.3 Internal Seminar or conference is an event conducted by any educational Institution or corporate recognized by AICTE / UGC / registered corporate and conducted either in India or abroad. For faculty reward the event is considered internal only if it had at least 5 internal delegates personally presenting papers in the event held within India.
- 7.4 The papers presented in Seminar or Conference either National or Internal personally only considered for incentives. The papers considered only for publication in souvenir or proceedings are not eligible for faculty incentives. However if the paper is accepted for presenting personally in the conference/seminar by the hosting institution, but New Horizon is not able to send the faculty for various reasons in which case, the faculty is entitled for faculty incentive.
- 7.5 Every faculty may present as many papers as possible in Seminar/conferences. However New Horizon would provide incentives to the faculty up to 3 papers presented in an academic year. In addition to TA, DA and registration i.e., 2 National and 1 Internal Seminar /conferences. In case if internal seminar or conference is held outside India, prior approval is required from the Chairman before the registration. The 4th paper onwards the TA, DA and Registration fees will only be reimbursed with the discretion.

of the Head of the Institution. There is no bar on publishing papers in National /Internal Journal i.e., Teacher incentives are given for any number of articles published as per policy

- 7.6 In order to claim faculty incentive for presenting paper in Seminar / conference a Pre-session is a mandatory requirement. A pre-session has to be conducted before the actual presentation at a seminar / conference in the presence of a subject expert, HOD and departmental Teachers.
- 7.7 Paper presented in internal conference or seminar by faculty would not be eligible for faculty incentives and also would not be counted for number of papers presented in seminars or conferences. However this would be considered as a pre session if the same paper is presented later in a conference or seminar outside New Horizon.
- 7.8 For papers presented in Bangalore, TA, DA will not be applicable. The faculty presenting papers outside Bangalore, is eligible for TA, DA, registration and Teacher incentives as per policy.
- 7.9 Attending seminars / conferences without presenting papers maximum of 2 faculty members are permitted to attend a particular seminar / conference. A faculty can attend a maximum of 2 such seminars /conferences / workshops in an academic year for which only registration fee is paid.
- 7.10 Publication of article in National & Internal Journals. It is not feasible to list down the names of journals in all specializations. Hence the following method is followed for rewarding the faculty, who has published article in National and Internal journals.
- (a) Copy of cover page: Page containing the editorial board information along with the article published.

Impression to be enclosed to the Teacher incentive form.

- (b) Based on the documents submitted, the Head of the Institution may recommend or not recommend for incentives.
- 7.11 The incentives are given to the faculty for encouraging them to involve in Quality research by publishing or presenting research papers in internal, national review Journal, conferences, seminars etc., the monetary incentives are
- (a) Internal reviewed journal or conference research paper Rs. 5000/-
- (b) National reviewed Journal or conference research paper is Rs. 2000/-
- 7.12 The incentive claim form along with all relevant documents duly signed by concerned Teacher and recommended by HOD, Directors & Head of Institution shall be forwarded to Chairman's Office for approvals. The quality of research paper published in journal or presented in conference, seminar are the forum where the paper was presented or the journal publication is not up to the standards, Management may not approve the incentives for such papers published or presented in journals, seminars and conferences.

## CHAPTER – 8

### APPOINTING AUTHORITY AND DISCIPLINARY RULES

8.1 APPOINTING AUTHORITY : All appointments to all categories shall be made by the Chairman, New Horizon Educational Institutions.

8.2 NATURE OF PENALTIES  
One or more of the following penalties for valid reasons may be imposed on an erring member of the staff of the Institution.

#### A. Minor Penalties

- i) Fine in the case of class IV staff
- ii) Censure/ warning
- iii) Withholding of increments of pay
- iv) Withholding of promotion
- v) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of order of the Principal/Management.

#### B. Major Penalties

- i) Dismissal/Removal from service which shall ordinarily be a disqualification for future employment in the Institution.

### 8.3 SUSPENSION (NOT A PENALTY)

Appointing authority may place under suspension an employee.

8.3.1 Where a disciplinary action proceeding against him/her is contemplated or is pending.

8.3.2 Where a case against him/her in respect of any criminal offence is under investigation or under trial.

8.4 An order of suspension, as stated above, may at any time be modified or revoked by the issuing authority.

8.5 Suspension shall not be considered as a penalty unless the employee is proved guilty.

8.6 The following shall not amount to a penalty within the meaning of this rule namely,

8.6.1 Stoppage of any employee at the efficiency bar in the same scale of pay on the ground of his/her unfitness to cross the bar.

8.6.2 Non promotion of any employee whether on a substantive or officiating capacity to a grade or post for promotion to which he / she is eligible.

8.6.3 Reversion of an employee officiating in a higher grade to a post to a lower grade or post on the ground that he /she is considered to be unsuitable for such higher grade or post on any administrative ground unconnected with his / her conduct.

8.6.4 Reversion of any employee on deputation to his / her parent organization or department.

### 8.7 TERMINATION OF SERVICE

8.7.1 of a temporary employee at any time before his /her confirmation

8.7.2 of an employee appointed under a contract or agreement or a contract for a fixed period in accordance with the terms of such contract or agreement

### 8.8 PROCEDURE FOR IMPOSING MAJOR PENALTIES

8.8.1 No order imposing any penalty shall be made except after any enquiry held in accordance with these rules

8.8.2 Where it is proposed to hold an enquiry against an employee, the disciplinary authority shall frame charges against such employee and communicate them to him / her together with other material as may be necessary or relevant for the purpose of the

enquiry, and also inform him / her of the appointment of an enquiring authority for conducting the enquiry

- 8.8.3 At the enquiry the employee shall have the right to appear in person before the enquiry officer or in case unable to appear can be represented by the another co employee
- 8.8.4 The proceeding of the enquiry may be recorded either in local language or English or in any other language except able to the employee and enquiry officer if necessary
- 8.8.5 On the conclusion of the enquiry, employee shall be made available the copies of the reports and findings of the enquiry officer and employee shall be provided an opportunity to submit his / her say on the findings of the enquiry officer.
- 8.8.6 A show cause has to why the proposed punishment shall not be imposed on the employee in respect of miss conduct proved against him / her, if the disciplinary authority is satisfied after considering the report of the enquiry officer and the records of the proceedings and submissions of the employee on the findings of the enquiry officer that all or any of the charges against the employee have been proved will award the appropriate punishment
- 8.8.7 In awarding any penalty to any employee under this rule, the authority imposing the penalty shall take into account the gravity of the misconduct, the previous record if any of the employee and in any other extenuating or aggravating circumstances that may exist.
- 8.8.8 The order imposing penalty shall be communicated to the employee

8.8.9 An employee who is dismissed or removed from the service in accordance with this rules shall not be entitled to may no ce or pay in lieu of such no ce

- 8.9 The disciplinary authority for imposing minor penalties shall be the Principal and for imposing major penalties including suspension shall be the Chairman, New Horizon Educational Institution.



**NEW HORIZON COLLEGE OF EDUCATION** (Established in 1980)

Email: [admissionsbed@newhorizonindia.edu](mailto:admissionsbed@newhorizonindia.edu)  
Tel: +91-80-2526 1735

**NEW HORIZON PUBLIC SCHOOL** (Established in 1982)

Email: [admissionshps@newhorizonindia.edu](mailto:admissionshps@newhorizonindia.edu)  
Tel: +91-80-2526 1735

**NEW HORIZON PRE UNIVERSITY COLLEGE** (Established in 1982)

Email: [admissionshpuc@newhorizonindia.edu](mailto:admissionshpuc@newhorizonindia.edu)  
Tel: +91-80-2542 9361 / +91-974 175 5044

**NEW HORIZON COLLEGE** (Established in 1998)

Email: [admissions@newhorizonindia.edu](mailto:admissions@newhorizonindia.edu)  
Tel: +91 9740054107 / +91-974 175 5044

**NEW HORIZON COLLEGE OF ENGINEERING** (Established in 2001)

Email: [admissions@newhorizonindia.edu](mailto:admissions@newhorizonindia.edu)  
Tel: +91 9880534935 / +91 80 66297777

**NEW HORIZON PRE PRIMARY TEACHERS TRAINING ACADEMY**

(Established in 2012)  
Email: [admissionshppta@newhorizonindia.edu](mailto:admissionshppta@newhorizonindia.edu)  
Tel: +91-80-2526 1735

[www.newhorizonindia.edu](http://www.newhorizonindia.edu)





CRITERION-7  
AQAR  
2020-2021

# **Code of Conduct**

## ***For Faculty***



# NEW HORIZON COLLEGE

Affiliated to Bangalore University, Recognized by Govt. of Karnataka  
The Trust is a Recipient of prestigious Rajyotsava State Award 2012 Conferred by Government of Karnataka  
Ring Road, Bellandur Post, Near Marathalli, Bangalore – 560 103, INDIA



## FACULTY GUIDELINES



# **NEW HORIZON COLLEGE**

Affiliated to Bangalore University, Recognized by Govt. of Karnataka  
The Trust is a Recipient of prestigious Rajyotsava State Award 2012 Conferred by Government of Karnataka  
Ring Road, Bellandur Post, Near Marathalli, Bangalore – 560 103, INDIA

## **VISION**

To impart student centric education to all through proven and time tested methodologies by way of continuous improvement in teaching and learning process.

## **MISSION**

To nurture emotional, intellectual, moral and social capabilities while imbibing a spirit for critical and lateral thinking so that students emerge as wholesome individuals.

## **QUALITY POLICY**

To benchmark education services of highest quality so that our students can confidently serve industry and society equally well here and abroad.

## **GOAL**

To unearth and ignite the hidden talents and capabilities in every student and play a pro-active role in making every individuals dream into a reality.

## **CORE VALUES**

- Student Centric
- Diversity to promote inclusiveness
- Integrity and Ethics
- Innovation and Flexibility
- In pursuit of excellence

**PERSONAL DETAILS**



Name of the Faculty: .....

Designation: .....

Department: .....

Date of Joining: .....

NHCE ID No: .....

Address for communication: .....

Permanent Address: .....

Contact No: Res: .....

Mob: .....

Email ID: .....

Official Mail-ID: .....

**CONTENTS**

SL NO	DESCRIPTION	PAGE NUMBER
1	ACADEMIC GUIDELINES	6
2	NON- ACADEMIC GUIDELINES	8
3	MENTORING	9
4	LIBRARY	11
5	COMMITTEES	11
6	LEAVES AND VACATION	11
7	GENERAL GUIDELINES	11
8	SEMESTER END EXAM DUTY	12
9	RESEARCH AND PUBLICATION	12
10	ACCOUNTABILITY AND RESPONSIBILITY	15
11	EXTRA DEPARTMENT WORK	15
12	BEYOND DEPARTMENTAL WORK	17
13	BEYOND COLLEGE WORK	17
14	PROFESSIONAL ETHICS	17
15	PARENT TEACHER INTERACTION	19
16	ASSOCIATION WITH STUDENTS	20
17	ALCOHOL AND DRUG ABUSE	20
18	REDRESSAL OF GRIEVANCES	20
19	USE OF INSTITUTIONS STATIONERY/ FACILITIES	21
20	STAFF WELFARE MEASURES	21
21	ENTERTAINING VISITORS	22
22	EXIT POLICY	22

## NEW HORIZON COLLEGE - MARATHALLI FACULTY GUIDELINES / RULES

The aim of the faculty guidelines is to provide faculty members with a clear, accurate and comprehensive overview of functioning of the departments in the college. It is important that faculty members understand their rights as well as the limits to those rights and this guideline strives to make the faculty members to meet the expectations of the institution.

### 1. ACADEMIC GUIDELINES

#### Syllabus :

- The syllabus prescribed by the Bangalore University should be followed.

#### Class Conduction :

- All the teachers have to follow the timetable allotted to them and no diversions shall be entertained thereafter
- Teachers are expected to be inside the class at sharp 8.50 am during the 1st hour of the day
- A class of one hour should be planned properly and conducted as per lesson plan.
- A buffering time of 10 minutes can be given to students to enter the class (applicable only to first hour) beyond which the teacher has all the rights to restrict them from entering the class.
- Teacher having consecutive classes can leave the class 3 minutes early and should go to the next class on time.
- Total teaching hours should be as per university prescribed for each subject.

#### Attendance / Attendance Register :

- All the teachers have to collect the attendance register of classes from the concerned HOD'S on the re-opening day of the college and should maintain in their custody.
- All the information related to subject, subject code, course, semester

should be filled clearly in the appropriate columns.

- Entries in the register should be on cumulative basis.
- Date and signature should be clearly filled for each class.
- At the end of each month signature of principal / concerned HOD is to be taken
- Absentees slip should be filled clearly and neatly specifying all the details in the appropriate columns. Avoid overwriting.
- Absentees slip should be handed over to the collecting agents personally.
- The marks allotted for internals & the assignment of each student should be entered at the back of register in the columns provided. It would ease the work of calculating the final aggregate marks.
- Attendance taken during internals should go as a credit to students if they have attended the internal test / exam.
- Dates in the lesson plan should coincide with the register and work diary as well.

#### Class Adjustments :

- During planned leave all the classes are to be adjusted in advance so that your absence doesn't hamper the functioning of the regular classes.
- All the faculties should look into the class adjustment register in the morning that is kept near biometrics to see if there is any extra class given to them and take the class accordingly.

#### Assignments :

- As per the university rule a student should be given five assignments for a semester. So all the faculties are requested to follow the same.
- Assignments written in the blue book should be corrected and evaluated.
- By the end of the semester all assignment books are to be collected

from all students and marks are to be allotted and entered at the back of the register.

#### **Internals :**

- Internal question paper should be given to the administrator as per the prescribed format within the stipulated date.
- Two internals are to be conducted in a semester.
- Internal papers are to be evaluated and marks are to be entered at the back of the register.
- Proper study material should be given to students well before the commencement of internals.

## **2. NON - ACADEMIC GUIDELINES**

**Academic File :** A file is to be collected on the opening day by the concerned HOD's. The academic file should contain the following documents.

- Class and subject allotment sheet
- Individual time table
- Class timetable(applicable only for mentors)
- Calendar of events
- Syllabus copies of subjects allotted/handled
- Duly filled lesson plan for all the subjects allocated
  - (i) All the teachers have to complete the lesson plan within a week from the re-opening day.
  - (ii) Lesson plan should include the actual date the topic planned and taken besides the date on which it was covered other than the planned date.
- Previous semester individual result analysis
- Copy of Internals timetable
- Sample question paper of internals for each subject

- Scheme of evaluation
- Work Dairy
  - (i) In the work dairy the information related to the class, section and topic covered should be entered on hourly basis.
  - (ii) Work dairy can either be filled after each hour or at the end of the day without fail.
  - (iii) At the end of each week principal's signature has to be taken in the work dairy.

## **3. MENTORING :**

**Mental preparedness and willingness of the mentor are pre-requisites to commence mentoring :**

- All data and information that is made available by students (mentee) must be kept confidential at all stages. This must be followed by the concerned mentor.
- Mentoring must not be carried out as an assigned task, but as a keen responsibility.
- Being patient and a good listener are important attributes in a mentor, these must be developed gradually.
- The mentors should understand and identify reasons for academic problems, personal / emotional problems and address their grievances.
- Being a mentor, a faculty member has a capacity to positively change the assigned student (mentee); this change can be brought in both qualitative and quantitative way, provided the mentor feels responsible and brings the change(s).
- Mentoring need not be carried out in a formal way, an informal way of discussing and recording the developments in mentee, results in more constructive output.
- Mentoring slots can be made available during at the end of the lab hours; free mentoring lab sessions can also be made use of if desired.
- The challenge of availability of time slots at mentors' end can be resolved through the intervention of HOD and / or Dept Time Table I/C.

- Before, faculty must prepare summary about the allotted students' previous academic performance.
- Suggestions / Solutions need to be given by the mentor for mentee's better academic performance.
- During mentoring, preferably, subjective questions must be asked to mentees. Examples:-
  - (i) Rather than asking do you write and study?, one must ask – “what is your opinion about writing / & studying?”
  - (ii) How have you tried it? Did you think it helped you in writing the answers well in exams?”

#### **MENTORSHIP (Applicable only to class mentors) :**

- The mentor for I semester should fill all the general information about the student in the columns specified.
- Mentors for III semester and V semester have to enter the university examination marks at the earliest after receiving the result sheet from the university.
- All the mentoring records are to be updated after each internal examination.
- The attendance status and the marks scored are to be duly entered after each internal examination.
- Counseling given to students at any point of time also should be duly recorded and signed.
- Any medical certificate given by the student to the class mentor should be forwarded to HOD and the same is to be filed only after the approval.

#### **Teacher Mentor-Mentee :**

- A mentor teacher should conduct mentoring session to the mentee teacher at least twice in a semester and also as and when required. The report on the session should be prepared and filed with the HOD.
- A mentee is free to consult or take guidance from mentor whenever required.

#### **4. LIBRARY :**

- A teacher can avail the facilities in the library for teaching and research activities.
- Maximum of five books can be borrowed from the library for reference.

#### **5. COMMITTEES :**

- Teachers involved in various committees should adhere to the roles and responsibilities given by the respective committee head.
- Teacher should render their full support for the committee.

#### **6. LEAVES AND VACATION :**

- Teachers taking planned leave should submit leave application in advance through HRMS.
- If a planned leave is taken the concerned faculty should adjust the classes and mention the adjustments in the leave form.
- A separate sheet clearly mentioning the timing and name of faculty with whom the adjustment is made should be given to HOD along with date and timings of extra classes planned to compensate the missing class.
- Unplanned leave or planned leave for more than three consecutive days or leave taken on LOP would be forwarded to chairman for approval. In such case it should be properly supported.
- Vacations can be availed only after the completion of semester.

#### **7. GENERAL GUIDELINES :**

- Teachers have to wear the ID cards inside the campus at all times without fail.
- Teachers are restricted from using mobile inside the college building.
- Teachers having any grievances with the students in the class should be brought to HOD immediately.

- All the teachers should ensure that students are wearing the ID cards at all times while in class and inside campus.
- Students should be strictly prohibited from the use of mobile inside the college building. The teacher has all the rights to confiscate the phone if seen using.
- Teachers should not allow students to walk out of class to canteen or for photocopy during the class hours.
- Students absenting themselves for more than three consecutive classes should be directed to HOD.

#### 8. SEMESTER END EXAM DUTY :

- Faculty should be 45 minutes before the commencement of examination.
- Faculty after collecting the blank answer books shall distribute them to students by placing it on the respective desk in his allotted room.
- Faculty shall not be in the possession of news paper / text book / mobile phone or discuss with anybody while invigilating.
- Faculty shall check the question paper given to him / her pertains to that session.
- Faculty shall monitor the students and report any untoward incidences to the examination coordinator (if any).
- Faculty shall collect the answer books after examination time elapses and hand it over to the chief examination coordinator.
- Faculty should be 45 minutes before the commencement of examination.
- Faculty after collecting the blank answer books shall distribute them to students by placing it on the respective desk in his allotted room.

#### 9. RESEARCH AND PUBLICATION :

- A high quality research should be carried out in each department.
- Each faculty member is expected to carry out research activities along

with the normal teaching responsibilities

- Research on problem oriented subject should lead you to innovation / patent, system optimization, better / new products, import substitute, new technology, or something of industrial or social value.
- The faculty members have to publish minimum 2 papers in every academic year.
- The following steps will guide you in identifying a research area of your interest, in assessing the facility, planning and conducting your research and to produce the desired outcomes.

#### PROCEDURE :

- (i) Identify the research area
  - Identify one or more area of your interest
  - You are also encouraged to take a real problem through industry interaction, or undertake a problem which can be of help to society at large
  - Undertake research survey to know the current trends and latest findings
  - Study / refer to published papers in reputed journals in the related area
  - Present your findings to the department and interested students
- (iii) Access the facilities available in the college
- (iii) Access the lab facilities available to conduct your research
- (iv) Check out the libraries and other sources for reference material to conduct your research. Explore available e- resources
- (v) You can also explore facilities in other renowned institutes and industries
- (vi) Refresh / Update your skills and knowledge to conduct your research work effectively
- (vii) Plan your research by identifying the following:



- Identify a guide from a reputed university who shares the same interest area
- Your research should identify a problem which is of importance to society, economy, people etc.
- Define the specific problem "completely"
- Decide on your research methodology
- From a team of interested students, motivate them to be a part of your research activities
- Plan your research activities with periodic checks, at least one milestone every three months

(viii) Conduct your research

- Plan your research activities well in advance
- Be in constant touch with your guide to provide status and get feedback
- Ensure time-management on your research problem
- Assimilate the research work done
- Provide constant guidance and motivation your team members
- Take ownership of your research

(ix) Outcomes

- Present your research findings and progress to the department at least once in a semester
- Your research outcome (paper, product, patent, process, and so on) should be approved by an expert committee as per the policy of our institute before any external submission
- Publish your results in reputed research journals and present your papers at national / international conferences
- Motivate students and guide them to present research papers in

student symposiums and conferences

- You should also register for the PhD program in a recognized University and identify your guide preferable from our institution
- Monetary benefits are provided to faculty as per our institute's policy for high quality research work and publications

## 10. ACCOUNTABILITY AND RESPONSIBILITY :

At NHCE, sufficient freedom is given to the faculty members in the execution of the duties like Teaching, Monitoring, Guiding and Counseling the students throughout the semester. The faculty members at NHCE are expected to be responsible for their academic activity, which shall mean that faculty members have to complete assigned task faithfully. NHCE faculty members must continually improve teaching skills to understand their responsibility. All faculty members shall maintain the updated academic files.

To understand the accountability to the delivery of teaching ability, results are viewed for improvement. If required faculty members are advised to, attend faculty development programs which are conducted in association with the university and other reputed institution.

Faculty members are responsible for cent percent pass result in end semester examinations. The Management of NHC strongly believes in student feedback. This criterion is one of the important areas and expects a minimum 4.0 score on a 5 point scale.

## 11. EXTRA DEPARTMENT WORK :

- Each faculty shall involve himself / herself in all the departmental activity which may be beyond academics.
- The faculty shall work closely with other colleagues in department / college in proposing / implementing new methodologies which will uplift the image of the institution.
- A faculty will always be assertive, cooperative to other faculty at all times academically in the department.
- All faculty members shall maintain highest level of integrity in the department.
- Guest Lectures: Faculty members can approach reputed educators

and experts in their specific domain to provide guest lectures.

- Coordination: Each faculty member is required to prepare documents which are required for NAAC, LIC and other assessing bodies as per norms.
- Industrial Visits: Faculty members are to accompany students during industrial visits and guide them regarding the working of the industry at least once in a year.
- Seminars, Symposiums and Conferences: Faculty members are required to collectively plan symposiums and seminars and create opportunities for students to publish papers at least once in a year.
- Paper Publications: Faculty members must guide and help students who publish papers in various national and international journals and present research papers in the conference.
- Guidance in Co-curricular Activities: Faculty members must guide students for various co-curricular contests, especially during SARGAM.
- Enhancing Soft Skills: Faculty members should motivate students to take up public speaking, group discussions and presentations to enhance their communication / soft skills.
- Class Teacher: Faculty in-charge is responsible for smooth conduction of classes, student grievance and other such concerns.
- Internal Test Co-ordination: Faculty in-charge will be responsible for preparing internal test timetable and seating arrangements to ensure smooth conduction of internal tests.
- Coaching Class Coordinator: Faculty in-charge is responsible for ensuring smooth conduction of coaching classes and student attendance.
- Library in-charge: Faculty in-charge is responsible for the issue of books, maintenance of the issue register and updating library resources.
- Mentoring: Faculty in-charge is responsible for guiding the mentees for improvement in academics and non academic areas. Time table In-Charge: faculty in-charge should ensure time table preparation before the commencement of each semester.

- Faculty in-charge is responsible for ensuring active participation of students in the activities of the Entrepreneurship Development cell.
- New Horizon Bytes: Faculty members should encourage students and colleagues to write articles for New Horizon Bytes and submit the same to the Editor.
- Faculty should facilitate enrollment of students to professional bodies.

## 12. BEYOND DEPARTMENTAL WORK :

- Each faculty shall involve himself / herself in all the institutional activity which may be beyond departmental assignments.
- The faculty shall work closely with other colleagues in department / college in proposing / implementing new methodologies which will uplift the image of the institution.
- A faculty will always be supportive and cooperative with other faculty in the institution at all times academically / non-academically.
- A faculty shall maintain highest level of integrity in the institution.
- Faculty shall involve actively in the college cultural program "SARGAM".

## 13. BEYOND COLLEGE WORK :

- Each faculty shall involve himself / herself in all the social activity which may be beyond college responsibilities.
- The faculty shall work closely with other colleagues in proposing / implementing new methodologies which will uplift the image of the institution.

## 14. PROFESSIONAL ETHICS :

- Faculty should treat all students with love and affection.
- Greet colleagues and respond to greetings.
- Respect the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status,

disability, language and place of birth.

- Faculty members should contribute towards physical, social, intellectual, emotional, and moral development.
- Must maintain the confidentiality in all matters concerning students.
- Should establish a relationship of trust with parents / guardians in the interest of all round development of students, and Strive for his /her continuous professional development.
- A Teacher should demonstrate professional competence to teach and learn.
- Should pro-actively share knowledge & information.
- Treat students, parents, peers, superiors and management with respect.
- Counsel & mentor students and peers when required
- Emotionally connect with students, to understand their aspirations and anxieties and help them achieve their highest potential.
- Create a culture that encourages purposeful collaborations and dialogue among colleagues and stakeholders.
- Be honest and encourage honesty in all the academic and other activities.
- Take pride in the teaching profession.
- Refrain from making unsubstantiated allegations, against colleagues or higher authorities.
- Avoid making derogatory statements about colleagues, especially in the presence of pupils, other teachers, officials or parents.
- Maintain confidentiality of information concerning colleagues.
- Provide a safe and open environment for discussion while dealing with sensitive issues.
- Inculcate a spirit of love and care towards all fellow human beings.

- Maintain proper dressing style.
- Encourage discussion, avoid arguments and gossip.
- Display initiative and continuously pursue excellence in all endeavors.
- Openly accept shortcomings through the transparency of actions.
- Raise personal view points only at appropriate forums.
- Do not discuss about one's authority.
- Follow the reporting protocol on all official matters.

#### 15. PARENT TEACHER INTERACTION :

- Faculty must inform the parents about their ward's attendance and performance of the students once in every month through hard copy post / courier.
- Drawbacks of their wards in understanding subject / subjects should be discussed and measures are to be proposed for their growth in all respects.
- Problematic students' behavior / attitude should be discussed with parents and their co-operation is solicited for the development of their ward and the smooth running of the institution.
- Parents shall be requested to contact mentor through the mail once in fortnight.
- Faculty must meet mentees' parents at the time of the inaugural program in case of 1st-semester students.
- After identifying the average, below average and above average students the following measures are to be implemented.
- Average and below average students shall be trained with important questions of 5 modules by supplying prepared material such as lecture notes etc.
- Above average students should be trained with all possible questions, problems with solutions.
- At least top 3 students in each class should be identified and trained

to achieve rank in the university examinations.

- Solving old question papers & time management techniques should be taught to such students.

#### 16. ASSOCIATION WITH STUDENTS :

A faculty shall follow these practical and easy ways to improve teacher-student relationships.

- Get to know the students by name as quickly as possible.
- Conduct discussion about some current event or topic.
- Provide positive comments when appropriate.
- Be positive and enthusiastic when teaching.
- Show students that you are not only interested in them but also that you care about them.
- Avoid the use of threats and punishment.
- Do not play favorites.
- Create a supportive classroom environment.
- Create an environment where questions and answers-even wrong answers should be encouraged and valued.

#### 17. ALCOHOL AND DRUG ABUSE :

The Management does not tolerate the use, possession, sale or distribution of illegal drugs, intoxicants or being under the influence of illegal drugs, alcohol, while on job or in the institutions. The working day comprises all breaks, lunch hours, and work sponsored activities. Improper use of pre - scriptive medicine also is a violation of policy.

#### 18. REDRESSAL OF GRIEVANCES :

The management is firmly committed to maintaining a healthy work environment where there is no discrimination or any form of harassment on the basis of race, religion, nations, gender, origin, age, personal prejudices and / or mental or physical disability. You may send your grievances, if any, to [hod\\_hr@newhorizonindia.edu](mailto:hod_hr@newhorizonindia.edu)

#### 19. USE OF INSTITUTIONS STATIONERY/ FACILITIES :

Institution stationery should be used exclusively for academic-official purposes only. The Management strongly discourages its members from using the office stationery and accessories for personal use. This includes the papers, writing instruments, printer cartridge, photocopier, laptop etc.

#### 20. STAFF WELFARE MEASURES :

- Recreational Trip for staff members.
- Gifts for staff members during Dussera and Diwali.
- Free transport facilities for Staff.
- Concession in Tuition fee for staff children studying in New Horizon Educational Institution.
- Staff Referral Incentives.
- Medical Insurance for teaching & non-teaching staff members.
- Food and accommodation in hostel.
- Subsidized food and accommodation for security staff members.
- Birthday celebration of staff members.
- Medical Center
- Reimbursement for children's book, bags, uniform, shoes etc given to staff children whose income is less than Rs.15000/- per month
- Uniform for class IV employees.
- Maternity leave with two months paid salary.
- Tie-up with Sakra hospital.
- Ambulance facilities
- Personnel counseling

- Medical and Accident insurance to the transport department staff.

..... and many more

#### **21. ENTERTAINING VISITORS :**

Personal or official visitors are permitted at the reception office only. The Receptionist will convey the details of the visitor, so that concerned staff members can meet such visitor at the reception office for a brief period and revert back to their work centers. Directors / Principals / HODs / Registrar / Deans may entertain their guests or vendors in their chambers / office.

Staff shall take the Directors / Principals / HODs / Registrar / Deans permission when the need arises to go out of the campus, to attend to personal work, for short periods only.

#### **22. EXIT POLICY :**

The policy on 'Exit' or leaving the institution has been clearly laid out in the "Exit Policy ". A faculty member cannot leave the institution abruptly and has to give a notice period of minimum two months depending upon the urgency and genuineness of the reason.



**NEW HORIZON COLLEGE OF EDUCATION** (Established in 1980)  
Email: [admissionsbed@newhorizonindia.edu](mailto:admissionsbed@newhorizonindia.edu)  
Tel: +91-80-2526 1735

**NEW HORIZON PUBLIC SCHOOL** (Established in 1982)  
Email: [admissionsnhs@newhorizonindia.edu](mailto:admissionsnhs@newhorizonindia.edu)  
Tel: +91-80-2526 1735

**NEW HORIZON PRE UNIVERSITY COLLEGE** (Established in 1982)  
Email: [admissionsnhpuc@newhorizonindia.edu](mailto:admissionsnhpuc@newhorizonindia.edu)  
Tel: +91-80-2542 9361 / +91-974-175 5044

**NEW HORIZON COLLEGE** (Established in 1998)  
Email: [admissions@newhorizonindia.edu](mailto:admissions@newhorizonindia.edu)  
Tel: +91 9740054107 / +91-974 175 5044

**NEW HORIZON COLLEGE OF ENGINEERING** (Established in 2001)  
Email: [admissions@newhorizonindia.edu](mailto:admissions@newhorizonindia.edu)  
Tel: +91 9880534935 / +91 80 66297777

**NEW HORIZON PRE PRIMARY TEACHERS TRAINING ACADEMY**  
(Established in 2012)  
Email: [admissionsnhpptta@newhorizonindia.edu](mailto:admissionsnhpptta@newhorizonindia.edu)  
Tel: +91-80-2526 1735

[www.newhorizonindia.edu](http://www.newhorizonindia.edu)



CRITERION-7  
AQAR  
2020-2021

# **Code of Conduct**

*For students in  
prospectus*

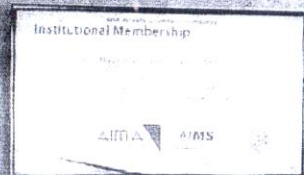


W. H. WOODRICK  
COLLEGE  
MARSHFIELD

P R O S P E C T U S



वक्रतुण्ड महाकाय  
सूर्यकोटि समप्रभ  
निर्विघ्नं कुरु मे देव  
सर्वकार्येषु सर्वदा



Vakra-Tunda Maha-Kaya  
Surya Koti Samaprabha  
Nirvighnam Kurume Deva  
Sarva-Karyeshu Sarvada



# NEW HORIZON COLLEGE

MARATHALLI

AFFILIATED TO BANGALORE NORTH UNIVERSITY,  
RECOGNIZED BY GOVT. OF KARNATAKA  
RECOGNIZED UNDER SECTION 2 (F) OF THE UGC ACT, 1956  
ACCREDITED BY NAAC WITH 'A' GRADE

THE TRUST IS A RECIPIENT OF PRESTIGIOUS  
RAJYOTSAVA STATE AWARD 2012,  
CONFERRED BY GOVT OF KARNATAKA

THE MOST PROMISING EDUCATIONAL INSTITUTION  
IN KARNATAKA  
BY HIGHER EDUCATION REVIEW.



## *Moment of Pride*

Dr. Mohan Manghnani, Chairman, NHEI met Prime Minister Shri. Narendra Modi and donated a cheque of Rs 5 crore as a contribution towards Swachha Bharat Abhiyan.



## *Moment of Pride*

New Horizon Educational and Cultural Trust received the prestigious 'Rajyotsava State Award 2012' conferred by the Government of Karnataka.

## CHAIRMAN'S PERSPECTIVE

Today, India has earned a distinctive mark in the global scenario for providing professional education and is significantly contributing to the knowledge bank of the world. Contemporary time is fast emerging, evolving and is being driven by astonishing pace of developments in technology and management encompassing all sectors.

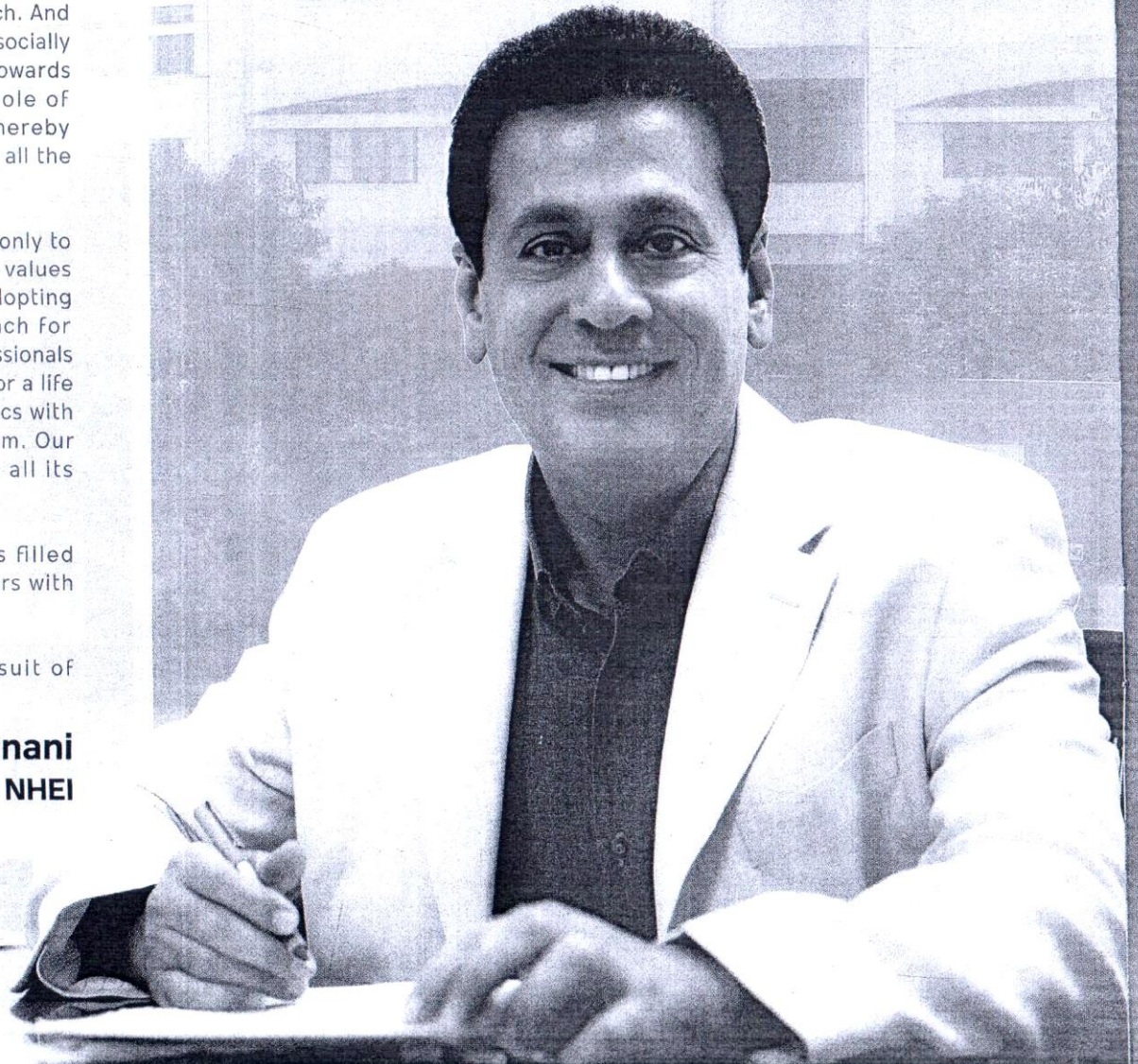
With these rapidly changing facets, it becomes imperative to blend strong value system with knowledge centric approach. And there is a need for leaders who are mentally, emotionally, socially and intellectually capable, who can channel the future towards glorious accomplishments. This reinforces strong role of institutions in enriching the student community and thereby creating both a better society and a better tomorrow for all the stake holders.

New Horizon Educational Institutions deem it worthy not only to appreciate but also in effective implementation of these values systems. Our institutions from time to time have been adopting key innovative modes with a multidimensional approach for leading the wave to generate leaders, beyond mere professionals who can bring about a constructive change at all levels. For a life formative education, it reaffirms the need to couple ethics with knowledge in providing an apt higher education platform. Our institutions stand tall with pride and satisfaction in all its endeavors.

Warm welcome to this temple of wisdom and values filled atmosphere for carving successful professional chapters with satisfaction unlimited and un-matched knowledge.

We stand committed and continue to strive in pursuit of excellence.

**Dr. Mohan Manghnani**  
Chairman, NHEI



# ABOUT NHCM

New Horizon College - Marathahalli, is affiliated to Bangalore North University and is accredited by NAAC with 'A' Grade. The scenic and serene college campus provides an environment that is conducive to personal and intellectual growth of a student. With the objective to produce world class professionals, care is taken at every step to enlighten, educate and to inculcate in every student, the passion to become a forerunner and a sense of professionalism that prepares them to meet the changes and challenges of the competitive world.

Practical educational experiences and enhanced class room capability blends with traditional instruction, allowing us to give students an advantage as they strive to fulfil their career goals. With Global, Professional and Executive streams in the courses offered, New Horizon exposes the students to the latest knowledge and methodologies in their chosen field.

## VISION

To impart student centric education and empower them to fulfill their academic and professional passions in an environment that is diverse, vibrant, & inclusive.

## MISSION

To impart student centric education and empower them to fulfill their academic and professional passions in an environment that is diverse, vibrant, and inclusive.

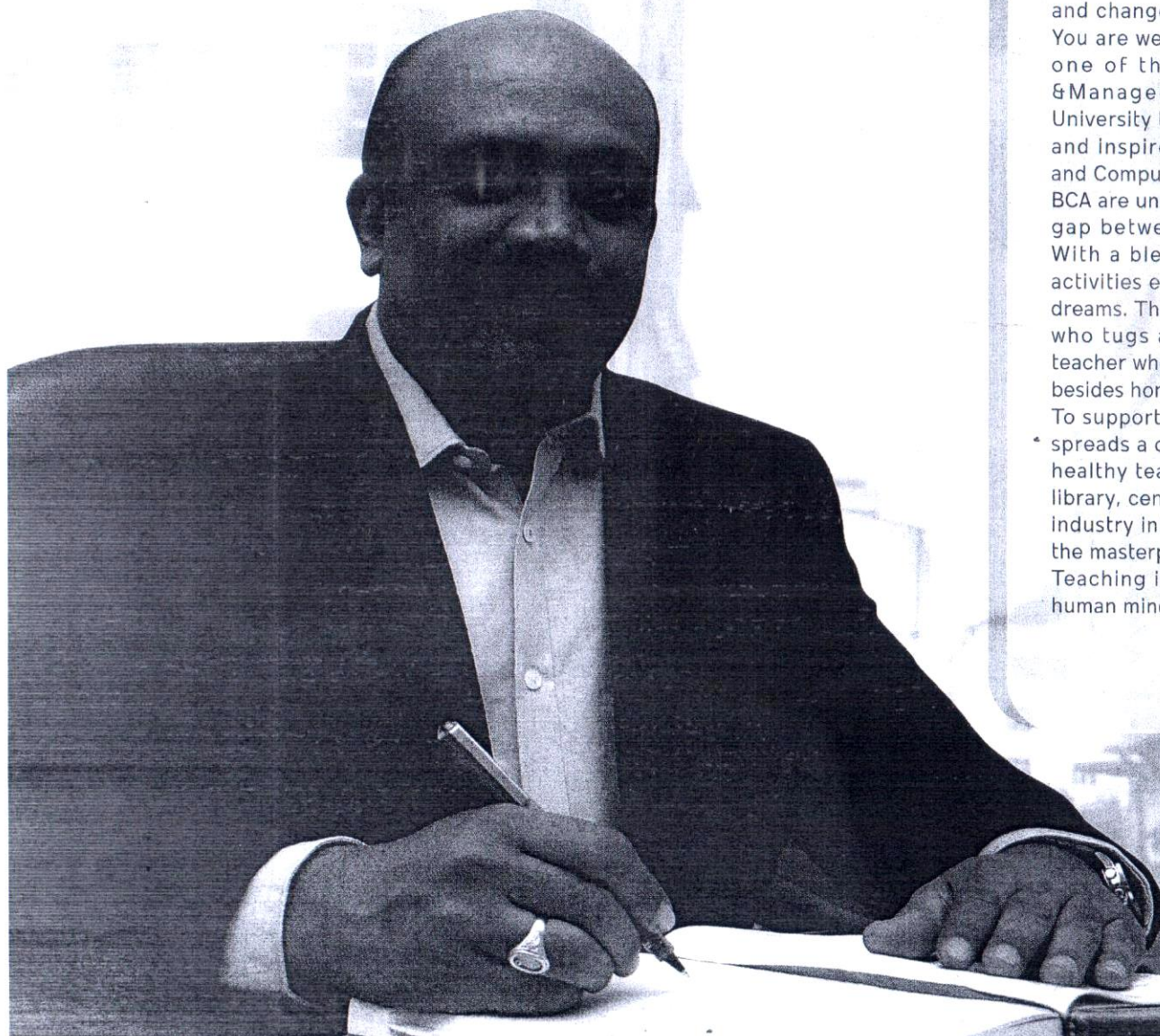
## QUALITY POLICY

To benchmark education services of highest quality so that our students can confidently serve industry and society equally well here and abroad.

## VALUES

To edify students to uphold integrity, civility and honesty, to relentlessly pursue excellence, to embrace diversity and inclusion, and to ignite creativity, inquiry and scholarship. Our sole aim is to teach, learn, interact, nurture and equip them to be responsible citizens.





## PRINCIPAL MESSAGE

My Dear Students,

### Greetings from New Horizon College - Marathalli

Your power to choose the direction of your life allows you to reinvent yourself, to change your future, and to powerfully influence the rest.

Leadership and learning are indispensable to each other. The only person who is educated is the one who has learned how to learn and change. You are the "Change" to yourself and your future. You are welcome to New Horizon College, Marathalli (NHC-M), one of the most prestigious colleges for Commerce & Management education affiliated to Bangalore North University that provides you the space to ignite your imagination and inspire love for learning. The Commerce, Management and Computer Applications based courses such as B.Com, BBA, & BCA are under graduate programs focused on bridging the gap between graduate expectations and employment reality. With a blend of curricular, co-curricular and value added activities every student is encouraged to explore and reach his dreams. The dream begins with a teacher who believes in you, who tugs and pushes and leads you to the next plateau, a teacher who gives you something to take home to think about besides homework.

To support this transformational engagement, NHC-M campus spreads a canvas large with right tools – spacious class rooms, healthy teacher-students ratio, high-tech computer lab, rich library, centralized e-library, beautiful auditorium, and frequent industry interactions. Come, learn to pick your pastel and paint the masterpieces of your life.

Teaching is the greatest of the arts since the medium is the human mind and spirit.

**Dr. R. Bodhisatvan**  
Principal, NHCM

CO  
Bach

EL

Pass in  
All ad

1. 10
2. 12
3. Tra
4. Ca
5. Ph
6. An

Studen  
docum

Point

- Sele
- stud
- Colle
- such
- such
- It will
- pres
- A mi
- Ragg
- activ
- Stud
- and k

TEA

Our co  
With a  
Our we  
progra  
techni

- Ro
- Ca
- Ou
- In-
- Bu
- Int
- Se

# COURSES OFFERED

Bachelor of Commerce (B.Com) | Bachelor of Business Administration (BBA) | Bachelor of Computer Applications (BCA)

## ELIGIBILITY CRITERIA FOR B.COM, BBA AND BCA

Pass in 12th standard (II PUC of the Karnataka State or its equivalent) as recognised by Bangalore North University.

All admissions to the degree classes are subject to approval by the Bangalore North University. Documents to be produced at the time of admission:

1. 10th/SSLC marks card – original + 2 sets of photocopy
2. 12th/PUC marks card – original + 2 sets of photocopy
3. Transfer certificate – original + 2 sets of photocopy
4. Caste certificate in case of SC/ST candidates (for Karnataka students only)
5. Photographs – 4 passport +4 stamp size
6. Anti ragging affidavit on a stamp paper of Rs.20/-

Students who have passed out from Boards/University other than the Karnataka PU board should also submit in addition to the above mentioned documents: 1. Migration certificate – original + 2 sets of photocopy

### Points To Note

- Selection of a student to any undergraduate course is based on the students' merit. New Horizon College reserves the right to select its students. All admissions to any undergraduate course is provisional and is subject to approval by the Bangalore North University. New Horizon College will not be responsible in any manner in case the Bangalore North University refuses to approve any students admission for any reason and such rejected students will not be permitted to claim refund of fees paid to the College completely or partially or claim any damages due to such rejections.
- It will entirely be the responsibility of the student/parent to ensure that the student is eligible to undergo the undergraduate course as prescribed by the Bangalore North University before he/she seeks admission to New Horizon College.
- A minimum of 75% attendance in each subject is required for a student to appear for the university examinations.
- Ragging of any form is not acceptable. Students found indulging in ragging or with past records of involvement in ragging or any criminal activities will be expelled from the college.
- Students/Parents to adhere to the rules and regulations of the college. In the event of any dispute, the decision of the college shall be final and binding.

## TEACHING METHODOLOGY

Our contemporary teaching methodology challenges traditional educational processes, creating new bench marks in individual learning process.

With a focus on the individual, all our programs are based on an open forum facilitating an exchange of ideas and knowledge.

Our wealth of experience and research demonstrate that a single methodology is not effective which is why our methodology stands unique to each program and its course objectives lucidly defining the skills needed and the attitudes and behaviour that require reinforcement. Some of the techniques used are

- Role Plays
- Case Studies
- Outbound learning
- In-company Projects
- Business Simulations
- Interactive Workshops
- Self-management Techniques



# TRAINING & PLACEMENTS

New Horizon College essentially works towards the achievement of its motto In Pursuit of Excellence and thereby focuses itself in moulding its students into proficient, competent, multitasking, dynamic individuals making them ready with well inculcated interpersonal skills not only to survive but also to excel in the myriad roles they choose to manifest their potentials within the ambit of their performance be it industry, entrepreneurial development, higher studies learning to research.

Keeping the vision, mission, quality policy and goal of the institute in view, the placement activities of the college is founded on rigorous training, in session industrial visits, international exposures through educational tours, guest lectures by speakers from the industry, bringing in eminent personalities of the industrial world as resource persons, guests for various occasions to help students build in an industry fit aura. This being the bird's eye view of the performances of the college towards enhancement of quality individuals ready for recruitments, the college has concrete and meticulously designed courses/programs for equipping the students to face interviews or keep themselves abreast with the trend of the industry.

## VISION

Enable students to launch careers in their dream organizations

## MISSION

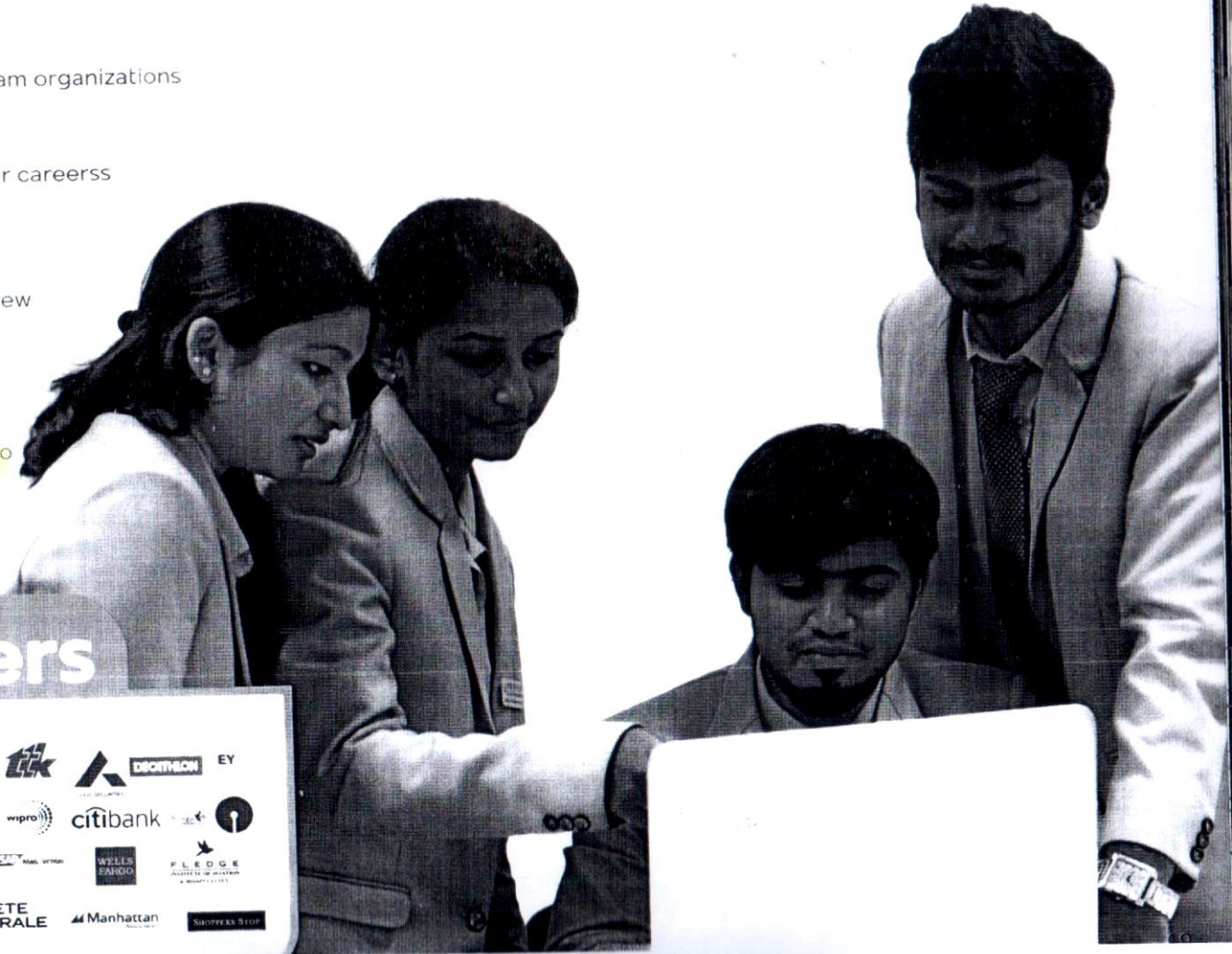
Provide opportunities to students, to plan their careers

## GOAL

To provide career guidance and placement opportunities to 100% students studying in New Horizon College-Marathalli

## QUALITY POLICY

Competent students to be placed in top multi-national and Indian companies, others to be prepared as per their developmental needs and explore new horizons for them in suitable organizations



## Our Recruiters





**NEW HORIZON**  
**COLLEGE**  
MARATHALLI

Bellandur Main Rd, Kaverappa Layout, Near Marathahalli, Bengaluru, Karnataka 560103 India

**+91 9880534935, 080-66297777**

admissionsnhcm@newhorizonindia.edu

**CONTACT US REGION WISE**

**+91 9880534935**

Karnataka, Kerala, Tamil Nadu

**+91 9740076446**

Bihar, Jharkhand, Chattisgarh,  
Madhya Pradesh, Uttar Pradesh,  
& entire North India


**+91 9740076447**


Andhra Pradesh & Telangana


**+91 9740076936**


West Bengal, Manipur, Assam,  
Shillong, Meghalaya and entire  
East India and also Nepal & Bhutan

**FOLLOW US ON**

 /nhce.official

 /nhceofficial

 /NewHorizonColl

 /c/NHEIBangalore

 [www.newhorizonindia.edu](http://www.newhorizonindia.edu)