

HR Policy

Rule & Regulation

Retirement – 65 years

Distance from students but become facilitator

Drinking , Smoking , indiscipline Is highly objectionable.

Timing upto 10 minutes late twice a month more than that will attract half day Leave.

EL/CL/Credited month wise detailed available in service Rules.

CL to be Approved by HOD subject to substitute is available.

Administration to keep the record and to do due calculation.

EL/OD/Vacation to be recommended by HOD and approved by Director.

Any type of Leave permission should be taken well in advance at least a Week's before.

HOD Should ensure at any point 50% staff should be available in the Deptt.

Normally EL can not be availed during the academic session.

EL/CL can't be clubbed together.

For non teaching no vacation Leave, Leaves are credited p.m.

Leave is privileged not a right.

CL is counted 1st july to 30th june every year non encashable.

Study leave can be given depending upon the requirement.

Part time faculty coming for more than 50% at the time is eligible for 1 leave per month.

Duty leave outside the institution can be availed upto 9 days a year , maximum with a approval of Director however first priority should be our institute subject to the submission of intimation in hard copy e.g.

Conference/workshop/invigilation paper checking etc.

Earned leave can only be encashed if service is more than 7 Years.

All staff should wear a formal dress. T-shirt/Jeans etc. are not allowed.

It is mandatory to display your ID card during the institute Hours.

All notices through email or websites are deemed and accepted.

Lingaya's Lalita devi Inst. Of Mgmt. & Sc. Mandi, New Delhi
(LLDIMS)

(Service Rule 2010)

1. General

These Rules may be called the "Lingaya's Lalita Devi inst. Of Mgmt. & Sc. Mandi, "service Rules -2010", These rules shall apply to all the employees in the service if Lingaya's Lalita Devi Inst. Of Mgmt. & Sc., Mandi, New Delhi/NCR of Delhi.

- 1.1 Such amendments and addition shall become binding on all the institute employees.
- 1.2 Definations: in these Rules , unless there is anything repugnant to the subject or context.
 - a. **"The institution"** means " Linagaya's Lalita Devi Inst. Of Mgmt. & Sc., Mandi" New Delhi and its selections wings Departments,"established and managed by Board of Management of Gadde Charitable trust hereinafter referred to as Trust.
 - b. **"The Director"** means the Director of the institute who is responsible for the running and efficient administration of the institute and enjoying the powers , functions and responsibilities as defined in the Rules of the institute.
 - c. **"Employee"** includes salaried employees , whether teaching , Non-teaching staff or any other person In the whole or part time employment of the institute , whether such employment is probationary , ad-hoc, permanent or contractual.
 - d. **"Management "** means the Board of Management of the Trust hereinafter referred to as BOM. The decisions of the board of Management will be communicated through Director or the person nominated by him. Any decision ob behalf of the Board of Management , as and when required, may be taken by the Director to whom BOM has delegated the powers.
 - e. **'Appointing Authority'** The Board of Management of trust shall be the appointing authority , however , the Board of Management may, by a resolution , delegate such of its powers as it may deemed fit, to the Director subject to the condition that all the important actions taken by him shall be reported to Board of Management.
 - f. **"Disciplinary Authority"** means authority specified by the Board of Management from time to time and competent under the rules to impose any of the penalties specified in these rules.

- g. **"competent Authority"** means the authority to which the Board of Management has delegated its powers by general or special resolution or order to discharge the functions or use the powers specified in the resolution or order.
 - h. **"Appellate Authority"** means the authority specified as such which may be notified by the Board of Management from time to time.
 - i. **"secretary"** means the secretary of the Trust.
- 1.3 All the employees are expected to be exemplary in their public as well as private life. their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners committed to their care.
 - 1.4 The employees are expected to commit and conduct themselves according to the spirit of National integration showing love, concern and respect to all without any discrimination on the basis of caste, creed or religion, any act or speech against these rules will be considered as a serious breach of discipline and will be dealt with accordingly
 - 1.5 Every employee shall strive to inculcate in the students a high sense of values, social consciousness, pride in their university and loyalty to the country. It is the sacred duty of the Employees to work for the intellectual, moral, social and professional development of each and every student.
 - 1.6 The BOM of the Trust reserves to itself the right to amend or add to these rules without any notice.

2. OBJECTIVE

The objective of these rules is to lay down uniform policy for all the employees of the institute with a view to minimize use of discretionary powers, procedural delays and hold-ups. All the employees are expected to familiarize with these rules & regulations for most effective results.

3. APPLICATION & JURISDICTION

- 3.1 These rules shall apply to employees of all categories, posts and status.
- 3.2 These rules supersede all previous orders, rules, minutes, circulars, etc. including the HR policy in as much the matters relates to Terms & Conditions of Employment, conduct, leave, promotion policy, etc.

4. POSTS & APPOINTMENTS

- 4.1 The posts in the institute will be created on Ad-hoc, Temporary, contractual, and permanent basis by the board of Management as per the requirement of manpower calculated on the basis of the norms of the UGC and adopted by the institute. Additional

posts as required for the UGC extension , specific projects and production activities may also be created , if requires.

- 4.2 All appointments shall be approved by the Director to whom Board of Management has delegated powers and the same shall be made by Director of the Institute on the recommendation of the selection committees constituted for the purpose and shall be ratified by the Board of Management.
- 4.3 Appointment of the faculty to the posts will ordinary , be made in the first instance on ad-hoc / contractual /Temporary/part-time basis but may be kept on probation (in case of temporary appointment) for a period of two years. In special cases , the period of probation may be extended by months by the competent authority
- 4.4 The appointment of certain category of supporting staff 9 Technical 8 Non-technical) to the posts may be outsourced and made through agency to be decided by the Director with the consent of the Director to whom Board of Management has delegated powers from time to time.
- 4.5 Appointment on ad-hoc or contractual or on part time basis will be made for specific tenure , period or duration and will be deemed to expire on the last day of tenure i.e. invariably on 31st of MAY.
- 4.6 The appointee may be posted to any institutions /Duty post of Linagays's Group of institutions on National Capital Region of Delhi.
- 4.7 Appointment to the post is subject to a police verification and Medical Certificate of Fitness issued by a registered medical practitioner holding at least a M.B.B.S. degree.
- 4.8 Professors/Associate professors /Astt. Professors /Lecturers (SG)/Sr. lecturer /lecturer/pro-term lecturer shall be treated as vocational staff while all other category of staff shall be treated as non-vocational staff. ss
- 4.9 It is mandatory for the non-vocational /supporting staff to reside within 8 to 10 To km of institute premises.

5. CATEGORY OF EMPLOYEES.

- 5.1 Teaching staff
- 5.2 Supporting staff(Technical & Non-technical)

6. TENURE OF EMPLOYMENT.

All employees shall fall in any one of the category of employment viz. regular , adhoc or temporary or on contract/part time for a fixed tenure/job as specified in their appointment letter/manually agreed upon, subject to the terms and condition given below:

7. TERMS AND CONDITION OF EMPLOYMENT

- 7.1 Every faculty member of the institute shall retire on attaining the age of 65 years.
Extension or re-employment on consolidated pay as decided in each case upto to the age

of 70 years may be given in special cases at the discretion of the institute. The Director to whom the powers have been delegated , may extend employment with the consent of the Board of Management , if the employee attains the age of superannuation on or after 1st of July/January upto the end of academic term respectively. The figure 65/70 may be modified by the BOM as per the guidelines of the UGC/MHRD/AICTE. The age of retirement in case of the supporting staff(Technical & Non-technical) shall be 60 years.

- 7.2 The management reserves the right to assign appropriate work commensurate with the qualification and experience of the employee and regulate the working hours from time to time
- 7.3 An employee may be assigned any other duty, in addition to normal duty, falling within the functional jurisdiction of the institute , which he/she is capable of performing and which in necessary to be performed. Any unwillingness shown on the part of employee to perform the allocated duty shall be considered as indiscipline and liable for disciplinary action.
- 7.4 Every employee shall devote his/her full attention to safeguard the interest of the institute.
- 7.5 Full-time employee of the institute shall devote his/her whole time in the service an for the benefit of the Linagya's Lalita Devi Inst. Of Mgmt.& Sc. , Mandi, New Delhi. He/she shall not take up any other employment or engage in any private business of any other nature of join any other educational institution/school/college/social organization without the written permission of the Director. He /she shall also not make himself or herself directly or indirectly interested in the business of any other person or organization unless specifically permitted by the institute and they need necesserally to be involved in such assignments.
- 7.6 The employment of the institute has an implied undertaking that the he/she shall not divulge any official secrets /valued information gained by him/her during the course of employment with the institute to any other individual or institution /college/agency/organization while in service of the institution or even after leaving the institution . divulging of official secrets shall construe misconduct/indscipline and is a punishable offence.
- 7.7 He/she shall abide by and follow the rules& regulations of the institute and the instructions issued from time to time by the competent Authority.
- 7.8 He/she shall be responsible for safe-keeping and return in good condition and other the properties , equipments , books , etc. of the institute which may be issued to him/her for his/her personal use, custody and /or charge. The Director /Controlling officer has the right to realize cost of the equipment /books/property of the institute placed In custody of issued to an employee for performing his/her duty from his/her dues. The dircector reserves the right to take such other action(s) as they may deem proper in the event of an employee's failure to account for the aforesaid items of property to the satisfaction of the Director.
- 7.9 The Director will deem to take the address mentioned in employment form as postal address for all communications. All the correspondence and communication forwarded to

this address shall amount to proper legal notice. therefore it shall be the responsibility of every employee to inform about any change in his/her address.

- 7.10 The violation of any terms and conditions of employment shall make the employee liable to instant dismissal without any notice or compensation. Similarly the falsification of information furnished in the personal data shall be liable to instant dismissal without any notice or compensation.
- 7.11 All employee shall abide by the rules of the central Library/ computing facilities/Deptt./Sections,etc. as issued by the respective competent authority from time to time.
- 7.12 It is mandatory on the part of employees to disclose the details of their wards/close relatives , studying in Lingaya's Lalita Devi Inst. Of Mgmt. & Sc., Mandi, New Delhi at the time of joining as well as thereafter.

8. PAY AND ALLOWANCES

- 8.1 The pay and allowances for the faculty will be in accordance with the norms of the UGC and specifically adopted by the Board of Management in consultation with the Finance committee.
- 8.2 The faculty appointed against the permanent temporary , ad-hoc or contractual posts,on temporary ,ad-hoc or contractual basis will be given suitable pay scale or gross emoluments as mentioned in their appointment order.
- 8.3 Every employee shall be paid his/her salary of a calendar month by the 7th of each succeeding month.
- 8.4 In case of certain categories of staff , the institute shall adopt the minimum wages as announced by the state Govt. from time to time.
- 8.5 The Institute shall deduct from the salary of an employee any dues formally recoverable, and credit the amount to Institute A/c on behalf of the employees.
- 8.6 Annual increment of pay though routine, shall not be automatic, but will be subject to all round good performance of the employee to the satisfaction of the Competent Authority and the same shall be ordinarily granted on 1st July of every year. If a staff member joins the Institute in between the session and has put in at least ten months of service, prior to July. he/she shall be granted annual increment otherwise the grant of increment shall take place on 1st of July of following year after completion of one year. Advance of monetary benefits in any form shall not be granted.
- 8.7 Incentives for Higher Qualification while in Service.

(i) Teachers who complete their Ph.D Degree while in service shall be entitled to 3 non compounded increments if such Ph.D is in a relevant discipline of the discipline of employment.

(ii) Teachers who acquire M.Phil or Post Graduate degree in a professional course recognized by the relevant statutory Body/Council, while in service, shall be entitled to one advance increment.

2. CONDUCT RULES

9.1 Misconduct

Without prejudice to the generality of provisions relating to conduct, it is clarified that following acts or omissions may also be deemed to constitute a misconduct on the part of an employee or be considered as sufficient reason for invoking the provisions of disciplinary proceedings:

- a) Willful in-subordination/ disobedience of lawful orders issued by the authority empowered to do so.
- b) Habitual late coming, irregular attendance and willful absence from duty.
- c) Marking the attendance without express permission of the superior after having been marked absent/ on leave, etc..
- d) Neglect of work or negligence in performance of duty including malingering and avoiding assigned academic/ administrative responsibility.
- e) Willful damage to the property of the Institute.
- f) Drug abuse, drunkenness, disorderly/ indecent behaviour/ use of abusive and insulting language within the premises of the Institute.
- g) Gambling and smoking within the premises of the Institute.
- h) Collection of money from the students/employees/public without the permission of the competent authority.
- i) Commissioning of an act which amounts to criminal offence involving moral turpitude.
- j) Misuse/ misappropriation of University property or funds assigned to an employee for official purposes.
- k) Instigating students into undertaking unlawful activities.
- l) Developing unhealthy relationship with students.
- m) Violating the teacher-taught norms.
- n) Lending/borrowing money from any source by employees without information/approval of competent authority.
- o) Any act subversive of discipline.
- p) Falsification of accounts
- q) Acting in a manner prejudicial to the interests of Institute and students.
- r) Refusal to work on holidays or on Sundays or extra-hour when notified to do so in the exigencies of Institute's work.

- s) Forming or enrolling as member in any Union/Association in Institute or outside the Institute.
- t) Absenting from any exam duty.
- u) Seeking/applying for job outside the University without NOC from the Competent Authority of the Institute.

9.2 CONSUMPTION OF INTOXICATING DRINKS AND DRUGS.

(a) An employee of the Institute shall strictly abide by the law relating to intoxicating drinks and drugs in force.

(b) An employee of the University shall not be under the influence of drink or drugs during the course of his/her duty under any circumstances.

9.3 LATE ARRIVAL

1. The Institute has transport facility for the conveyance of the employee... they miss it, they shall make their own arrangements to reach the Institute on time.
2. Two times late arrival upto 10 min in a month is normally permissible and shall not attract any penalty provided it does not affect the class schedule. However this should not be frequently resorted to.
3. Two times late arrival beyond 10 minutes and upto 30 minutes may entail a loss of half day Casual Leave or one day E.L.
4. All the late arrivals entailing ½ day loss of CL shall be got regularized by the employee by getting the leave approved.
5. Habitual late coming shall attract a noting in ACR and disciplinary action.
6. Early departure upto one hour may also entail loss of ½ CL or one day E.L.

9.4 MOVEMENT IN/OUT OF INSTITUTE PREMISES.

institute premises during working hours: without permission from the competent authority.

Note: Employees, who are required to go out of office on official duty, shall get Outdoor Duty (OD) Slip' duly approved and signed by the competent authority. The OD slip shall be handed over to the HR department before leaving the office. A copy of the same shall be handed over at the gate and an entry shall be made in the register accordingly. Employees leaving the office on personal accounts without approval/ grant of leave shall be treated as absent. without leave and shall be liable to disciplinary action including the loss of pay.

9.5 ABSENCE WITHOUT LEAVE

Absence without sanctioned leave in advance particularly during the currency of the academic session is highly undesirable and must be avoided. The employees of the Lingaya's Lalita Devi Inst. of Mgmt. & Sc., Mandi, shall, therefore, NOT ABSENT without having taken the leave of absence, particularly during the currency of the academic session. However, in case of emergency including sudden sickness, the employee shall inform his/ her immediate reporting authority/Head and seek his/her permission for absence at the earliest opportunity. This shall be followed by a written request for regularizing the absence immediately next day failing which it shall be treated as LWP.

1. In case an employee remains absent from the University for more than 05 days without any information/ sanction of leave, he/ she shall be treated as a defaulter and it shall be presumed that he/ she is not interested in the job and that the continued absence shall be considered as abandonment of services which shall ultimately call for his/ her removal from the employee's roll.

10. LEAVE RULES

10.1.

- a. Leave cannot be claimed as a matter of right. The Director has the right to refuse, revoke or curtail leave according to the exigencies of the service.
- b. Casual leave due only can be sanctioned by the Head of Department at his level. All other kinds of leave should be duly recommended by the Head of Department and the request sent to the H.R. Department for processing. After due processing on the file, the final sanction of the leave will be conveyed by the H.R. Department. Then only this leave should be considered sanctioned. However, to allow processing of such leave, sufficient time, at least 15 days, should be given before the application is made.

10.2

1. The employee will not absent himself/ herself without prior sanction from the Director and will not leave station without having earlier obtained written permission from the proper authority. In an emergency an application shall be sent as soon as possible stating the nature of emergency and reasons for the absence.
2. Taking leave or extending leave without approval/sanction will be treated as absence from the duty and renders an employee liable to disciplinary action.
3. The absence of an employee for 05 days or over stay of sanctioned leave for 05 days without information will make him/her lose his/her lien on the job. The Director shall be within his powers/authority to presume that such employee has abandoned the job of his/her own accord and would not like to continue.

- 10.3. An employee on leave may be permitted to return on duty before the expiry of leave.
- 10.4. Before proceeding on leave, even for one day, the employee, if needed, may leave. instructions in writing about the work to be carried on during his/her leave.
- 10.5. An employee shall intimate the office his/her address and telephone numbers whenever there is a change and when they are on leave or vacation.
- 10.6. The employees proceeding on any type of leave exceeding 7 days will duly handover all documents/stores on his/her charge to the person nominated by his superior officer.
- 10.7. Grant of any kind of leave to faculty and staff during the days of class contact period may.
- 10.8. Vacation to faculty may be granted in such a manner that at any point of time, normally 50% of faculty, as required, may be on duty to do exam.. training, supervision. departmental work, etc.
- 10.9. Schedule chart of vacation to faculty is to be submitted by the HODs to the Director for his information and advice before its issuance.

10.10.

- a. Prefixing and Suffixing of holidays and Sundays with vacation and E.L.. shall be allowed.
- b. Suffixing of holidays and Sundays with leave without pay will be treated as continuation of leave without pay' itself. However, prefixing of holidays & Sundays shall be allowed with LWP.

10.11.

- a. Under unavoidable circumstances, if any employee is absent from duty without permission, then leave application should be submitted on the next working day, Failure to do so may result in treating the absence as leave without pay' and may lead to 'break in service'.
- (b) Applying for leave or absenting from duty off & on or frequently during class contact period will be treated as breach of conduct.

10.12. Leave is a privilege and not a right. It is earned and does not automadmissible as soon as one joins the service. No form of leave except CL considered admissible till an employee has completed a minimum o. service. No leave shall be availed till it has been sanctioned formally or a verbally from the sanctioning authority.

10.13. However, in keeping with various practices in vogue, following leave rules have been framed. The leave admissibility in respect of all regular employees shall be as under:

Type of Leave	Annual Admissibility (days)	Max. Accrual (days)	Remarks
Earned Leave	10 days	120 days	Shall be credited on yearly basis on 1 st july
Casual Leave	8 days	NIL	@ two in three months
Vacation Leave	24 days	NIL	Applicable to teaching faculty and shall be availed during vacation

			period as and when notified.
--	--	--	------------------------------

1. No advance leave will be granted to any of the employee in normal circumstances. In exigencies of such requirement, the approval of the Competent Authority is mandatory.

2. Faculty members are not entitled for vacation leave during probation period.

10.14. The leave year is the Academic year viz 01" July to 30th June.

10.15. On severance of the services, if an individual has availed Earned Leave/ Casual Leave in excess of the entitlement, the same shall be recovered at the time of settlement of the accounts.

10.16. In the event of an individual resigning from the services of the Institute, no kind of leave except C.L. shall be allowed to be availed during the notice period.

10.17. EARNED LEAVE (EL)

- Earned leave means the leave earned by an employee for the services rendered during the Academic year.
- EL shall be credited to an employee's account after he/she completes 12 months of continuous service. It shall be calculated proportionately for the duration of the service rendered during the Academic year (1" July to next June 30")
- Earned leave can be availed only after the completion of 12 months of continuous service.
- Request for EL shall be made well in advance, requests made less than 15 days in advance may not be entertained.
- Sundays and other holidays falling within the leave period shall be counted towards same as the concerned leave.
- A minimum of 3 days leave shall be availed to get it treated under the category of 'Earned Leave', EL, may preferably be availed during non-teaching period except in case of emergency.

10.18. CASUAL LEAVE (CL)

- Casual leave is catered to meet emergent/ unforeseen requirements of an employee. It shall, however, be got sanctioned in advance unless unavoidable.
- Like EL, CL also can not be availed in advance in normal circumstances.
- An employee is entitled to two CL every three months of attendance in the Institute. C.L. cannot be accumulated beyond the calendar year.
- CL can be availed upto the number of days of CL. earned or upto 3 days, whichever is less.
- C.L. cannot be combined with any other leave.
- CL can be availed for even half a day.

- g) Any holiday/off day including Sunday etc either intervening prefixing /suffixing C.L. will be allowed.

10.19. VACATION LEAVE

- In case teaching staff is not allowed to avail all or some of the 24 days vacation or as due to him/her in that year, then he/she will be eligible for a credit of Earned Leave @ the entitlement upto a maximum of 12 days in an academic year. This leave will be credited only after completing probation period. For example if a faculty member has availed 14 days vacation in that year of duty and was detained for 10 days, he/she will be entitled to be credited 10x1/2 5 days of Earned Leave.
- Vacation shall be availed after specific approval of the Director in each case and normally subject to the durations being not less than 7 days or as credited for the preceding term whichever is less in one spell. However, the Director may relax this condition in case of faculty pursuing higher studies.
- Vacation leave can be availed only after completion of probation period. The Director may detain any of the faculty during any vacation in part or full to attend to any work assigned.
- Vacation Leave can be combined with EL/EOL/any holidays NOTE: EL/CL/VL shall be got sanctioned by the competent authority on the prescribed form. All leave applications shall have the endorsement of the HR department indicating the days of leave availed/ days of leave in balance. All applications duly approved shall be submitted to the HR department before proceeding on leave. Non-compliance may lead to a person being marked absent..

10.20. MATERNITY LEAVE

- A permanent female employee of **Lingaya's Lalita Devi Inst. Of Mgmt. & Sc., Mandi**, and with less than two surviving children may be Granted maternity leave of 26 weeks paid leave from the Date of confinement .

Note :

- Prior notice of at least Three months with medical proof of such leave will be given by the employee.
 - Maternity Leave includes of all intervening holidays and vacations.
 - If Maternity Leave extends beyond vacations it is calculated from the date of Confinement.
- Maternity Leave of 26 weeks paid days are to be given to women in case she has completed 80 days during last 12 months from the date of expected delivery.

- c. During the period of Maternity Leave she will be paid Leave salary in equal monthly installment equal to the pay drawn immediately before proceeding on leave after having joined her duty.
- d. Maternity Leave will not be applicable to contractual /temporary / Adhoc or part- time appointees.

10.21. STUDY LEAVE

- a) Study leave with financial benefit leading to M.Tech/M.Phil/PhD/ may be granted to faculty below the rank of Professors after a minimum of 05 years of continuous service in Lingaya's Lalita Devi Inst. of Mgmt. & Sc., Mandi, to pursue a special line of study or research directly related to his/her work in the Institute or to make a special study of the various aspects of Institute organization and methods of education. For research publication the mechanism for suitable compensation is available.
- b) The period of study leave may be upto 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide through HOD. Care should be taken that the number of teachers given study leave, does not exceed 05% of faculty strength in any department subject to overall ceiling of 05% at Institute level.
- c) The Director to whom powers have been delegated by BOM shall be the approving authority on the recommendation of concerned Head of Department/Dean.
- d) Grant of study leave shall be for all faculty.
- e) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, extraordinary leave or vacation, provided that the earned leave to the credit of the teacher shall be availed of at the discretion of the sanctioning authority.
- f) A teacher granted study leave shall on his/her return and re-joining the service of the Institute shall be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. However the teacher shall be eligible for higher post as per UGC norms subject to his/her selection by the Selection Committee.
- g) Study leave shall count as service for seniority/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- h) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- i) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three year from the date of his/her resuming duty on expiry of the study leave.

- j) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave.

10.22. LEAVE FOR PART-TIME EDUCATION

- a) The faculty members may be allowed to attend morning after-noon classes provided the same leads to the improvement of qualification. However this facility shall be available for the duration of approved course not exceeding 3 years. The maximum absence of on a day to an extent about 20% of load may be permitted. 20% of salary every month will be held by Institute and the amount will be returned in same ratio after completion of the course.
- b) The faculty member shall be required to submit Time Table dully authenticated by the institute where he has taken admission.
- c) The faculty member shall, however, be required to execute a bond to serve the Institute for a minimum of three years after the completion of the course or draw proportionately reduced salary.
- d) Faculty member availing leave for part time education shall teach a minimum of two courses for 12 hours per week during contact classes.

10.23. DUTY LEAVE

- a) Duty leave of a maximum of 09 days in an academic year may be granted for:
- I) attending conferences, congresses, symposia, short term courses and presenting papers in seminars on behalf of the university or with the permission of the Institute.
- II) delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and Director.
- III) working in another Indian or foreign university, any other agency ,institution or organization, when so deputed by the Director.
- IV) Participating in a delegation or working on a committee Government of India, State Government, the University Grants Commission, a sister Institute or any other academic body, and for performing any other duty for the Institute.
- b) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion and such leave may not be granted for more than two times for similar activity during an academic year. However, such leave may be limited to 3 days at a time.

- c) Faculty, who are sponsored for short term course/presentation of paper etc are required to submit a report on the course and certificate of attendance within a week time after joining. It is also mandatory to give a seminar within one month positively failing which duty leave will be treated as leave due or LWP.
- d) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances,
- e) Duty leave may be combined with earned leave or extraordinary leave.
- f) Documentary evidence shall be accompanied with the request/confirmation by HOD.
- g) The incumbent shall seek CL, or EL or EOL for attending to paid activities eg. Working as an external examiner, Exam Superintendent, Member of an Inspection Committee etc.
- h) The HOD shall forward this leave for approval to Director at least one month in advance and the same shall be sanctioned in consultation with the Competent Authority of the Institute.

10.24. SABBATICAL LEAVE

- a) Permanent, whole-time teachers of the Lingaya's Lalita Devi Inst. of Mgmt. & Sc., Mandi, who have completed Ten years of service as Asstt. Professor/Associate Professor or Professor, with Phd. qualification, in LLIDMS may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.
- b) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- c) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.
- d) A teacher shall, during the period of sabbatical leave, be paid basic pay only (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave. 20% of the salary every month will be held by Institute and the amount will be returned in the same ratio after completion of course,
- e) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the BOM may, if it so desires, sanction sabbatical leave on reduced pay.

- f) During the period of sabbatical leave, the teacher shall be increment on the due date. The period of leave shall also 14/23 purposes of Seniority/annual increment/contributory provident the teacher rejoins the Institute on the expiry of his/her leave.

10.25. EXTRA ORDINARY LEAVE

- a) In case of genuine necessity and when no other leave is due, leave without pay to the extent of ½ day minimum and not more than 9 days in a year may be granted by the Competent Authority of the Institute subject to the conditions to be specified at the time of granting the leave. However such leave shall not be granted during contact classes.
- b) Period of EOL (LWP) is considered as "Dies-non". Hence this period will not count for increment, Career Advancement etc. Also if the period of EOL exceeds 09 days in month, no VI/EL will accrue to the employee for that month.

10.26. LEAVE ENCASHMENT AFTER RETIREMENT RESIGNATION

- a) Employees who have continuous service of 07 years or more in Lingaya's Lalita Devi Inst. of Mgmt. &Sc. , Mandi , are entitled to earned leave encashment available at his/her credit at the time of relieve.
- b) On attaining the age of superannuation or when formally relieved an employee is entitled to encash unutilized E.L.. at his/her credit subject to a maximum of 120 days Calculated on basic pay & DA only.
- c) When an employee submits his/her resignation any kind of leave at his/her credit shall not be adjusted against the notice period.

11. PROVIDENT FUND AND OTHER BENEFITS:

11.1 All eligible employees shall subscribe to the Provident Fund by contribution to be deducted from their salary in accordance with the EPF Act and Rules. The Institute shall contribute in accordance with EPF Act & Rules as applicable.

11.2 It shall be binding on all the Institute employees to subscribe follow any monetary scheme introduced by the Institute from time to time.

12. TERMINATION:

12.1 Service of an employee shall automatically stand terminated if an employee remains absent from duty without sanction of leave for 05 consecutive days. The services of employee will also stand terminated in case of any one or more of the following conditions too:

- a) On expiry of the period of employment.
- b) Indiscipline/disobedience/misconduct/moral turpitude.
- c) Resignation.
- d) Non-fulfilment of the Terms & Conditions of Employment as contained in these rules/HR policy.

13. DRESS CODE

The students have a dress code. However, no specific dress code has been laid down for the faculty members. Not-with-standing, all the employees (teaching & non teaching) are expected to come to the Institute properly dressed. T-shirts & Jazzy clothes are NOT expected to be used by the faculty members/supporting non teaching staff on academic days. Display of 1-Card during office hours is mandatory.

14. NOTICES/CIRCULARS

- a) All the departments of the Institute shall maintain a file of NOTICES/ CIRCULARS in their respective departmental office. It shall be the responsibility of all the employees to make themselves conversant with all the instructions issued from time to time.
- b) All notices displayed on the website/Intranet shall be treated as read and accepted.
- c) All circulars issued by the offices of the HOD/Director are expected to have been read and complied with.
- d) Circulars/notices not read on account of absence shall be read on return from absence.

15. ACADEMIC CALENDAR

The academic calendar is formulated at the beginning of each academic term. It lays down in detail the teaching days, the holidays and the examination schedule. It shall be the responsibility of each faculty member to acquaint himself/herself with the calendar and abide by the same.

16. NON-COMPLIANCE OF RULES/REGULATIONS

Non compliance of rules/regulations on account of ignorance is inexcusable. All the faculty members shall acquaint themselves with the rules/regulations in vogue.

17. TERMINATION OF SERVICE

17.1 The service of an employee on probation may be terminated by the Director at any time giving a month's notice or salary in lieu of notice without assigning any reason whatsoever.

17.2 The services of permanent or confirmed regular employees are liable to be terminated by the competent authority on grounds of misconduct, persistent inefficiency, negligence of duty, continuous absence for 05 days without a sanctioned leave, conducting or involving in activities prejudicial to the interest or discipline and aims of the Institute, prolonged illness which interferes in his/her regular performance of duty, or breach of code of conduct rules of the University by giving one calendar months notice or by paying equivalent sum in lieu of such notice. No such notice will be necessary from the Institute, if the services of the employee are terminated by dismissal due to any major misconduct. All the terminations and dismissals shall be placed before the Board of Management in its ensuing meeting for ratification.

17.3 Any employee desiring to leave the service shall give to the Institute one month notice in writing. It shall, however, be open to the Director /Board of Management to accept salary in lieu of notice period. Such employee may be relieved immediately after the notice is received if no work is to be attended by the employee.

17.4 Services of adhoc/ temporary employees may be terminated during the first three months of service because of their unsuitableness to the post without giving any notice and without assigning any reason. 17.5 ELLWP (Leave without Pay) and Notice period cannot run concurrently. It is obligatory on the part of employee who has resigned to attend the Institute during the notice period.

17.6 It is mandatory for the employee to intimate the communication address with mobile and telephone numbers in his/her resignation letter.

17.7 Services of an Adhoc/Contractual/Part-time employee shall come to an end on completion of the specified work for which he/she was employed or on the expiry of the period for which he/she was appointed, whichever is earlier. But, before the expiry of the said period or work, as the case may be, services of the employee could be terminated by either party by giving 30 days notice or 30 days salary in lieu of notice without assigning any reason whatsoever. Final settlement of account shall be made within 15-30 days after submission of No Dues Certificate.

17.8 If any of the employee issues wrong No Due Certificate to the employee who is leaving the Institute the loss on account of such wrong No Due Certificate accrued to Institute shall be recovered from the employee issuing such certificate.

18. PERFORMANCE EVALUATION

18.1 The performance of each employee in every academic year shall be assessed by the Higher Officer of each employee and reviewed by the Superior Officers. Any salient points counselling the employee for improvement along with the positive qualities shall be communicated in writing.

18.2 The performance evaluation record (ACR) shall consist of four parts: The first part shall contain a factual record of employment, the salary scale, increments, promotions, leave availed, etc. The second part shall contain the self-assessment of the employee. The third part contains the confidential and evaluative statements with regard to the overall performance of the employee by his/her senior officer and reviewed by all the superiors in the hierarchy. Finally this assessment is to be noted by employee for transparency.

18.3 The contribution of an employee towards the academic, social and spiritual life of the Institute will be given weightage when assessing his/her overall performance. The students and other faculty also will give their feed back on particular faculty for introspection and counselling by seniors. The faculty shall respond positively on this data for improvement.

18.4 Employees are required to affix their signature to the entries on the first, second and third parts. They are to be appraised of the evaluation and counselled accordingly. Employee has to sign the "Noted" column in the III part of the ACR form.

18.5 The proforma of ACR is subject to change from time to time by the competent authority.

19. CODE OF CONDUCT

19.1 Management through the Director shall see that the Service Rules are followed as well as adhered to in letter and spirit by all the employees.

19.2 Every employee of the Institute shall be governed by the Code of Conduct, instructions, etc. as prescribed and notified from time to time and every employee shall be liable to the disciplinary action, for any breach of provisions of the Code of Conduct.

19.3 The Director shall initiate Disciplinary proceedings for non-compliance of code of conduct/service rules and appoint an enquiry officer to conduct the inquiry of the charges,

20. CODE OF CODNUCT FOR FACULTY

The Code of Conduct for the faculty of the Institute shall be as follows:

- a) No faculty member (teacher) shall –
 - l) knowingly or willfully neglect his/her duties;

- II) propagate through his/her teaching, lesson or otherwise, communal or sectarian outlook, or incite or allow any student indulge in communal or sectarian activity;
- III) discriminate against any student or any other person on the ground of cast, creed, language, place of origin, social and cultural background or any of them;
- IV) indulge in, or encourage any form of malpractice connected with examination or any other Institute activity;
- V) Make any sustained neglect in correcting term or assignments or Exam, work by the students;
- VI) while being present in the Institute absent himself except with the prior permission of the Director from the class which he/she is required to conduct;
- VII) remain absent from the Institute or duty without sanctioned leave or without the previous permission of the Director. Provided that where such absence without leave or without the prior permission of the Director is due to reasons beyond the control of the teacher, it shall not be deemed to be a breach of the Code of Conduct, if on return to duty; the teacher has applied for and obtained, ex-post facto, the necessary sanction for the leave.

b) the employee will not:-

- I) Accept any job assignment of remunerative character from any source other than the Institute or give private tuition to any University students or other persons or engage himself in any business without written permission of the Director,
- II) prepare or publish any book(s) commonly known as guides, or assist, in their publication other than the Director.
- III) enter into any monetary transactions with any student or parent; nor shall he/she exploit his/her influence for personal ends; nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.
- IV) accept, or permit any member of his/her family or any other person acting on his/her behalf to accept, any gift or receive advantage from any student, parent or any person with whom he/she has come into contact by virtue of his/her being in the Director.

c) An employee shall not :

cause, or incite any other person to cause, any damage to Director property.

- I) behave, or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in or outside the Institute premises.
- II) be guilty of misbehavior or violence towards any parent, guardian, student, or other employee of the Institute.

d) Every teacher shall :

- I) be punctual in attendance and in respect of his/her class work and also for any other work connected with the duties assigned by the Director/Head of department.
- II) abide by the rules and regulations of the Institute issued from time to time and also show due respect to the constituted authority.
- III) employees will on every working day sign/mark the their attendance at the time of arrival and leaving the University and be ready at least, five minutes before the commencement of the classes.
- IV) shall perform his/her duties with all seriousness and sincerity. (v) shall prepare the lessons to be taught and update his/her knowledge in the subjects assigned to the satisfaction of his/her superiors.

e) Conduct outside the Class Room

- I) All employees are responsible for the discipline of students - even outside the class rooms.
- II) Supervision during the break or off time is vital for protection of the students.
- III) Employees may be allotted such duties to maintain discipline and orderliness.

f) Library and Equipment

- I) Students must be trained to make extensive use of the library facilities.
- II) Faculty and Technical Supporting Staff are responsible for the proper care, operation and maintenance of all equipment, and learning aids and sports equipment etc. The authorities should immediately be informed of the needed repairs / replacements.
- III) Students must be trained to take care of the University property. Books / equipment fixtures and fittings damaged or lost by a student shall have to be made good by the students.

g) Building

- I) The employees are responsible for the Institute property for its use, care and maintenance.
- II) Social cleanliness is a part of basic discipline. The employees are, therefore, responsible to guide students in maintaining their Institute and surroundings tidy, particularly after their lunch/recess.
- III) It is the teacher's responsibility to take immediate steps to report to the Incharge about the need of maintenance of Institute property.
- IV) Destruction or damages to University property desks, books, etc. is serious matter. The teacher must be alert and take immediate steps to correct the student or to report it to the HOD.
- V) The Labs should be properly displayed with charts. The students themselves should be encouraged to prepare such charts, transparencies, films, models, etc. periodically.
- VI) Before leaving the class room the faculty member should insist that students pick up waste paper and any unwanted material from the floor and place it in the waste paper basket; desk and chairs is left in proper arrangement, the chalk board erased and lights and fans are put off.

h) Control and Interaction With Students

- I) In order to achieve the goal set before each employee to derive full satisfaction from the job and for mutual cooperation, some well understood limits are needed as a help to the self discipline.
- II) Employees must avoid disturbing the harmony, good relations and friendly atmosphere in the Institute by any form of speech, action or omission. On the other hand, teachers should foster and promote such conditions as are conducive to one's happiness, tension free atmosphere and the good of students.
- III) Individual attention is essential and teachers are encouraged to solve problems - personal, behavioral and academic. When a student does not show improvement, this fact must be brought to the notice of the HOD/Director immediately. When a teacher feels that a student needs special help or is suffering from emotional problem, he/she must immediately inform the immediate superior officer.
- IV) Poor discipline is usually a result of improper planning. Properly planned.
- V) Worth while activities in and outside the class help to prevent disciplinary problems.

- VI) The teacher should be firm and consistent but not unreasonable in demands, should avoid threats that cannot be carried, and favouritism and prejudices. Raising one's voice many often produce adverse results.
- VII) The teacher must always remember that each student has his/her self respect which must be also given to them. Ridicule, sarcasm in speech or action or unreasonable and unproductive punishment, especially for an entire group. will not be accepted.

Note: The above Code of Conduct shall also be observed by the non teaching (Technical & Non Technical) staff of the Institute which is t not specific to faculty.

1. As a guideline the following Do's and Dont's may be followed for effective teaching

DOS:-

- I) To reach the Institute at least 5-10 minutes before the scheduled time.
- II) To reach the class room on time, preferably five minutes before the scheduled time, as per the time table.
- III) To ensure that proper discipline and decorum is maintained in the class room.
- IV) To teach in interactive manner (more in discussion mode), as far as possible.
- V) To refrain from giving dictation or copying from the book/notes on to the board.
- VI) To use slides/PPP for at least one topic from each unit and maintain record.
- VII) To avoid drawing sketches on the board and instead use slides/PPP.
- VIII) To provide good practical/field examples.
- IX) To provide web site references for further reading by the students and maintain record.
- X) To train students to present seminars on referenced topics.
- XI) To teach few topics beyond the syllabus.
- XII) To take up the role of Mentors and maintain record and help students to the best of your ability.

- XIII) To maintain course file.
- XIV) To go prepared in the class.
- XV) To be sympathetic towards the students and-adopt a helping attitude.
- XVI) To make students realize at frequent intervals their responsibility and the purpose for which they are here.
- XVII) To update own knowledge and qualification.
- XVIII) To be impartial in behaviour

DON'TS:-

- XIX) Don't let off the class before time unless there is a justifiable reason.
- XX) Don't ever be harsh or disrespectful to the students or their parents.
- XXI) Don't be disrespectful to your superiors and colleagues,
- XXII) Don't indulge in any act of theft, fraud or dishonesty in relation to the property of the Institute or a colleague,
- XXIII) Don't furnish false information with respect to your age, qualification, service details or any other matter germane to employment, during or after,
- XXIV) Don't act in a manner prejudicial to the interest of the Institute, good order and discipline,
- XXV) Don't display willful insubordination and/ or disobedience, individually or collectively towards any lawful order issued by the authority empowered to do so.
- XXVI) Don't refuse to accept any notice/circular/lawful order and do sign on the office copy in token of having received the same issued by the authority empowered to do so
- XXVII) Don't indulge in any act of vindication which may affect the organizational culture/ climate.
- XXVIII) Do not ever miss your class
- XXIX) Do not make alternate arrangements for teaching schedule save it is EMERGENT, students tend to lose respect for you.

- XXX) Do not dodge responding to students' queries; if you do not know the answer to a query, say so and attend to it in the next class.
- XXXI) Do not ever attempt to earn cheap popularity by awarding them high grades, which they do not deserve, or keep quiet on their misconduct, etc.
- XXXII) Do not let your image be tarnished by your irresponsible talks and acts.

21. DISCIPLINARY ACTION:

- a) An employee against whom the disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him/her, and a date shall be fixed for the inquiry.
- b) Sufficient time of at least one week shall be given to him/her to prepare and give his/her explanation, as also to produce any evidence that he/she may wish to tender in his/her defence. He/She shall be permitted to appear before the officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defence.
- c) At the conclusion of the inquiry, the inquiry officer shall prepare a report of the inquiry regarding the findings on each of the charge.
- d) The Director shall consider the findings of the inquiry and may impose a major penalty, a minor penalty or no-penalty at all depending on the merit of the case. The action taken by the Director shall be got ratified by the Board of Management.
- e) Appeal can be preferred within 15 days of the receipt of the Order appealed against, direct to the Appellate Authority (here the BOM) who may condone delay if valid reasons are given. (1) In an appeal against a major penalty if the Appellant specifically requests for a personal hearing, this may be granted by the Appellate Authority at its discretion.

21.1 MINOR PENALTIES:

- I) Censure in writing which will be placed in the service record.
- II) Recovery from pay, the whole or any part of pecuniary loss caused to the Institute by negligence or breach of orders

21.2 MAJOR PENALTIES:

- a) In addition to the minor penalties mentioned above, the following will be major Penalties:
 - I) Reduction in rank
 - II) Stopping increment

- III) Compulsory retirement from service, which shall not be disqualification for future employment in any other University.
- IV) Dismissal from service, which may ordinarily be a disqualification for future: employment in any other institution.

213. Pending the outcome of any inquiry, the employee may be suspended and he/she may receive a subsistence allowance as approved by the BOM, but shall not be paid salary when under suspension.

22. Meetings

22.1 Participation and co-operation is of vital importance for any center of education to progress and deliver goods. Good work, new ideas for improvement, difficulties found on the way must be discussed and where required remedies suggested. Therefore, regular meetings possibly once in a month are to be held. Active participation in the Institute activities will be reflected through participation in the meetings.

22.2 All the employees concerned will attend such meetings. Attendance and punctuality at these meetings is compulsory.

22.3 Teachers, selected to attend conferences, seminars, workshops, courses etc. will be required to comply as these relate to their profession and development of the Institution.

22.4 Such teachers will be required to submit a written summary of the meetings and communicate to the other members of the staff through circulation or by a seminar.

23. GENERAL DUTIES AND RESPONSIBILITIES

Duties and responsibilities as prescribed in Staff Compendium shall be adhered to by every employee, Every employee shall also abide by any additional duties & responsibilities prescribed / notified from time to time by the BOM.

24. REWARD & RECOGNITION POLICY

Lingaya's Lalita Devi Institute of Management & sciences is committed to recognizing employee contributions / extra stretch beyond his / her regular role to the overall objectives of the institute, supports and encourages for their contributions, exemplary performance.

In the simplest way rewards and recognition promote the extraordinary accomplishments and contributions of employees.

Definitions:

Eligible Employee - Eligible employees include:

Full-time Faculty and Supporting staff.

PROCESS:- All recommendations from Schools will be sent to Head HR for seeking approval from R&R Committee and announcement of award .

CATEGORIE OF AWARD

The following categories of award shall be recommended by Head of Departments:

Spot Award :- means Instant recognition for outstanding performance :-

Process :- Spot Award on the outstanding performance by individual in his/ her team with detailed outstanding contribution.

Employee will be given cash award of Rs.5000/- which will be paid through the payroll. However, Certificate of Appreciation shall be given instantly before the end of working hours by Director. HR & Administration Department will ensure arrangement of Appreciation Certificate & Payment of Award Money along with Monthly salary.

Director's Choice Award: Annual award to recognize those Professors / Employees who have contributed to the realization of institute objectives during the year

Nominations shall be sent to Reward Recognition Committee for evaluating the recommendations. Needless to say, that recommendations should be the true and facts base HOD along with contribution/ achievement of his / her performance / extra stretch during the year.

Awardees to be announced in the last week of the last quarter of the year.

An amount of Rs.15,000/- in the form of reward be given and displayed in the website of the Institute. Tax Liability if any shall be borne by employee.

Team Leader of the Year

To recognize those leaders who have shown consistent notable performance during the year. Team Leader could be Head of Department, Convener of the Conference or Incharges

Process: Nominations will be sent to R&I\ Committee who will take tip with Hon'ble Chancellor and announce the names of the Awardees.

Awardees shall be entitled to spend an amount of Rs.20,000/- among his / her team. Team Leader needs to submit the details of expenses along with bills to Accounts Department for Awarded Team Leader shall be the authorized person to use the winning amount among the team members. Team Leaders to be recognized in a year will not be more than five & it will be announced in the last week of the December of the year.

GENERAL TERMS & CONDITIONS:

- a) Only regular teaching / non- teaching employees shall be entitled for the above said categories of the award.
- b) False / Incorrect recommendations shall be treated as misconduct leading to disciplinary action against the employee / employees.
- c) Recommending authorities should ensure to attach facts base data.
- d) In case of any dispute / disputes decision of Director shall be final.
- e) The nomination will be considered only when it fulfills the desired parameters.
- f) Management has the right to amend/ withdraw the benefits as stated above in this policy as and when such circumstances arise.