

## ENERGY MANAGEMENT POLICY

LLDIMS recognizes the importance of responsible energy management to reduce environmental impact, ensure sustainability, and optimize operational costs. This Energy Management Policy outlines our commitment to efficient energy practices across all aspects of our institution.

- LLDIMS follows guidelines of Department of Environment, Govt. of NCT of Delhi to implement energy conservation practices in the campus.
- The administration will provide leadership and support to ensure the effective implementation of energy-saving initiatives.
- All staff and faculty members are responsible for adhering to energy-efficient practices in their respective areas.
- Students are encouraged to contribute to energy conservation efforts and participate in awareness programs organized by the institution.
- Conduct regular training sessions and awareness programs for staff, faculty, and students to foster a culture of energy conservation.
- Encourage the use of public transportation, carpooling, and cycling among students and staff. Maintain a fleet of energy-efficient vehicles for institutional use.
- Utilize natural light where possible and install energy-efficient lighting systems. Encourage turning off lights when not in use.
- Promote responsible use of computers, projectors, and other electronic devices. Encourage powering off equipment when not in use.

DIRECTOR

## ENVIRONMENTAL MANAGEMENT POLICY

LLDIMS is committed to maintaining a sustainable and environmentally responsible institution. This Environmental Management Policy outlines our dedication to minimizing our ecological footprint, promoting environmental awareness, and fostering a culture of sustainability among students, staff, and faculty.

- LLDIMS follows guidelines by Department of Environment, Govt. of NCT of Delhi regulations to conduct regular environmental activities with the students and faculties.
- We have ECO Cell that follows the annual academic calendar provided by Department of Environment, Govt. of NCT of Delhi and conduct regular environment related activities.

The primary objectives of our Environmental Management Policy are to:

- Reduce the environmental impact of our operations.
- Conserve natural resources and biodiversity.
- Integrate sustainable practices into all aspects of our institution.
- The administration provide leadership and support for the effective implementation of environmental initiatives.
- All staff and faculty members are responsible for adhering to sustainable practices in their respective areas.
- Students are encouraged to actively participate in environmental conservation efforts and engage in educational programs organized by the institution.
- Implement waste reduction and recycling programs across the campus.
- Encourage the use of reusable materials and discourage single-use plastics.
- Properly dispose of hazardous waste in accordance with environmental regulations.
- Preserve and enhance green spaces on campus to support biodiversity.
- Encourage the use of eco-friendly transportation options, such as cycling, walking, and public transportation.

DIRECTOR

Date: July 23

## IT POLICY

The Institute, over the last many years, has taken several initiatives to use information and communication technologies for performing administrative functions, financial management, online admissions, examination-related operations, stores management, library operations and services, teaching and research, online events, webinars and host of other activities. The campus wide network, using state-of-the-art technologies, was established in 2005. Ever since, the use of ICT and network-based services has witnessed phenomenal growth. In view of this, the Institute administration felt the necessity to formulate its IT policy for ensuring: proper use of IT resources and bandwidth; effective control on the activities taking place on the Institute's network and security of Institute's IT-based resources.

### A. Objectives of IT Policy:

Lingaya's Lalita Devi Institute of Management & Sciences will use IT as a strategic tool to accomplish the following objectives:

#### **1. IT for Teaching, Research and other Administration Activities**

The Institute will develop infrastructure and resources in phased manner as under:

- i. ICT will be used in the teaching departments to make classroom pedagogy and delivery system more effective and efficient.
- ii. The Institute will provide a PC to all teachers and administrative staff for discharging their teaching, research and other official responsibilities.
- iii. The Institute has 4000 sq feet in size, air conditioned Computer Centre with 120 PCs, Lenovo\HP\Dell i5 processor, 500 GB HD\128GB SSD and 4GB RAM with 300 mbps Internet Connectivity
- iv. There are 4 labs, centrally air-conditioned with Lenovo think centre i3 processor, 500GBHD and 4 GB RAM with 60 nodes each connected through LAN.
- v. Each classroom has Lenovo 2.5 GHz i3 processor based computer to add in the process of teaching.
- vi. Two servers IBM, Xeon are installed in the campus to cater to the IT infrastructure of the Institute.
- vii. Wi-Fi and high speed internet connectivity through dedicated leased line is equipped to cater to the ever challenging needs of technical excellence in all areas of computer technology and business management.
- viii. The Institute would ensure sufficient bandwidth in teaching departments and administrative offices for efficient & effective network surfing and other related activities.

#### **2. IT for Governance Process**

- i. IT will be used for monitoring & management of Institute resources.
- ii. IT will be used for grievance logging & redressal monitoring
- iii. Faculty & staff development programmes will be offered from time-to-time to upgrade the skills of the Institute's staff to use JCT.



## **B. Scope of the IT Policy**

Computers owned by Institute and their users will be covered by the Policy. Further, the faculty, the students, the staff, the authorized visitors/visiting faculty and others who may be granted permission to use the Institute's IT infrastructure, shall comply with the guidelines enshrined in the Institute's IT Policy. Offenders of Institute's IT policy/Laws and bye-laws enacted by State Government and Central Government shall invite action against them as per laws and byelaws of the Institute/State/Country.

### **1. Procurement Policy:**

- i. Purchase procedure prescribed in the Institute Purchase Rules will be followed.
- ii. Hardware & software with standardized specification will be procured for ease of support and resource / knowledge sharing. The specification will be vetted by IT-Department. The requirement list will be approved by Director and further sanctioned by Management before placing the order.
- iii. Attempt will be made to have long warranty period as possible. After the expiry of warranty period, all the IT equipments should be brought under AMC cover. AMC terms and conditions should be as comprehensive as necessary for maintenance of hardware and software.
- iv. For the purpose of asset management, inventory of all IT products will be made by IT Department.

### **2. Installation Policy:**

- i. There will be a designated person who will be responsible for IT policy compliance and proper handling of IT products.
- ii. Only licensed software will be used. Use of pirated software is prohibited.
- iii. Respecting the anti-piracy laws of the country, Institute IT policy does not permit any pirated/unauthorized software installation on the Institute owned computers and the computers connected to the Institute campus network. In case of any violation, the department/individual shall be held personally responsible.
- iv. IT- Department will be responsible for updation of OS in respect of their service packs/patches through Internet. Checking for updates and updating of the OS should be performed at least once in a week or so.
- v. Individual users should have regular backup of their vital data. Preferably, at the time of OS installation itself, one should have the computer's hard disk partitioned into 2 volumes typically C and D. OS and other software should be on C drive and user's data files on the D drive. The person can keep a copy to institute's server.

### **3. System & Network Use Policy**

- i. Computer Labs will be used for practical sessions of course work, practical examinations, lab assignments, workshops, tutorials, FDP organized by the department of Management.
- ii. All the students of Master's and Graduation are given computer facility to carry out their practical assignments, experience on research based software for applying statistical techniques and project work as per their time table.
- iii. Students are required to make entries in the log register before using the system.

- iv. While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. As far as possible, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.
- v. User will not be allowed to download any software that adversely affects the network's performance such a machine is liable to be disconnected from the Institute campus network.
- vi. Access to remote networks using the Institute network connection must be in compliance with all policies and rules of those networks. This applies to any and all networks to which the Institute network connects.
- vii. Use of Institute network and computer resources for personal commercial purposes is strictly prohibited.
- viii. Network traffic will be monitored for security and performance reasons.
- ix. Impersonation of an authorized user while connecting to the Institute network will amount to violation of the Institute IT policy. It will invite disciplinary/legal action.
- x. Computer system can be moved from one location to another with prior written permission from the head of Institute.

#### 4. E-mail Account Use Policy

- i. The Institute staff will, therefore, use Institute's official e-mail services for all official communication by logging on to google using college website domain (<https://www.lldims.org.in>) with their User and password ID allotted by IT-Department.

- ii. The staff will keep their-mail account active by using it regularly.
- iii. Users must be aware that by using the email facility, the users are agreeing to abide by the following policies:

- (1) The facility should be used primarily for academic and official purposes only.
- (2) Using the facility for illegal/commercial purposes is a violation of the Institute's IT policy. It will entail withdrawal of the facility, besides other disciplinary action(s). The illegal use includes the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages, generation of threatening, harassing, abusive, obscene or fraudulent messages/images, and other acts of similar nature.
- (3) User should keep the mail box used space within about 80% usage threshold, as 'mailbox full' or 'mail box almost full' situation will result in bouncing of the mails, especially when the incoming mail contains large attachments.
- (4) User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is of suspicious nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is essential from the point of security of the user's computer, as such messages may contain viruses that have potential to damage the valuable information on your computer.
- (5) User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.



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- (6) User should refrain from intercepting, or trying to break into others email accounts, as it amounts to infringing the privacy of other users and violation of Institute policy.
- (7) While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.
- (8) Impersonating email account of others will be taken as a serious offence. It will invite legal action against the offender.

## 5. Social Media & Website Policy

Two coordinators are responsible for maintaining the official web site of the Institute viz., [www.lldims.edu.in](http://www.lldims.edu.in) and other social media accounts of LINGAYA'S Lingaya's Lalita Devi Institute of Management & Sciences namely, Instagram, Facebook, YouTube and Linked-In

The departments/faculties/administrative staff shall be responsible for the supply of information to Coordinators in the form of a softcopy accompanied by a hardcopy duly signed by the competent authority for the publication on website or social media group. The information to be supplied by departments/faculties/administrative may includes notices, circulars, new appointments, advertisements, events organized /to be organized, Images and videos of events and such other information as may be required to be uploaded on the web site and social media pages

## 6. Institute Data base Use Policy

- A. This Policy relates to the databases maintained by the Institute. Data is a vital and important Institute resource for providing useful information. Its use must be protected even when the data may not be confidential.
- B. The Institute will design its own policies regarding the creation of database and access to information and a more generic policy on data access. Combined, these policies will outline the Institute's approach to both the access and use of this Institute resource.
- C. **Database Ownership:** Lingaya's Lalita Devi Institute of Management & Sciences, Mandi will be the data owner of all the data generated in the Institute.
- D. **Custodians of Data:** Faculties or departments generate portions of data that constitute Institute's database. They may have custodianship responsibilities for portions of that data.
- E. **Data Administrators:** Data administration activities will be delegated to specific officers in that department by the data Custodian.
- F. Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to,
  - i. Unauthorised modification/deletion of the data items or software components,
  - ii. Modifying/deleting the data items or software components deliberately with ulterior motives even by authorized individuals/ departments,
  - iii. Causing database or hardware or system software crash thereby destroying the whole or of part of database deliberately with ulterior motives by any individual.
  - iv. Attempt to break security of the database servers. Such data tampering actions by



Institute member or outside members will invite disciplinary/legal action against the Offender by the Institute. If the matter involves illegal action, law enforcement agencies may become involved.

## 7. ICT

### a. Objective

Information and Communication Technologies should be deployed for realizing the goals of teaching learning, enhancing access to and reach of resources, building of capacities, as well as management of the educational system. These will not only include hardware devices connected to computers, and software applications, but also interactive digital content, internet and other satellite communication devices, radio and television services, web based content repositories, interactive forums, learning management systems, and management information systems. These will also include processes for digitization, deployment and management of content, development and deployment of platforms and processes for capacity development, and creation of forums for interaction and exchange.

For effective use of ICT, All computers in the Institute should be part of a single local area network to enable optimum sharing of resources. In addition to the class rooms & labs, internet connections will also be provided at the library, teachers' common room and the admin office.

### b. ICT Literacy and Competency Enhancement

A programme of ICT literacy will be implemented across all the faculties time to time. Each faculty must learn the use different software applications to enhance one's own learning -database applications, analysis of data and problem solving, computing, design, graphical and audio-visual communication; undertake research and carry out projects using web resources

### c. ERP

**Enterprise resource planning (ERP)** refers to a type of software that organizations use to manage day-to-day business activities such as accounting, procurement, project management, risk management and compliance, and supply chain operations. The Institute has its own ERP that is used for the entire academic (Attendance, Assignments, Unit Tests, Notes distribution, Lesson Plan etc) and non academics (Leaves, Library, Stock Management, HR etc) work is conducted.

## 8. Responsibilities of the IT-Department

### A. Campus Network Backbone Maintenance

IT-Department will be responsible for administration, maintenance and control of the campus network backbone and its active components.

### B. Network Services Maintenance



**Lingaya's Lalita Devi Institute of Management & Sciences**  
(NAAC Accredited "A" Grade Institute & Approved U/s 2(f) of UGC Act 1956)

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- i. IT-Department will be responsible for 24x7 network operation and internet facilities. All network failures and excess utilization should report to the IT-Department for problem resolution.
- ii. Non-intrusive monitoring of campus network traffic will be conducted by the IT-Department on routine basis. If traffic patterns suggest that system or network security, integrity or network performance has been compromised, IT-Department will analyse the net traffic offending actions, identify the equipment, and take preventive actions.
- iii. A report will be submitted to the higher authorities in case the offences are of very serious nature.

*Shukla*  
IT Head

*15*  
DIRECTOR  
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OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI



**C. Physical Connection of Campus Buildings to Campus Network**

1. IT- Department will be responsible for physical connectivity of the campus buildings to the campus network backbone.
11. The buildings should have structured cabling like any other wiring such as electrical and telephone cabling. This should form part of plan layout of the new building. To ensure this, Executive Engineer or equivalent officer will responsible to take all necessary measures.

**D. Network Updation and Expansion**

IT- Department will review the existing network facilities every 2-3 years and take necessary action for its updating/expansion.

Following procedures should be followed for network expansion:

- i. Cat6 UTP or latest cables should be used for the internal network cabling.
- ii. Structured cabling standards should be followed. No loose and dangling UTP cables be drawn to connect to the network.
- iii. The cables should be properly terminated at both. ends following the structured cabling standards.
- iv. Only managed switches should be used. Such management module should be web-enabled. Using unmanaged switches of more than 16 ports is prohibited.

**E. Wireless Local Area Networks**

- I. Where access through Fiber Optic/UTP cables is not feasible, network connectivity will be provided through wireless technology.
- II. IT- Department will be responsible for controlling network access to the Departments / offices through wireless local area networks either via authentication or MAC/IP address restrictions.
- III. The users (Staff or students) shall make a written request to the IT- Department for providing access to internet through Wi-Fi. Such a request should have the recommendation of the respective Head of the Department/Office. Subsequently, IT- Department will assign a password to the applicant.

**F. Electronic Logs**

Electronic logs that are created as a result of the monitoring of network traffic may be retained until the administrative need for them ends. The logs may, subsequently, be flushed.

**G. Global Naming & IP Addressing**

IT- Department will be responsible to provide a consistent forum for the allocation of campus network services such as IP addressing and domain name services. IT- Department will monitor the network to ensure that such services are used properly.

**9) Rebuilding the Computer System**

When the service engineers re-format the computer systems and re-install OS and other application software, care shall be taken to assign the same hostname, IP address, network mask and gateway as was assigned before formatting. Further, after installing the OS, all the patches/latest service packs should also be properly installed. In case of anti-virus software, it should be ensured that its latest engine and pattern files are also downloaded from the net. In addition, before re-formatting the hard disk, dump of only the data files should be taken for restoring it back after proper re-installation. under no circumstances, software files from

the infected hard disk dump should be used to write it back on the formatted hard disk.

**10) Preservation of Network Equipment and Accessories**

Routers, switches, fiber optic cabling, UTP cabling, connecting inlets to the network, racks, and UPSs, including their batteries that are installed at different locations in the Institute are the property of the Institute. IT- Department will be responsible for their maintenance. Tampering for/and damage to these items by the teaching departments, civil or maintenance department or individual user will invite disciplinary/legal action the offender. Tampering includes, but not limited to, the following:

- a. Removal of network inlet box.
- b. Removal of fiber/UTP cable
- c. Opening the rack and changing the connections of the ports either at jack panel level or switch level
- d. Taking away the UPS or batteries from the switch room.
- e. Disturbing the existing network infrastructures a part of renovation of the location without the permission of IT- Department.

**11) Campus Network Services Use Agreement**

All the users of the campus network facility shall be deemed to have accepted all the provisions Institute's IT policy in letter and spirit. It is, therefore user's responsibility to make himself/ herself well aware of the IT policy. Ignorance of the existence of Institute IT policy shall not be an excuse for any user's infractions.

**12) Enforcement of Policy**

IT- Department will periodically scan the Institute network for provisions set forth in the Network Use Policy. Failure to comply will make the user liable for discontinuance of service to the individual.

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## Research Policy

### 1. Introduction:

The Research Policy of LLDIMS aims to foster a culture of research excellence, integrity, and innovation among faculty, researchers, and students affiliated with the institution. This policy outlines the principles, guidelines, and procedures governing research activities conducted under the institution's auspices.

### 2. Scope:

This policy applies to all faculty, researchers, and students engaged in research activities affiliated with LLDIMS. It encompasses all types of research, including basic, applied, interdisciplinary, and collaborative research.

### 3. Ethical Considerations:

All research activities must adhere to the highest ethical standards, respecting the rights and well-being of participants, as well as the principles of research integrity.

### 4. Funding and Grants:

Researchers are encouraged to actively seek external funding to support their research endeavors. The institution will facilitate grant applications, provide support in proposal development, and establish transparent processes for fund disbursement.

### 5. Intellectual Property:

Intellectual property rights resulting from research activities will be governed by institutional policies. The institution may provide support and guidance on patenting, licensing, and commercialization of research outcomes.

### 6. Collaborative Research:



Encourage and support collaborative research initiatives with other institutions, industry partners, and research organizations. Clearly define roles, responsibilities, and intellectual property considerations in collaborative agreements.

#### 7. Research Infrastructure and Facilities:

The institution will provide access to state-of-the-art research facilities, library, and resources. Maintenance and upgrading of research infrastructure will be prioritized to facilitate cutting-edge research.

#### 8. Publication and Dissemination:

Researchers are encouraged to disseminate their findings through reputable peer-reviewed journals, conferences, and other scholarly outlets. The institution will support open-access initiatives and ensure compliance with copyright and publishing policies.

#### 9. Research Misconduct:

Establish a process for addressing allegations of research misconduct, including plagiarism, fabrication, and falsification of data. Ensure a fair and impartial investigation, with consequences for proven cases of misconduct.

#### 10. Research Training and Development:

Provide opportunities for faculty and students to enhance their research skills through training programs, workshops, and seminars. Foster a supportive environment for early-career researchers and students.

#### 11. Reporting and Evaluation:

Researchers are required to submit regular progress reports on their research activities. The institution will conduct periodic evaluations of research outcomes, impact, and compliance with policies.

## 12. Continuous Improvement:

Periodically review and update the Research Policy to align with evolving ethical standards, regulatory requirements, and best practices. Seek feedback from researchers and stakeholders to enhance the effectiveness of the research framework.

This Research Policy is designed to create an environment conducive to impactful and ethical research, contributing to the academic and intellectual vibrancy of LLDIMS.

## 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 1<sup>st</sup> july to 30<sup>th</sup> 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 31<sup>st</sup> 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 1<sup>st</sup> 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 7<sup>th</sup> 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 1<sup>st</sup> 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 <sup>st</sup> 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.
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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 theInstitute 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/ CIRULARS 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.

**Innovation, Incubation and Start-up Policy for Students,  
Faculty and Staff**

**of**

**Lingaya's Lalita Devi Institute of Management & Sciences**

**Based on**

**NATIONAL INNOVATION & START-UP POLICY 2019 FOR STUDENTS &  
FACULTY**

**proposed by the Ministry of HRD, GOI**

  
**DIRECTOR  
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### Abstract

The Innovation, Incubation and Start – Up Policy of Lingaya's Lalita Devi Institute of Management & Sciences (LLDIMS), located in Mandi Village, New Delhi, is formulated to comprehensively engage both students and faculty members. It endeavours to encompass a wide array of avenues in order to nurture nascent ideas and actively involve all stakeholders at LLDIMS. In addition to this, the policy aims to establish a clear and easily comprehensible framework, which will serve to provide substantial impetus to the ideas of aspiring entrepreneurs. This framework not only elucidates fundamental strategies and protocols for accessing support relevant to innovation and entrepreneurship LLDIMS also outlines a support system that is instrumental across the spectrum of basic and advanced stages in the evolution of innovations and start-ups.

This policy is poised to define and address pertinent queries related to the domains of innovation and entrepreneurship. It is noteworthy that this policy is closely aligned with the National Innovation and Start-up Policy (NISP) of 2019. The NISP has laid the cornerstone for the development of innovation and start-up policies in various Higher Education Institutions (HEIs), thereby fostering and structured framework that fosters consistency in the strategies and procedures embraced by diverse HEIs.

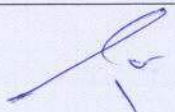
It's noteworthy that LLDIMS has established an enabling ecosystem that is conducive to the seamless integration and swift implementation of this policy. This ecosystem is intricately woven with the curriculum and academic pursuits, spanning across various disciplines pertaining to the realms of innovation and entrepreneurship and will play a pivotal role to the economic landscape and the future prospects of the nation.

  
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## 1. Preamble

In November 2016, a pivotal development emerged with the creation and release of a Start-up Scheme document by the All-India Council of Technical Education (AICTE) specifically designed for AICTE-approved institutions. This strategic initiative was driven by the imperative to contemporize the academic milieu, placing greater emphasis on fostering a culture of innovation and entrepreneurship across all higher education institutions (HEIs).

The National Innovation and Start-Up Policy is an amplification of the Start-Up Policy, centring on providing guidance and facilitation to educational institutions in aligning with the 'Start-up Action Plan' endorsed by the Government of India. Following extensive deliberations and insights garnered from diverse educational establishments regarding the Start-up Policy, it became apparent that there was a compelling need for a more methodical and comprehensive framework. Consequently, the "National Innovation and Start-up Policy (NISP)" was conceived, encompassing all the enhancements and refinements not covered within the conventional Start-up Policy.

In the context of implementing the NISP, a **judicious Review Committee (RC)** was convened to meticulously explore the facets to be encompassed within 's (LLDIMS) Innovation, Incubation and Start – Up Policy. This policy at LLDIMS is poised to furnish not only a comprehensive set of directives to foster the assimilation of a broader ethos conducive to innovation and entrepreneurship also to introduce novel domains within this realm to the student body.

The Executive Council (EC) recognized this as a transformative stride and, in alignment with their aspiration to cultivate an all-encompassing ecosystem, incorporating facets such as commercialization and technology transfer norms, intellectual property, and equity, delineated a meticulously structured policy under the aegis of the Centre for Innovation & Entrepreneurship (CIE), housed within LLDIMS.

## 2. Introduction to Centre for Innovation & Entrepreneurship (CIE) and Bennett Hatchery (LLDIMS)

Launched on the campus along with the inception of LLDIMS in August 2016, the Centre for Innovation & Entrepreneurship (CIE) at (LLDIMS) exists to inculcate an entrepreneurial mindset among students. LLDIMS has a strong belief that the entrepreneurial mindset will give students, faculty and staff at LLDIMS an edge and help them excel in every walk of life.

The on-campus business incubator and a constituent of CIE, supporting CIE's initiatives by providing start-up incubation through mentoring, networking and funding support. LLDIMS is currently recognized and supported by the Uttar Pradesh Government under its IT Start-up Policy and it will seek similar recognition, funding support from other govt/non-govt entities. These accolades significantly assist LLDIMS in securing government funding, establishing valuable government networks, and accessing other forms of support for the startups under its incubation. Moreover, these recognitions empower LLDIMS to enhance its capabilities in developing top-tier support systems for startup incubation on a global scale.



### 3. Purpose and Objectives

The Innovation, Incubation and Start-Up Policy aims to put a structure and mechanism in place for CIE & LLDIMS to function more cohesively, and sustainably so that LLDIMS students, faculty and staff can continue to benefit from it and launch innovative projects and start-ups. The Policy will also act as a testimony to LLDIMS's commitment to the cause of entrepreneurship development.

The aims of this Policy encompass:

- i. Encouraging students, faculty and staff members to actively engage in the realms of innovation and entrepreneurship.
- ii. Setting up a vibrant startup ecosystem so as to align itself with our country's major policy initiatives of Make in India, Start-up India and Stand-up India.
- iii. Motivating students and faculty to align their endeavors with the overarching objective of the LLDIMS, which is to nurture and support job creators, enhance students' employability and cultivate their entrepreneurial aptitude.
- iv. Cultivating an environment conducive to generating innovative concepts spanning diverse fields, with the potential to evolve into successful technological advancements, products, and services.
- v. Establishing mechanisms for the development and transfer of technology.
- vi. Offering mentorship, guidance, and support to facilitate the creation of startup ventures.
- vii. Providing an accelerated path to monetization of ideas, services and products.
- viii. Collaborating with various governmental bodies, research institutions, industries, and funding agencies to foster and bolster innovation, technology development, and startup initiatives.
- ix. Formulating an institutional framework to ensure the efficient implementation, monitoring, and evaluation of this policy.

### 4. Scope and Eligibility

The Policy applies to the following stakeholders:

1. Registered active students of LLDIMS
2. Registered alumni of LLDIMS
3. Full-time faculty at LLDIMS
4. Full-time staff at LLDIMS

  
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#### **Eligibility:**

Admission to LLDIMS will be open to any of the LLDIMS stakeholders to whom the policy is applicable. To be considered as eligible/qualify, proposals seeking business incubation must align with one or more of the ensuing criteria:

- I. Proposals involving Intellectual Properties (IP) originating within LLDIMS (and subsequently transferred to a company in exchange for compensation).
- II. Proposals featuring IP owned by faculty, staff, students, or alumni (generated externally to LLDIMS).
- III. Proposals demonstrating potential for significant scalability.
- IV. Proposals anticipated to yield social and strategic benefits.
- V. Proposals displaying the possibility of substantial resource generation and/or impactful outcomes.

Applications for admission to LLDIMS should be submitted in the name of registered unlisted companies as defined by the Companies Act, 2013. If a company isn't yet registered, the application can be submitted under the names of all promoters/founders. However, promoters/founders must ensure that the company gets registered within **Six Months** of the date of approval of the application for admission to LLDIMS incubation. No Incubatee shall be permitted to use the premises or the address of the LLDIMS for the registration of the Company. They can use the LLDIMS address as a communication address only subject to the approval of the LLDIMS Review Committee.

#### **5. Strategies and Governance**

Entrepreneurship focus has been, and will remain, one of the major dimensions of the LLDIMS strategiesto facilitate development of an entrepreneurial ecosystem in LLDIMS and nearby area.

**A.** The entrepreneurial agenda will be the responsibility of the Head of CIE, holding relevant industry and business expertise.

**B.** In line with the model guidelines issued by the Ministry of Education, a sustainable financial strategy will be defined in order to reduce the organizational constraints to work on entrepreneurship development.

i. Up to 1% fund as part of the total annual budget of the institution will be allocated for supporting innovation and start-up related activities through creation of separate 'Innovation Fund'.

ii. The strategy will involve raising funds from external funding sources through the government (e. g. Department of Science and Technology, Department of Biotechnology DBT, Ministry of Human Resource and Development MHRD, All India Council for Technical Education AICTE, Technology Development Board TDB, Technology Information, Forecasting, and Assessment Council TIFAC, Department of Scientific and Industrial Research DSIR, Council



of Scientific and Industrial Research **CSIR**, Biotechnology Industry Research Assistance Council **BIRAC**, National Science & Technology Entrepreneurship Development Board **NSTEDB**, National Research Development Corporation **NRDC**, Start-up India, Invest India, The Ministry of Electronics and Information Technology **MeitY**, Ministry of Skill Development and Entrepreneurship **MSDE**, Ministry of Micro Small & Medium Enterprises **MSME**), non-government entities, private and corporate sectors under CSR under section 135 of the Companies Act, 2013 and through sponsorships/donations and will actively engage the alumni.

C. For expediting decision-making, hierarchical barriers, as part of CIE efforts, LLDIMS has also created an SPV named Lingaya's Foundation.

D. The Review Committee will develop a mechanism for easy creation and nurturing of start-ups by students, faculty, staff and alumni.

E. LLDIMS will strive to integrate entrepreneurship development activities across all its schools, centres, departments, faculties and career services, thus breaking the silos.

F. Ethics and Conflict of Interest: The members of the LLDIMS/Review Committee, who are engaged in the investment procedure must abstain from engaging in any actions that might compromise their capacity to render unbiased judgments and decisions.

## **6. Supporting & Nurturing Innovations and Start-ups**

LLDIMS will allow & encourage students/faculty/staff to work on their innovative projects and to set-up start-ups or work as interns/part-time in start-ups while studying/working with due approval of the competent authority.

### **A. Incubation & Pre-Incubation support**

#### **a) Pre-incubation:**

Pre-incubation establishes early-stage innovation support systems, including an environment for creative ideas, guiding idea validation, basic working infrastructure, and resource access before the enterprise stage. Faculty mentors will be encouraged to mentor the start-ups at this stage. The ideal faculty mentor-to-start-up ratio will be 1:5.

LLDIMS will create pre-incubation facilities like the Institution Innovation Council (as per guidelines by MoE), Entrepreneurship Cells, and Student Clubs, involving all LLDIMS Schools and external experts. These facilities collaborate to foster an innovation ecosystem, engaging students to identify and assist young innovators.

#### **b) Incubation:**

After pre-incubation, entrepreneurs with completed business plans and scalable product or business idea can move to the incubation phase. Here, they continue to receive physical facilities, training,



consultancy, and mentoring services as in the pre-incubation stage. The incubation period, lasting 1-3 years, varies by sector. Sectors like health and food, needing certificates and patents, have longer incubation times than software.

At the incubation stage, entrepreneurs establish companies, develop product/services and receive technical and business support from incubation centers. Post-development, the challenging commercialization phase begins, often requiring increased financing due to its costliness. This stage varies based on sectors and products; health field entrepreneurs, for instance, face significant costs from licenses and certificates.

The eligible start-ups at the pre-incubation stage will be screened by the review committee to get incubation support. To become eligible for the incubation stage, a start-up must at least be at the prototype stage.

**B. Services:** In addition to physical infrastructure, LLDIMS intends to provide other support-related services including but not limited to:

- i) Facilitating company registration and filing
- ii) Aiding in seeking accounting/ legal/ HR services
- iii) Intellectual Property (Copyrights, Trade Marks, Patent) filings
- iv) Training/Conferences/Workshops
- v) Seed Funding support
- vi) Facilitating governmental agency funding
- vii) Venture capitalists / Angels / Investors Introductions
- viii) Meetings with visitors of LLDIMS (such as alumni, VCs, industry professionals)
- ix) Showcasing LLDIMS incubated companies through networking and events
- x) Entrepreneurship meets
- xi) Accommodation facility

The aforesaid services will be provided either free of cost or on payment of charges as may be decided by the **Review Committee**

**C. Periodic Assessment and Information Submission:** The assessment of the performance of incubated companies will involve the obligatory submission of information on a quarterly basis, adhering to a designated format. Furthermore, these companies might undergo annual evaluations. The criteria, formats, and frequency of these assessments will be communicated to the incubated companies by the Review Committee.

**Incubate companies will submit information to the Review Committee:**

- i) Regarding any significant alterations or advancements occurring within their respective firms periodically. This information may encompass various changes such as but not confined to modifications in the company's name, alterations in business or product profiles, adjustments in board members, promoters, or shareholders, acquisition of new premises, and supplementary equity or debt investments.
- ii) LLDIMS may request incubating companies to furnish additional pertinent data as deemed appropriate.
- iii) Furthermore, on all operational, financial, and other quantifiable benchmarks as



stipulated by the Review Committee, utilizing suitable formats and the prescribed frequency.

- D. Tenure:** Initially, companies are granted the opportunity to utilize facilities of LLDIMS for a duration of 12 months, with the possibility of an additional extension for up to 12 months (in 4 instalments of 3 months each) following a thorough evaluation at each interval. During this cumulative period of 24 months, a monthly fee can be assessed to the respective companies. At the discretion of the Review Committee, there exists the potential for companies to seek further extension of their occupancy for a maximum duration of 12 months, subject to payment of fees at the prevailing market rate, as determined by LLDIMS. It's important to note that the initial 12-month period might be subject to alterations based on prevailing market conditions and other relevant factors, rendering it a general guideline rather than a definitive standard.

**E. Academic Policy:**

- i. LLDIMS embraces the concept of student entrepreneurs in residence. LLDIMS will allow its students to take a semester/year break to work on their entrepreneurial pursuits during their academic tenure. Such leaves shall be granted post the explicit approval of the Review Committee
- ii. Exceptional students aspiring to embark on an entrepreneurial path can take even more than a one-year hiatus. Such leaves shall be granted post the explicit approval of the Review Committee.
- iii. This is facilitated by the academic framework, allowing these students to undertake credit courses centered on entrepreneurship as and when they are introduced and made available. This dedicated time permits full-time pursuit of entrepreneurship. Successful completion of all degree requirements within six years of program commencement, which includes the entrepreneurship leave period, makes a student eligible for the conferment of a 4-year degree

Students who commence working on a start up concept may be granted permission to align such project with their mini/major/minor/final year project, seminars, summer trainings etc thereby contributing to their degree completion requirements with due permission from the respective School Dean, Head (CIE), Pro Vice-Chancellor and Vice-Chancellor

- iv. Student entrepreneurs will be allowed to appear for examinations, even if their attendance is less than the minimum permissible percentage, with due permission from the respective School Dean, Head (CIE) and Vice-Chancellor.
- v. Exceptional student/faculty-led startups or alumni startups (within 3 years of graduation), which have had a significant impact and an early-stage association with LLDIMS, will receive appropriate acknowledgment, citations, or awards for their notable achievements.

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- vi. In their final year, LLDIMS students will be tasked with addressing a practical real-world issue, devising solutions as part of their academic curriculum through their culminating year project. Exceptional projects with potential to be transformed into products or services and developed into start-ups ventures will receive support from the CIE and LLDIMS.
- vii. Students who opt to leave LLDIMS prematurely or withdraw from their academic program must formally provide written notice and seek permission for either program continuation or exit. Decisions in this regard will rest with the Review Committee, the Pro Vice-Chancellor and the Vice-Chancellor and will be deemed final.
- viii. LLDIMS will allow the use of its resources/infrastructure/facilities to faculty/students/staff wishing to establish start-ups on such terms & conditions as decided by the Review Committee.

#### **F. Virtual Incubation**

LLDIMS is open to virtual incubation and will extend all support as made available to other incubates that would be physically located. This will be considered as an exception and on a case to case basis as approved by the Review Committee. All rules of the policy (as relevant) will apply to a virtually incubated company / founders / co-founders/ students / faculty/ staff/ alumni, as it would in the normal course to a non-virtually incubated company / founders / students / faculty.

#### **7. Norms for Faculty/Staff Start-ups**

LLDIMS faculty & staff will also be allowed & encouraged to pursue innovative projects and start-ups.

- i. Faculty start-up may consist of faculty members alone or with students or with faculty of other institutes or with alumni or with other entrepreneurs.
- ii. Role of faculty may vary from being an owner/co-owner/direct promoter, mentor, consultant or as on-board member of the start-up.  
LLDIMS will work on developing a policy on 'conflict of interests' to ensure that the regular duties of the faculty don't suffer owing to his/her involvement in the start-up activities.
- iii. Faculty must clearly separate and distinguish on-going research at LLDIMS from the work conducted at the start-up/company. Faculty to not involve research staff or other staff engaged in academic projects of LLDIMS in activities at the startup.
- iv. Every faculty shall be encouraged to mentor at least one startup or innovative ideas of students.
- v. Faculty will be allowed to start Startup based on the technology developed in the lab at LLDIMS but LLDIMS to have ownership on IP. To facilitate licensing the product / IPR to any commercial organization in consultation with the inventors. License fees could be either /or a combination of



- Upfront fees or one-time technology transfer fees
  - Royalty as a percentage of sale-price or fee per product sold
  - Equity-stake in the company licensing the product
- vi. A distinctive faculty up-gradation scheme will be introduced. LLDIMS professors collaborating with students at LLDIMS to explore entrepreneurship endeavors will have the opportunity to temporarily disengage from their academic responsibilities and engage in entrepreneurial pursuits for a specified duration (in accordance with the rules for Faculty). Based on the outcomes of these pursuits, whether they lead to success or otherwise, these professors will have the option to rejoin the university. The faculty/staff will need to obtain an no objection certificate from the respective Dean/HOD, and the Review Committee in the prescribed format.
- vii. In case the faculty/staff holds the executive or managerial position in a start-up for a period exceeding three months, they will go on sabbatical/ leave without pay/utilize existing leave arrangement.
- viii. In case of selection of a faculty start-up by an external national or international accelerator, a maximum leave duration without pay of one semester/year (or even more depending upon the decision of the Review Committee) may be permitted.
- ix. Human subject-related research in start-up must get clearance from Ethics Committee of LLDIMS.
- x. Faculty/staff in advisory or consultative roles, can take shares up to 2% in student start-ups, as long as they do not spend more than 10% of office time on the start-ups and do not compromise with their existing academic, research and administrative work /duties.

## 8. Financial Implications & Liabilities

- i. LLDIMS may set up an autonomous financial reserve or collaborate with multiple stakeholders to establish a fund aimed at providing crucial support to start-ups in their nascent stages or start-ups that have been vetted and accepted into the program.
- ii. LLDIMS will offer its service either free-of-cost, or in return for fees, or against equity or a combination thereof as may be decided by the Review Committee. The modalities of equity sharing will depend upon the services offered and negotiations.
- iii. LLDIMS is committed to extending financial backing to individual student-led start-ups based on their merits, within the confines of available financial resources.
- iv. Seed funding may be provided to start-ups that meet the funding criteria and are duly approved by the Review Committee.
- v. LLDIMS may take 2% to 9.5% equity in the start-up, based on brand usage, faculty contribution, support provided and use of institute's IPR.
- vi. There will be no restriction on stake that faculty/staff can hold, in their start-up. In case faculty/staff is drawing salary from institute, then LLDIMS's stake/equity on start-up should be limited to 20% of total share of faculty/staff or 9.5% of total stake whichever is minimum. This is subject to the final explicit approval of the Review Committee.
- vii. LLDIMS will actively collaborate with governmental institutions at both state and central levels to facilitate students in securing seed funding during the initial phases of their ventures, particularly when they have developed a Minimum Viable Product (MVP).
- viii. To bolster this endeavour, LLDIMS will forge strategic alliances with external angel



networks, incubators, and Technology business Incubators (TBIs). This collaboration will enable the seamless connection of appropriate spinoffs with these entities, ensuring timely assistance for student-led start-ups as and when required.

- ix. LLDIMS will take proactive measures to showcase the participating companies in the program through various platforms, including funding-related events and programs, thereby providing them with increased visibility and access to potential opportunities.

All admitted start-ups in the LLDIMS Hatchery, that need external funding shall pitch their start-ups for further investments to the Chancellor and / or his identified representatives. These would be selected by the Review Committee basis the potential of the business, idea or technology. Final investments in these start-ups will be at their own discretion.

## 9. Agreement

The following agreements are required to be established between LLDIMS and the respective companies, as far as applicable

- **Incubation Agreement:**

A Service Agreement will be executed between LLDIMS and the incubate company, facilitating the company's admission to LLDIMS. This agreement will serve as the Master Services Agreement and will encompass stipulations regarding the Terms of Services, Confidentiality, and Non-Compete clauses.

- **Equity Agreement:**

An Equity Agreement will be established between LLDIMS and the incubated company. This agreement will pertain to LLDIMS equity stake in the incubate company.

- **Transfer of Technology/Technology License Agreement:**

A Transfer of Technology or Technology License Agreement will be formalized between LLDIMS and the incubate company. The purpose of this agreement is to facilitate the transfer of technology from LLDIMS to the incubate company.

LLDIMS will ensure that no liability will ever accrue to LLDIMS because of any activity of any start-up

**Exits: Companies within the incubator will be withdrawn from the incubation program under the following circumstances:**

- Upon the lapse/completion of a 12-month stay period, unless an extension is granted by LLDIMS/Review Committee or if the stay duration was initially shorter.
- Instances of misconduct or failure to adhere to established policy guidelines.
- Non-compliance with legal statutes of the jurisdiction, including the violation of intellectual property rights.
- Engaging in actions that tarnish the reputation of the University.



- In cases of underperformance or non-feasibility of the proposed business concept: the criteria for such determination will be formulated and applied by LLDIMS/Review Committee on an individual case basis. The decision of the Review Committee will be final in this regard.
  - Instances of irreconcilable disputes among promoters or founders. LLDIMS will determine the point at which disputes are considered insurmountable.
  - When the company becomes a part of an acquisition, merger, amalgamation, or significant restructuring that substantially alters the company's profile, its stakeholders, directors, products, or business strategies; or when the company intends to go public. The decision of the Review Committee will be final in this regard.
  - Any other reasons that LLDIMS or LLDIMS or Review Committee deems necessary for the exit of an incubating company.
  - Despite any provisions to the contrary, LLDIMS or LLDIMS or Review Committee's verdict concerning the departure of an incubating company shall be ultimate and not subject to challenge by any incubating entity.
  - Any other conditions that LLDIMS or LLDIMS or Review Committee may specify under the agreement executed with the incubating company.
- i. **Dispute Resolution, Jurisdiction, Non-Compete, Confidentiality**
- All components of this policy shall be overseen by the management of LLDIMS and/or Review Committee that has been specifically established and authorized to administer the policy.
- LLDIMS and the Review Committee holds the authority to sanction any exceptions and introduce amendments to the policy as necessary. The verdict made by LLDIMS and the Review Committee shall be definitive.
- In the event of disputes, if any arise, resolution shall be determined by the Review Committee. All individuals, including students, faculty, and other stakeholders getting incubated in LLDIMS, are obligated to adhere to the confidentiality and non-compete agreements that are periodically issued.

## 10. Product Ownership Rights for Technologies Developed at LLDIMS

Following are certain important points in connection with the ownership rights.

- i. LLDIMS will take IPR license on the developed technology on easy terms, either in terms of equity in the venture and/or license fees and/or royalty to obviate the early-stage financial burden.
- ii. When LLDIMS facilities/funds are used substantially or when IPR is developed as a part of curriculum/academic activity, IPR will be jointly owned by inventors and LLDIMS.
- iii. LLDIMS and inventors may together license the product/IPR to any commercial organization. In such cases, License fees may be either of or a mix of Upfront fees, one time technology transfer fees, Royalty as per percentage of sale-price, Shares in the company licensing the product.
- iv. If one or more of the inventors wish to incubate a company at LLDIMS and license the



product to his/her company, the royalties would be no more than 4% of the sale price, but preferably 1% to 2%.

v. If the product/IPR is developed by innovators not using any LLDIMS facilities, outside office hours (for faculty/staff) or not as a part of the curriculum by student, then product/IPR will be entirely owned by inventors in proportion to the contributions made by them. In this case, inventors can decide to license the technology to third parties or use the technology the way they deem fit.

vi. If there is a dispute in ownership, the Review Committee's decision will be final and binding on all concerned.

vii. LLDIMS/LLDIMS will only be a coordinator and facilitator for providing services to students, faculty and staff. LLDIMS/LLDIMS will have no say on how the invention is carried out, how it is patented or how it is to be licensed however in specific cases, clarifications can be sought. When LLDIMS is paying for patent filing, it will constitute a committee that can examine whether the IPR is worth patenting. If inventors are using their own funds or non-university funds, then they alone will have a say in patenting.

## 11. Creating Innovation Pipeline and Pathways for Entrepreneurs

Mechanisms will be devised to ensure the exposure of maximum students to innovation and pre-incubation activities at their early stage and to support the pathway from ideation to innovation to market.

A. Awareness will be spread among students, faculty and staff about the value & role of entrepreneurship in career development or employability.

i. Students will be trained & encouraged to develop an entrepreneurial mindset through experiential learning by exposing them to training in cognitive skills like design thinking.

ii. Initiatives like idea and innovation competitions, hackathons, workshops, bootcamps, seminars, conferences, exhibitions, mentoring by academic and industry personnel, throwing real life challenges, awards and recognition will be routinely organized.

iii. Integration of education activities with enterprise-related activities will be done to prepare the students for creating start-ups.

B. LLDIMS will link incubated start-ups and companies with wider entrepreneurial ecosystem to help understand real challenges which they may face, thereby increasing their probability of success.

C. LLDIMS has already established the Institution's Innovation Council (IIC) as per the guidelines of MHRD's Innovation Cell and will allocate an appropriate budget for its activities. Through IIC, collective and concentrated efforts are undertaken to identify, scout, acknowledge, support and reward proven student ideas and innovations and to further facilitate their entrepreneurial journey.

D. For strengthening the innovation funnel at LLDIMS, access to financing must be opened for the potential entrepreneurs. Accordingly, networking events will be organized to create a platform for the budding entrepreneurs to meet investors and pitch their ideas.



E. A culture will be promoted to make incubates understand that an entrepreneur must utilize funds ethically and provide returns to the investors.

## **12. Pedagogy and Learning Interventions for Entrepreneurship Development**

A diversified approach will be adopted to produce desirable learning outcomes.

A. The approach will include cross-disciplinary learning using mentors, labs, case studies, games, etc. in place of traditional lecture-based delivery.

i. In the beginning of every academic session, LLDIMS will conduct an induction program about the importance of Innovation and Entrepreneurship, so that freshly inducted students are made aware about the entrepreneurial agenda of LLDIMS and available support systems.

ii. Entrepreneurship education will be imparted to students at curricular/cocurricular/extracurricular level. Validated learning outcomes will be made available to the students.

ii. Student E-cell will organise competitions, bootcamps, workshops, awards, etc. to ensure enhancement of the student's thinking and responding ability.

iii. LLDIMS will continue it's annual 'Innovation & Entrepreneurship Award' to recognize outstanding ideas, successful enterprises and contributors for promoting innovation and enterprises ecosystem within the University.

iv. Our systems are not designed for tolerating and encouraging failures. Failures need to be elaborately discussed and debated to imbibe that failure is a part of life, thus helping in reducing the social stigma associated with it. This will be a part of LLDIMS philosophy and culture.

v. Customized teaching and training materials will be developed for start-ups.

B. Efforts will be made to nominate Innovation champions from within the students/ faculty/ staff for each school/centre/department.

C. Integration of expertise of the external stakeholders will be done in the entrepreneurship education to evolve a culture of collaboration and engagement with external environment.

D. Not everyone can become an entrepreneur. It is important to understand that entrepreneurship is about risk taking. LLDIMS will carefully evaluate whether a student is capable and willing to take such risks.

E. Pedagogical changes need to be done to ensure that maximum number of student projects and innovations are based around real-life challenges. Learning interventions developed by LLDIMS for inculcating entrepreneurial culture will be constantly reviewed and updated.

## **13. Collaboration, Co-creation, business Relationships and Knowledge Exchange**



**A. Stakeholder engagement** will be given prime importance in the entrepreneurial agenda. LLDIMS will find potential partners, resource organizations, MSMEs, social enterprises, schools, alumni, professional bodies and entrepreneurs to support entrepreneurship and co-design the programs.

- To encourage co-creation, bi-directional flow/exchange of knowledge & people will be ensured between institutes/organisations such as incubators, software technology parks of India and science parks, etc.
- LLDIMS will organize networking events for better engagement of collaborators and will open-up opportunities for staff, faculty and students to allow constant flow of ideas and knowledge through meetings, workshops, space for collaboration and lectures etc. Mechanism will be developed by LLDIMS to capitalize on the knowledge gained through these collaborations. Care will be taken to ensure that events don't become an end goal and the focus will be to create successful ventures.
- Knowledge exchange through collaboration and partnership will be made a part of policy and LLDIMS will provide support mechanisms and guidance for creating, managing and coordinating these relationships.
- Through formal and informal mechanisms such as internships, teaching and research exchange programmes, clubs, social gatherings, etc., faculty, staff and students of LLDIMS will be given opportunities to connect with their external environment.
- Knowledge management will be done by LLDIMS through the development of innovation knowledge platform using in-house Information & Communication Technology (ICT) capabilities.

#### **14. Organizational Capacity, Human Resources and Incentives**

In addition to physical resources, human resource will play a big role in this effort.

- LLDIMS will recruit faculty/staff that have a strong innovation and entrepreneurial/industrial experience, behaviour and attitude. This will help in fostering the culture of innovation and entrepreneurship.
- In order to attract and retain right people, LLDIMS will develop academic and non-academic incentives and reward mechanisms for those who actively contribute & support entrepreneurship.
- The reward system for the staff will include sabbaticals, office and lab space for entrepreneurial activities, reduced teaching loads, awards, trainings, etc.

#### **15. Entrepreneurial Impact Assessment**

**A. Impact assessment** of university entrepreneurial initiatives such as pre incubation, incubation, and entrepreneurship education will be performed regularly using well defined evaluation parameters.

**B. Monitoring and evaluation** of knowledge exchange initiatives, and engagement of all departments



and faculty in the entrepreneurial teaching and learning will be assessed.

C. Number of start-ups created, support system provided at the University level and satisfaction of participants, new business relationships created by LLDIMS will be recorded and used for impact assessment.

D. Impact will also be measured for the support system provided by LLDIMS to the student entrepreneurs, faculty and staff for pre-incubation, incubation, IPR protection, industry linkages, exposure to entrepreneurial ecosystem, etc.

E. Formulation of strategy and impact assessment will go hand in hand. The information on the impact of the activities will be actively used while developing and reviewing the entrepreneurial strategy.

F. Impact assessment for measuring the success will be in terms of sustainable social, financial and technological impact in the market. For innovations at pre- commercial stage, development of sustainable enterprise model is critical. In long run, commercial success is the only true measure.

#### 16. Entrepreneurship Award

To promote spirit of Entrepreneurship, will give Entrepreneurship awards in following categories:

A) Best Entrepreneur Award- Faculty and/ or Student Start Ups

B) Best Entrepreneur Award- Alumni

The awards will be decided by the Start-up Review Committee.

Any key policy changes and all commercial decisions, as may be applicable, taken by the Review Committee on behalf of LLDIMS and the Hatchery, will require the explicit approval of the Pro Vice Chancellor, the Vice Chancellor and the Chancellor.

#### Way Forward

Successful implementation of the LLDIMS Innovation and Start-up Policy for students and faculty is the main objective. In order to achieve this, full-fledged support of all the academic, non-academic and supporting departments will be important. The roadmap suggested through this document is 'broad guidelines' and this policy document is supported by other relevant Policies at LLDIMS.



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**Annexure-1**

**Suggested Review Committee composition**

**Permanent members:**

1. Chairmen
2. Sectary
3. Advisor
4. Director
5. HoD of the respective school/department
6. HR Head
7. IQAC Head
8. Finance Head

The Nominees representing the Sponsoring body, as recommended by the Chairmen/ Director will be permanent invitees to the Review Committee.

Any other members or changes to the above constitution will be with the final permission of the Chairmen/ Director .

**Members on case-to-case basis:**

- In case of faculty startup, the respective HoD will be invited.
- In case of a startup by a Staff, the HoD/Director of the respective school or department
- LLDIMS may also decide on any special invitees subject to final permission of the Chairmen/ Director .

**The quorum for Policy Deliberations:** The quorum required for policy discussions shall consist of 5 members.

**Meeting Frequency:** Policy meetings will be held as often as necessary and as decided upon by the Review Committee from time to time.

  
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