



SERVICE RULE - 2025

LAKSHMI NARAIN COLLEGE OF TECHNOLOGY, (M.P)

RAISEN ROAD, KALCHURLNAGAR, BHOPAL, MADHYA PRADESH – 462022

VISION & MISSION

VISION

To be a premier institute where engineering education and research converge to produce engineers as responsible citizens.

MISSION OF INSTITUTE

- To improve continually in the teaching-learning process by strengthening infrastructural facilities and faculty credentials.
- To undertake interdisciplinary research and development by engaging the faculty and students in curricular, co-curricular and industry collaborated projects towards problem solving
- To enhance proportion of skilled based courses beyond curriculum to create more employable graduates.
- To inculcate human values, ethics, patriotism and responsibility in our outgoing engineers by providing conducive environment.



UPDATED
SERVICE RULES (2025)

0.0 Preamble

Lakshmi Narain College of Technology, Bhopal is managed by H.K. Kalchuri Trust, Bhopal having its registered office at 31, Shyamla Hills, Bhopal, M.P.

These service rules shall be called as SERVICE RULES 2025. They shall supercede existing service rules.

They are applicable to Lakshmi Narain College of Technology, Bhopal. They shall come into with effect from 1st January 2025.

1.0 Definitions

- 1) Management means: The Governing Body & Finance Committee.
- 2) Governing Body means: The Governing Body of the College duly constituted as per AICTE Norms.
- 3) Chairman means: The Chairman and the Managing Trustee of the Trust is the Chairman of Governing Body of the College.
- 4) Principal means: The Principal of the College or any other person authorized to discharge duties and responsibilities of the Principal.
- 5) Employee means: A person hired by the trust to perform the duties of Principal, Vice Principal, faculty and staff on regular basis. Persons engaged on part time or daily wages are excluded.
- 6) Faculty includes Dean, Professors, Associate Professors, Assistant Professors, Teaching Assistants or any other teaching post declared by the Management.
- 7) Technical Staff comprises of Foreman, Programmers, Asst. Programmers, Computer Operators, Technicians and Lab Assistants: Grade – I, Grade – II and Grade – III.
- 8) Non – Teaching staff comprises of. Manager / Director Administration, Accounts Officer, Superintendent ,Senior Assistant, Junior Assistant, Steno cum P.A. to Principal, Typist, Record Assistant ,Attender, Vehicle staff, Contingent staff, Watchman/Security/Director Attenders, Gardner and Sweepers etc.
- 9) Competent Authority is the Chairman, Vice Chairperson, Director,Executive Director,Secretary, Director, Principal and Director Administration in the case of all other employees.

- 10) On Duty – An employee is said to be on duty for the purpose of service benefits when
- a) The employee is discharging the duties of the post to which he /she is appointed or he/she is undergoing training prescribed for the post.
 - b) The employee is absent from duty on authorized holidays.
 - c) The employee is attending conferences, seminars, summer schools, workshops, refresher courses, orientation courses, winter schools, quality improvement programmes, etc. duty permitted by competent authority
 - d) The employee is attending to the work assigned by the competent authority in the interest of College/Management.
- 11) Leave means leave granted by competent authority to an employee to which he/she is eligible.
- 12) Pay means Pay band + AGP with allowances as the case may be.
- 13) Year means calendar year from 1st January to 31st December, financial year from 1st April to 31st March, and academic year from July to June of coming year.

2.0 Appointments

2.1 Appointing Authority

Secretary shall issue the appointment orders.

2.2 Staff Strength

- a) The Teaching staff strength shall be as per AICTE/UGC Norms (A minimum of 80% of requirements shall be met out).
- b) The Non- Teaching staff strength shall be as per State Government / University

Norms. 2.3 Qualifications

The qualifications, age, experience etc., shall be as per AICTE/UGC Norms in respect of teaching staff and as per State Government / University norms in respect of Non – Teaching staff.

2.4 Selection

- a) For selection of employees guidelines of AICTE / University / State Government issued from time to time shall be followed.
- b) Staff selection committee shall be constituted for filling up teaching and non –teaching posts.
- c) Vacancy shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by governing body.

- d) The Management/Governing body may in special circumstances appoint persons by invitation/deputation/contract basis year after year as per guidelines enforce.

2.5 Probation

- a) The initial appointments to posts in the College shall ordinarily be made on probation for a period of twelve months.
- b) The Management/Governing Body upon the recommendation of the Principal for valid and sufficient reasons may extend the probation period of an employee for such period as may be found necessary or terminate his/her services after due notice. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed. After confirmation, the appointee shall hold the office till the age of superannuation or upon his resignation from his present post.
- c) No application of the employee seeking employment elsewhere shall normally be forwarded during the probation period.
- d) The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis. The services of such candidates can be terminated at any time without any notice and without assigning any reason thereof.
- e) All the employees of the College shall be subject to the general discipline and conduct rules of the College.
- f) All the employees of the College are required to be present in the College during working hours of the College on all working days.
- g) An employee of the College shall devote his/her whole time to the service of the College and shall not engage directly or indirectly in any trade or business or private tuition or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question papers setting, delivering guest lectures and or other work undertaken with the prior permission of the Principal/Management.
- h) An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. Principal is empowered to suspend any employee if it is in the interest of the college and report his action to the Management/ University as the case may be.

- (i) The services of an employee, probationer or regular are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharges his/her official duties satisfactorily etc. giving 1 month notice or 1 month salary in lieu in case of probationer or 2 months' notice or 2 months' salary in case of regular employee. The employee concerned however shall be given full and fair opportunity to represent his/her case before effecting such termination. In all such cases the State Government rules in force shall be applicable. There is no necessity to issue such notice to the probationers.
- j) On completion of probation not more than two applications per academic (June to July) year shall be forwarded through proper channels.
- k) An employee shall have to give one month notice in case he/she desires to be relieved upon resignation or he / she shall pay one month salary in lieu thereof in case if he/she desires to be relieved immediately . The resignation shall come into force from the date of accepting the resignation by the Management/ Director Administration/Principal or date of his/her relief whichever is earlier.
- l) For all the employees in the College their personal file shall be maintained and regularly updated.

2.6 Seniority

In the case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them as per the merit order fixed by the selection committee or as per the time and date of joining.

2.7 Pay, Allowance & Increments

- a) Pay: AICTE / State Government/ UGC/Pay scales as applicable from time to time shall be given to teaching staff. State government/University scales of pay as applicable from time to time shall be given to non-teaching staff.
- b) Allowance: Dearness, House rent and other allowances declared by State Government from time to time shall be admissible.

2.8 Sanction of Increments:

- a) The Management is the competent authority to sanction advance increments to the candidates selected based on their qualification / specialization / experience.
- b) Regular Increments: Increments shall be sanctioned by the management only on satisfactory performance of the employee.

- c) The management shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend oneself.
- d) The Governing Body /Management shall be the competent authority to implement Career Advancement Scheme as applicable.
- e) Annual increments will be sanctioned as and when due. In case the increments are withheld then the concerned employee will be informed about the decision with reason.

3.0 General Service Conditions

Rules and Regulations on the Roles and Responsibilities of Faculty

The faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. Non- adherence or non-compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees/faculty members.

3.1 General Rules

- a) The faculty must be punctual for duty.
- b) Stay within the campus during the working hours of the college.
- c) He / She shall discharge responsibilities assigned in teaching/research/consultancy and administrative areas diligently, honestly in un-biased manner with total commitments.
- d) The faculty are expected to conduct themselves in a professional and co-operative manner.
- e) Take precautions to protect equipment, materials, facilities and property of the College and the Departments.
- f) He/She shall attend the meetings convened by Administration, OSD, Principal and Management.
- g) He/She shall participate in activities assigned by HOD, OSD, Director Administration Principal and Management.
- h) He/She shall take up willingly other duties and responsibilities assigned by the Principal/Management not limited to Academic and Evaluation duties.
- i) He/She shall undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor, Associate Professor and Assistant Professor.
- j) He/She shall not engage himself/herself in or take private tuitions.
- k) He/She shall wear a decent and formal dress and his/her identity card on duty provided by the college.

- l) He/She shall finish the valuation work of internal examinations and semester examinations on priority without causing any inconvenience to the valuation process.
- m) He/she shall not accept/proceed to undertake any duties/works not exceeding 30 days in calendar year outside the College without prior approval of the authorities concerned.
- n) Whenever a faculty is deputed / permitted to take up an assignment outside the College, attendance certificate is to be submitted in office and recorded in department.

3.2 Behavior

The teaching profession expects high standards of ethical behavior. The faculty members are expected to conduct themselves in professional and befitting manner. The faculty member shall adhere to ethical codes of conduct listed below:

- a) The faculty shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct.
- b) The faculty shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents.
- c) The faculty shall desist from getting involved in un-authorized activities leading to financial benefit.
- d) The faculty shall desist from exhibiting non-ethical behavior that shall jeopardize the moral standards of the Institution. The faculty shall comply with rules, regulations and policies of the Management from time to time.

4.0 Academics

4.1 General

- a) To conduct the assigned classes as per schedule.
- b) To maintain the record of lesson plans, portions covered and other relevant documents of the courses handled by them.
- c) To implement designated curriculum with the said objectives and measure the outcomes of the courses being taught by them.
- d) To participate in professional development opportunities/ activities and apply the concepts in academic activities such as class room delivery and also in practical sessions.
- e) The faculty shall share information about project works, enable students to reflect learning that takes place in internships, site visits, industrial visits, placements and other outdoor activities etc. thereby help in improving teaching and learning process.

4.2 Classroom Management

- a) To come well prepared for the class and stay focused on the topic/content. b) Be present in classroom in time.
- b) To mark attendance within the first ten minutes of the scheduled class hour. The student entering the class after ten minutes can only avail the benefit of lecture and not the attendance.
- c) To commence the class by recollecting the main points of previous class in order to maintain continuity.
- d) To share knowledge in a manner that encourages effective two-way communication. f) Be organized and in order to make efficient use of time and move in a planned and systematic manner.
- e) To be self-confident and facilitate quality delivery of the subject.
- f) Involve visual and activity-based learning wherever possible, make power point presentations (PPT) in addition to conventional use of chalk and black board depending on the subject & necessity.
- g) Provide real time case studies whenever possible. Employ appropriate strategies to achieve desired objective of learning.
- h) To pose questions to the students which inculcate thinking.
- i) To summarize the main points at the end of period.
- j) After every mid semester examinations the faculty shall discuss the solution to the questions in the test and also about the mistakes made by students and explain how to overcome it.
- k) To evaluate the answer books within the stipulated time and make the scheme of evaluation transparent. The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time, shall not pre-pone, post-pone, and let-off or suspend a scheduled class without authorization from the concerned HOD/Principal.
- l) Shall handle the assigned practical classes and be available in the designated place for the full time.
- m) A class whether it is theory or practical or tutorial a teacher shall handle the class for the complete time duration of the class.
- n) Absence from duty without authorization is not permitted and will be viewed seriously.
- o) Shall take permission for absence from duty from the competent authority after doing proper engagements.
- p) All faculty and staff shall get their work load adjusted by alternate person while going on leave.
- q) They shall keep all lab records and lab documents updated and equipments and

instruments in working conditions.

4.3 Student Related

- a) To motivate students to show interest and get benefited from the lecture.
- b) To be available for the students even after class hours to clarify their doubts, if any.
- c) To provide students a detailed set of possible questions for all the topics in order to
 - i. Guide/prepare them for enhancing their knowledge & face the examinations confidently. This question set may be given as tutorial or as homework every week and the answers sheets after evaluation must be returned to the students within four days.
- b) To treat students with respect and teach them to treat others with respect.
- c) To motivate and help students to do minor educational projects in related area/topics so that their analytical and self-learning skills are improved.
- d) Feel comfortable while working with exceptional learners/slow learners and learners with diverse needs.
- e) To handle gently but firmly, any misbehavior of students and weed out the

4.4 Role of Mentor

- a) As a mentor, the faculty shall advise/counsel the student on all the academic matters (like registration/re-registration for the courses, dropping of courses and/or withdrawing from courses).
- b) He/she must meet the assigned students at least once every week. Every fortnight the mentor must compile the attendance of the student and in case of short attendance counsel the student and his/her parents within two days. He/She shall report to the FIC/SFC/HOD/Director Administrator/Principal about those students who avoid meeting the mentor or statements made by the parents are found irrelevant.
- c) He/she shall understand student difficulties and counsel as per individual situations and ensure that the academic progress of a student is continuously monitored and assessed.
- f) Keep the parents apprised about the academic progress and general behavior of their wards
- g) To demonstrate communication and interpersonal skills as they relate to interaction with students, parents, colleagues, staff and administration.
- h) To ensure maintenance of mentor diary in accurate, complete, and appropriate manner. The mentor diary is to be regularly updated with the comprehensive information of the student's academic progress with proper verification.
- i) The mentor should serve as a friend, philosopher and guide.

5.0 Rules / Regulations on the Roles and Responsibilities of Staff Members

The staff shall adhere to the Rules/ Regulations/ Responsibilities at all times as mentioned

below.

The rules, regulations & responsibilities are only indicative and not exhaustive. Non adherence or non- compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employee.

- a) The staff members must be punctual to duty.
- b) The staff shall stay in the workplace during the working hours of the college.
- c) The staff shall discharge the responsibilities diligently in honest and un-biased manner with total commitment.
- d) The staff shall maintain confidentiality. They shall not give or pass any information to any inside/outside persons unless and until the employee has been authorized to do so.
- e) The staff shall desist from falsifying/tampering any records or documents.
- f) The staff shall take precautions to protect equipment, materials, facilities and property.
- g) The staff shall take up other responsibilities prescribed by the superiors from time to time.
- h) The staff shall wear uniforms provided and identity cards on while on duty.
- i) The staff shall desist from borrowing/lending money from/to other employees.
- j) The staff shall not act in the manner amounting to insubordination, breach of trust, fraud etc.
- k) The staff shall assist/carryout their works with a view to meet the deadline notified by the competent authority.
- l) The staff shall not indulge in rude or abusive behavior, comments against superiors and negative comments about other staff members.
- m) The staff shall not involve in verbal attacks, which are of a personal, threatening, abusive, and irrelevant or go beyond fair and professional conduct. The employee shall not consume alcoholic drinks in the premises or not arrive at work under the influence of alcohol or any substance having an intoxication effect.
- r) The employee shall desist from un-authorized distribution of printed material or sell items on campus.
- s) The staff shall desist from getting involved in un-authorized activities for personal financial benefit / interest.
- t) The staff shall desist from participating in professional or personal behaviors that jeopardize the moral standards of the institution.

- u) The staff members are expected to conduct themselves in a professional, cooperative and ethical manner.
- v) The staff shall comply with rules, regulations and policies of the Management as framed from time to time in the interest of the college.

6.0 Motivation of faculty for Research Publications

Award of cash incentives for research publications in the referred international/national journals by the faculty members who are on regular scales. The Principal is authorized to recommend the award of incentive to the sanctioning authority after ensuring the compliance of the conditions as cited below:

- a) The publication may be considered subject to:
 - a. Establishing the standing of the journal
 - b. Copy of the Editorial Board of the Journal
 - c. Copy of comments by the peer group/reviewers
 - d. Copy of publication
- b) Any other conditions which the sanctioning authority deems fit
- c) There shall be no ceiling limit on the number of publications an individual faculty can publish.
- d) The cash incentives of Rs.10,000/- maximum or registration charges, whichever is less, for each paper published in referred International journal and Rs.5,000/- maximum or registration charges, whichever is less, for each paper published by the faculty in referred National journal.
- e) The incentive amount shall be equally distributed amongst all the authors. e) The publications made by the Principals and HODs shall be referred to the sanctioning authority for approval.
- f) The Impact Factor should be 0.5 and above and the faculty should submit the Impact Factor of the Journal.
- g) Publication should be as a faculty of LNCT Group of Colleges, Raisen Road Bhopal.

7.0 Guidelines/Conditions for Grant of study leaves for higher studies

A maximum of 10% of the total faculty members in a department for pursuing PhD programmes may be granted study leave for pursuing Ph.D program under QIP subject to the following guidelines/eligibility conditions:

- a) The faculty shall be on regular pay rolls and should have completed 5 years of service for sponsorship of programs offering Ph.D. degree.
- b) The faculty shall pursue and complete his/her studies diligently.
- c) The faculty shall return and report to LNCT within a week after completion of program.

- d) The faculty shall serve the LNCT Group after returning and reporting for a minimum period of five years.
- e) The faculty shall be paid 50% of salary during the study period and the remaining 50% after serving for five years post return.
- f) In case the faculty fails to fulfill the above condition, the faculty is liable for the repayment of full amount of expenditure incurred by the college.
- g) The faculty shall be bound by the rules of the Management from time to time. h) He/She will execute a Bond (on a Stamp Paper) with a surety to serve LNCT Group for the prescribed period after successful completion of Programme and serving the institute for the minimum period of five years on return after completion of the program.

8.0 Conduct Rules for all Employees

Every employee shall be governed by these rules and shall be himself liable for all consequences that will follow in case of breach of him/her:

- a) Every employee shall at all times maintain integrity of character, be devoted to his/her duty and be honest and impartial in his / her official dealing. An employee shall, at all times be courteous and polite in his/her dealings with the management, principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty and shall, always act in the best interest of the college.
- b) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head quarters except with the prior permission of appropriate authority. Whenever leaving station, an employee shall inform the principal in writing through the respective H.O.D. or the principal directly if he/she happens to be a H.O.D the address at which he/she would be available during the period of his/her absent from the headquarters.
- c) No employee shall be a member of any political party or shall take part in politics or to be associated with any party or organization, which takes part in political activity, nor shall aid or assist in any manner any political movement or activity.
- d) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the college or detrimental to the interests of the college.
- f) No employee can engage himself directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.

- g) An employee against whom insolvency proceedings commenced in a Court of law shall forthwith report full facts thereof to the college.
- h) An employee against whom criminal proceedings are initiated in a court of law shall immediately inform the competent authority of the college regarding the details thereof.
- i) No employee shall, except with prior permission of competent authority, have recourse of law or to the press for the vindication of any official act of the college, which has been the subject matter of criticism or attach defamatory character.
- j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his/her claim or refused redress of the grievance or has delayed the matter beyond a reasonable time.
- k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the management and the decision of the management thereon, is final and binding on the employee.
- l) No employee shall engage in strike or incitement thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

9.0 Disciplinary Action

All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.

- a) As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties:
 - i. Censure
 - ii. Withholding increments/promotion
 - iii. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
 - iv. Suspension

- v. Removal from service
 - vi. Dismissal from service
- b) If the competent authority feels it is necessary to constitute an enquiry as a part of the procedure for taking disciplinary action, the enquiry committee shall consists of three members amongst Head of the Departments and Senior Professors
- c) An employee can appeal against any punishment imposed upon him/her by the competent authority to the management/governing body as the case may be.

10.0 Reward System for Promoting Faculty Research/Incentives for Getting External Grants from AICTE, Industry or other Sources by Faculty to the Institution.

Extension of incentive of 3% of the total financial amount received for various research/development purposes and to be shared among the Principal Investigator and other Project Associates such as faculty / staff / students (listed in the Proposal)

10.1 Financial Assistance for Faculty attending the Seminar/Conference/Workshop etc. Financial assistance shall be offered as per the following table:

S.No	Details National / International Conferences in Indian paper presentation at Conferences Abroad		
1	Registration Fee Assistance to the extent of Rs. 10,000 /- or Whichever is lower?		
2	Travel Assistance Rs. 15000/-		
	To the extent of		
	Allowance Assistance to the extent of Assistance to the extent of 50% of to & from FIRST CLASS/AC2 TIER train fare or Rs. 5000/- whichever is lower. The Actual fare by Economy class by Air India / any other airline of Rs. 25000/- whoever is lower.		
	Maximum Financial Assistance: Rs. 50000/-		
	3 Daily Allowance Rs. 2000 per day for the duration of the conference US \$ 75 per day for the duration of the conference or Rs. 10000/- whoever is lower.		
4	Local Allowance	Rs. 500/- per day subject to a maximum of Rs. 2,000/-	Rs. 2,000 /- per day subject to a maximum of Rs. 10,000/-

10.2 Conditions for Sanction of Financial Benefits for attending Seminar/Conference/Workshop etc

- a) Faculty member should present the paper.
- b) Faculty should be a full time employee.
- c) If there are one or more authors for a paper, only one author will be eligible for financial assistance.
- d) In the case of international conference abroad, a staff can avail such assistance if he/she had not received assistance in the earlier three years.
- e) In the case of conferences in our country, the facility can be availed twice a year f) the assistance is released on reimbursement basis.
- f) The support provided shall be such that the total assistance received from all sources, including this financial assistance, shall not exceed the expenditure.
- g) The reimbursement is subject to the production of vouchers for registration fee and travel tickets.
- h) Self-certification regarding assistance, if any, received from other sources for the purpose shall also be produced.
- i) The financial assistance for participation in the International Conference is funded subject to review of the Experts by screening the papers prepared and to be presented by the faculty before deputing the faculty and also to check the credibility of the conference.

11.0 Leaves:

The leave sanctioning authority is the Principal/Director Administrator for all faculty and staff. The leave sanctioning authority for the principal is Chairman/Secretary.

11.1 Employees are admissible to following types of leaves:

A. Casual Leave

- a) A staff (who has put in one or more years of service) is credited a Casual Leave (CL) of 12 days in each calendar year.
- b) Newly appointed faculty/staff are entitled for one CL per every completed month of service up to one year.
- c) After completion of one year of service, the CL shall be granted in proportion [pro rata] to the period remaining till December of that year.
- d) CL not exceeding seven days inclusive of Sundays and holidays may be granted at a time.

- e) In special cases the management has the discretion to sanction CL up to ten 10 days in continuation.
- f) CL cannot be combined with any type of leave.
- g) CL cannot be claimed as right. The Casual Leave shall be got sanctioned before availing.
- h) When staff is unable to attend duties due to illness or any other reason beyond his/her control the Competent Authority for leave sanction may grant leave upon satisfaction.
- i) Discretion is reserved to the Sanction Authority.
- j) A staff who remains absent from duty without leave [for a period of four months or more] may be liable to be dismissed or removed from service and will be called as absconder.
- k) Casual leaves can be affixed either as suffix or prefix in case of vacations.
- l) Half day casual leave either for forenoon or afternoon can be availed.

B. Earned Leave

B.1 Earned Leave for Non Vocational Staff.

- a) Principal, Librarian, Workshop Superintendent, Sports Officer and other employees appointed on post of regular in nature, other than faculty shall be entitled for 30 days of earned leave in a calendar year.
- b) The leave shall be credited in advance in two installments of 15 days each on 1st January and 1st July every year.
- c) Earned leave can be encased at the time of superannuation. A maximum of 180 days year can be encased if they remain unveiled in balance.

B.2 Earned Leave for Vocational Staff

Earned Leave (EL) is granted to *Teaching Staff* only, subject to the following terms and conditions:

- ❖ **Eligibility:** Employees become eligible for EL after completing **one year of continuous service.**
- ❖ **Leave Entitlement:** A total of **6 days** of Earned Leave may be availed during the year, and must be taken in a **maximum of two separate slots.**
- ❖ **Leave Conditions:**
 - EL must be taken **in continuation.**
 - It **cannot be combined** with Casual Leave (CL) either before or after the EL period.

This policy ensures consistency in managing extended time-off while maintaining institutional responsibilities.

C. Leave with Half Pay

Half Day Leave (HDL) is subject to the following conditions for all eligible employees:

- a) Employees shall be entitled for 10 days leave with full pay or 20 days leave with half pay in a calendar year.
- b) The leave shall be credited in two installments of 10 days each on 1st January and 1st July of every calendar year.

Permissible Timing:

Half Day Leave is not permitted in the first half of the day.

Attendance Requirement:

Employees must punch attendance before proceeding on Half Day Leave. Failure to do so will result in the leave being marked as absent.

Approval Protocol:

Application for HDL must be made through the ERP system, with proper approval and arrangement for class/workload coverage.

- c) This policy is designed to ensure minimal disruption to academic and administrative responsibilities while allowing flexibility for personal needs.
- d) The Leave Sanctioned Authority shall sanction them subject to their satisfaction that the employee shall return for duty at the end of the leave.

D. Maternity Leave

- a) A female staff may be granted maternity leave for a period of one hundred and thirty five days from the date of its commencement.
- b) Maternity leave may also be granted in case of miscarriage or abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 (but not threatened abortion), subject to the conditions that – (a) the leave does not exceed six
i. Weeks; and (b) the application for leave is supported by a medical certificate from a Registered Medical Practitioner
- c) Maternity leave (under clause 7.6.1 or clause 7.6.2 of above) shall not be admissible to a female staff who has two or more living children.
- d) Maternity leave may be combined with vacation or any other kind of leave. Such

leave not exceeding sixty days may be granted without production of medication certificate.

- e) Leave in further continuation of leave granted under clause 7.6.4 may be granted in the case of illness of the female staff subject to the production of a medical certificate from the authorized Medical Officer. Such leave may also be granted in case of illness of a newly born baby, subject to production of a medical certificate from the authorized Medical Officer to the effect that the condition of ailing baby warrants personal attention and that her presence by the baby's side is absolutely necessary.

E. Paternity Leave

- b) A male staff may be granted paternity leave during the confinement of his wife for a period of fifteen days from the date of its commencement.
- c) It shall not be admissible to a male staff who has two or more living children. c) It may be combined with any other kind of leave except casual leave.
- d) It cannot be en-cashed or merged with earned leave.

F. Short Leave (SL)

Short Leave (SL) is a limited-duration leave provision available to all eligible staff under the following conditions:

❖ **Entitlement:**

- Teaching and Non-Teaching Staff: Eligible for 1 Short Leave per month, up to a total of 12 per year.
- Non-Teaching (Other Staff): Eligible for 9 Short Leaves per year.

❖ **Attendance Protocol:**

- Staff must punch attendance before proceeding on Short Leave.
- Failure to do so will result in the leave being treated as Absent.

❖ **Application Procedure:**

- Prior approval must be obtained through the **ERP system**.
- **Replacement arrangements** for class/work duties must be ensured before availing the leave.

Short Leave is intended for brief, urgent personal matters and should be used judiciously to maintain work continuity and institutional discipline.

G. Summer Break :

The Summer Break is an institutional leave period granted annually, subject to the following terms:

❖ **Eligibility:**

- Applicable to Teaching and Non-Teaching Staff only.
- Not applicable to Non-Teaching (Other Staff).

❖ **Duration:**

- Teaching Staff: Up to 5 days, as per official orders.
- Non-Teaching Staff: Up to 3 days, as per official orders.

❖ **Grant of Leave:**

- The break is provided only as per management directives and is subject to the academic calendar and administrative requirements.
- Dates and duration will be notified in advance by the institution.

This leave is intended to offer staff a short period of rest during the summer term, while ensuring that core institutional functions remain uninterrupted.

H. Medical Leave (ML)

Medical Leave (ML) is granted to employees in the event of health-related issues, subject to the following conditions:

❖ **Eligibility:**

- Applicable to all Teaching and Non-Teaching Staff.

❖ **Leave Entitlement:**

- Medical Leave may be sanctioned based on the severity of illness and recommendation of the attending physician.
- Leave duration must be approved by competent authority.

❖ **Documentation Requirement:**

- A valid medical certificate must be submitted along with the leave application.
- In cases exceeding 3 days, a fitness certificate is mandatory for resumption of duty.

❖ **Application Process:**

- Leave must be applied through the ERP system with all required documents uploaded.

- Approval is contingent upon verification and recommendation by HR/Admin.

Medical Leave is provided to support employee well-being while maintaining accountability and continuity of institutional functions.

I. Academic Leave (Paper / Conference):

Academic Leave is granted to faculty members for professional development activities such as attending or presenting papers at conferences, workshops, or seminars. The policy is outlined as follows:

Eligibility: Available exclusively to Teaching Staff.

❖ Purpose:

- Participation in national or international conferences, seminars, or workshops.
- Presentation of research papers or representation of the institution in academic Forums.

❖ Leave Entitlement:

- The number of days granted depends on the nature and location of the event, subject to prior approval.
- Leave may cover travel and event duration only.

❖ Approval Process:

- Faculty must submit an application through ERP along with:
- Invitation/confirmation of participation.
- Abstract or paper (if presenting).
- Details of the organizing body and schedule.
- Leave must be approved by the Head of Institution and HR/Admin.

❖ Reporting Requirement:

- Upon return, a brief report or presentation of the learning/outcome may be required.

This policy promotes academic growth and contributes to the professional development of faculty members while enhancing the academic reputation of the institution.

J. Viva & Exams:

Faculty involvement in Viva and Examination duties is essential for maintaining academic integrity and smooth conduct of assessments. The policy is as follows:

❖ Mandatory Participation:

- All Teaching Staff are required to actively participate in internal and external viva, mid-term exams, end-term exams, and practical evaluations as assigned.
- ❖ **Attendance & Punctuality:**
 - Faculty must ensure full-day availability on assigned exam/viva dates.
 - Any absence during examination duties will be treated strictly, and leave shall not be sanctioned unless in exceptional cases.
- ❖ **Responsibility:**
 - Faculty must adhere to examination schedules, assist in supervision, evaluation, and reporting, and maintain confidentiality of examination-related matters.
 - External duties (e.g., university-assigned viva/exam) must be informed in advance with proper approval.

❖ **ERP Compliance:**

Attendance for exam/viva duties must be punched in the ERP system as per usual working days. This policy ensures the credibility and smooth functioning of academic assessments, reflecting the institution's commitment to quality education.

K. Any Special Leave/OD:

As part of our commitment to supporting academic and professional engagement beyond routine responsibilities, the Management has outlined the following policy regarding Special Leave / Official Duty (OD):

❖ **Special Leave / Official Duty (OD) Policy**

Special Leave/OD may be granted to employees (Teaching and Non-Teaching) who are required to:

- ❖ Represent the institution at official programs, seminars, or workshops.
- ❖ Attend training sessions, inspections, or academic collaborations approved by the institution.
- ❖ Participate in events that contribute to the growth, visibility, or objectives of the LNCT Group.

Key Points:

- ❖ This leave is not automatically granted and must be taken only with prior approval from the Management.
- ❖ The request must be submitted through the ERP portal along with relevant supporting documents and a recommendation from the respective HOD/Coordinator.

- ❖ Such leave will not be deducted from Casual or Earned Leave balances.
- ❖ Proof of participation (e.g., certificate, invitation letter, report) should be submitted post-event, wherever applicable.

13.0 Travelling Allowance, Daily Allowance & Local Transport

Employees of the college when deputed to any out stations shall be entitled to travelling allowances, daily allowances and other permissible expenses they incur. These shall be regulated as under:

Grades: All the staff, both Teaching and Non-Teaching are classified into two Grades as follows: Grade – I: The entire regular teaching staff of Asst. professor cadre and above. Grade – II: All the non- teaching staff and all other employees.

Employees of Grade – I are eligible to travel by 1st class/II - AC sleeper class. All the other employees are eligible to travel by sleeper class/AC III tier.

Daily Allowance:

Daily Allowance admissible to different grades shall be as follows or as per latest notification:

Category of Employee	A Class City	B Class City	C Class City
Grade – II	Rs.1,000/-	Rs. 800/-	Rs. 600/-

For the purpose of claiming D.A., the absence of the employee from the headquarters is reckoned i.e., the time between the officers left the headquarters and the time he returned to the headquarters shall be taken. For periods less than 24 hours absence the following rate are admissible:

- a) Absence Less than 6 Hours No D.A.
- b) Absence more than 6 hours, but less than 12 hours Half D.A
- c) Absence more than 12 hours Full D.A.

Local Transport:

For local travelling public transport is allowed subject to submission of tickets / bills kilometer wise.

Note: It is a fundamental principle that allowance is not to be a source of profit and no allowance is granted to cover the expenses of family members accompanying them when travelling on duty.

14.0 Assistance for Presenting Papers in Seminar / Conferences etc.

The regular teaching staff who are sponsored for presenting papers in seminars/conferences are eligible to travel by 1st class/II AC or equivalent by Air/Rail/Bus in addition to reimbursement of registration fee. D.A. as per rules is admissible. This facility is limited to twice in an academic year for national level and once in three years for international conferences.

15.0 Assistance for Attending Seminars, Q.I.P. Courses, Refresher Courses Etc.

The regular teaching staffs who are permitted to attend the seminars as delegates, and to undergo Q.I.P. Courses, Refresher Courses etc., are eligible to travel by II sleeper class. No D.A. is admissible. This provision is not extended when the organizing agency is meeting the T.A.

16.0 Adjustments of advances outstanding in the name of the employees:

All employees who have taken advance in their names shall adjust the outstanding advances in their names within one month or at the end of the month on which the advances is drawn.

17.0 Festival Advance to all the Staff Members

All the staff members who have put in more than one year of service at LNCT are eligible for sanction of festival advance of Rs.5000/- once in a financial year only. This facility will be made available on any one festival among the festivals namely Deepavali, Ramzan and Christmas subject to recovery in ten equal installments from their salary.

18.0 Medical facilities

A medical facility for employees, family and students is available on the campus in Primary Rural Health Center (College dispensary).

NOTE:

1. Regarding the interpretation of these rules and on any other point which is not covered under these rules the decision of the Management of the College shall be final and such decisions shall, as far as possible, be in the general interest of the employees and the institute.
2. The Management reserves the right to amend any of the above rules without affecting the general interest of the employees and the institutes.



Chairman

LNCT BHOPAL