



Narasu's Sarathy Institute of Technology

Approved by AICTE | Accredited By NAAC | Affiliated to Anna University

Salem Bengaluru Highway NH - 7, Poosaripatty, Kadayampatty Taluk, Salem - 636305.

Admin Office: 93449-72274, Admission Cell: 93449-72275, 73977-56003,
admin@nsit.edu.in, www.nsit.edu.in

HR POLICY MANUAL


OUR VISION

The college aims to impart quality education combined with ethical values, the two qualities that are in congruence with the nation's development. The vision of the college is to produce Engineers who think 'out of the box' and can act as a cohesive link between the administrative and executive machinery of the country.

OUR MISSION

Our mission as an institution is to impart value based education to students from both the rural and urban areas and to train them into technically competent, ethically strong and quality professionals in order to meet the challenges of the rapidly changing technological environment.




Dr. V. MUNUSAMI, M.E., Ph.D., MISTE., FIE.,
PRINCIPAL
Narasu's Sarathy Institute
of Technology
Poosaripatty, SALEM-636 305.



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7	Leaves cannot be accumulated and carried forward to the next academic year, in general
8	Final sanction of the leave/vacation / OD is the discretion of the principal and should not be treated as a fundamental right
9	Providing 1-hour permission two times a month for faculty and staff.
On Duty (OD)	
1	Duty leave will be granted to faculty for a maximum number of 15 days per Academic year for the following purposes
2	Prior permission from the HOD and Principal with proper alternate arrangement is essential.
3	On-Duty (OD Career Development Course work) permission can be availed for official work (assigned by the college), development Programs (FDP, Conferences, Workshops, Research Work, examinations, STTP, and others), and Anna University Examination and Valuations).

CHAPTER – 5	
STAFF WELFARE MEASURES	
1	Free Transport facility provided to teaching and non- teaching staff.
2	Financial assistance will be provided for attending FDPs, Workshop, professional and administrative development programs, outside NSIT, along with on-duty (OD) within India and financial assistance will be provided for book publishing.
3	Providing financial support towards membership fees of professional bodies.
4	On-duty will be provided for attending programs and PhD research work. Guidelines have to be followed to obtain OD.
5	Cash incentives will be given to faculty, who produce academic results of 100% in the college annual day.
6	Cash incentives are given to faculty who receive awards and Rs.1000/- and Rs.500/ recognitions at the National and State level.
7	Rs. 2500/- is given marriage gift for faculty and staff.
8	Faculty can avail the eligible vacation for his/her marriage or medical treatment.
9	Free accommodation is provided to faculty who stay in the hostel.
10	Employee Provident Fund (EPF)

CHAPTER – 6	
ROLES AND RESPONSIBILITIES	
6.1. Governing Body	
1	The Governing Council is the highest administrative body of the institute and it meets once / twice a year its functions are given below
2	To monitor the academic and other related activities of the college
3	To consider the recommendations of the Staff Selection Committee
4	To review the important communications, policy decisions received from the University, Government AICTE, etc
5	To consider the introduction of new courses and changes in intake for the next academic year

