

NIRMALA COLLEGE FOR WOMEN (AUTONOMOUS)

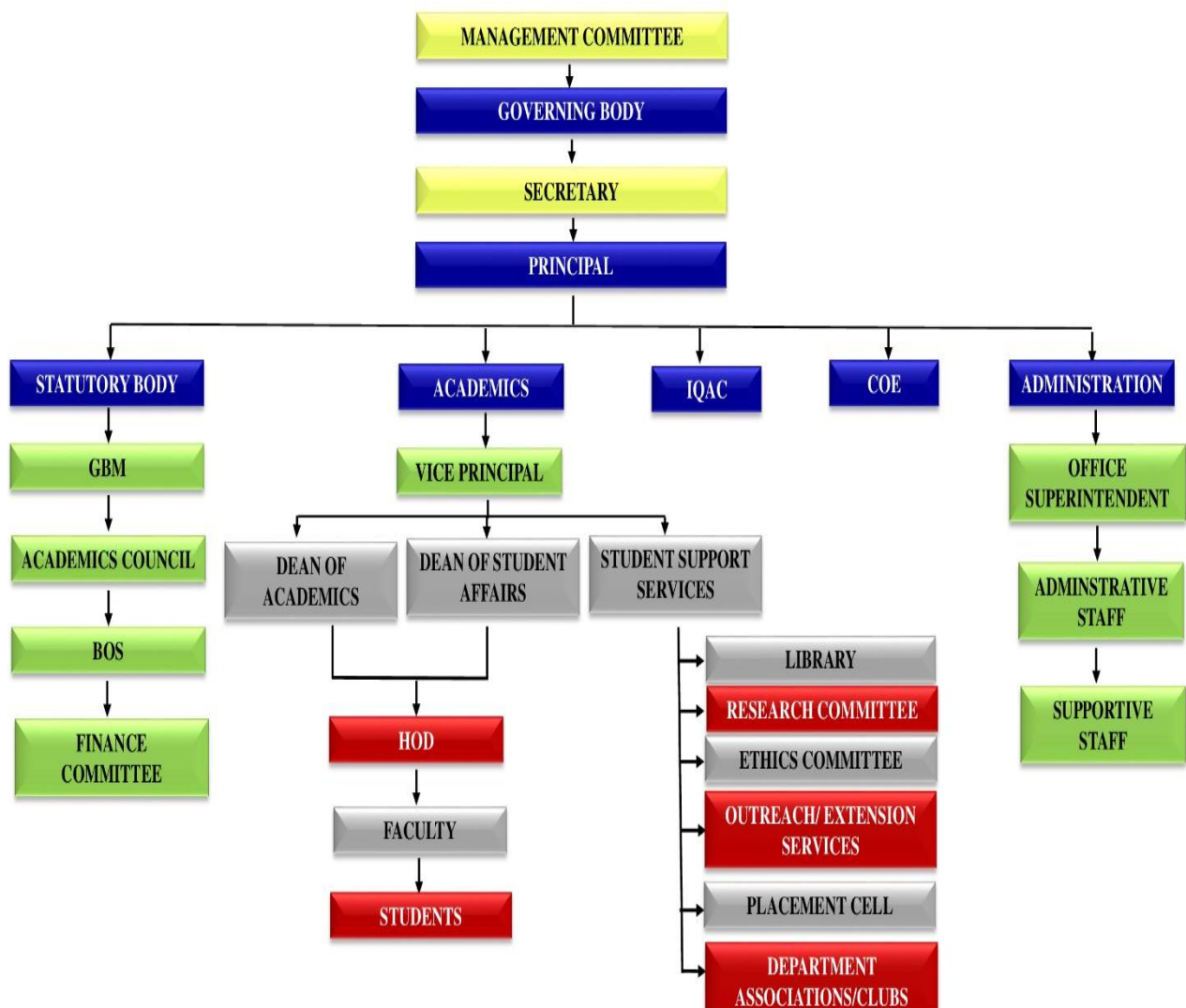
Accredited with 'A' Grade by NAAC in the 3rd Cycle with CGPA 3.62

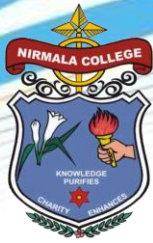
Accorded Star Status by DBT

Recognized by DST-FIST at level '0'

Red Fields, Coimbatore -641018, Tamil Nadu, India.

ORGANIZATIONAL STRUCTURE





NIRMALA COLLEGE FOR WOMEN (AUTONOMOUS)

Accredited with 'A' Grade by NAAC in the 3rd Cycle with CGPA 3.62

Accorded Star Status by DBT

Recognized by DST-FIST at level '0'

Red Fields, Coimbatore -641018, Tamil Nadu, India.

HISTORY OF THE COLLEGE

The vision of Rev. Fr. Louis Ravel, the Founder of the Congregation of “The Franciscan Sisters of the Presentation of Mary” was empowerment of women through education. The focus of his vision was to impart quality education to the downtrodden women which is enshrined in the motto “**Knowledge Purifies and Charity Enhances**”.

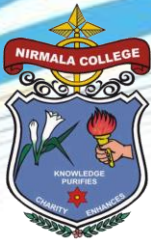
The founder’s vision was realized with the establishment of Nirmala College for Women in the year 1948. ‘Nirmala’-the unblemished or purest is the core value that is sought to be imparted in higher education. The guiding principle of the institution is purity of thought, word and deed in all aspects, thus signifying the name ‘Nirmala’. This core value is to be reflected in every action of the system of the college.

VISION AND MISSION

The vision statement of Nirmala College for Women was evolved with a focus on imparting holistic quality education with social commitment eventually making them humane. The Mission statement of the college is as follows:

1. To nurture intellectual curiosity
2. To develop a holistic personality
3. To instil social commitment
4. To promote national integration

The policy of Nirmala Education Society has been drawn up to uphold the very purpose of founding the Congregation of “**The Franciscan Sisters of the Presentation of Mary**”. These policies have been drawn to keep alive the core value of purity and promote the mission statement of the college. The policies aim at creating a principled, systematic, transparent and holistic approach to imparting quality education. The vision of the congregation is reflected in the policies of the Nirmala Education Society.



NIRMALA COLLEGE FOR WOMEN (AUTONOMOUS)

Accredited with 'A' Grade by NAAC in the 3rd Cycle with CGPA 3.62

Accorded Star Status by DBT

Recognized by DST-FIST at level '0'

Red Fields, Coimbatore -641018, Tamil Nadu, India.

REGULATIONS OF NIRMALA EDUCATION SOCIETY (Run by Franciscan Sisters of the Presentation of Mary, Coimbatore)

Terms and conditions of Employment

Persons who take employment in the Higher Educational Institutions under the Society of the Franciscan Sisters of the Presentation of Mary, Coimbatore shall be governed by the following Terms and Conditions.

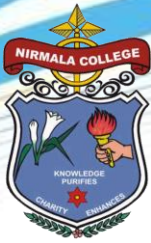
I. MEANINGS

The 'terms' given below shall carry their meaning as follows:

1. 'Authorities of the Institution' mean the authorities in charge of the administration of the institution concerned.
2. 'Authorities of the Congregation' mean the authorities specified under the Society Bye-Laws and the Policy for the discharge of the various functions.
3. 'Congregation' means the Society of the Franciscan Sisters of the Presentation of Blessed Virgin Mary, Coimbatore.
4. 'Society' means the Religious Congregation.
5. 'Institution' includes all Higher Educational institutions administered by the Society.
6. 'Grace charges' mean charges or allegations of any kind involving misconduct, indiscipline, irregularity and dereliction of duty which are liable for disciplinary action entailing major punishments.
7. 'Major penalties' mean punishments like Dismissal, Removal, Reduction in Rank.
8. 'Minor penalties' mean censure, stoppage of increments with or without cumulative effect, recovery from pay and suspension from employment not exceeding two months.
9. 'Salary' means the Pay and Allowances payable to the employee.

II. APPOINTMENTS

1. Appointments shall be made only by written orders issued by the competent authorities under the Congregation.
2. Appointments shall be under the Congregation and the postings shall be in particular institutions as may be specified.



NIRMALA COLLEGE FOR WOMEN (AUTONOMOUS)

Accredited with 'A' Grade by NAAC in the 3rd Cycle with CGPA 3.62

Accorded Star Status by DBT

Recognized by DST-FIST at level '0'

Red Fields, Coimbatore -641018, Tamil Nadu, India.

3. All permanent vacancies either in Government Aided posts or in Self-financed Courses shall be filled by qualified candidates, selected by the committee appointed by the Secretary on behalf of the management.
4. Appointments may be permanent or temporary or for specified periods or tenures as may be stipulated in the order of appointment by the president issued through the Secretary of the college.
5. Appointments shall take Grant-in-aid effect from the date on which the employee is instructed to join duty.
6. In cases of appointment in Grant-in-Aid posts, the appointments shall be as per the norms of the institutions and of the Department of Collegiate Education and is submitted to the latter for the release of salary.

III. PROBATION

1. Employees shall remain under probation until they are confirmed by express orders issued by the competent authority of the institution.
2. Probationary period shall be for two years or up to three years from the date of joining duty.
3. During the probationary period the nature of employment shall be only temporary and the employees can be relieved from duty at any time without assigning any reasons.

IV. CONFIRMATION

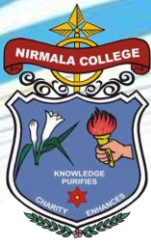
1. Employees are eligible for confirmation only on successful completion of probation for a continuous period of not less than two years within a span of three years.
2. Confirmation orders shall be issued by the competent authority of the Institution.

V. PROMOTION

Promotion to any higher post or position shall be only on the basis of merit, competence, compatibility and suitability of the candidates.

VI. REMUNERATION

1. Employees are eligible for the pay and allowances as may be specified in the order of employment.



NIRMALA COLLEGE FOR WOMEN (AUTONOMOUS)

Accredited with 'A' Grade by NAAC in the 3rd Cycle with CGPA 3.62

Accorded Star Status by DBT

Recognized by DST-FIST at level '0'

Red Fields, Coimbatore -641018, Tamil Nadu, India.

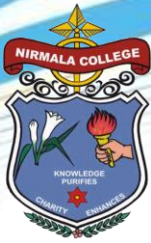
2. Allowances, increments, incentives etc may be sanctioned according to the policies of the management from time to time.

VII. DISCIPLINE

1. Employees shall conduct themselves honestly, efficiently and diligently as per the orders and instructions of the authorities of the institutions and the Policies of the Nirmala Education Society.
2. Employees shall report to duty on time on every working day and sign in the Attendance Register prescribed.
3. Employees shall not on any pretext absent themselves from duties without the previous permission of the authorities of the institution.
4. In case of sickness or their inevitable causes, employees shall forward a proper medical certificate or certificates explaining the circumstances, to the authorities of the institution without any delay.
5. Employees shall during their tenure of employment, devote their attention to their duties and shall on no account either directly or indirectly carry out any trade, business or canvassing work, private tuition or the like of a remunerative nature, without the specific sanction of the authorities of the institution.
6. Employees shall make themselves available and take full participation in all programmes conducted by or connected with the institution.
7. Employees involved in teaching shall update their knowledge and skills by utilizing the facilities in the campus and off the campus, and shall give active guidance to students in research, consultancy and extension activities.
8. Employees shall not have any affiliation, membership or involvement with any political parties or in any clubs or organizations or groups excepting academic bodies.

VIII. TRANSFER

Employees are liable for transfer to and posting among all the institutions under the same Management. However, they are entitled for protection of their scale of pay and seniority in service wherever they are working.



NIRMALA COLLEGE FOR WOMEN (AUTONOMOUS)

Accredited with 'A' Grade by NAAC in the 3rd Cycle with CGPA 3.62

Accorded Star Status by DBT

Recognized by DST-FIST at level '0'

Red Fields, Coimbatore -641018, Tamil Nadu, India.

IX. DISCIPLINARY ACTION

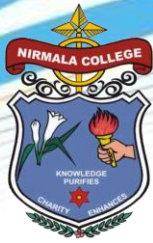
1. Employees are liable for disciplinary action for any kind of misconduct, indiscipline, irregularity and dereliction of duty.
2. Employees are liable for penalties, either major or minor, according to the gravity of the charges for which they are punished.
3. Employees can be placed under suspension in contemplation or during the pending of disciplinary proceedings on grave charges attracting major punishments.

i) Minor Penalty

1. Minor penalties can be imposed after intimating the employee concerned the charges / allegations in writing and providing him/her with an opportunity of giving a written explanation thereon within a reasonable time as may be specified in the intimation.

ii) Major Penalty

1. Major penalties can be imposed after intimating the charges / allegations in writing to the employee concerned and providing him /her with an opportunity of giving a written explanation thereon and, at the wish of the employee, conducting a personal hearing or an enquiry thereon.
2. The employee shall be either supplied with copies of the relevant documents or permitted to peruse and take hand extracts of the same so as to enable the employee to submit explanation and defend in the enquiry.
3. The employee shall be provided with the opportunity to examine or cross-examine any of the witnesses and also produce witness.
4. After the conduct of personal hearing or enquiry, the report of such personal hearing or enquiry shall be furnished to the employee together with a notice providing him/her with an opportunity to submit explanation within a reasonable time as may be specified as to why appropriate punishment should not be imposed.
5. After considering the explanation if submitted, or after the expiration of the time specified for the submission thereof, final orders shall be passed either dropping action with or without conditions or imposing appropriate punishments.



NIRMALA COLLEGE FOR WOMEN (AUTONOMOUS)

Accredited with 'A' Grade by NAAC in the 3rd Cycle with CGPA 3.62

Accorded Star Status by DBT

Recognized by DST-FIST at level '0'

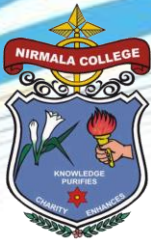
Red Fields, Coimbatore -641018, Tamil Nadu, India.

X. TERMINATION FROM SERVICE

1. In case of tenure appointments or temporary appointments for specified periods, the employment shall automatically stand terminated on the expiry of the tenure or the specified period.
2. In all cases of permanent employment, the services can be terminated on either side (employer as well as employee) either by giving three months' notice to the other or by paying three months' salary in lieu thereof.
3. In all cases of temporary employment, the employees are entitled to be relieved from their services either by giving two months' notice to the other or by paying two months' salary in lieu thereof.

XI. APPEALS

1. Employees are entitled to prefer an appeal against any order of punishment or termination in writing to the President of the Society within thirty days from the date of receipt of the order appealed against.
2. The President may, after affording such opportunity of hearing to the employee concerned if in her opinion such hearing is necessary or by obtaining a report from a committee as may be appointed by her at her discretion, pass orders either confirming or modifying setting aside the order appealed against.



NIRMALA COLLEGE FOR WOMEN (AUTONOMOUS)

Accredited with 'A' Grade by NAAC in the 3rd Cycle with CGPA 3.62

Accorded Star Status by DBT

Recognized by DST-FIST at level '0'

Red Fields, Coimbatore -641018, Tamil Nadu, India.

APPOINTMENT ORDER (SAMPLE)

Tmt/Dr.....daughter / wife of
Thiru.....is appointed temporarily on probation, as
Assistant Professor in the Department ofNirmala College for
Women (Autonomous) Coimbatore -18, w.e.f.in the scale of
Pay

The appointment is governed by the Terms & Conditions of Employment framed by
the Management from time to time.

She shall report for duty before the Secretary, Nirmala College for Women
(Autonomous), Coimbatore on.....FN

She shall be on probation for a period of two years from the date of joining.

(If the post is aided) The appointment is subject to approval of the University and the
Directorate of Collegiate Education.

I have perused the Terms &

Conditions of Employment.

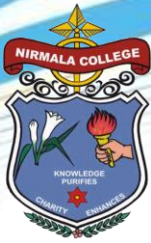
I accept and undertake

to abide by the same

[EMPLOYEE]

Seal & Signature

[SECRETARY / CORRESPONDENT]



NIRMALA COLLEGE FOR WOMEN (AUTONOMOUS)

Accredited with 'A' Grade by NAAC in the 3rd Cycle with CGPA 3.62

Accorded Star Status by DBT

Recognized by DST-FIST at level '0'

Red Fields, Coimbatore -641018, Tamil Nadu, India.

CONFIRMATION ORDER (SAMPLE)

Tmt/Dr.....daughter / wife of Thiru
.....now working as
in.....Nirmala College for Women, Coimbatore, has successfully
completed her probation onand accordingly confirmed and
made permanent in service w.e.f. the date of her original appointment ie.,

The appointment is governed by the Terms & Conditions of Employment framed by
the Management.

*I have perused the Terms &
Conditions of Employment.*

*I accept and undertake
to abide by the same*

[EMPLOYEE]

Seal & Signature

[SECRETARY / CORRESPONDENT]