

Service Rules

2024



Lovely Professional University

Jalandhar – Delhi G. T Road, Phagwara, Punjab

Lovely Professional University

Service Rules

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1 RECRUITMENT PROCEDURE FOR TEACHING AND NON-TEACHING POSTS

Recruitment Procedure for Teaching and Non-teaching posts

1.1 Modes of recruitment

Recruitments in respect of the various posts of the University may be made by any of the following or such other modes as the University may decide from time to time

1.2 By Open Competition

(a) Recruitment may be made by open competition by issue of an open advertisement or offer through media or internet or likewise or inviting names through employment exchange or in any other manner, as and when required. followed by conduct of walk-in-interviews or pre-planned interviews or otherwise, as decided by the University. The University may decide to, permit the in-service employees with the requisite qualifications to apply for the concerned posts and to consider the candidature in absentia for recruitment for a particular posts), if deemed necessary.

(b) The University may decide to constitute screening committee(s) and/or selection committee(s) and frame the selection procedure and criteria for the selection of candidates for various posts of the University, as and when deem necessary. Provided that the Vice Chancellor or any other authority or officer appointed or authorized by the Chancellor, may constitute such screening committee(s) and/or selection committee(s) for the recruitment of candidates for Class I (other than the Senior Functionaries of the University) and all other categories of employees and persons of the University; and

the Chancellor may, for the recruitment of senior functionaries of the University and in respect of all other categories of employees and persons of the University, constitute such screening committee(s) and/or selection committee(s), as and when deemed necessary.

1.3 By Panel Selection

(a) The Chancellor may, if deem necessary, either himself constitute or authorize any other person to constitute a panel to make recommendations for the recruitment of employees for the various posts of the University.

(b) (i) The appointing authority may make the recruitment on the basis of therecommendations of the panel so constituted, or

(ii) The appointing authority, if not satisfied with the recommendations, may propose to the Chancellor or the person authorized for, the fresh recommendations of the existing panel or the constitution of a new panel or the recruitment at its own level; provided that the decision of the Chancellor or the person authorized in this regard, shall befinal and binding on the concerned.

- (c) However, the appointing authority shall be at liberty to make recruitment at its own level, at any time, as deemed necessary, even before the recommendations are made by the panel, subject to the approval of the Chancellor or the person authorized.

1.4 By Deputation

Recruitment of employees may be made by borrowing the employees from the Government Departments and other institutions or universities or organizations. on the terms and conditions as are agreed upon. An employee on deputation could also be permanently absorbed in the University, if deemed fit by the appointing authority.

1.5 By Promotion

Recruitment by promotion may be made whether in a permanent or officiating capacity from amongst the employees serving in the posts in the specified lower grade in the University or institutions of the University or the Trust.

1.6 On Contract basis

Recruitments can also be made on Contract basis or as Consultants on such terms and conditions as agreed upon.

1.7 By Invitation

The recruitment to various posts of the University may be made directly through personal contacts. The Chancellor may approve the direct appointment through invitation to the prospective candidates with good credentials identified either suo-moto or by the Vice Chancellor or any other officer or the authority of the University or brought otherwise to the notice of the Chancellor through personal contacts.

1.8 by Campus Recruitment

The University may recruit the candidates directly for the various posts of the University by conducting campus recruitment in any other institution, university or organization, as deemed fit.

1.9 By Postings and Transfers

Candidates for the different posts of the University may be appointed through direct postings and/or transfers from the Trust or its institutions and/or internally within the University and its institutions, in India and abroad, as deemed fit.

1.10 By Special Mode of Recruitment

Notwithstanding anything contained in these Regulations, the appointing authority may invite a person of high academic distinction

and/or professional attainments or otherwise to accept a post in the University, as the case may be, on such terms and conditions as it deems fit.

1.11 Qualification and Eligibility criteria

Qualification and other eligibility criteria in respect of age, academic and technical qualifications, experience and the like will be as defined in the Rules for various types and categories of the post for which the recruitment is made.

However, a relaxation in qualification and eligibility conditions in respect of any of the posts as aforesaid can be granted by the Vice Chancellor with the approval of the Chancellor.

1.12 Authority to take decision

The decision regarding the recruitment to a particular category of post of the University shall be made by the appointing authority whose decision shall be final and binding on all the concerned of the University. Provided that the Vice Chancellor shall also be competent to exercise the powers of any other subordinate authority in this behalf

1.13 Miscellaneous

(a) In the event of occurrence of a vacancy for any post of the University or in the absence of the concerned person, any other person appointed or authorized by the appointing authority or senior authority in this regard shall discharge all or any of the functions either temporarily or permanently, as deemed fit.

(b) Notwithstanding anything stated in these Regulations, for any unforeseen issues arising that is not covered by these Regulations, or in the event of dispute/differences of opinion in interpretation of any provision of these Regulations and in respect of all the matters, whether expressly provided herein or not, the University may approve to take such measures as may be necessary for removal of difficulties that shall be final and binding on all the concerned.

2.0 CREATION AND ABOLITION OF POSTS IN THE UNIVERSITY

2.1 The University may decide to, create and abolish such posts in the University including administrative, academic, executive, teaching and others, and confer any designation and/or title to such posts, as deemed necessary from time to time.

2.2 The employees of the University shall be broadly classified into four classes and categorized as follows: -

(a) Class I:

i. Senior Functionaries of the University;

- ii. Administrative Staff - Category I, Category II, Category III; and
- iii Teaching Staff - Category I, Category II, Category III.

(b) Class II:

- i. Administrative Staff
- ii. Teaching Staff

(c) Class III: Category I, Category II.

(d) Class IV: Category I, Category II.

- 2.3 The detailed classification of all the employees and equivalent levels of the various posts of the University will be prescribed by the Rules of the University. Such other classes and categories of employees may be further created or abolished as decided by the University from time to time.
- 2.4 The institution and disestablishment of Professorships, Assistant Professorships / Readerships, Senior Lectureships, Lectureships and such other posts in the University shall be decided by the University.

3 APPOINTMENTS

- 3.1 The appointment of the persons on various posts in the University may be made on the following basis:

(a) **Permanent Appointment:** means appointment of a person on a post till the age of retirement subject to other conditions specified in this regard.

Unless and otherwise specified in the appointment letter, every person appointed to a post shall be a probationer, until his appointment is confirmed in writing by the appointing authority. The initial period of probation shall be of two years provided that the appointing authority may, in any individual case(s), may also extend the initial probation period of any person by one year. An employee only when confirmed, in writing, in the post under the University shall be a Permanent Confirmed employee of the University.

(b) **Temporary Appointment:** means appointment of a person on a post for a limited time period as specified in his appointment letter. Unless and otherwise specified in the appointment letter, every person appointed on a temporary basis, even if he continues to hold his office or work after the expiration of the specific time period, shall be a temporary employee.

(c) **Term Appointment:** means appointment of a person on a post itself carrying a fixed term/tenure as specified in his appointment letter. Unless and otherwise specified in the appointment letter, every person appointed on a term/tenure

basis, even if he continues to hold his office or work after the expiration of the specific term/tenure shall be on term appointment.

(d) **Ad hoc Appointment:** means appointment of a person, in lieu of a post lying vacant, for a specific period, till that post is filled up, as specified in his appointment letter. Unless and otherwise specified in the appointment letter, every person appointed on ad hoc basis, even if he continues to hold his office or work after the expiry of the specific period, shall be an ad hoc employee.

(e) **Contractual Appointment:** means appointment of a person for a specific purpose with or without specific period, as specified in his appointment letter. Unless and otherwise specified in the appointment letter, every person appointed on contractual basis, even if he continues to hold his office or work after the completion and/or expiration of the specific purpose(s) and/or period, shall be a contractual employee.

(f) Any other basis of appointment as decided by the University.

- 3.2 The University may decide to make appointments to the various posts of the University, at its discretion, for carrying out the functions of the University without any discrimination or reservation so as to provide equal opportunity to all castes, classes, colors, creeds, sex, races, religions and areas.
- 3.3 Unless otherwise provided, the persons appointed to various posts of the University, except the Vice Chancellor, may be transferred to any other post in the University or its schools/institutes, during the programme of their employment in the University, at the sole discretion of the Chancellor or the appropriate authority.
- 3.4 Persons from India and overseas like NRIs, PIOs, Foreign Nationals (except from the hostile or enemy countries declared by the Government of India) etc. may be appointed, at the discretion of the appointing authority, for filling the various posts of the University.
- 3.5 If any question arises with respect to the appointment of any person or the terms & conditions and other issues related to his appointment, the same shall be referred to the Chancellor, whose decision thereon shall be final and binding on all concerned.

4 PROBATION AND CONFIRMATION

- 4.1 Unless otherwise specified in his appointment letter, every person appointed to a permanent post shall be on probation initially for a period of two years provided that the appointing authority may, in any individual case(s), may extend the initial probation period of any person to or by one year, if deemed necessary.
- 4.2 On the expiry of the initial probation period, the appointing authority may:
- (a) confirm the probationer, in writing, if the probation has been completed to the

satisfaction of the appointing authority; or

(b) extend his period of probation to an extent necessary or terminate his services without any notice or revert him to the post held by him immediately before such appointment (in case of appointment by promotion), if the probationer is, during the period of probation, found unsuitable for holding that post or has not completed his period of probation satisfactorily or otherwise as deemed necessary.

- 4.3 A person or employee only when confirmed, in writing, in the permanent post under the University shall be a Permanent Confirmed employee of the University, subject to the conditions laid down in the Statutes, Ordinances, Regulations, Rules, Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, framed there under from time to time.
- 4.4 The confirmation of the probationer after completion of the period of probation is not automatic but is to be followed by formal orders in writing. As long as no specific orders of confirmation are issued to a probationer, such probationer shall be deemed to have continued on probation. No employee or person shall claim the confirmation to a post as a matter of right and it shall be subject to the sole discretion of the appointing authority.

5 EMOLUMENTS AND OTHER ALLOWANCES

The emoluments and other allowances payable to the employees and other persons of the University and its institutions shall be in such pay scales or at such stage of such pay scales as the University may approve or decide from time to time, in accordance with the guidelines of statutory apex bodies, if any.

The appointing authority or officer may, at its discretion, decide the higher amount of emoluments and/or additional benefits and/or perks to the respective employee(s) and person(s) in the University, as desired, in view of the stature of employee or person concerned and/or as per the requirements of the University.

The Chancellor shall be empowered to decide the higher amount of emoluments and or additional benefits and/or perks to any employee and person in the University, as deemed necessary, at any time.

6 TRANSFER AND POSTINGS

Any employee of the University, its schools/institutes etc. may be posted or transferred to any school/institute or department of the University or to the Trust or its institutions or an outside agency or organization or institution, as decided by the

University, on such terms and conditions as mutually agreed upon between the University and the Trust or the borrowing authority.

7 SENIORITY

Seniority of the employees in the University shall be determined according to the various parameters defined in the rules, as may be framed from time to time

8 INCREMENTS AND PROMOTION

The increments, incentive, promotion and likewise shall be granted to each employee, as decided by the University, in accordance with the Rules framed by the University from time to time. However, an increment, incentive, promotion and likewise may be withheld from an employee if his conduct has not been good or his work has not been satisfactory or otherwise, at the discretion of the appointing authority. No employee or person shall claim the increment, incentive, promotion and likewise as a matter of right and it shall be subject to the sole discretion of the competent authority.

9 RESIGNATION/TERMINATION

Subject to the provisions of the Act, Statutes, Ordinances, Regulations, Rules, Policies and such other documents of the University, as may be promulgated and amended from time to time:

- 9.1 An employee may resign or the services of an employee shall be liable to termination at any time by a notice in writing given either by the employee to the appointing authority, or by the appointing authority to the employee as per the terms of appointment and/or the rules or the policy of the University for the time being in force, as applicable;
- 9.2 In the event of breach of any of the terms and conditions of the appointment, indiscipline, anti-organization behavior, breach of trust and/or any conduct on your part which is inconsistent with the employer-employee relationship; or in case of unsatisfactory performance or discharge of duties; or in case of any attitudinal problem, the University shall be at liberty to terminate the services of an employee without any notice and without compensation and without prejudice to its other rights and remedies for such breach or conduct on his part and shall be authorized to take appropriate legal action; and
- 9.3 In case of any resignation/termination policy not expressly provided for, an employee shall be governed by the following policy:
 - (a) The services of an employee will be liable to termination/resignation by giving a three month notice on either side; or

(b) The services of an employee may be discontinued by giving him the above-mentioned period of notice or payment of salary as compensation in lieu of the notice period by the University. An employee may resign by giving the above-mentioned period of notice or deposit salary in lieu of the notice period subject to the condition that he, in case of a teaching employee, will complete the respective academic term

i.e. up to the last teaching day in a particular term. If an employee chooses to resign, the University can relieve him at its discretion at any time within the notice period without compensation. Similarly, in case the University serves a notice for termination of the services of an employee, he may also leave at any time within the notice period without depositing salary.

10 RETIREMENT

Subject to the provisions of the Act, Statutes, Ordinances, Regulations, Rules, Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University, as may be promulgated and amended from time to time:

10.1 The age of retirement of the employees shall be on the completion of the age of 58 years that may be extended for a period of 2 years i.e. up to 60 years either altogether or on periodical basis, at the discretion of the Chancellor.

10.2 The Chancellor may, in exceptional cases, extend the age of retirement further, for a period of 2 years i.e. up to 62 years either altogether or on periodical basis.

10.3 notwithstanding the provisions of clause above, an employee may be retired or asked to leave: -

- (a) on his being declared medically unfit for service by the competent authority as may be specified in the Rules, or
- (b) on unsatisfactory performance or discharge of duties; or in case of any attitudinal problem, or
- (c) on the imposition of the penalty of compulsory retirement, or
- (d) in the event of breach of any of the terms and conditions of the employment, indiscipline, anti-organization behavior, breach of trust and/or any conduct on the part of employee which is inconsistent with the employer-employee relationship, or
- (e) on the abolition of the concerned post, or
- (f) due to the reason (s) beyond the control Of the University such as discontinuation of a programme, abolition of a department or faculty/school/institute or likewise as decided by the University, or on any other grounds as decided by the University.

11 TERMS AND CONDITIONS OF SERVICES

- 11.1 That the staff shall be governed by the Lovely Professional University Act, Statutes, Ordinances, Regulations, Rules, Terms and conditions of employment, Orders, Instructions, Guidelines, Code of conduct, policies, directions, standing orders etc. as enforced from time to time by the Lovely Professional University (hereinafter referred to as 'University' and shall also include its successors, constituents/affiliates, sponsoring body, associate(s), sister concern(s) and other units, as applicable).
- 11.2 That the employment of the staff and its continuation with the University shall be subject to the fulfilment of the norms, including the qualification and experience criteria etc., whatever it may be called, as decided by the University from time to time.
- 11.3 That the staff can be deployed at more than one working places and/or the staff may be posted or transferred or may be sent otherwise in any of the constituent/affiliate Institution(s), associate(s), sister concern(s) and any other unit(s) of the University or its sponsoring body or any other organization, whether in existence or which may come into existence hereafter, on regular or deputation or contract basis or otherwise as per the terms & conditions prescribed by the University from time to time. The staff may also be made to work in the industry partly or wholly as per the terms & conditions prescribed by the University from time to time.
- 11.4 That whole working time of the staff shall be at the disposal of the University and the staff shall serve the University in such capacity and in such manner and at such places as directed by the University from time to time.
- 11.5 That the staff shall not, during the subsistence of this employment, engage directly or indirectly either honorary or on remuneration or otherwise in any trade, business, occupation, profession or undertake any other employment, or serve in any manner including any sort of private practice, consultancy, coaching, tuition, training etc or as visiting faculty or guest faculty otherwise.
- 11.6 That besides the duties and responsibilities assigned/assignable for the designated post, the staff may be assigned additional duties and responsibilities without any separate compensation and in case the staff is given the additional charge of duties and responsibilities whether by a specific order in writing or not, the staff shall be presumed

to have taken the charge of such duties and responsibilities assigned to him/her from the specified date.

11.7 That the staff may delegate any of the powers (except the specific powers conferred upon me), vested with him/her, if permissible by the virtue of the post or service, to any other staff member of the University, subject to the condition that the overall responsibility for exercise of the powers so delegated shall continue to rest with him/her.

11.8 That the staff shall not, in the performance of official duties or in the exercise of powers conferred upon him/her; act otherwise than in the best judgment except while acting under the direction of his/her senior officials.

11.9 That the staff shall deal with and be responsible, for obtaining recognition, permission, approval, sanction etc. as applicable, for observing and ensuring the compliance of the rules, regulations, obligations etc. of the Government, regulatory authorities or any other body, Law of the Land and/or any other law and/or policy for the time being in force, pertaining to or arising out of the functions performed by the staff and/or liabilities and responsibilities assigned/entrusted upon him/her and/or in exercise of various powers conferred upon him/her.

11.10 That the staff shall submit such security deposit(s) in form of a bond/bank guarantee or caution money or such any other document or certificate or affidavit etc. as and when required by the University to ensure that the University would not suffer even if he/she leave in the midstream or otherwise in contravention to the terms of my employment and/or the policy of the University for the time being in force.

11.11 That the University reserves the right to display details of the staff that may also include his/her joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

11.12 That possessing laptop during the employment of the teaching staff will be compulsory as and if prescribed in the University policy and he/she will arrange and maintain the same at his/her own cost, and the staff will be paid an allowance or otherwise such amount as per the policy of the University in force from time to time.

11.13 That the staff shall not possess or consume alcohol, drugs, tobacco, cigarette or any other sedative and such like material and non-vegetarian food which is strictly

restricted in the University campus and its vicinity.

11.14 That unless otherwise decided by the University or in case of any retirement policy not expressly provided for:

- a) The retirement age of the staff shall be on the completion of 58 years that may be extended for a period of 2 years i.e. up to 60 years either altogether or on periodical basis, at the discretion of the University;
- b) In exceptional cases, the management of the University may further extend the services of the staff for a period of 2 years i.e. till the age of 62 years either altogether or on periodical basis;
- c) Notwithstanding the provisions of the clause (a) & (b), the staff may be asked to leave at any point of time:
 - i. on being declared medically unfit for service by the University, or
 - ii. on unsatisfactory performance or discharge of duties or in case of any attitudinal problem, or
 - iii. on the imposition of the penalty of compulsory retirement, or
 - iv. in the event of breach of any of the terms and conditions of employment, disobedience of code of conduct or regulations & rules, indiscipline, anti- organization behavior, breach of any conduct which is inconsistent with the employer-employee relationship of the University, or
 - v. on the abolition of the concerned post, or
 - vi. due to the reason(s) beyond the control of the University such as discontinuation of a course, abolition of any department or any constituents or likewise as decided by the University, or
 - vii. on any other grounds as decided by the University; and
- d) The decision of the University in this regard shall be final and binding on the staff and the staff shall, before leaving this service, hand over the charge of all the official documents, information and material in his/her possession to the immediate superior authority or any other person authorized in this regard as prescribed by the University.

11.15 That employment of the staff with the University shall be subject to resignation/discontinuation of services of the staff as mentioned below, unless otherwise prescribed under the policy of the University for this purpose, for the time being in force:

- a) During probation, services of the staff can be discontinued by the University at any time by serving one week notice on account of unsatisfactory performance or otherwise and that during probation the staff can resign from the services by giving two-month notice.
- b) After confirmation of services of the staff, services of the staff can be discontinued by the University by giving three months' notice and the staff can also resign from the services by giving three-month notice.
- c) Notice so prescribed for the purpose of resignation during probation/after confirmation shall be subject to the following conditions:
 - i. For teaching staff, notice of resignation cannot be given in non-teaching period. Entire duration of notice period should fall in the teaching period only. "Non-teaching period" is the period when no actual teaching takes place. This period starts immediately after the end of actual teaching in a particular semester/term (six months)/session and ends immediately before the start of actual teaching in a subsequent semester/term (six months)/session.
 - ii. Notice period will not be applicable if the teaching staff choose to resign in non-teaching period and in such case the staff will be liable to pay two months' salary in case of on probation and three months' salary in case confirmed as compensation to the University.
 - iii. Notice of resignation as prescribed above if submitted, the University shall be entitled to relieve the staff at its discretion at any time within the notice period without compensation. Similarly, in case the staff being served with the notice of discontinuation of the services of the staff by the University, the staff can also leave at any time within the notice period and in that case he/she will not be liable to pay any compensation.
 - iv. The staff may resign from his/her services by giving the above said notice, subject to further condition that the staff will complete the

respective academic semester/term (six months)/session (as case may be)

i.e. up to the last teaching day in that particular semester/term/session, unless otherwise decided by the University.

d) The University shall be at liberty to discontinue services of the staff without any notice and without compensation and without prejudice to its legal and other rights and remedies under certain circumstances also including the following acts/omissions on of his/her part:

- i. In case of unsatisfactory/poor performance or discharge of duties or in case of any attitudinal problem, or willful negligence; or
- ii. Absence from duty without any sanctioned leave or on flimsy medical grounds; or
- iii. in the event of breach of any of the terms and conditions of my employment, indiscipline, anti- organization behavior, any conduct on my part which is inconsistent with the employer- employee relationship, or
- iv. If the staff apply for job in any other organization or appear for any interview in any such organization without obtaining no objection certificate from the University;
- v. On any other grounds as decided by the University from time to time;
- vi. Provided further that in such situations, it will be deemed to be resignation given by the staff and he/she will be liable to pay twomonths' salary as compensation to the University.

e) The staff will be liable to pay double the compensation required to be paid normally i.e. four-month salary incase on probation and six-month salary as compensation in case confirmed under certain circumstances also including the following:

- i. If the staff go on a sanctioned long leave of one month or more and resign from the services during the period of that leave or do not join back after expiry of that leave period.
- ii. If the staff resign from the services after availing a sanctioned long leave

of one month or more within the period equivalent to the leave availed.

iii. on any other grounds as decided by the University from time to time.

- f) That in case the staff resign by giving above mentioned period of notice subject to above conditions, the staff can only avail leave entitled during the notice period; however, because of some genuine reasons leave over and above the said entitlement can be availed with prior permission of the competent authorities but each such leave shall be treated as equivalent to two days leave without pay.

11.16 That the University shall not be responsible for any damage or loss to staff arising out of personal injury and/or death by accident or otherwise during the course of employment with the University.

11.17 That the staff shall indemnify the University against: -

- (a) all actions, causes, suits, proceedings (including civil and criminal), accounts, claims, liabilities (including statutory liabilities), compounding fee, penalties, demands and costs (including without limitation legal costs), awards, damages, losses and expenses, whatsoever, arising on account of employment of the staff with the University or otherwise and against all consequences arising thereof;
- (b) all rights and claims of the staff, their dependents, next of kin or other legal representatives or any other individual, authority or body on behalf of the staff or otherwise; for any legal action or compensation or otherwise for any mis happening in terms of death, suicide, disability, infections, diseases, loss or damage of any kind caused to me in person or otherwise during my employment with the University at any place at any point of time in any manner due to any reason ; and for any loss or damage of cash or valuables or personal belongings of the staff of all kinds including mobile phone, Personal Computer, Laptop, jewellery or any other personal belongings;
- (c) all the consequences arising, in case anything goes wrong or against the contents of the Undertaking given to the University or on account of breach of the terms and conditions of employment and I shall myself be

responsible for all consequences whatsoever; and the University shall not be held liable in any regard.

11.18 That no suit or other legal proceeding shall lie against the University or any member or employee of the University for any Illegal or Fraudulent Action ormalpractice done by staff for any purpose.

11.19 That the staff shall deal with and shall be responsible for all the legal matters pertaining to or arising out of the functions performed by him/her and/or liabilities and responsibilities assigned/entrusted upon and/or in exercise of various powers conferred upon the staff.

11.20 The staff will be bound by the whip, if any issued for representing the University and/or any other organization in the various authorities and bodies of the University or otherwise. Any statement made or action taken by staff against the whip, so issued, shall not be binding on the University or any other organization (as the case may be), and in case, being found guilty of non-compliance in this regard, the staff shall be liable to face termination and/or any other disciplinary action of the University notwithstanding the legal action as per the Law of the Land.

11.21 The staff shall, in case of getting involved in some criminal proceeding, immediately inform, in writing, to the University, irrespective of the fact whether he/she have been released on bail or not.

11.22 The staff shall not, in case arrested or detained in police custody whether on criminal charges or otherwise for a period longer than 24 hours, join official duties without obtaining the written permission to that effect from the University. The staff's personal conduct at all times shall be of such a nature as not to bring discredit upon the University.

11.23 The staff shall at all times, maintain absolute integrity, show devotion to duty and do nothing which is unbecoming of a Staff member of the University; and in case holding a supervisory post, the staff shall take all possible steps to ensure integrity and devotion to duty of all staff members for the time being under his/ her control and authority.

11.24 The staff shall make sincere efforts to provide or to contribute towards a solution to any exigency or crisis management, in or in relation to the University like student

unrest, attack etc. and otherwise to facilitate the functioning of the University.

11.25 The staff shall not make or join or associate with or attach or continue to be a member of an association, union, forum, group etc., the objects or activities of which are prejudicial to the interest of the University or public order, decency or morality; and the decision taken by the University, as to whether the association of the type aforesaid is prejudicial to the interest of the University or not shall be final.

11.26 The staff shall not engage or participate in any demonstration, prejudicial to the interest of the University or public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.

11.27 The staff shall not resort to or, in any way, abet any form of strike or an unwanted act in connection with any matter pertaining to his/her service or the service of any other staff member or matter concerning students of the University or otherwise.

11.28 The staff shall not, except with the prior approval of the University:

- (a) Directly or indirectly be connected with, or own wholly or in part or conduct or participate in the activities of any media including print media, electronic media or through internet or publications or any other way.
- (b) Contribute any article or write any letter or make any statement or disclose any information to any media (including any radio broadcast or telecast or through internet or any other way) or periodical or write a book or paper and likewise either in staff's own name or otherwise.
- (c) Give evidence in connection with any enquiry related to the University, conducted by any person, committee or authority; and where such approval is accorded, the Staff shall not, while giving such evidence, criticize the policy or any action of the University.
- (d) Transfer or publish or use in his/her own name or anonymously directly or indirectly, in any manner, any project, formulae, system, software, contents, publications or any sort of information, material or anything, developed by him/ her (partially or in full) either for the University or otherwise during the subsistence of his/her employment, for personal gain or otherwise during this employment and even after resigning or being relieved from the University.
- (e) Ask for or accept any scholarship, grant, contribution, scheme etc. of any statutory body or any other authority; or otherwise associate with the raising of any funds or other collections in cash or in kind in pursuance of any object

whatsoever; and if permitted, the University shall not be responsible for any sort of fraudulent act or malpractice adopted by him/her in or in relation to raising or utilization of such scholarship, grant, contribution, scheme, funds etc.

- (f) At his/her own or anonymously, make or issue any publication, paper, presentation etc. and if permitted, the University shall not be responsible for any sort of plagiarism, collusion, cheating or any sort of fraudulent act or malpractice adopted by the staff in or in relation to such publications, presentations, papers etc. or otherwise whether made or issued for the University or otherwise.
- (g) Engage in any sort of honorary work, social work or charitable work and alike; and if permitted, the Staff shall ensure that his/her official duties do not thereby suffer and he/she shall be bound to discontinue such work if so directed or ordered by the University.
- (h) Except in the discharge of official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 or any other law for the time being in force or any co-operative society for commercial purposes.
- (i) Have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character; and in case any action for vindicating his/her private character or any act done by the Staff in private capacity is taken, the Staff shall submit a report to the University regarding such action.
- (j) Shall not employ the name of the University or its emblem or seal or material or any of its graphic identification symbols or abbreviations or likewise, anywhere, to endorse or promote individual enterprises or to enhance private gain or otherwise.

11.29 The staff shall not, except in accordance with any general or special order of the University or in the bonafide discharge of his/her duties, communicate, directly or indirectly, any official document or any part thereof or information to any other staff member or any other person to whom the staff is not authorized to communicate such document or information.

11.30The staff shall not, during his/her employment and even afterwards:

- (a) Use any information, about the University or otherwise obtained by reason of employment or in any other manner, with intent to cause financial gain or unfair advantage to self or for another person or for any other purpose.
- (b) Misuse or divulge, disclose, transfer, pass on in any manner directly or indirectly to an outsider or unauthorized person anything including information, know-how, data, documents, reports, software, statements, log books, records, correspondence, discussions, drawings, photo, prints, copies, transactions, affairs, dealings, finance ,accounts or any other material of the University or otherwise either developed by him/her or otherwise which may come across his/her knowledge, in the course of employment with the University or after resigning or being relieved from the services by the University.

11.31The staff shall not outburst or make any statement or disclose any information or do such like thing for any media (including any print media, radio broadcast or telecast or through internet or announcements or posters, pamphlets or any other way) or public regarding the matters pertaining to his/her own service or other staff members or persons or any other matters related to the University.

11.32All the materials and know-how developed either by the staff or otherwise (partially or in full) including all the tangible and intangible things including the books or software or technologies or formulae, publications, systems, software, pedagogy, projects, manuals, policies & procedures, study material including notes, slides, papers, electronic media devices, formulations, drawings, paintings, photographs, sculptures, designs and models, during tenure of employment with the University, will invariably be a property of the University and all rights, including copyrights, patents, trademarks, intellectual property rights, publishing, selling, transferring, parting with, assigning to, broadcasting, telecasting and printing, etc. shall lie with the University only; and the Staff shall not be entitled to use or transfer the same for any sort of personal gain or otherwise during and even after discontinuation of employment in the University. The University shall have the right to use the staff's name in all such projects, publications or work etc. during and even after the discontinuation of his/her employment without any separate consent from the staff

or any sort of compensation.

11.33 For the purpose of working on and also otherwise for the matters pertaining to IPR, copyrights, patents, trademarks, knowledge creation, discoveries, inventions, formulations, ideas, know-how, research, consultancy, publications, projects, books, software, technologies, publications, systems, papers, designs, models, work etc. and for all such other activities, work etc. whether tangible or intangible in hard copy or soft or electronic or any other format and in any form/manner (hereinafter jointly and severally referred to as “activities”), during his/her services with this University and thereafter shall be governed by the following:

- a) Staff shall specify their affiliation/association with this University in the above-mentioned activities worked upon by them during their services with this University, whenever and wherever the same is used or referred, for the purpose of any communication with any Industry, University, Organization, Institution, individual etc. whosoever for carrying out any work related to the same during their services with this university and even thereafter.
- b) Staff shall obtain prior NOC from the competent authority of this University i.e. Registrar for development, commercialization or carrying out any work during or after the term of their services with the University on any of the above-mentioned activities which is worked upon by them individually or jointly with others, whatever it may be called, during their services with this University.
- c) Staff shall not approach during or after the term of their services with this University, to any Intellectual Property Rights Offices or any other authority, department, office, funding agency etc. whosoever directly/on their own for filing of or obtaining any permission, approval, authorization, processing, consideration etc. pertaining to any of the activities worked upon by them during their services with the University and that for all such and also related purposes staff shall approach through the competent authority of this University only.
- d) Staff shall not engage in plagiarism nor employ nor seek to employ any other unfair means while working upon any of the above-mentioned activities during their services with this University and even thereafter for carrying out

any work in relation thereto. Further, in case staff found guilty of such use of unfair means at any point of time, staff shall be solely liable for the same and shall indemnify and keep indemnified at all times the university for the consequences arising thereof, and that shall be without prejudice to the rights of the university to take action against me as per laws of land and otherwise.

11.34 All the audios, videos, photographs, films and like things made during the course of the staff employment will be the property of the University and the University will be authorized to use the same for any purpose during the subsistence of his/her employment and even afterwards without any separate consent from the concerned staff and without any sort of compensation.

11.35 The staff shall so manage his/her private affairs, as to avoid habitual indebtedness or insolvency; and in case any legal proceeding is instituted against the staff for the recovery of any debt due from the staff or for adjudging him/her as an insolvent, the staff shall forthwith report the full facts of the legal proceeding to the University; provided that the burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the staff could not foresee, or over which he/she had no control, and have not proceeded from extravagant or dissipated habits, shall be upon the staff only.

11.36 A staff member shall not, bring or attempt to bring any sort of influence to bear upon any superior authority or otherwise to further his/her interests in respect of matters pertaining to the service under the University; nor shall he/ she approach any authority or person with a view to have a question put on resolution or motion moved on a matter connected with the staff's conditions of service or any disciplinary action against him/her; or to further any object which is capable of embarrassing the University.

11.37 The staff shall not move to court for redressal of any of grievances pertaining to his/her employment with the University without exhausting the remedies made available by the University.

- 11.38The staff shall not take part in, subscribe in aid of, or assist in any political movement; and shall not seek nomination for election in the Parliament, State Legislature or a Local Body and alike except with the previous permission of the University.
- 11.39The staff shall not, in case of having his/her spouse living, contract another marriage, unless such subsequent marriage is permissible under the personal law or any other law for the time being applicable to the staff, nor shall the staff keep a mistress.
- 11.40The staff shall not marry any person, who has a wife or husband living, unless such a marriage is permissible under the personal law or any other law for the time being applicable to the staff.
- 11.41The staff shall not make or continue any sort of involvement with any student of the University in any manner nor shall the staff engage with or marry any student of the University without permission of the University.
- 11.42The staff shall not make any undue favor to any student and/or take any obligation of any student, in any manner, except the obligations arising out of and/or incidental to the nature of his/her employment with the University.
- 11.43The staff shall not make and/or continue any sort of unwanted involvement with any other staff member of the University in any manner nor shall the staff engage with or marry any other staff member of the University without permission of the University.
- 11.44In case a staff member is already engaged in any sort of personal relationship (including blood and marital relations) with another staff member of the University, he/she shall treat the other staff member as a colleague employed with the University.
- 11.45In case a staff member is assigned any sort of activity or work, including evaluation, paper setting, answer sheet evaluation and supervision of examination, interview concerned with the students or staff members of University in his/her blood relations or otherwise, he/she shall make a full disclosure of such relationship, in writing, to the official assigning such activity or work, well before the execution of such proposed activity or work.
- 11.46The staff shall not make any undue favor to and/or take any obligation including any sort of financial obligations of any other staff member of the University, in any

manner, except the obligations arising out of and/or incidental to the nature of his/her employment/work in the University.

- 11.47 The staff shall faithfully discharge his/her duties and shall refrain from knowingly engaging in any outside matters of financial interest incompatible with the impartial, objectives, and effective performance of duties; moreover, he/she shall not realize personal gain in any form which would influence improperly the conduct of duties, nor shall he/she knowingly use the University's property, funds, position or power for personal gain or otherwise.
- 11.48 In case a staff member is knowingly having any direct or indirect financial interest in the contracts to be made by the University for the sale of goods or services or research contracts or grants or other contracts, including those for technological transfer, with other institutions or organizations, shall make a full disclosure of such financial interest, in writing, to the official having contract approval authority well before the proposed contract is executed by the University.
- 11.49 The staff shall not take part in, subscribe to in aid of or assist, in any way, any act which tends to promote feelings of hatred or enmity between different classes including castes, communities and religions to disturb public peace.
- 11.50 The staff shall not, in any radio broadcast or telecast or through internet or any other way or in any document publish anonymous or under own name or in the name of any other person or in any communication to the press or media or in any public utterance, make any statement of facts or express an opinion which has the effect of an adverse or unwarranted criticism of the actions and policies of the University or which is capable of embarrassing the relations between the University and any government or any other institution or organization or members of the public.
- 11.51 If at any time it is discovered that a staff member has made a false or incorrect statement or other fraudulent means have been used for appointment or otherwise, the University shall have the right to take any disciplinary action against him/her as per the regulations & rules of the University notwithstanding any law of the land for the time being in force.
- 11.52 Any unsigned declaration(s) or affidavit(s) or undertaking(s) or any other document(s), which otherwise is required to be signed and/or attested and/or submitted by the staff or otherwise as prescribed by the University, either

intentionally or unintentionally, shall not relieve the staff of the obedience and/or compliance and/or any disciplinary jurisdiction of such declaration(s) or document(s). Such declaration(s) or affidavit(s) or undertaking(s) or any other document(s), even if unsigned, will be binding on the staff.

11.53 The staff shall not indulge in any act of indiscipline or misconduct including the following:

- (a) Violation of code of conduct, policies, directions, orders etc. as enforced from time to time by the University.
- (b) Participation in strike, abetting, instigating or acting in furtherance of the same;
- (c) Disobedience of any orders, non-compliance of a rule or habitual neglect of work or lapse in discharge of duties;
- (d) Theft, fraud or dishonesty in connection with University's property;
- (e) Willful damage to the University's property;
- (f) Willful absence from duty;
- (g) Refusal to accept a charge sheet, order or other communication;
- (h) Conviction in a court of law;
- (i) Misbehavior, use of abusive languages or insolence or physical assault or threat to use physical force, whether individually or collectively or by any other person on the behalf of the concerned staff against any staff member or student of the University;
- (j) Indulging in or encouraging any form of malpractices including paper leakage, allowing or encouraging the use of unfair means in examinations or otherwise, undue favor to the student(s) or any other disruptive activity;
- (k) Possession, use of or dealing with or abetting the use of any kind of intoxicating material including alcohol, drugs of any kind, gutka, tobacco, cigarettes or any other sedative materials or anything, except those prescribed by a qualified doctor;
- (l) Any form of gambling;
- (m) Discrimination against any student or staff member on grounds of caste, creed, language, sex, place of origin, social and cultural background or any of them;
- (n) Practicing casteism and untouchability in any form or inciting any other person to do so;

- (o) Drinking or smoking;
- (p) Any practice-whether verbal or otherwise-derogatory of women;
- (q) Behaving in a rowdy, intemperate or disorderly manner, as the case may be, or encouraging or inciting any other person to do so;
- (r) Engagement or participation or inciting others to participate in any demonstration prejudicial to the interest of the University or public order, decency or morality or that involves contempt of court, defamation or incitement to an offence;
- (s) Resorting to or, in any way, abet any form of strike, agitation, campaigning, etc. or any other form of protest in connection with any matter pertaining to my employment or otherwise;
- (t) Any attempt at bribing, whether offering or accepting, or corruption in any manner;
- (u) Any attempt or threat to commit suicide or likewise or abetting or inciting any other person to commit suicide or anything unwarranted and/or prohibited by law or otherwise;
- (v) Creating ill-will or intolerance on religious or communal grounds or otherwise or inciting any student or staff member to do so;
- (w) Causing disruption in any manner of the functioning of the system of theUniversity;
- (x) Making any sort of unwanted gestures, postures, expressions, movements, comments, actions etc. towards any student, staff member or person, in or outside the campus of the University;
- (y) Truancy and unpunctuality;
- (z) Giving publicity through any statement or demonstration or otherwise in any form by misleading accounts or spreading rumors amongst the students, staff members or otherwise, about the University;
- (aa) Out bursting or giving any statement or disclosing any information or such like thing to/for any media (including any print media, radio broadcast or telecast or through internet or announcements or posters, pamphlets or any other way) or public regarding the matters pertaining to concerned staff's own services or those of other staff members or any other matters related to the University.

- (ab) Employing the name of the University or its emblem or seal or material or any of its graphic identification symbols or abbreviations or likewise, anywhere, to endorse or promote individual enterprises or to enhance private gain or otherwise;
- (ac)Indulging and/or inciting others to indulge in ragging/indiscipline/misbehavior/hooliganism etc. within or outside the precincts of the University;
- (ad)Anti-organization behavior, breach of faith and/or any conduct on the part of the staff member or anything which is prejudicial to the interest of the University;
- (ae) An act involving “moral turpitude” i.e. a conduct contrary to justice, honesty, modesty or good morals; and any other act which in the judgment of the University is considered detrimental to the interest of the University or likewise; and
- (af) Any act which in the judgment of the competent authority of the University is considered to lead to misconduct.

11.54The University shall be at liberty to impose any disciplinary action(s) on the staff, without prejudice to other rights and remedies, in case of being found guilty of the serious misconduct or disobedience of regulations & rules and code of conduct and such other policies, directions and orders enforced from time to time as may be issued by the University, whether specifically in writing or not, within or outside the precincts of the University and/or on account of other lapses in discharge of the concerned staff’s duties according to the nature and gravity of the offence or otherwise, including the following;

- a) Censure;
- b) Withholding of increments of pay;
- c) Reprimand;
- d) Withholding of promotion;
- e) Suspension;
- f) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of regulations and rules or misconduct or disobedience of the directions of superior authorities or otherwise;

- g) Reduction to a lower service, grade or post;
- h) Compulsory retirement;
- i) Termination or Removal from service, without any notice and without compensation, which shall not be a disqualification for future employment under the University;
- j) Dismissal from service, without any notice and without compensation, which shall ordinarily be a disqualification for future employment in the University;
- k) Compounding fee for a specified amount at the discretion of the University; or
- l) Any other penalty or disciplinary action, as may be decided from time to time by the University.

11.55 Apart from inflicting any disciplinary action, the staff may also be subject to face any action according to the law of the land and/or any other law for the time being in force

11.56 The decision of the University with respect to giving an opportunity of showing cause or making representation or holding an inquiry or likewise or not before inflicting any disciplinary action against the staff, shall be final

11.57 that the University shall have the right to amend or withdraw, as and when deem appropriate, any provision contained in the Terms and Conditions of the employment.

11.58 That for any unforeseen issues arising that is not covered herein or in my appointment letter, or in the event of dispute/differences of opinion in interpretation of any provision of this undertaking or if any question arises with respect to any matters related to my employment in the University and likewise, whether expressly provided herein or not, the same shall be referred to the management of the University, whose decision thereon shall be final and binding on the staff and other concerned.

11.59 That all disputes relating to my employment will be subject to the jurisdiction of Kapurthala Court of Law only.

12 CODE OF CONDUCT FOR TEACHING AND NON-TEACHING STAFF

12.1 INTRODUCTION:

The below mentioned Code of Conduct shall apply to all the Teaching and Non-Teaching Staff, hereafter referred to as “staff”, employed or deputed in the Lovely Professional University and its constituents, affiliated schools, institutes, departments,

divisions of the University by whatever name they may be called.

12.2 CODE OF CONDUCT:

The staff should adhere to the Code of Conduct laid down by the University as mentioned below:

12.2.1 The staff shall at all times, maintain absolute integrity, show devotion to duty and do nothing which is unbecoming of a Staff member of the University; and in case holding a supervisory post, the staff shall take all possible steps to ensure integrity and devotion to duty of all staff members for the time being under his/ her control and authority.

12.2.2 The staff shall make sincere efforts to provide or to contribute towards a solution to any exigency or crisis management, in or in relation to the University like student unrest, attack etc. and otherwise to facilitate the functioning of the University.

12.2.3 The staff shall not make or join or associate with or attach or continue to be a member of an association, union, forum, group etc., the objects or activities of which are prejudicial to the interest of the University or public order, decency or morality; and the decision taken by the University, as to whether the association of the type aforesaid is prejudicial to the interest of the University or not shall be final.

12.2.4 The staff shall not engage or participate in any demonstration, prejudicial to the interest of the University or public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.

12.2.5 The staff shall not resort to or, in any way, abet any form of strike or an unwanted act in connection with any matter pertaining to his/her service or the service of any other staff member or matter concerning students of the University or otherwise.

12.2.6 The staff shall not, except with the prior approval of the University:

12.2.6.1 Directly or indirectly be connected with, or own wholly or in part or conduct or participate in the activities of any media including print media, electronic media or through internet or publications or any other way.

12.2.6.2 Contribute any article or write any letter or make any statement or disclose any information to any media (including any radio broadcast or telecast or through internet or any other way) or periodical or write a book or paper and likewise either in staff's own name or otherwise.

12.2.6.3 Give evidence in connection with any enquiry related to the University, conducted

by any person, committee or authority; and where such approval is accorded, the Staff shall not, while giving such evidence, criticize the policy or any action of the University.

12.2.6.4 Transfer or publish or use in his/her own name or anonymously directly or indirectly, in any manner, any project, formulae, system, software, contents, publications or any sort of information, material or anything, developed by him/ her (partially or in full) either for the University or otherwise during the subsistence of his/her employment, for personal gain or otherwise during this employment and even after resigning or being relieved from the University.

12.2.6.5 Ask for or accept any scholarship, grant, contribution, scheme etc. of any statutory body or any other authority; or otherwise associate with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever; and if permitted, the University shall not be responsible for any sort of fraudulent act or malpractice adopted by him/her in or in relation to raising or utilization of such scholarship, grant, contribution, scheme, funds etc.

12.2.6.6 At his/her own or anonymously, make or issue any publication, paper, presentation etc. and if permitted, the University shall not be responsible for any sort of plagiarism, collusion, cheating or any sort of fraudulent act or malpractice adopted by the staff in or in relation to such publications, presentations, papers etc. or otherwise whether made or issued for the University or otherwise.

12.2.6.7 Engage in any sort of honorary work, social work or charitable work and alike; and if permitted, the Staff shall ensure that his/her official duties do not thereby suffer and he/she shall be bound to discontinue such work if so directed or ordered by the University.

12.2.6.8 Except in the discharge of official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 or any other law for the time being in force or any co-operative society for commercial purposes.

12.2.6.9 Have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character; and in case any action for vindicating his/her private character or any act done by the Staff in private capacity is taken, the Staff shall submit a report to the University regarding such action. Shall not employ the name of the University or its emblem or seal or material or any of its graphic identification symbols or abbreviations or likewise, anywhere, to endorse or promote individual enterprises or to enhance private gain or otherwise.

12.2.7 The staff shall not, except in accordance with any general or special order of the University or in the bonafide discharge of his/her duties, communicate, directly or indirectly, any official document or any part thereof or information to any other staff

member or any other person to whom the staff is not authorized to communicate such document or information.

12.2.8 The staff shall not, during his/her employment and even afterwards:

- i) Use any information, about the University or otherwise obtained by reason of employment or in any other manner, with intent to cause financial gain or unfair advantage to self or for another person or for any other purpose.
- ii) Misuse or divulge, disclose, transfer, pass on in any manner directly or indirectly to an outsider or unauthorized person anything including information, know-how, data, documents, reports, software, statements, log books, records, correspondence, discussions, drawings, photo, prints, copies, transactions, affairs, dealings, finance, accounts or any other material of the University or otherwise either developed by him/her or otherwise which may come across his/her knowledge, in the course of employment with the University or after resigning or being relieved from the services by the University.

12.2.9 The staff shall not outburst or make any statement or disclose any information or do such like thing for any media (including any print media, radio broadcast or telecast or through internet or announcements or posters, pamphlets or any other way) or public regarding the matters pertaining to his/her own service or other staff members or persons or any other matters related to the University.

12.2.10 All the materials and know-how developed either by the staff or otherwise (partially or in full) including all the tangible and intangible things including the books or software or technologies or formulae, publications, systems, software, pedagogy, projects, manuals, policies & procedures, study material including notes, slides, papers, electronic media devices, formulations, drawings, paintings, photographs, sculptures, designs and models, during tenure of employment with the University, will invariably be a property of the University and all rights, including copyrights, patents, trademarks, intellectual property rights, publishing, selling, transferring, parting with, assigning to, broadcasting, telecasting and printing, etc. shall lie with the University only; and the Staff shall not be entitled to use or transfer the same for any sort of personal gain or otherwise during and even after discontinuation of employment in the University. The University shall have the right to use the staff's name in all such projects, publications or work etc. during and even after the discontinuation of his/her employment without any separate consent from the staff or any sort of compensation.

12.2.11 The staff will be bound by the whip, if any issued for representing the University and/or any other organization in the various authorities and bodies of the University or otherwise. Any statement made or action taken by staff against the whip, so issued, shall not be binding on the University or any other organization (as the case may be), and in case, being found guilty of non-compliance in this regard, the staff shall be liable to face termination and/or any other disciplinary action of the University notwithstanding the legal

action as per the Law of the Land

12.2.12 For the purpose of working on and also otherwise for the matters pertaining to IPR, copyrights, patents, trademarks, knowledge creation, discoveries, inventions, formulations, ideas, know-how, research, consultancy, publications, projects, books, software, technologies, publications, systems, papers, designs, models, work etc. and for all such other activities, work etc. whether tangible or intangible in hard copy or soft or electronic or any other format and in any form/manner (hereinafter jointly and severally referred to as “activities”), during his/her services with this University and thereafter shall be governed by the following:

12.2.12.1 Staff shall specify their affiliation/association with this University in the above-mentioned activities worked upon by them during their services with this University, whenever and wherever the same is used or referred, for the purpose of any communication with any Industry, University, Organization, Institution, individual etc. whosoever for carrying out any work related to the same during their services with this university and even thereafter.

12.2.12.2 Staff shall obtain prior NOC from the competent authority of this University i.e. Registrar for development, commercialization or carrying out any work during or after the term of their services with the University on any of the above-mentioned activities which is worked upon by them individually or jointly with others, whatever it may be called, during their services with this University.

12.2.12.3 Staff shall not approach during or after the term of their services with this University, to any Intellectual Property Rights Offices or any other authority, department, office, funding agency etc. whosoever directly/on their own for filing of or obtaining any permission, approval, authorization, processing, consideration etc. pertaining to any of the activities worked upon by them during their services with the University and that for all such and also related purposes staff shall approach through the competent authority of this University only.

12.2.12.4 Staff shall not engage in plagiarism nor employ nor seek to employ any other unfair means while working upon any of the above-mentioned activities during their services with this University and even thereafter for carrying out any work in relation thereto. Further, in case staff found guilty of such use of unfair means at any point of time, staff shall be solely liable for the same and shall indemnify and keep indemnified at all times the university for the consequences arising thereof, and that shall be without prejudice to the rights of the university to take action against me as per laws of land and otherwise.

12.2.13 All the audios, videos, photographs, films and like things made during the course of the staff employment will be the property of the University and the University

will be authorized to use the same for any purpose during the subsistence of his/her employment and even afterwards without any separate consent from the concerned staff and without any sort of compensation.

12.2.14 The staff shall so manage his/her private affairs, as to avoid habitual indebtedness or insolvency; and in case any legal proceeding is instituted against the staff for the recovery of any debt due from the staff or for adjudging him/her as an insolvent, the staff shall forthwith report the full facts of the legal proceeding to the University; provided that the burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the staff could not foresee, or over which he/she had no control, and have not proceeded from extravagant or dissipated habits, shall be upon the staff only.

12.2.15 A staff member shall not, bring or attempt to bring any sort of influence to bear upon any superior authority or otherwise to further his/her interests in respect of matters pertaining to the service under the University; nor shall he/she approach any authority or person with a view to have a question put on resolution or motion moved on a matter connected with the staff's conditions of service or any disciplinary action against him/her; or to further any object which is capable of embarrassing the University.

12.2.16 The staff shall not move to court for redressal of any of grievances pertaining to his/her employment with the University without exhausting the remedies made available by the University.

12.2.17 The staff shall not take part in, subscribe in aid of, or assist in any political movement; and shall not seek nomination for election in the Parliament, State Legislature or a Local Body and alike except with the previous permission of the University.

12.2.18 The staff shall not, in case of having his/her spouse living, contract another marriage, unless such subsequent marriage is permissible under the personal law or any other law for the time being applicable to the staff, nor shall the staff keep a mistress.

12.2.19 The staff shall not marry any person, who has a wife or husband living, unless such a marriage is permissible under the personal law or any other law for the time being applicable to the staff.

12.2.20 The staff shall not make or continue any sort of involvement with any student of the University in any manner nor shall the staff engage with or marry any student of the University without permission of the University.

12.2.21 The staff shall not make any undue favour to any student and/or take any obligation of any student, in any manner, except the obligations arising out of and/or incidental to the nature of his/her employment with the University.

12.2.22 The staff shall not make and/or continue any sort of unwanted involvement with any other staff member of the University in any manner nor shall the staff engage with or marry any other staff member of the University without permission of the University.

12.2.23 In case a staff member is already engaged in any sort of personal relationship

(including blood and marital relations) with another staff member of the University, he/she shall treat the other staff member as a colleague employed with the University.

12.2.24 In case a staff member is assigned any sort of activity or work, including evaluation, paper setting, answer sheet evaluation and supervision of examination, interview concerned with the students or staff members of University in his/her blood relations or otherwise, he/she shall make a full disclosure of such relationship, in writing, to the official assigning such activity or work, well before the execution of such proposed activity or work.

12.2.25 The staff shall not make any undue favor to and/or take any obligation including any sort of financial obligations of any other staff member of the University, in any manner, except the obligations arising out of and/or incidental to the nature of his/her employment/work in the University.

12.2.26 The staff shall faithfully discharge his/her duties and shall refrain from knowingly engaging in any outside matters of financial interest incompatible with the impartial, objectives, and effective performance of duties; moreover, he/she shall not realize personal gain in any form which would influence improperly the conduct of duties, nor shall he/she knowingly use the University's property, funds, position or power for personal gain or otherwise.

12.2.27 In case a staff member is knowingly having any direct or indirect financial interest in the contracts to be made by the University for the sale of goods or services or research contracts or grants or other contracts, including those for technological transfer, with other institutions or organizations, shall make a full disclosure of such financial interest, in writing, to the official having contract approval authority well before the proposed contract is executed by the University.

12.2.28 The staff shall not take part in, subscribe to in aid of or assist, in any way, any act which tends to promote feelings of hatred or enmity between different classes including castes, communities and religions to disturb public peace.

12.2.29 The staff shall not, in any radio broadcast or telecast or through internet or any other way or in any document publish anonymous or under own name or in the name of any other person or in any communication to the press or media or in any public utterance, make any statement of facts or express an opinion which has the effect of an adverse or unwarranted criticism of the actions and policies of the University or which is capable of embarrassing the relations between the University and any government or any other institution or organization or members of the public.

12.2.30 If at any time it is discovered that a staff member has made a false or incorrect statement or other fraudulent means have been used for appointment or otherwise, the University shall have the right to take any disciplinary action against him/her as per the regulations & rules of the University notwithstanding any law of the land for the time being in force.

12.2.31 Any unsigned declaration(s) or affidavit(s) or undertaking(s) or any other document(s), which otherwise is required to be signed and/or attested and/or submitted by the staff or otherwise as prescribed by the University, either intentionally or unintentionally, shall not relieve the staff of the obedience and/or compliance and/or any disciplinary jurisdiction of such declaration(s) or document(s). Such declaration(s) or affidavit(s) or undertaking(s) or any other document(s), even if unsigned, will be binding on the staff.

12.2.32 The staff shall, in case of getting involved in some criminal proceeding, immediately inform, in writing, to the University, irrespective of the fact whether he/she have been released on bail or not.

12.2.33 The staff shall not, in case arrested or detained in police custody whether on criminal charges or otherwise for a period longer than 24 hours, join official duties without obtaining the written permission to that effect from the University. The staff's personal conduct at all times shall be of such a nature as not to bring discredit upon the University.

12.2.34 The staff shall not indulge in any act of indiscipline or misconduct including the following:

- i. Violation of code of conduct, policies, directions, orders etc. as enforced from time to time by the University.
- ii. Participation in strike, abetting, instigating or acting in furtherance of the same;
- iii. Disobedience of any orders, non-compliance of a rule or habitual neglect of work or lapse in discharge of duties;
- iv. Theft, fraud or dishonesty in connection with University's property;
- v. Willful damage to the University's property;
- vi. Willful absence from duty;
- vii. Refusal to accept a charge sheet, order or other communication;
- viii. Conviction in a court of law;
- ix. Misbehavior, use of abusive languages or insolence or physical assault or threat to use physical force, whether individually or collectively or by any other person on the behalf of the concerned staff against any staff member or student of the University;
- x. Indulging in or encouraging any form of malpractices including paper leakage, allowing or encouraging the use of unfair means in examinations or otherwise, undue favor to the student(s) or any other disruptive activity;
- xi. Possession, use of or dealing with or abetting the use of any kind of intoxicating material including alcohol, drugs of any kind, gutka, tobacco, cigarettes or any other sedative materials or anything, except those prescribed by a qualified doctor;
- xii. Any form of gambling;
- xiii. Discrimination against any student or staff member on grounds of caste, creed, language, sex, place of origin, social and cultural background or any of them;
- xiv. Practicing casteism and untouchability in any form or inciting any other person to do so;
- xv. Drinking or smoking;
- xvi. Any practice-whether verbal or otherwise-derogatory of women;
- xvii. Behaving in a rowdy, intemperate or disorderly manner, as the case may be, or encouraging or inciting any other person to do so;

- xviii. Engagement or participation or inciting others to participate in any demonstration prejudicial to the interest of the University or public order, decency or morality or that involves contempt of court, defamation or incitement to an offence;
- xix. Resorting to or, in any way, abet any form of strike, agitation, campaigning, etc. or any other form of protest in connection with any matter pertaining to my employment or otherwise;
- xx. Any attempt at bribing, whether offering or accepting, or corruption in any manner;
- xxi. Any attempt or threat to commit suicide or likewise or abetting or inciting any other person to commit suicide or anything unwarranted and/or prohibited by law or otherwise;
- xxii. Creating ill-will or intolerance on religious or communal grounds or otherwise or inciting any student or staff member to do so;
- xxiii. Causing disruption in any manner of the functioning of the system of the University;
- xxiv. Making any sort of unwanted gestures, postures, expressions, movements, comments, actions etc. towards any student, staff member or person, in or outside the campus of the University;
- xxv. Truancy and unpunctuality;
- xxvi. Giving publicity through any statement or demonstration or otherwise in any form by misleading accounts or spreading rumors amongst the students, staff members or otherwise, about the University;
- xxvii. Out bursting or giving any statement or disclosing any information or such like thing to/for any media (including any print media, radio broadcast or telecast or through internet or announcements or posters, pamphlets or any other way) or public regarding the matters pertaining to concerned staff's own services or those of other staff members or any other matters related to the University.
- xxviii. Employing the name of the University or its emblem or seal or material or any of its graphic identification symbols or abbreviations or likewise, anywhere, to endorse or promote individual enterprises or to enhance private gain or otherwise;
- xxix. Indulging and/or inciting others to indulge in ragging/indiscipline/misbehavior/hooliganism etc. within or outside the precincts of the University;
- xxx. Anti-organization behavior, breach of faith and/or any conduct on the part of the staff member or anything which is prejudicial to the interest of the University;
- xxxi. An act involving "moral turpitude" i.e. a conduct contrary to justice, honesty, modesty or good morals; and any other act which in the judgment of the University is considered detrimental to the interest of the University or likewise; and
- xxxii. Any act which in the judgment of the competent authority of the University is considered to lead to misconduct.

12.2.35 The University shall be at liberty to impose any disciplinary action(s) on the staff, without prejudice to other rights and remedies, in case of being found guilty of the serious misconduct or disobedience of regulations & rules and code of conduct and such other policies, directions and orders enforced from time to time as may be issued by the University, whether specifically in writing or not, within or outside the precincts of the University and/or on account of other lapses in discharge of the concerned staff's duties according to the nature and gravity of the offence or otherwise, including the following;

- a) Censure;
 - b) Withholding of increments of pay;
 - c) Reprimand;
 - d) Withholding of promotion;
 - e) Suspension;
 - f) Recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of regulations and rules or misconduct or disobedience of the directions of superior authorities or otherwise;
 - g) Reduction to a lower service, grade or post;
 - h) Compulsory retirement;
 - i) Termination or Removal from service, without any notice and without compensation, which shall not be a disqualification for future employment under the University;
 - j) Dismissal from service, without any notice and without compensation, which shall ordinarily be a disqualification for future employment in the University;
 - k) Compounding fee for a specified amount at the discretion of the University; or
 - l) Any other penalty or disciplinary action, as may be decided from time to time by the University.
- i. Apart from inflicting any disciplinary action, the staff may also be subject to face any action according to the law of the land and/or any other law for the time being in force.
- ii. The decision of the University with respect to giving an opportunity of showing cause or making representation or holding an inquiry or likewise or not before inflicting any disciplinary action against the staff, shall be final.

13 DISCIPLINARY PROCEEDINGS IN CASE OF MISCONDUCT AND OTHER LAPSES IN DISCHARGE OF THEIR DUTIES

13.1 Disciplinary action

13.1.1 The following and such other disciplinary actions as prescribed from time to time may, for good and sufficient reason and as hereinafter provided, be imposed on any employee being found guilty of misconduct or disobedience of Rules and Regulations within or outside the precincts of the University and/or other lapses in discharge of his duties according to the nature and gravity of the offence or otherwise, namely:

- (a) Censure;
- (b) Withholding of increments of pay;
- (c) Reprimand:

- (d) Withholding of promotion;
- (e) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of rules and regulations of the University or directions of superior authorities or otherwise;
- (f) Reduction to a lower service, grade or post;
- (g) Compulsory retirement;
- (h) Removal from service which shall not be a disqualification for future employment under the University;
- (i) Dismissal from service which shall ordinarily be a disqualification for future employment in the University;
- (j) Fine for a specified amount; or
- (k) Any other penalty or disciplinary action, as may be decided from time to time by the appropriate authority.

13.1.2 Apart from inflicting any penalty of the University, the erring employee or person may also be subject to face any action according to the law of the land and/or any other law for the time being in force.

13.1.3 The decision of the officer or authority with respect to giving an employee an opportunity of showing cause or making representation or holding an inquiry or likewise or not before inflicting any penalty against him, shall be final.

13.2 Disciplinary Authorities

13.2.1 Any appropriate authority or officer of the University, conferred powers in this regard. may initiate disciplinary proceedings against an employee and person of the University.

13.2.2 The Registrar, on his own motion or otherwise may impose, on any employee or person of Class II, Class III and Class IV, any of the penalties specified above.

13.2.3 The Vice Chancellor, on his own motion or otherwise may impose, on employee or person of Class I (other than the Senior Functionaries of the University) and all other categories, any of the penalties specified above.

13.2.4 The Chancellor, on his own motion or otherwise may impose, on any of the Senior Functionaries of the University and on any employee or person of all the categories, any of the penalties specified above.

13.2.5 No order or disciplinary proceedings shall be passed or initiated by any authority or officer subordinate to that by which he was appointed.

13.2.6 Complaint Committee

(a) The competent authority, as prescribed under clause 6.2.2, 6.6.3 and 6.2.4 may constitute a Complaint Committee(s) or Fact Finding or Inquiry committee or Grievance Redressal Committee etc. whatever may be called (hereafter referred to as "Complaint Committee") to deal with complaints against an officer or employee of the university as prescribed under aforesaid clauses, as and when required from time to time.

(b) The Complaint Committee shall according to the nature of the incident, either on the basis of the inquiry or suo moto, where it is not feasible to hold an inquiry for any reason to be recorded in writing, shall take decision on majority basis. In case of a tie, the Chairperson of the Complaint Committee will have the casting vote

(c) Any action recommended or taken against the guilty shall be without prejudice to the law of the land or any law for the time being in force.

(d) In case of non-availability of requisite persons within the university or otherwise also, persons from outside the university may be nominated as member of Complaint Committee (s).

(e) The competent authority may provide the Complaint Committee(s) with such officers and other employees as it may think fit to assist the Complaint Committee(s) in the discharge of its functions.

(f) The Chairperson and every Member of the Complaint Committee shall hold office as such for a term and conditions to the pleasure of the appointing/nominating authority. The appointing/nominating officer may remove from office the Chairperson or any other Member of the Complaint Committee as and if deemed necessary at any point of time.

(g) Every proceeding shall be conducted, by its Chairperson and at least one Member thereof sitting together; provided that where the Chairperson or any member, for any reason whatsoever, is unable to participate in the proceeding, the Chairperson and the other Member or the other two members, as the case may be, can continue with the proceedings and pass such orders as it deems fit.

(h) The Complaint Committee shall conduct such proceedings as may be required for it to arrive at a conclusion provided that an opportunity of being heard and produce such evidence as may be necessary, shall be adequately offered to all the parties at issue.

(i) The Complaint Committee, by taking cognizance of the records and/or on the basis of the inquiry conducted by the Complaint Committee itself and/or through any other authority or person(s) designated by the Complaint Committee or the competent authority or any other authorized officer or competent authority, as deem necessary,

shall take decision on majority basis.

(j) Person(s) accused as guilty shall appear in person only in the proceedings of the Complaint Committee to present his case or related matters and cannot authorize legal practitioner or any other person.

(k) When the Chairperson or any other member is unable to discharge his functions owing to absence, illness or any other cause, the other members of the Complaint Committee shall continue the proceedings and the Chairperson or other member so remained unable to join the proceedings can afterwards join the proceedings if continued, unless otherwise decided by the appointing/nominating authority. The appointing/nominating authority may if deem necessary authorize one of the members present to discharge the functions of the Chairperson until the date on which the Chairperson resumes his duties.

(l) The Chairperson or a Member of the Complaint Committee may, by notice in writing under his hand or duly signed by himself addressed to the appointing/nominating authority, resign his office, provided that the Chairperson or a Member, in case deem necessary by the appointing/nominating officer, may not be permitted to relinquish his office until the expiry of his term or for a specific period, as decided.

(m) In the event of the occurrence of any vacancy in the office of the Chairperson or other member, by reason of his death or resignation or removal or for any other reason, the other members of the Complaint Committee shall continue the proceedings, unless restricted by the nominating/appointing authority. Provided that the appointing/nominating authority may, if deem necessary, designate one of the existing members to act as the Chairperson until the date on which a new Chairperson, appointed in accordance with the provisions of this clause to fill such vacancy, enters upon his office.

(n) A new person appointed/nominated to fill the vacancy, in the office of the Chairperson or other member, shall join the proceedings, if any continued. from the stage at which he/she is appointed unless otherwise specified under the terms and conditions of his appointment/nomination or directed by the appointing/nominating authority.

(o) Every order made by the Complaint Committee shall be signed by the Chairperson and/or member(s), as the case may be, who finally passed the order.

(p) No act or proceeding or order of Complaint Committee shall be questioned or be invalid merely on the ground of existence of any vacancy or defect in the establishment of the Complaint Committee.

(q) Interim order, whether by way of injunction or stay in any other manner, can be made by Complaint Committee at any stage of its proceedings.

(r) Where a matter instituted before any Complaint Committee, as the case may be, is found to be frivolous or vexatious, it shall, for reasons to be recorded in writing, dismiss the application and make an order that the applicant shall pay to the opposite party such cost, as may be specified in the order.

13.3 Representation

13.3.1 The right to file a representation, against the decision of a disciplinary action, will lie only with the employee(s) on term-appointment and permanent confirmed employee(s) of the University in accordance with the procedure detailed below:

(a) (i) An employee, aggrieved with the disciplinary action imposed upon him by the Registrar, may file a representation against such a disciplinary action. (ii) The Vice Chancellor may constitute a Grievance Settlement Board on term basis or for specific purpose or otherwise, as deem necessary.

(b) (i) An employee, aggrieved with the disciplinary action imposed upon him by the Vice Chancellor, may file a representation against such a disciplinary action. (ii) The Chancellor may constitute a Grievance Settlement Board on term basis or for specific purpose or otherwise as deem necessary.

(c) (i) An employee, aggrieved with the disciplinary action imposed upon him by the Chancellor, may file a representation for the reconsideration of the decision.

13.3.2 Grievance Settlement Board

(a) The competent authority as prescribed under clause 5.3.1 may constitute the Grievance Settlement Board on term basis or for specific purpose or otherwise as deem necessary.

(b) The Grievance Settlement Board shall be allowed access to all the evidences that have been gathered during the earlier hearings and there shall be no fresh recording of evidence by the Grievance Settlement Board except with the prior permission of the appointing/nominating authority in cases where:

a. there is reason to believe that additional facts have been uncovered:

b. these facts were not available for the earlier hearings; and

c. these facts have the capacity to influence the outcome of the decision; provided that in such cases or in case the Grievance Settlement Board is of the opinion that a case(s) needs to be revert back to the authority or the officer who decided the case, for reconsideration or review of decision; then specific permission in this regard shall be obtained from the appointing/nominating authority.

(c) In case of non-availability of requisite persons within the university or otherwise also, persons from outside the university may be nominated as member of Grievance Settlement Board.

(d) The competent authority may provide the Grievance Settlement Board with such officers and other employees as it may think fit to assist the Grievance Settlement Board in the discharge of its functions.

(e) The Chairperson and every Member of the Grievance Settlement Board shall hold office as such for a term and conditions to the pleasure of the appointing/nominating authority. The appointing/nominating officer may remove from office the Chairperson or any other Member of the Grievance Settlement Board as and if deemed necessary at any point of time.

(f) Every proceeding shall be conducted, by its Chairperson and at least one Member thereof sitting together; provided that where the Chairperson or any member, for any reason whatsoever, is unable to participate in the proceeding, the Chairperson and the other Member or the other two members, as the case may be, can continue with the proceedings and pass such orders as it deems fit.

(g) Person(s) who filed appeal shall appear in person only in the proceedings of the Grievance Settlement Board to present his case or related matters and cannot authorize legal practitioner or any other person, unless specifically permitted by the Grievance Settlement Board.

(h) When the Chairperson or any other member is unable to discharge his functions owing to absence, illness or any other cause, the other members of the Grievance Settlement Board shall continue the proceedings and the Chairperson or other member so remained unable to join the proceedings can afterwards join the proceedings if continued, unless otherwise decided by the appointing/nominating authority. The appointing/nominating authority may if it deem necessary authorize one of the members present to discharge the functions of the Chairperson until the date on which the Chairperson resumes his duties.

(i) The Chairperson or a Member of the Grievance Settlement Board may, by notice in writing under his hand or duly signed by himself addressed to the appointing/nominating authority, resign his office, provided that the Chairperson or a Member, in case deemed necessary by the appointing/nominating officer, may not be permitted to relinquish his office until the expiry of his term or for a specific period, as decided.

(j) In the event of the occurrence of any vacancy in the office of the Chairperson or other member, by reason of his death or resignation or removal or for any other reason, the other members of the Grievance Settlement Board shall continue the proceedings, unless restricted by the nominating/appointing authority. Provided that

the appointing/nominating authority may, if deem necessary, designate one of the existing members to act as the Chairperson until the date on which a new Chairperson, appointed in accordance with the provisions of this Ordinance to fill such vacancy, enters upon his office.

(k) A new person appointed/nominated to fill the vacancy, in the office of the Chairperson or other member, shall join the proceedings, if any continued, from the stage at which he/she is appointed unless otherwise specified under the terms and conditions of his appointment/nomination or directed by the appointing/nominating authority.

(l) Every order made by the Grievance Settlement Board shall be signed by the Chairperson and/or members), as the case may be, who finally passed the order.

(m) No act or proceeding or order of Grievance Settlement Board shall be questioned or be invalid merely on the ground of existence of any vacancy or defect in the establishment of the Grievance Settlement Board.

(n) Interim order, whether by way of injunction or stay in any other manner, can be made by Grievance Settlement Board at any stage of its proceedings.

(o) Where a matter instituted before any Grievance Settlement Board. as the case may be, is found to be frivolous or vexatious, it shall, for reasons to be recorded in writing, dismiss the application and make an order that the applicant shall pay to the opposite party such cost, as may be specified in the order.

13.4 Miscellaneous

Notwithstanding anything stated in these Regulations, for any unforeseen issues arising that is not covered by these Regulations, or in the event of dispute/differences of opinion in interpretation of any provision of these Regulations and in respect of all the matters. whether expressly provided herein or not, the University may approve to take such measures as may be necessary for removal of difficulties that shall be final and binding on all the concerned.

14 Role of the Faculty Member:

Role Profile of Faculty Member							
Legend :	Interface available		To be processed via e-mail		To be processed via noting sheet		
Central Division for Coordination	KRA/ Responsibility	Task	Periodicity	Guidelines available at	Interface link (if applicable)	Channel (work flow route e.g HOS ---- HOF ----- Central Division -----approving authority)	
Division of Academic Affairs	Quality Teaching	To ensure quality teaching as per Instruction Plan and taking initiatives for effective teaching and innovative pedagogy and teaching aids.	August-November for Autumn Term/January-April for Spring term	UMS Navigation----- Division of Academic Affairs ----- Policies and Formats ---- Academic Manual for Teachers	UMS Navigation----- Division of Academic affairs ----- Curriculum Software ---- Instruction Plan	NA	
	Continuous Assessment/ Academic Tasks	To prepare Academic Task's which are appropriate for attainment of course outcomes .Uploading of marks on UMS (Including CA of Project/Dissertations) , Rectifications (with reasons) as per timelines	August-November for Autumn Term/January-April for Spring term		UMS Navigation----- LMS----- Assignment----- Academic Task Allocation UMS Navigation-----LMS----- Assignment----- Academic Task Marks Upload	Faculty Member ----- Students	
	Course Coordination	In case faculty member is CC/MCC,then planning for meeting and uploading MoM aftermeeting is held - In case faculty member is not CC/MCC then to attend Course Coordination Meetings and propose innovations and best practices in the meetings.	Throughout the session	UMS Navigation----- Division of Academic Affairs ----- Policies and Formats -----CC/MCC Meetings	UMS Navigation Planning and e-governance---- Common Scheduler---- RB3(Only applicable to Course Coordinators & Master Course Coordinators)	Course Coordinator -----Faculty Member	
	Curriculum Development	To give feedback & prepare Curriculum and review as per guidelines of all regulatory bodies and benchmarking against national and international accreditation & ranking agencies and top rated universities.	June-July for Autumn Term/Dec for Spring Term	UMS Navigation----- Division of Academic Affairs ----- Policies and formats ---- Curriculum Development	UMS Navigation----- Division of Academic Affairs ----- Curriculum Development	CDR Committee-----HOD -----HOS ---- HOF----- DAA	
	Committee Work	To perform the allocated task of respective assigned committees as per prescribed timelines	August-November for Autumn Term/January-April for Spring term	List of task is uploaded along with course Allocation guidelines	Offline Process	Concerned Central Division---- HOS ----- Coordinator	
	Extra Classes	To take Remedial/Extra classes for courses in which student performance was very low.	August-September-October for Autumn Term/January-February-March for Spring term	UMS Navigation----- Division of Academic Affairs ----- Policies and Formats -----Extra Class Policy	Offline Process	HOD-----Faculty Member	
Division of Examination	Question Bank	To prepare question bank of desired quality as per guidelines.	July -Aug for Autumn term & Jan-Feb-for Spring term for MTT Question Bank Oct-Nov - for Autumn term & March- April - for Spring term for ETEQuestion Bank.	Updated guidelines are uploaded on UMS as announcement in every term.	UMS Navigation----- Examination---- Question Bank-----Question Bank Entry/ Practical Question Bank.	Div. of Examination -----Faculty Member	
	Evaluation	To ensure qualitative completion of evaluation within prescribed timelines	Ongoing procedure throughout the term depending on type of evaluation (MTT/ETE/Re-appear/summer-term)		Administrative Tasks on Home Page of UMS.	Div. of Examination -----Faculty Member	
		To ensure the correct and timely entry of marks in UMS interface.	Ongoing procedure throughout the term depending on type of evaluation (MTT/ETE/Re-appear/summer-term.		UMS Navigation-----> Examination-----> Exam Evaluation -----> Theory Marks Entry/Practical Marks Entry	Faculty Member	
	Invigilation	To ensure that the invigilation duty is performed judiciously in compliance with guidelines .	September and March for MTT , December and May for ETE, as per schedule of re-appear exams & July for summer term exams.		Administrative Tasks on Home Page of UMS.	NA	
	Scrutiny of Answer Books	To ensure the smooth conduct of scrutiny of Answer Books of MTT / ETE	September for MTT (tentative) June for ETE.		Administrative Tasks on Home Page of UMS.	NA	
	Re-evaluation	To ensure timely and qualitative re-evaluation as per guidelines.	As per schedule.		Administrative Tasks on Home Page of UMS.	NA	
Division of Research and Development	Research publication in Scopus/Web of Science indexed journals & Books	Publication of Books / Book chapters (national & international) ; Research publication in Scopus/Web of Science indexed journals as per impact factor .	As per annual targets	UMS Navigation----- Division of Research and Development---- Researcher's Corner -----Policies and Guidelines ----University Research and Development Initiatives (Updated) 2017-18.pdf	UMS -----Division of Research and Development ----Research and Academic contributions -----log request	Faculty Member -----DRD	
	Citation	Citation in scopus/Web of Science excluding self citation	Annual School Target				
	Revenue Generation	Through Consultancy	As per annual targets			Offline Processing	Faculty-----HOD-----HOS-----DRD
		Through training and Certification					
		Through funded project					
	Intellectual Property Rights (IPR)	Infrastructure development	As per annual targets			UMS----- Division of Research and Development ----- Intellectual Property	Faculty-----HOD-----HOS-----DRD
		Funding received					
		Patent filed					
	Patent published						
	Copyright granted						
	Design Registration granted						
	Student Exchange for global experience						
	Faculty Exchange and development						
	International Fellowship						

	Networking and collaboration	International co-supervision for multidisciplinary project Collaboration with research Organization and Institutes of National and International Importance Research Society Chapters	Annually	NA	Offline Processing	Faculty----HOD----HOS-----DRD
Human Resource Development Center	Training Need Identification	Respond to Training Need Identification Survey	Yearly	UMS Navigation ----- Human Resource Development Center----- Training Management System----- Policies and formats --Staff Training Guidelines	e-mail	All faculty members----- HRDC
	Participate in Training Programs - min. 30 hrs per year	To participate in In-House FDP , Outreach Training and online courses - MOOCs.	As per Training Calendar		In House FDP : UMS Navigation ----- Human Resource Development Center ----- Training Management System -- My Training Schedule Outreach Training by LPU : www.lpu.in/hrd NPTEL MOOCs : www.nptel.ac.in	All faculty members----- HRDC
	NPTEL MOOC Certification	Each faculty member to enroll for certification in at least one NPTEL course in an academic year.	Yearly		www.nptel.ac.in	All faculty members----- HRDC
	To conduct training as Subject Matter Expert	To conduct In-House FDPs and Outreach Training Programs as per subject matter expertise and eligibility.	As per Training Calendar		UMS Navigation ----- Human Resource Development Center ----- Training Management System -- Resource Person Training Schedule	Resource Person----HOD----- HOS-- --HRDC
	Updation of External Training Record	Timely updation of external training record in the UMS	After attending the program		UMS Navigation ----- Human Resource Development Center ----- Training Management System ----- My External Training Record	All faculty members----- HRDC
Division of Human Resource	Actively participate in the activities of the University	Attend events & celebrations in the university as per invitation.	As per schedule	NA	NA	Faculty ----HR
	Maintain workplace decorum and discipline and maintain sanctity of teacher-student relationship as also adhering to policies in letter and spirit	Keep oneself updated with the latest policies	Regular	UMS ----- Division of Human Resource ----- Policies, Formats, Code of Conduct ---- Code of Conduct	NA	Faculty ----HR
	Feedback System	Use provided platforms like RMS, Pitstops etc for feedback, suggestions, initiatives and grievances	As and when required	UMS ----- Division of Human Resource ----- Policies, Formats, Code of Conduct ----- Guidelines for Use Relationship Management System for personal and HR related issues	UMS Navigation ----- Relationship Management System ----- Log Request - -- Select Message Type ----- Select Department ----Select category ---- Select Subcategory ----- Enter description if grievance, feedbacks, queries and suggestions	Faculty ----HR
	Representing the University at outside forums.	Take NOC from HR before proceeding for any events, workshops etc	Always	UMS ----- Division of Human Resource ----- Policies, Formats, Code of Conduct ----- NOC	Manual submission in HR	Faculty----HOD----HOS----HOF-- --HR
	MediClaim - First Information to HR	Immediate info to be given to HR for taking care of initial formalities of emergency cases with in 24 hours	As and when an incident/accident occurs	UMS-----Div of Human Resource----- Policies, Formats, SOPs, Code of Conduct -----Group MediClaim Policy- Lovely Professional University.pdf and Group Personal Accidental Policy -Lovely Professional University.pdf	ESI/Medical Insurance number available on individual's UMS - My Profile	Staff----HR----- ESIC
	Performance Management System	To meet all the requirements in terms of Teaching, Research, Training, Co-curricular activities, etc.	As per academic session/term	NA	UMS Navigation ----- Division of Human Resource ----- Faculty PMS Grades	HR ---- Faculty
	Leave Management	Online staff leave application before proceeding on leave	Before proceeding on leave	UMS Navigation ----- Division of Human Resource ----- Policies and formats --- Leave Guidelines	UMS Navigation ----- Division of Human Resource ----- Leave Details ----- Staff leave application	Staff member----- HOD-----HOS----- HOF ----- Pro Chancellor Office (Varied as per number of leaves)
	Post Dated leave	Leave to be availed in case of medical emergency and unavoidable circumstances. Information shall be sent by staff member in prescribed format via SMS or Via LPU touch within 48 hours	As and when required.		UMS Navigation -----> Division of Human Resource -----> Staff leave details -----> PDI Telephonic slip (within 48 hours) Also available on LPU Touch Mobile app	Staff member-----> HOD-----> HOS--> HOF-----> Pro Chancellor Office(Varied as per number of leaves)
	Out Campus Duty	Online submission of OCD before proceeding on Duty	Before proceeding on OCD		UMS Navigation ----- Division of Human Resource ----- Staff leave details ----- Staff Leave Application	Staff member-----HOD-----HOS----- HOF ----- Pro Chancellor Office (Varied as per number of leaves)
	Attendance Rectification	1. Online staff Attendance rectification shall be accepted in case of any odd punch within 2 days. (It may be due to forgetting to mark attendance). 2. In case of forgetting to bring the card, attendance may be marked in the HR Office.	As and when required.		UMS Navigation ----- Division of Human Resource ----- Staff Attendance Rectifications ----- Attendance Rectification (Staff)	Staff member----- HOD/HOS/HD/CD -----> Division of HR
Division of Student Welfare	To encourage student participation in welfare programs: cultural/sports/student organizations etc.	Promotion of student organizations Planning & execution of healthy competitions Promotion of Community Service Activities run by DSW	As and when required	UMS Navigation ----- Division of Student Welfare ----- Policies ----- Student Organization Manual	Processed via e-mail	Student Organization ----- Faculty Member----- DSW
				NA	Processed via e-mail	DSW-----HOS-----HOD-----Faculty Member----- Student
				NA	Processed via e-mail	DSW-----HOS-----HOD-----Faculty Member----- Student
	Additional Responsibilities	Duties Assigned during events		NA	Via e-mail and in person meeting	DSW-----HOS-----HOD----- Faculty Member----- Student
	bestowed during University Level events	Organization of guest lectures /workshop/seminars/webinars in coordination with DSW		UMS Navigation ----- Division of Academic Affairs ----- Policies & Formats ----- Guest Lecture/Workshop	Via e-mail	DSW-----HOS-----HOD----- Faculty Member

Technical Vetting of Contents for Events	Technical Vetting of contents for event and checking feasibility of proposed activities(proposed by student/external partner / faculty etc.)	April-May for Autumn Term/October-November for Spring term	NA	Via e-mail	DSW----HOS----HOD----- Faculty Member
Establishment of student organizations/student ventures/other student bodies	Promotion of Interest groups; plan of group activities; Encourage Participation and result preparation	As and when required	NA	To be processed via noting sheet	DSW---->HOS--->HOD---> Faculty Member
Promotion of Out Campus competitions and Enhance participation	Creation of eligible student pool, training of these pool, Encourage Participation and result preparation , Record Maintaine	As and When required	NA	Via e-mail	DSW----HOS----HOD----- Faculty Member

15 GUIDELINES FOR ATTENDANCE AND LEAVE :

GUIDELINES FOR ATTENDANCE AND LEAVE:

The employees of the University shall be governed by the Leave Rules as laid down by the University from time to time.

General Rules:

15.1 Leaves

Part I - This will apply to all staff members –Teaching/Technical/Administrative of the University other than Residential Staff members and Staff members working on Part –Time basis.

Part II – This will apply to all Residential Staff members of the University.

Part III – This will apply to the all Staff members working on Part-Time basis

Annexure: To be referred for salary days calculation vis-a-vis Short leave, odd punch of attendance, Rectification of attendance on hard copy, unsanctioned leave etc.

PART I

15.1.1 Introduction

- This shall be implemented in parts and shall supersede all existing leave policies issued so far subject to software restructuring and formal announcement on UMS in this regard.
- These guidelines shall apply to all staff members of the University unless separately specified.
- Leave is a provision to stay away from work, for genuine reasons, with prior approval of the competent authorities.
- Leave should always be applied for in advance and sanctioned before it is availed, except in cases of unforeseen circumstances -On serious health grounds, accident and mis happening.
- Leave should be applied for sanction from the competent sanctioning authority

“Online” (after carefully selecting the Leave Type).

- The leave shall be sanctioned on first come first basis, so it is advised that it is in the interest of the staff members to plan and apply for the leave well in advance.

15.1.2 Right to Leave

- Leave cannot be claimed as a matter of right.
- When the exigencies of the University work so require, leave of any kind may be refused or revoked by the authority competent to sanction it or any other authority, senior to the concerned sanctioning authority. Under such a situation the staff member may be called back to join the duty immediately or otherwise as deemed appropriate. (Except in serious health problem or other special circumstances at the discretion of sanctioning authority).
- Absence from duty after expiry of leave will constitute a break in service and also entail other disciplinary actions.
- A staff member on leave is strictly prohibited to directly or indirectly engage either honorary or on remuneration in any other service or in any trade, business, consultation, vocation or occupation.

15.1.3 Definitions

1. PL - Predated Leave - Leave applied for sanction before availing.
2. SHL – Short Leave & BSHL-Birthday Short Leave
3. PDL - Post Dated Leave – Leave applied for sanction after availing.
4. C/SL – Casual/Sick Leave.
5. HDL – Half Day Leave.
6. SDL– Sandwich Leave - Leave taken in between the scheduled holidays and/or weekly off.
7. CBL – Clubbed Leave - Leave which are preceding or succeeding a weekly off or a scheduled holiday.
8. GL – Gift Leave – Leave with pay given as a special gesture by the University.
9. VL – Vacation Leave - Leave entitled only to staff of Teaching Cadre to update subject knowledge and to do extensive study.
10. ML – Maternity Leave.
11. COMPL– Compensatory Leave - Leave in lieu of the services performed on holiday/weekly off.
12. SML– Self Marriage Leave - Leave which is granted for self-marriage of the staff member.

13. Term Off – Leave for a duration ranging from six to eight months.
14. OCD – Off Campus Duty - Official services/duties performed at places other than at University campus.
15. RSL – Research and Study Leave. Shall be notified separately
16. RAEL – Research & Academic Extension Leave.
17. CEL-Career Enhancement Leave
18. TP - “Teaching Period” is the period when actual teaching takes place. This period does not include the period of ETE (End Term Examination) and ETP (End Term Practical’s) but includes period of MTE (Mid Term Examination) and MTP (Mid Term Practical)
19. NTP- “Non-Teaching Period” is the period when no actual teaching takes place. This period starts immediately after the end of actual teaching in a particular Term and ends immediately before the start of actual teaching in a subsequent Term Period of MTE(Mid Term Exam is considered towards Teaching Period)
20. Late Attendance – Attendance which is marked after scheduled arrival time of staff members i.e. after 8.00 am/9.00 am.
21. For the purpose of these guidelines the following terms are defined as:
 - i. HOF – Head of the Faculty.
 - ii. HOW-Head of Wing
 - iii. HOS – Head of the School.
 - iv. COS – Coordinator of the School.
 - v. HOI - Head of the Institute
 - vi. HD – Head of the Division
 - vii. CD – Coordinator of the Division.
 - viii. HOD – Head of the Department.
 - ix. COD – Coordinator of the Department.
 - x. HOC – Head of the Cell.
 - xi. COC – Coordinator of the Cell.
 - xii. HOS shall also include HOI/COS
 - xiii. HD shall also include CD.
 - xiv. HOD shall also include COD.
 - xv. HOC shall also include COC.

xvi. School includes Institutes and Colleges.

15.1.4 Leave categories and Recommending/Sanctioning authority

Pre-Dated Leave Responsibility	Leave	Recommending Authority 1	Recommending Authority 2	Sanctioning Authority	Information To
Teaching & Technical Staff (From Schools)	Upto 03 days			COD/HOD	COS/HOS
	04 days to 08 days	COD/HOD	COS	HOS	HOF
	More than 08 days	COD	HOS	HOF	Central Administrative Branch
Other Than above (Inculding Class-IV)	Upto 03 days			COD/HOD	CD/HD
	04 days to 08 days		COD/HOD	CD/HD	HOW
	09 days to 10 days	COD/HOD	CD/HD	HOW	Central Administrative Branch
	More than 10 days	HD	HOW	Central Administrative Branch	
HOD/COD/COC Teaching & Technical Staff (From Schools)	Upto 03 days			COD/HOD (For COC)	COS/HOS
	04 days to 08 days		COS	HOS	HOF
	More than 08 days	COD	HOS	HOF	Central Administrative Branch
HOD/COD/COC Admin staff	Upto 03 days			COD/HOD (For COC)	CD/HD
	04 days to 08 days		COD/HOD	CD/HD	HOW
	09 days to 10 days	COD/HOD	CD/HD	HOW	Central Administrative Branch
	More than 10 days	HD	HOW	Central Administrative Branch	
COS/HOS	Upto 05 Days			HOF	Central Administrative Branch
	More than 05 Days and upto 15 days		HOF	Central Administrative Branch	Central Administrative Office
	More than 15 Days	HOF	Central Administrative Branch	Central Administrative Office	
CD/HD/HOW*	Upto 15 days		HOW	Central Administrative Branch	Central Administrative Office
	More than 15 Days		Central Administrative Branch	Central Administrative Office	
HOF & above	upto 05 days			Central Administrative Branch	Central Administrative Office
	More than 05 Days		Central Administrative Branch	Central Administrative Office	

Post Dated Leave	Leave	Recommending Authority 1	Recommending Authority 2	Sanctioning Authority	Information To
Teaching & Technical Staff (From Schools)	Upto 02 days (2nd Instance)			COD/HOD	COS/HOS
	Upto 04 days (3rd instance)	COD/HOD	COS	HOS	HOF
	More than 05 days (4th instance onwards)	COD/HOD	COS/HOS	HOF	Central Administrative Branch
	More than 08 days (7th instance onwards)	COD/HOD	COS/HOS	Central Administrative Branch	
Other than above (Inculding Class-IV)	Upto 02 days (2nd Instance)			COD/HOD	CD/HD/HOW
	Upto 04 days (3rd Instance)		COD/HOD	CD/HD	HOW
	More than 05 days (4th instance onwards)	COD/HOD	CD/HD	HOW	Central Administrative Branch
	More than 15 days (7th instance onwards)	CD/HD	HOW	Central Administrative Branch	
HOD/COD/COC Teaching & Technical Staff (From Schools)	Upto 04 days (3rd instance)			COS/HOS	HOF
	Upto 05 days (4th instance)		COS/HOS	HOF	Central Administrative Branch
	More than 05 days (4th instance onwards)	COS/HOS	HOF	Central Administrative Branch	
HOD/COD/COC Admin staff	Upto 03 days (2nd instance)			COD/HOD (For COC)	CD/HD
	Upto 04 days (3rd Instance)		COD/HOD	CD/HD	HOW
	Upto 05 days (4th instance)	COD/HOD	CD/HD	HOW	Central Administrative Branch
	More than 05 days (4th instance onwards)	HD	HOW	Central Administrative Branch	
COS/HOS	Upto 05 Days			HOF	Central Administrative Branch
	More than 05 Days and upto 15 days		HOF	Central Administrative Branch	Central Administrative Office
	More than 15 Days	HOF	Central Administrative Branch	Central Administrative Office	
CD/HD/HOW*	Upto 15 days			Central Administrative Branch	Central Administrative Office
	More than 15 Days		Central Administrative	Central Administrative	

			Branch	Office	
HOF & above	upto 05 days			Central Administrative Branch	Central Administrative Office
	More than 05 Days		Central Administrative Branch	Central Administrative Office	

Leave Without Pay	Leave	Recommending Authority 1	Recommending Authority 2	Sanctioning Authority	Information To
Teaching & Technical Staff (From Schools)	Upto 03 days / 3rd instance			COD/HOD	COS/HOS
	Upto 04 days / 5th instance	COD/HOD	COS	HOS	HOF
	Upto 08 days / 7th instance	COD/HOD	COS/HOS	HOF	Central Administrative Branch
	More than 08 days (7th instance onwards)	COS/HOS	HOF	Central Administrative Branch	
Other Than above (Including Class-IV)	Upto 03 days / 3rd Instance			COD/HOD	CD/HD
	Upto 08 days / 5th instance		COD/HOD	CD/HD	HOW
	More than 08 days (7th instance onwards)	COD/HOD	CD/HD	HOW	Central Administrative Branch
	More than 15 days (7th instance onwards)	CD/HD	HOW	Central Administrative Branch	
HOD/COD/COC Teaching & Technical Staff (From Schools)	Upto 04 days / 4th instance			COS/HOS	HOF
	Upto 08 days / 5th instance		COS/HOS	HOF	Central Administrative Branch
	More than 08 days (6th instance onwards)	COS/HOS	HOF	Central Administrative Branch	
HOD/COD/COC Admin staff	Upto 01 day			COD/HOD (For COC)	CD/HD
	Upto 04 days / 4th Instance		COD/HOD	CD/HD	HOW
	Upto 08 days / 5th instance	COD/HOD	CD/HD	HOW	Central Administrative Branch
	More than 08 days (6th instance onwards)	HD	HOW	Central Administrative Branch	
COS/HOS	Upto 05 Days			HOF	Central Administrative Branch
	More than 05 Days and upto 15 days		HOF	Central Administrative Branch	Central Administrative Office
	More than 15	HOF	Central	Central	

	Days		Administrative Branch	Administrative Office	
CD/HD/HOW*	Upto 15 days			Central Administrative Branch	
	More than 15 Days		Central Administrative Branch	Central Administrative Office	
HOF & above	upto 05 days			Central Administrative Branch	Central Administrative Office
	More than 05 Days		Central Administrative Branch	Central Administrative Office	

Long Leave / Off Leave	Term	Leave	Recommending Authority 1	Recommending Authority 2	Sanctioning Authority
Teaching and Technical Staff		Term Off /Long Leave(to be applied atleast one month prior)	COD/HOD	COS/HOS/HOF	Central Administrative Branch/HR
Administrative Staff		Term Off /Long Leave(to be applied atleast one month prior)	COD/HOD	CD/HD/HOW	Central Administrative Branch/HR
COC/COD/HOD (Admin and Teaching)		Term Off /Long Leave(to be applied atleast one month prior)		HD/HOS/HOW/HOF	Central Administrative Branch

Leave Type	Recommending Authority 1	Recommending Authority 2	Sanctioning Authority	Information To
Off Campus Duty Leave (For all staff members)	COS/HOS/CD/HD	HOW/HOF	Central Administrative Branch	

Leave Type	Leave	Recommending Authority 1	Recommending Authority 2	Sanctioning Authority	Information To
Career Enhancement Leave(For Examination)	For all Staff members	HD/HOS	HOW/HOF	Central Administrative Branch	Central Administrative Office
Career Enhancement Leave(For Training)	For all Staff members	HOW/HOF	HD-HRDC	Central Administrative Branch	Central Administrative Office
Career Enhancement Leave(For Cultural / Sports)	For all Staff members	HOW/HOF	HD-DSW	Central Administrative Branch	Central Administrative Office
Career Enhancement Leave(For Research)	For all Staff members	HOW/HOF	HD-DRD	Central Administrative Branch	Central Administrative Office

Research and Academic Extension Leaves (for conferences/ workshops/seminars/ symposia/faculty development programmes/evaluation/appearing in examination/ visiting funding agencies, lab, library, university for researchwork/data collection/data analysis/writing grant proposal (discussion or collaboration) / guest lecture / research paper writing / PhD Course work classes)	For all Staff members	COS/HOS/CD/HD	HOW/HOF	Central Administrative Branch	Central Administrative Office
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15.1.5 General Guidelines:

a) Entitlement:

- Staff members shall be entitled to 08 Casual leave and 08 Sick leave in a calendar year. However as a special benefit to the staff casual and sick leave have been clubbed and medical certificate shall not be demanded for availing the Sick leave. Although PDL availed for medical reasons for more than two days should be supported by Proof of Medical treatment.
- Staff members can avail 08 leave from August to January and 08 leave from February to July as Short Leave, Half Day Leave and Full Day Leave. In case of emergency 02 C/SL can be credited to the leave entitlement of August to January from the leave entitlement of February to July. This shall be credited from the month of December. (In such a case the leave entitlement of Feb to July shall be 06 C/SL.). Such leave shall be credited by Division of HR on “Online” request given by the staff member.
- The staff members who join the University during the middle of the year shall be entitled to the C/SL proportionately. The C/SL will be **pro-rated** from the date of joining till 31st July of that calendar year (August- July).
- Staff member to the initially appointed in teaching cadre will continue to be governed by the policies applicable for teaching cadre unless their cadre is changed. They Will also continue to receive benefits and privileges entitled to teaching cadre, even if they are posted for any Administrative assignment. This will be applicable for issues including leave and exit from the service.
- Staff members who are interested in appearing for job interview/attend Ph.D seminar or any

workshop etc. in the University campus should apply for leave for the period of absence from the department/office.

Leave entitlement as per Month of Joining - (Applicable only for new joinees)

First half of the calendar year						
	Aug	Sep	Oct	Nov	Dec	Jan
Number of leave entitled in a year if joined on or before 15th of a month	16	14.5	13	12	10.5	9
Number of leave entitled if joined after 15th of a month	15.5	14	12.5	11.5	10	8.5

	Feb	Mar	Apr	May	Jun	Jul
Number of leave entitled if joined on or before 15th of a month	8	6.5	5	4	2.5	1
Number of leave entitled if joined after 15th of a month	7.5	6	4.5	3	2	0.5

b) Percentage of staff availing leave on any particular day: For Teaching, Administrative & Technical Staff:

- Leave up to 15% of staff or to one staff member (whichever is more) of the total staff of the Domain/Department/Cell on a particular day can be sanctioned by Type I sanctioning authority.
- Leave up to 30% of staff or to two staff members (whichever is more) of the total staff of the Domain/Department/Cell on a particular day can be sanctioned by Type II sanctioning authority

- Leave for more than **30 %** of staff shall be sanctioned by Type III sanctioning authority.
- Staff availing leave of one month or more or a Term off shall not be included while calculating the percentage.
- c) **Carry forward:** If the staff members are unable to avail the entitled Casual/Sick leave and Compensatory leave (if any) during a calendar year, then 50% of the unavailed C/SL and 100% COMPL shall be carried forward to the next calendar year. For the purpose of carrying forward these C/SL and COMPL to the next year, the leave accrued from the previous years, if any shall also be counted.

All the un-availed Gift Leaves 100% shall also be carried forward to the next calendar year.

d) Short Leave:

- Leave for two hours duration is called as short leave. This leave can either be availed for two hours of scheduled duty hours. Only Morning SHL can also be avail as Postdated leave. SHL can be availed for a maximum of twelve times in one half of calendar year. Late arrival till one hour from scheduled duty timings will only be processed as a Short leave. Late arrival of more than an hour from scheduled duty timings staff can apply Post Dated Short Leave otherwise will be considered as a half day absent.
- SHL account will be settled at the time of availing leave and deduction will be processed accordingly.
- e) **Post Dated Leave:** All such leave which are applied after availing are called the Post Dated Leave. Such leave should be availed only in genuine cases of unforeseen circumstances –On health ground, accident and mis-happening.
 - Time limit to apply pre dated leave will be increased from 5 PM to next day morning 9 AM. Also provide the instance to apply the leave after 5 PM (2 instances in a Semester).

Procedure of availing a PDL:

- Staff member should intimate to concerned Head and simultaneously send a SMS to Division of Human Resource as per the following format:
- **Format of SMS:**

For Full day & more:

FD>DD-MMM-YYYY>To> DD-MMM-YYYY> UID

For Half Day

FH/SH> DD-MMM-YYYY >UID

For Short Leave

SHL>DD-MMM-YYYY>UID

(FD=Full Day, FH=First Half day, SH=Second Half day, SHL=Short Leave,>=space)

- Number for sending SMS to Division of HR is **9780036414**
- On getting the SMS by Division of HR, system automatically send message to concerned head at their UMS home page. Concerned head only be able to fill the on line telephonic slip after getting the SMS of leave.
- The recommending authority shall have to fill the on line “PDL Telephonic Slip” within two working days.
- Initially SMS system is applicable for Teaching/Administrative/Technical Staff only.
- Such leave should be applied by the staff member on the same day of resuming duty.
- In case of no telephonic information received by the concerned authority, then the staff member shall be considered absent and absence shall be treated as equivalent to two days without pay leave.
- A record of availing PDL repetitively shall be maintained by Division of HR and it shall have adverse effect on the appraisal of the staff member and can also entail disciplinary action. PDL availed for more than two days for medical reasons should be supported by Proof of Medical treatment - Medical Certificate/Hospitalization report /Diagnostic report or such documents required by the University.
- Submission of a fictitious medical certificate or false reason for availing PDL shall be viewed seriously. Strict disciplinary action will be taken against such members of Staff.
- Post Dated Leave should be availed judiciously as numbers of chances of availing these are limited.

f) Self-Marriage Leave:

Leave up to one week in which the marriage falls (Seven days including one Sunday and scheduled holiday falling in between that period) can be availed for self-marriage by Teaching / Technical staff members during Teaching Period.

- i. In case a Teaching/Technical staff member plans marriage during non-teaching period, leave for three weeks can be availed. University can also consider giving leave for more than three weeks for Self-marriage.
- ii. Leave up to three weeks can be availed by Administrative staff members for self-marriage.

iii. Additional leave upto five days spent on actual travelling (by train) can be availed by Staff members belonging to places beyond 500 kms as per the Indicative Chart given below:

Indicative Chart:

Sr. No	Distance	Total number of days for travelling both sides
1	Beyond 500 Kms and upto 1000 Kms	2
2	1000 Kms to 1500 Kms	3
3	1500 Kms to 2000 Kms	4
4	More than 2000 Kms	5

g) Leave for marriage of immediate family member:

Leave for three days can be availed for the marriage of wards, real sibling of self **and spouse**. Additional leave upto five days spent on actual travelling (by train) can be availed by Staff members belonging to places beyond 500 kms as per the Indicative Chart given above.

h) Maternity Leave:

- Maternity leave shall be granted to the all-female staff members- Teaching/Technical/Administrative for maternity reasons. Absence from work due to miscarriage or any other illness arising out of pregnancy will not be considered as maternity leave, but as C/SL.
- A total of five weeks leaves or Term off can be availed for maternity reason.
- Female Staff members who are involved in physical activity by the nature of their appointments (such as Physical Education, Performing Arts-dance etc) are advised to proceed for Term Off because of Maternity reasons before the end of the current Term/at the onset maternity.

Term Off:

(A). Scope:

Teaching/Technical/Admin staff can avail leave of one month or more for Maternity reasons/Ph. D course work and for any genuine reason.

(B). Points to be taken care while applying for Term off/Long leave:

While applying for Term off/Long leave the start date and end of such leave should be Planned in such a way that:

1. The start date of such leave should be immediately after the last teaching day of a term as per academic calendar.
2. The last date of such leave should fall on a day one week before the start of a teaching period.
3. Any proceeding on leave or joining back from leave other than the above period shall be only be allowed in case of urgent requirement of staff when no other person is available to handle the work being handled by such staff member. HOS/HD should recommend such cases only after verifying and ensuring the above.

(C). Application in advance:

1. The term off/long leave of three months or more should be applied at least one month in advance.
 2. Long leave of less than three months under these guidelines should be applied at least one week in advance.
- Staff members proceeding for leave of One month or more shall have to take “No Dues Clearance” from all concerned departments. The “No Dues Clearance” form shall be initiated by the Division of HR.
 - In case of serious health conditions, if a staff member proceeds on leave without completing the online “No Dues Clearance”, the staff member must send an e-mail to the concerned HOD within a week or on improvement of health condition whichever is earlier, giving reason of proceeding on leave without taking the required No Dues clearance. The concerned HOD after finding all the outstanding details of Academic issues, must forward the mail with his recommendations to the Division of HR for further action. Proof of Medical treatment is to be submitted during the leave and proof of hospitalization/Medical certificate/Diagnostic report is to be submitted on resuming the duty.
 - Experience certificate offered at the time of exit shall include the period of sanctioned long leave towards the number of years of experience only in those cases where staff member on resuming the duties after the long leave serve for the equivalent period of availed long leave. In case the staff member is unable to serve for equivalent duration after availing long leave, then the experience letter offered shall include number of years up to the date of proceeding for long leave.

i) Gift Leave:

Gift leave as applicable shall be credited to the Gift leave account of the concerned staff member.

GL is categorized in following three types

i. **Paternity Gift leave:**

Two Gift leave shall be credited to the Gift leave account of male staff members as “Paternity Gift leave” on being blessed with a child. (Applicable for upto 2 Children’s only)

ii. **Self-Marriage Gift Leave:**

Two leave shall be credited to the Gift leave account of all staff members

Teaching/Technical/Administrative as “Self-Marriage Gift Leave” on the occasion of their marriage. A total of one-week leave shall be credited to the Gift leave account of Teaching/Technical staff members as “Self-Marriage Gift Leave” if they plan to get married in Non-Teaching period.

iii. **Maternity Gift Leave:**

Equal maternity gift leave of thirty days paid leave shall be given to all female employee’s subject to having served for at least three months in the University. (Applicable for up to 2 Children only)

j) **Compensatory Leave:**

- The services of a staff member can be requisitioned on the advice of HD/HOS and approval of the Central Administrative Branch.
- The concerned HOS/HD should fill online Advice Note for Compensatory Leaves to staff members prior to be called on a Sunday/Holiday with reason. Staff member can be called on Sunday/holiday only for special work/duty and not for Routine/Pending Works.
- HOS/HD should plan weekly off for such staff members on any other weekday to avoid compensatory leaves with approval of Central Administrative Branch.
- The credited COMPL can be availed as C/SL or PDL by the staff member.
- COMPL can be availed as a Half day and Short-day leave.

S. No.	Type	Entitlement	
1	In case of working on Sundays/ Holidays/ Weekly Offs:	Minimum Duty Hours (As per Shift Timing)	Compensatory Leave
		Full Day	01 Day
		Half Day	0.5 Day
		¼ Working Hour	0.25 Day
2	In case of working beyond regular working hours:	Minimum Duty Hours	Compensatory Leave
		06 Hours	01 Day

		04 Hours	0.5 Day
		02 Hours	0.25 Day (Only if the staff has worked for 04 days in continuation)

Note: CD/HD/COS/HOS and above not entitled for Compensatory beyond working Hours only.

k) Vacation Leave:

- Staff member initially appointed in teaching cadre even if they are posted in administrative assignments are entitled to this leave till their cadre is changed.
- Any staff member other than teaching who is assigned teaching load will also be eligible for VL till in teaching.
- VL shall be staggered in batches to ensure availability of substantial number of Staff members in the department so as not to hamper the regular functioning.
- Before proceeding for VL, staff member should submit Attendance, Continuous Assessment, Question Bank, Question Paper, and complete Evaluation or any other responsibility assigned by the concerned Department or any Central Department VL is divided into two parts Summer Vacation Leave:
 - Summer VL can be availed during Non-Teaching period (till 15th July), after the completion of Teaching failing which the same shall be lapsed unless specifically allowed.
 - Only on exceptional genuine reasons, Summer VL can be availed after 15th July on the approval of competent authority as per the following:
 - 10% of the total staff members of Domain/Department/ cell can avail Summer VL till 25th July.
 - However, request to carry forward Summer VL must be recommended by HOD and HOS/HD and shall be forwarded to Division of HR.
 - Entitlement for Summer VL shall be as per month of joining:

Sr. No	Date of Joining	Leave excluding Sunday
1	January	6
2	February	5
3	March	3
4	April	2

II) Winter Vacation Leave:

- This leave shall be on pre - designated days.
- As a special gesture this shall generally be scheduled in the last week of December keeping the Christmas vacations of the school going children of the staff members under consideration.

Sr. No	Date of Joining	Leave excluding Sunday
1	July/August	4
2	September	3
3	October	2
4	November	1

- Entitlement for Winter VL shall be as per month of joining:

l) Leave on the day of scheduled SMMC/DMMC:

Staff members are expected to attend the pre-scheduled/pre-defined meeting (e.g. SMMC/DMMC).

- Only on serious health grounds, accident, mis-happening leave can be a PDL and the same shall be sanctioned on submission of required proofs by the Office of the Central Administrative Branch on resuming the duty.
- Leave required for self-marriage or marriage of siblings or wards can be applied for sanction at least two days in advance to the Central Administrative Branch. Such leave can be availed only after a sanctioning confirmation from the above said office.

m) Extension of leave:

- In case a staff member is interested to get the leave extended, while availing the leave because of serious health condition, accident or any mis-happening, the request for the

same has to be given at least one day before the expiry of leave.

- The leave sanctioning authority shall be as per the categorized Types based on the number of days of extension.

n) Conversion of leave:

- A staff member cannot convert leave until the leave is sanctioned by a competent authority.

Path for Conversion of Leave: UMS Navigation ==> Division of Human Resource==>Leave Details==>Transactions==>Leave Conversion.

Example: If a staff member applies leave for full day and joins the duty in the afternoon (due to official reason) and the leave is approved, then he/she can convert the leave from full day to half day or half day to short leave/full day to short leave accordingly.

o) Cancellation of sanctioned leave:

- Cancellation of any type of leave shall be done before the starting of the leave through the same authorities as applicable for getting it sanctioned. ("Online" for Type I and II and on "Prescribed Format", wherever applicable.
- Request for cancellation of sanctioned leave must be put up before the starting of the leave period for approval of the Office of the Central Administrative Branch as per the following table:

Leave Category	Cancellation Request
Sanctioned leave of more than one week and less than a month	Two days before the starting of the leave
Sanctioned leave of one month and more	Seven days before the starting of the leave

- However, request for cancellation of sanctioned leave of one month and more must be forwarded to HOD and HOS/HD for recommendation which in turn must be sent to Division of HR.
- In both cases, staff member shall be allowed to resume duty only after approval of the same.

p) Temporary transfer: In case a staff member is temporarily transferred to other department, then the leave recommending and sanctioning authority shall be of that Department in which the staff member is transferred.

q) Off Campus duty:

- When a staff member has to be deputed for a work for which he is required to leave the campus during the office timings, an Online off Campus duty advice note should be initiated by the concerned HOD assigning the work which shall be forwarded to the concerned HOS/HD for approval. Once this OCD is approved, it shall reflect on the UMS

of the concerned staff member whom the duty is assigned .The staff member can apply for this OCD leave by selecting that option.

- In case the OCD is **for more than one day** an Off-Campus duty request should be initiated by the concerned HOD assigning the work which shall be forwarded to Central Administrative Branch on the recommendation of the concerned HOS/HD for approval. Once this OCD is approved, it shall reflect on the UMS of the concerned staff member whom the duty is assigned. The staff member can apply for this OCD leave by selecting that option.
- A written report of the OCD has to be submitted by the staff member to the concerned HOD/HOS and an action plan in e-governance within two working days of joining back the duty.
- In case the OCD is more than two continuous days, then the staff members is required to fill the Daily Progress Report online on UMS.
- In case the OCD is for attending conference, workshop, training, foreign trips etc. then the staff member is also required to forward new ideas/systems/procedures acquired during the OCD which shall be of benefit to the University through e-mail to the concerned Department with a copy of the same to the Department of Planning.

r) Forfeiture:

After exhausting all leave as per entitlement, **any absence without prior sanction will be treated as equivalent to two days leave without pay and with sanction will be treated as equivalent to one day leave without pay.**

- Leaves over and above the leave entitlement shall be treated as Leave without pay (LWOP) This LWOP is to be availed primarily due to Medical reasons (Self and Dependents) and has to be supported by proof of medical treatment, duly verified by Uni Health Centre.
- Four (04) instances shall be available with a staff member under PDLs and LWOPs in half of a calendar year respectively.
- In case a staff member applies for more than 4 instances of LWOPs in half of a calendar year other than medical reasons, such Leaves shall be treated as absence from duty which shall be treated as equivalent to 02 days LWOP for each LWOP leaveso availed.
- After exhausting all chances of PDL (which includes both Half Day Leave and Full Day Leave), any absence without prior sanction shall be treated as equivalent to two days without pay leave.
- Any absence without prior sanction on a day preceding or following a weekly day off or a scheduled holiday (Clubbed Leave) will be treated as equivalent to two days leave

without pay. Same shall be the implication for the sandwich leave or on first day of the Term and on the days of any pre-scheduled/pre-defined meeting (e.g. SMMC/DMMC) or any other pre - scheduled/pre-defined official function according to the University calendar (For which the attendance is made compulsory by official order) except on serious health grounds, accident, mis-happening, self-marriage or marriage of siblings or wards.

- Leave can either be clubbed proceeding or succeeding the weekly day off or scheduled holidays. In case of availing leave on both days, i.e preceding and succeeding the weekly day off or scheduled holiday then the entire period shall be counted in the leave.
- Only entitled leave can be availed during the notice period of exit from the services, however because of some genuine reasons leave over and above the entitlement can be availed. All such leave shall be treated as equivalent to two days without pay leave.
- It shall be the responsibility of the concerned Head to take timely action on leave i.e. either recommend/sanction or not recommend/ not sanction the leaves before the end of the day on which the leave is applied by the staff member.
- In case an action on leave is not taken on time (i.e. before the last date of the month) by the concerned Head(s), resulting in deduction of salary of a particular staff, it shall be considered as negligence of duty on part of the concerned Head, thereby leading to a similar deduction as a punitive measure against the concerned Head.
- In case the recommending and/or sanctioning authority is on leave on the day a leave is applied by a concerned staff member, his/her leave shall be escalated to the next level for needful action on the same. The staff applying for leave shall get a message on the UMS regarding the same details of the sanctioning/recommending authority.
- Any leaves availed by a staff member over and above the entitled pro-rated leaves during notice period shall be recovered from the concerned staff during his/her full and final at the time of relieving.
- If a staff member is on leave without pay (LWOP) for a total of 03 days in a week, he/she shall not be entitled for weekly off, for e.g. if a staff member is on leave without pay from Monday to Wednesday then he/she shall not be entitled for weekly off of Sunday of that particular week.

s) Attendance:

Staff members are required to mark their attendance on the Biometric machines before scheduled arrival and after scheduled departure of staff members. (e.g. before 8.00am/9.00 am and after 4.00pm/5.00pm) in the same block where the staff

members are allotted the Cabin/Chamber/Sitting space, Block No 29 or in the

adjacent block (Block number can be confirmed from the concerned AO)

- Only HOF/HOW, HOS/HD, COS/CD, Sr. Dean, Dean, Director and Registrar have been provided a special interface through which they need to mark their morning and evening attendance on their laptop/PC. They can mark their attendance in their office as per the timings applicable.
- Staff members are entitled to avail the chance of attendance rectification six times in one half of the calendar year.
- Attendance marked at the main gate shall not be counted towards the attendance for the day.
- Permission for access of marking attendance at an additional venue may be given for genuine official reasons, on submitting the relevant supporting documents to Division of HR.
- In case a staff member is deputed on Off Campus Duty during office timings, he is required to mark the attendance before proceeding for the OCD and also on reaching back the University.
- Staff members are advised to refer to the table given below for the problems faced because of the Biometric attendance.

Reason Of Not Marking	Action Required	Procedure of Rectification	Number Of Chances
Loss of card, forget to bring the card or card Misplaced	Attendance is to be marked manually in the register to the designated available offices.	Rectification form is to be filled on the same day if it is for morning attendance and on the next day if it is for evening	Can be availed Four times in half of the calendar year
Forget to mark Attendance	Staff members are advised to check the attendance of last five days available on home page of UMS regularly to avoid inconvenience	Rectification form is to be filled within two working day. No rectification is possible after two working days	Can be availed two times in one half of the calendar year
Machine displays "User Unauthorized"	Attendance is to be marked manually in the register available at the designated offices	Rectification form is to be filled by on the same day if it is for morning attendance and on the next day if it is for evening	Shall not be counted towards number of chances allowed in a month
Genuine problem faced because of the biometric Machine not working on not reading the card	Try to mark attendance in the adjacent block or in block no. 30. If the problem still persists then attendance is to be marked manually in the register available at the designated offices		Shall not be counted towards number of chances allowed in a month

Machine does not accept finger prints and displays "Finger Retry"	Attendance is to be marked manually in the register available at designated offices for two days and written permission to mark the attendance manually should be sought from division of HR before the start of the third day		Shall not be counted towards number of chances allowed in a month
Late arrival of the university bus / personal vehicle because of some unforeseen conditions (e.g. agitation, heavy traffic jam resulting in blocking of GT road) affecting majority of staff of the university.	Mark the attendance on reaching the university	Special permission shall be sought from office of Central Administrative Branch through Division Of HR	Shall not be counted towards number of chances allowed in a month

- Special conditions applicable in case staff forgot to mark the attendance:
In case staff forgot to mark the attendance the concerned HOD/COD should recommend the same only after verification from the following:
 - Time Table (The staff has taken class at start of his/her shift timing or end of shift timing)
 - Attended any meeting with recorded meeting minutes
 - OMS
 - Personal Interaction

Further, to verify the attendance, Division of HR will also cross verify the same from the following:

- Time Table (Schedule Vs Held classes)
- Meeting Attendance
- OMS Entry
- UMS Access
- CCTV Footage
- DPR
- Or any other

In case the statement made by staff members regarding attendance rectification for forgot to mark the attendance founds false at any stage an appropriate disciplinary action shall be taken.

The attendance register* shall be available for marking the manual attendance strictly till 9.05 am daily in the Office of the Central Administrative Branch, Office of the Director General, Division of HR, AO office of Block 20 & Block 57.

For any clarification, refer to Instructions for Attendance Rectification on UMS as per the following path: UMS Navigation--->Human Resource- Policies, Formats, Code of Conduct, FAQ

and SOP.

t) Late Attendance:

☐ Three instances in a month of late arrival up to 10 minutes will be condoned.

☐ Two instances in a month of late arrival up to half an hour will be condoned.

(* It is not applicable for those who have a scheduled class/lecture

/tutorial/practical or any other scheduled obligations like meetings, functions, seminars, guest lecture etc. at the start of their shift timing (i.e. 0800/0900/1000 hrs. as per shift)

☐ One Short Leave will be debited from C/SL account for each late arrival till the entitled SHL is available (After exhausting of above Late Arrival Instances).

☐ Half day leave shall be debited for late attendance after all entitled SHL are availed.

Part II

General Guidelines:

1. Sunday shall be a working day for the residential staff members
2. Full day leave shall be for 24 hours and Half Day leave shall be for six hours only.
3. Summer vacations can be clubbed with C/SL and Scheduled holidays. It can be availed in Non-Teaching period only. The summer vacation will be pro-rated from the date of joining till 31st July of that calendar year (August- July)
4. Special leave means a special day outing for duration of six hours. This special leave has to be availed in a month, if not availed the same shall lapse for that particular month.
5. The staff members who join the University during the middle of the year shall be entitled to the C/SL proportionately. The C/SL will be pro-rated from the date of joining till 31st July of that calendar year (August- July) Leave shall be as per the entitlement.

Category	Casual Leave	Weekly Off	National Holiday	Festival Holiday	Summer Vacation	Winter Vacation
Residential Medical Staff (Including Doctors)	7	64	3	5	8	5
Chief warden/ Warden/ Dy. Warden/ Asst. Warden/Hostel Assistant	7	64	3	5	8	5
Chief Security Officer/Security Officer/ Dy Security Officer/Asst Security Officer	7	64	3	5	8	5

Category	Casual Leave	Weekly Off	National Holiday	Festival Holiday
Residential Drivers	7	64	3	5
Residential Peon/Cook	7	64	3	5
Security Supervisor/ Security Guards/Gunman/Fireman	7	64	3	5

Part III

Leave for Staff working on Part-Time basis:

1. The staff members who are working on part time basis for six days a week for at least four hours per day are entitled to eight Casual/Sick leave in a Calendar year. 04 leave from August to January and 04 leave from February to July.
2. The staff members who join the University during the middle of the year shall be entitled to the C/SL proportionately. The C/SL will be *pro-rated* from the date of joining till 31st July of that Calendar year (August-July).
3. Staff members working for duration less than mentioned above are not entitled to any paid leave.

Annexure: Monthly Salary Days calculation

1. SHL can be availed for a maximum of twelve times in one half of calendar year (including the chances of Late Attendance). Late arrival till one hour from scheduled duty timings shall only be processed as a Short leave. Late arrival of more than an hour from scheduled duty timings staff can apply Post Dated Short Leave otherwise will be considered as a half day absent.
2. In case attendance sheet is reflecting that attendance is marked once i.e. either of arrival or departure then he/she shall be considered absent & shall be treated as equivalent to two days leave without pay.
3. In case of early punch of attendance from the scheduled departure timings in the following cases deduction shall be made as per the table given below:

<p>–</p> <p>Early Punch of attendance</p>	<p>Deduction</p>
<p>Second half day leave</p>	<p>Shall be considered as half day absent and shall be treated as equivalent to one day leave without pay.</p>
<p>Last two hours of short day leave</p>	<p>Shall be considered as half day absent and shall be treated as equivalent to one day leave without pay.</p>
<p>Early Punch of attendance from the scheduled departure timings (upto 5 Minutes).</p>	<p>Shall be considered as absent half day shall be treated as equivalent to Half day leave without pay.</p>
<p>Early Punch of attendance from the scheduled departure timings (More than 5 Minutes).</p>	<p>Shall be considered as absent Full day shall be treated as equivalent to Full day leave without pay.</p>

4. After exhausting all chances of late arrival including short leave (SHL), in case of every over & above chance of late punch in the attendance sheet shall be considered as follows:

Over & above chance of late arrival	Deduction
Late arrival till one hour from scheduled duty hour	Shall be treated as equivalent to half day leave without pay
Late arrival more than an hour from scheduled duty hour	Shall be treated as equivalent to one day leave without pay

5. At the time of computation of salary if any rectification /leave is pending for approval in the office of the competent authority, the salary shall be computed on the basis of present status of the attendance. Once the final auditing of salary sheet for that month is completed, then the necessary action/correction (favorable/unfavorable) may be done at the time of computing the next month salary only.
6. No leave shall be adjusted towards any unsanctioned leave(s) i.e. If leave is not sanctioned by the competent authority, then it shall be considered as absent.
7. No hard copy of attendance rectification is allowed unless specifically allowed except for Class IV employees.
8. In the following cases any absence without prior sanction shall be treated as per the table given below:

Absent	Deduction
Full Day	Shall be treated as equivalent to two days leave without pay
Half Day	Shall be treated as equivalent to one day leave without pay
Short Day	Shall be treated as equivalent to half day leave without pay

- If a staff member is on leave (with pay) for six days in a week, he/ she shall be entitled for weekly off e.g., if a staff member is on leave from Monday to Saturday, then he /she shall be entitled for weekly off of Sunday subject to condition he/she rejoins duty on succeeding Monday.

Note:

1. Salary deduction should only be made if leave balance is nil in the leave account.
2. For calculating salary days, if any deduction is to be made besides above said guidelines, permission shall be sought from office of the Central Administrative Branch.

Sr. No	Category	CL	Entitlement of Weekly Off	Holidays Entitlement
1	<ul style="list-style-type: none">• Peon• Cook• Driver• Ground Man / Supervisor• Mali• Dish Washer• Farm Asst / Attendant	12	Yes	As per University Holidays Calendar

Note:

- * The duty hours shall be 09 hours generally 08:30am to 5:30pm or as decided from time to time.
- * The conditions for peon, driver, Ground man & cook that they are entitled to two Sundays off in a month and they can be called on other Sunday (s) stand withdrawn.

Sr. No	Category	CL	Entitlement of Weekly Off	Holidays Entitlement
1	Maintenance, Electrical and Construction	7	Yes	National Holidays: Republic Day, Independence Day, Mahatma Gandhi Jayanti Festive Holidays: Guru Ravi Dass Jayanti, Dusshera, Maharishi Valmiki Jayanti, Deepawali & Vishwakarma day

Note:

- The duty hours for workers of Maintenance, Electrical & Construction shall be as per defined shifts.

Sr. No	Category	CL	Entitlement of Weekly Off	Holidays Entitlement
1	Housekeeping Staff	7	Yes	National Holidays : Republic Day, Independence Day, Mahatma Gandhi Jayanti Festive Holidays : Guru Ravi Dass Jayanti, Dusshera, Maharishi Valmiki Jayanti, Deepawali, Birthday of Sri Guru Nanak Dev Ji

Note: The duty hours shall be nine hours generally 08:30am to 5:30pm or as decided from time to time.

16 GENERAL RULES

16.1 Guidelines for Dress Code & Uniform.

16.1.1 Objective:

The University aims to encourage a professional appearance of its staff members while at work.

16.1.2 Applicability:

All staff members are required to follow the Dress code six days a week (Seven days where applicable) as well as during official visits, functions and/or while representing the University at any outside forum.

This policy supersedes all previous communication on the Dress Code and Uniform Policy.

Categories: There are majorly three categories as defined below:

(A) Category A:

To be followed in routine by all except those mentioned in Category B & Category C:

Clothing	Male	Female
(i) Shirt	Collared, half/full sleeves shirt with single pocket. Florals and gaudy printed shirts not to be worn.	Shirts (with or without collar) or kurtas (maximum mid calf length) Half/three quarters/full sleeves only, sleeveless not permitted.
(ii) Trouser	Formal trousers* (preferably in solid colors like navy blue, black, brown, grey, beige, khaki) [*Trousers can be pleated or without pleats. Trouser length/fall should preferably be such that it falls upto the second lace of the shoe and the width at the bottom should preferably be between 7 to 8.5 inches.]	Formal trousers (length no shorter than ankle length) preferably in solid colors like navy blue, black, brown, grey, beige, khaki, white.

(iii) Skirt	N.A.	For admin staff / staff dealing with public only - Straight/pencil skirts, with length no shorter than knee length, preferably in solid colours like navy blue, black, brown, beige, grey, khaki, white.
(iv) Tie/Scarf	Tie/Scarf to be worn compulsorily by all in winters. Optional in summers except on formal occasions where it shall be mandatory. University Tie/scarf (which shall be made available) to be worn compulsorily on formal occasions.	Optional Formal scarves and mufflers are permitted (as long as worn around the neck and not wrapped around the head).
(v) Shoes	Formal shoes (preferably Oxford pattern/brogues/formal slip-ons) in black or brown. Sandals, open toed shoes and sports wear are not permitted. Fancy shoes with contrasting uppers and soles will be considered out of place.	Formal shoes or sandals Flip-flops, cloth or denim slip-ons, sports shoes and slippers are not permitted.
(vi) Business suits Combination suits or Blazers	Black/Navy Blue/Gray/Brown/Beige or such other neutral colours. To be worn with Full sleeves shirt and tie/scarf	Business suit/Blazer with trouser or skirt
(vii) Saree	N.A.	Saree with half/three-quarters/full sleeves blouse. Avoid wearing gaudy sarees.
(viii) Woolens	Plain, formal V-neck Cardigans/pull overs, formal	Cardigans, pull overs, formal coats, long coats are also allowed.

	coats, long coats are also allowed. (Tie/scarf is to be worn with the same too.)	
(ix) I/Card	Wearing of Identity Cards around the neck while on duty is mandatory	Wearing of Identity Cards around the neck while on duty is mandatory
(x) Turban/Head Gear	Sikh gentlemen may wear turbans. Mini turbans or 'patkas' are not allowed. Caps & hats of any kind are not permitted. Head Covers that are required for religious purposes or to honor cultural tradition may be permitted.	Caps & hats of any kind are not permitted. Head Covers that are required for religious purposes or to honor cultural tradition may be permitted.
(xi) Doctor's Coat/ Lab Coat	Medical Officers shall compulsorily wear Doctor's coats All Technical Staff of all Schools & Dept of Health Services shall compulsorily wear Lab coats.	Medical Officers shall compulsorily wear Doctor's coats All Technical Staff of all Schools & Dept of Health Services shall compulsorily wear Lab coats.

(B). Category B:

- Formal occasions: **Staff members, without exception, are expected to wear business suits on all formal occasions irrespective of weather conditions as specified in A (vi).**
- All Staff from the Divisions of Placement, Industry Interface, Start-Up School, International Division, Media, Hostels and staff in the offices of higher authorities and Administrative Staff of Division of Student Training, to wear formal attire as defined in A(vi) at all times during winter months i.e. 15th October to 15th March.
- **All staff on stage duties, compering, convocations etc. are expected to be in formal attire, as defined in A(vi).**
- Business suits shall be compulsory everyday for HODs and above in winters (15th October to 15th March) but optional in summer months except on formal occasions and/or while representing the university on out-campus duty where it shall be

mandatory.

Formal occasions shall include the following:

- All declared University level functions and any function involving external guests
- Visits or interaction with external guests.
- Conferences, Seminars, Guest Lectures etc.
- While on duties where the staff is required to be present on stage.
- While on duties where the staff is required to interact with dignitaries in any way.
- Out station duties/interactions
- Representing the university in public forum (except cultural events).
- Staff on Special Duties like Protocol Officer, Liaison Officer, etc.
- All other occasions as may be informed from time to time.

(C). Category C: To be worn by Security and other staff as specified.

Following staff members are required to wear a prescribed Uniform when on duty.

- Division of Security & Safety (Except Sr Security Officer and above)
- Fire Staff
- Drivers
- Peons.
- Uni Hotel Staff
- Housekeeping and Maintenance Staff

Security Uniform

Clothing	Male	Female
Shirt	Dark Grey, Full sleeves	Dark Grey, Full sleeves
Trousers	Black	Black
Epaulet	With LPU Logo and Star	With LPU Logo and Star
Beret/Turban with LPU Badge	Maroon	Maroon

Shoes	DMS Black	DMS Black
Scarf	Regulation scarf issued by the University	Regulation scarf issued by the University
Belt	Black	Black
Jersey/Sweater	Black	Black
Jacket	Black(Regulation)	Black(Regulation)
Name and U.Id plate to be worn at all times		

Fire Staff Uniform

Clothing	Male
Shirt	Khaki, Full sleeves
Trousers	Khaki
Epaulet	With LPU Logo and Star
Beret/Turban with LPU Badge	Maroon
Shoes	DMS Brown
Scarf	Regulation scarf issued by the University
Belt	Brown
Jersey/Sweater	Khaki
Jacket	Black (Regulation)
Name and U.Id plate to be worn at all times	

Drivers

Clothing	Male
Shirt	White full sleeves
Trousers	Black
Cap	Peak Cap
Shoes	Black
Belt	Black
Jersey/Sweater	Black
Jacket	Black (Regulation)
Name and U.Id plate to be worn at all times	

Peons

Clothing	
Shirt	White half/full sleeves
Trouser	Khaki
Shoes	Black
Sweater	Black
Jacket	Black (regulation)

Uni Hotel Staff:**Chefs:**

Clothing	Male	Female
Chef Coat	White	White
Trousers	Black	Black
Socks	Black	Black
Shoes (Anti Skid)	Black	Black

Stewards/Catering Staff

Clothing	Male	Female
Shirt	Full Sleeves Camel Coloured	Full Sleeves Camel Coloured
Trousers	Black	Black
Waist Coat	Black	Black
Socks	Black	Black
Shoes (Anti Skid)	Black	Black
Waiter's Cloth	White with University Logo	White with University Logo
Bow/Tie	Black	Black

Commi

Clothing	Male	Female
Chef Coat	Black	White
Trousers	Checkers	Checkers
Socks	Black	Black
Shoes (Anti Skid)	Black	Black

Housekeeping & Maintenance Staff

Housekeeping staff shall be required to wear regulation jackets, issued by the University, while on duty. The jacket is to be worn above the clothes.

Scarves, mufflers and dupattas should be neatly tucked inside the jacket. Supervisors shall be required to wear formal attire like all other administrative staff. Shoes – black or brown sports shoes.

16.1.3 Dos and Don'ts:

(1). Dos:

- HoDs and above are required to wear business suit/blazers and neck tie/scarf (for male members) at all times during winter months and collared button-down shirts with single pocket in the summer months.
- Staff on out-campus duties and in public dealing should be in formal attire.
- Daily shaving and grooming is a must for all male staff.
- Beards, for Sikh gentlemen or otherwise, should always be well groomed.
- Basic hygiene and decorum must be maintained all through the year. Hair must be properly groomed and trimmed (as the case may be) regularly.

Employees are expected to demonstrate good judgment and professional taste. Courtesy of co-workers and your professional image in front of students and visitors should be the factors that are used to assess that you are dressing in formal attire that is appropriate.

(2). Don'ts:

- Denim Jeans, frayed, faded or distressed trousers/jeans, jeggings, capri pants, salwar-kameez, churidar-kurtas, long kurtas over trousers, shawls, casual jackets, sweat shirts are not permitted.
- Male staff should avoid wearing shirts, blazers and suits in bright colours like orange/purple/green/red/yellow etc.
- Female staff are advised not to wear revealing clothes, heavy make-up or heavy jewellery.

16.1.4 Exemptions:

Staff members are exempted from wearing Uniform/Dress Code for following reasons/occasions:

- a. Maternity (as per the requirement, after 02 months of pregnancy)

- b. Serious illness or accident if recommended by doctor.
- c. Newly wed (Female staff who get married are exempted from wearing Uniform/dress code for first 15 days of their joining back after marriage.)
- d. Own Birthday / Wedding anniversary
- e. Karva Chauth (for female staff only), Raksha Bandhan, International Women's Day

16.1.5 Procedure for exemption from Dress Code:

In case of maternity, illness or accidents, the staff members may be exempted from adhering to the prescribed dress code as per the recommendation of doctor. The application for such exemption, supported by medical certificate stating the period of exemption, is **to be filled online** as per Annexure–2 which is available on UMS. The complete application form is to be submitted to the Dept. of HR. Copy of approval will be sent by HR to respective AO Office for record.

In case exemption is sought under sections **V a to c**, information to be given to HOS/COS and copy to HR.

LOVELY PROFESSIONAL UNIVERSITY

ANNEXURE 2

EXEMPTION FROM UNIFORM/DRESS CODE

Name.....

Mob No. :

U. Id.....

AO's U.Id:

Designation.....

HoS

U.Id.:

Department.....

School/Division.....

To

The Human Resource Department Lovely Professional University Phagwara,

Punjab

Date: _____ (write date on which the application is submitted)

SUBJECT: Exemption from wearing Uniform/Dress code from _____ to _____.

I wish to inform that I will not be able to follow Uniform/ Dress code due to _____
_____. (mention
reason).

I may be allowed to wear _____ (mention
item/clothing of Exemption) instead of _____

Yours sincerely

.....

REMARKS OF HR DEALING OFFICIAL

1. Ms/Mr./Dr _____ has requested for exemption from Uniform/Dresscode from _____ to _____.

2. Medical certificate is attached.

Name &
Signature:U Id:

REMARKS OF HR COMPETENT AUTHORITY

Approved/Not Approved

Name and Signature of HR competent Authority

16.2 Laptop Allowance

16.2.1 Objective: It is mandatory for all Teaching Staff Members to bring the laptop daily. For the maintenance of the same they will be given laptop allowance as per the University guidelines.

16.2.2 Guidelines:

1. All Teaching staff members of the University are eligible for the Laptop Allowance of Rs. 525/- per month. For new joiners, Laptop allowances for the month of joining will be admissible from date of registration of laptop and according to pay days from subsequent month.
2. The use of Laptop is only for official purpose and should be brought every day. If a teaching staff member does not bring laptop on any of the working days due to any kind of repair/service then he/she should get prior written permission mentioning number of days from his/her HOD-S/COD-S through e-mail. The repair/service duration should not be more than 5 days for smooth functioning of the classes.
3. Any staff member other than Teaching who is assigned teaching load will also be eligible for Laptop Allowance till in teaching.

16.2.3 Procedure for Release of Laptop Allowance

1. All Teaching staff members and other staff members (who are assigned teaching load) are required to register their laptop On line with HR Dealing Official.
2. The HR Dealing Official shall submit the Monthly laptop registration Report to System Internal Audit by 26th of every month.
3. The System Internal Audit will send the audited report to HR department by 27th of every month.
4. The report will then be forwarded to External Audit and Accounts Department for the release of allowance.

NOTE- Staff members who rejoin their duties after long leave of one month or more than one month are required to re-register their laptop with HR department.

16.3 IT Usage Guidelines

The University IT (Hardware/software)/Internet (Wi-fi or other) resources are only for the purpose of work of the University, its use for the following activities for personal use may be by the computer system/lap tops provided by the University or personal devices of the staff is strictly prohibited.

Prohibited activities include:

- Accessing websites/Social Networking sites (including Facebook , Twitter, orkut etc.),

- Emailing/ Chatting,
- Online banking,
- Share/stocks trading (Trading on/viewing related sites),
- Storage and viewing of personal data/information (including videos/pictures/musicetc.).
- Use of email ID's (like yahoo, gmail, rediffmail etc,) other than allotted by the University, for any purpose in the University internet system.
- Watching movies /listening to songs on the laptop during official hours
- Photography by mobile phones and other devices on the University Campus during the office hours is strictly prohibited.
- Breach of above guidelines will be treated as serious act of indiscipline and will invite strict disciplinary action including making the defaulter ineligible for increment and promotion for one year along with other disciplinary actions. In case offence happens after increments/promotion, such increment/promotions will be suspended for one year with other disciplinary actions.

16.4 TA/DA/Bill Clearance Guidelines

16.4.1 Working Location

In University, every staff member is generally allocated default working location as 'Head-office' i.e. staff / faculty work from within the campus for most of the time. However, in certain divisions / departments (like Division of Admissions) staff members may be allocated a working location other than 'Head Office' also. If someone is allocated a working location other than 'Head-office', he/she will be operating majority of the time (around 20 days in a month) from the allocated city or neighboring region/territory (within 30km from allocated station).

Based on the above explanation, the manpower to whom the university allocate the working location other than Head-Office will be called as Out-campus Positioned Manpower. In totality, manpower w.r.t. TA / DA guidelines may be classified into following categories:

- **Category A** – Manpower operating from Head-Office.
- **Category B** – Out-Campus Positioned manpower whose allocated working location is same as their Home town (or within 30 km of their Home town). Staff who will generally remain on the move (in the market) for various type of tie-ups and other office work is considered in this category.
- **Category C** - Out-Campus Positioned manpower whose allocated working location is other than their home-town. Staff who will generally remain on the move (in the market) for various type of tie-ups and other office work is considered in this category.
- **Category D** – Special case of Category B or C staff, who is stationed at Branch Office (like staff

in Delhi office or Hyderabad office) and do not move out for marketing purposes as is generally done for Admissions. The concerned HD/HoS/HoD/CoD shall recommend the staff members to be considered for Category B / C / D (as mentioned above) to HR. Only after the approval from HR, the provisions mentioned in this guideline for Category B, C, or D may be used.

16.4.2 Stay Allowance

The staff of Category C may be given a **fixed Stay allowance** as per the following table:

Table 1 – Stay allowance for Faculty / Staff in different Tier of Cities¹

Grade ²	Tier-1 Cities	Tier-2 Cities	Tier-3 Cities
Grade D1 onwards	14000 per month	12000 per month	10000 per month
Grade S1 to O3	12000 per month	10000 per month	8000 per month
Grade E1 to E3	8000 per month	7000 per month	6000 per month

Classification of cities into various tiers is given in annexure – II

- Whenever OC Positioned manpower (staff belonging to Category B, C, or D) is called to the University for certain days, they may avail room in the Guest House or Hostel of the University on request, subject to availability of the same. The charges applicable for such cases are explained under the head 'Hostel/Transport Concessions for Outstation Duties'. In case the room is not available in hostel or guest house of the university, then staff member should arrange for stay on their own and no compensation for the same will be given.
- If an OC Positioned Manpower (Category B, C, or D) moves out of their allocated working location for some assigned task, they will be eligible to avail hotel and the charges will be reimbursed as per the detailed mentioned in this document in subsequent clauses. However, they will continue to get Fixed Stay Allowance unless otherwise decided by the University.
- For Stay Allowance, staff need not to submit the bills. However, university may ask to submit the photographs or other related documents / information (like postal address, phone number etc.) to identify the location. Further, whenever the Stay Allowance is admissible, the same location may also be used for official purposes like storing official material etc., as and when required

16.4.3 Hotel Expenses

As mentioned above, staff/faculty will be eligible for reimbursement of hotel expenses only if he

/she is working at a location other than their *allocated working location*. Whenever permitted, the expenditure on hotel may be sanctioned as per guidelines detailed in following clauses:

a) Stay in Hotel arranged by University

University has tied-up with external agencies for providing hotel bookings such as OYO Rooms, MakeMyTrip, and Fab Hotels. Centrally the University Travel Desk under Division of Planning and e- Governance looks after all these arrangements. As far as possible, the stay and office provisions (for Admissions and all other departments) would be made in the hotels arranged by these service agencies through University Travel desk. It will be the responsibility of the concerned division/department (requesting the hotel) to coordinate with central travel desk. In such cases, the reimbursement will be made to the agency by the University. Wherever these agencies(OYO, MMT, Fab Hotels) are not having any arrangement or for some specific purposes like for Admissions; location, ambience, or available space is not found suitable then the staff member going for O/C duty place should book the hotel.

b) Stay arranged by Staff himself/herself

i. Stay in Hotel / Guest House

Whenever hotel is not booked through University Travel Desk, staff will get Hotel booked on their own. In such cases, individual/teams are entitled for reimbursement. Faculty / Staff should try to book hotels through websites like MakeMyTrip, Goibibo, Trivago, Yatra, Oyo etc.

The reimbursement shall be made as per the following table:

**Table 2: Reimbursement for Hotel / Guest Houses
in different cities³**

Grade⁴	Tier-1 Cities	Tier-2 Cities	Tier-3 Cities
VC / DG	4000	3200	2400
D-V to D-VII	2750	2000	1600
D-I to D-IV	1650	1400	1200
S-I to O-III	1200	1000	800
E-I to E-III	800	640	560
Class IV*	320	240	160

* Excluding drivers

(a) Rate applicable for Hotel/Guest room for foreign visit: As per annexure -IV

Discretionary powers of HOS/COS/HD/CD

- The HOS/HD have been given discretionary powers to approve an additional amount upto 25% of scheduled rates of Hotel/Guest House .
 - The additional discretionary power can be used by a HOS/HD/COS/CD subject to maximum of 25% for an individual case and upto 10% of the total claims made by the concerned Division/School in an academic year.
- c) Stay at Own Home or with Relatives/ Friends**
- When staff moves out of its allocated working location for some assigned task, he may stay with family / friends in the new city / territory. However, the approval regarding the same shall be taken from the concerned HD/HoS/CoD. No allowance will be paid to them for travel from place of stay to office and vice-versa, boarding or lodging but will be paid full DA as per Table 3. However local travel allowances shall be paid for any official work.
- d) Other Important Points about Hotel Expenses:**
- i. All rates are inclusive of taxes.
 - ii. Bills must be attached in original.
 - iii. Tariff card of the Hotel must be retained and attached with the bill. If the Tariff Card is not available, then rate list must be taken from the hotel on their letter head. If the letter head is not available, then the rate list can be taken on a paper but should be stamped and signed by Hotel Authorities. Bill might not be cleared in case the card is not attached. In case the tariff card is not attached, the bill would be cleared only after consent of concerned HD/HoS/CoD.
 - iv. In case two or more staff members go for the official duty to the same destination they should share the room in the Hotel / Guest House. In such cases the additional amount equal to 1/3 of entitlement of junior or another person will be paid.
- For long duration out station duties, everyone must provide the postal address where they are staying, landline phone number and Mobile phone number of manager / owner of hotel.
- Classification of cities into various tiers is given in Annexure= II definition of different Grades as per the University guidelines III
- v. If someone has finished work at place X which is a non-metro and supposedly cheaper, whereas the next city is a metro and expensive, they should preferably stay in the city X for the last night and travel to next destination in the morning. However, this condition may not be mandatory if the team has an early appointment in the next city/ destination.
 - vi. In case free boarding and lodging facility provided at place of visit (e.g. sent by university for participation in some workshop / lecture where all arrangements are done by host) no

hotel charge will be paid. DA at the rate of 1/3 will be paid.

vii. Claims supported by hotel bills and up to 60% of scheduled rates will be non-auditable.

viii. University is having the Institutional Membership from the Youth Hostels Association of India. They are having hostels/guest houses/hotels associated with them in various states/cities. They provide stay up to three days. Whenever there is a stay in case of a travel day and in case of attending education fairs then the first preference should be given to hostels/guest houses/hotels managed by Youth Hostels Association of India.

16.4.4 Daily Allowance (DA)

Daily Allowance is given to staff whenever they move out of the headquarter /branch office for some office work.

i. The permissible Daily Allowance as per different grades and different cities is given in the following table.

Table 3: Daily Allowance (per person per day) as per different cities⁵

Grade	Tier-1 Cities	Tier-2 Cities	Tier-3 Cities
VC/DG	1000	900	800
D-V to D-VII	800	700	600
D-I to D-IV	500	450	400
S-I to O-III	400	350	300
E-I to E-III	250	225	200
Class IV*	200	175	150

* Excluding drivers

iii. Category A and D staffs will get DA as per the following table:

Table 4: DA rates for Category A and D depending on Distance / Time

Distance from Head Quarter / Branch Office	Beyond 30 Km	Within 30 Kms
Returning office / home within 4 Hours	NO DA	NO DA
Returning office / home between 4 to 8 hours	½ DA	½ DA
Returning office / home after 8 hours	Full DA	2/3 rd DA

- iv. Category B will be entitled for 50% DA and category C will be entitled for 100% DA (as mentioned in Table 3) whenever they are working from the allocated city or neighboring area (within 30 km of allocated city). However, for category B, when they move out of allocated city to some other location for office work, they will be entitled for full DA as per Table 3.
- v. Category B, C and D will not be entitled for any DA whenever they are called to University and even if they are commuting from their home and are not residing in University accommodation. A separate list of such staff members will be provided by Concerned HOD/COD to the Div. of HR.
- vi. DA as per Table 4 will not be applicable to the LPU staff visiting some permanent offices of Lovely International Trust.(like Lovely academy- Jalandhar etc)
- vii. The DA would commence from the date of travel.
- viii. Staff travelling on Sunday/ Holiday will be entitled for DA/DL.
- ix. Subject to the conditions mentioned above, if the staff starts the journey after duty hours, he/she will be entitled for ½ DA only but no Duty Leave.
- x. Staff shall claim the DA as per the destination city only and not as per the city which occurs in between the Journey or the origin of the Journey.
- xi. No deduction in DA will be done in lieu of complimentary breakfast.

Daily Allowance applicable for Foreign Visit:

Countries	Day in INR
African Countries	Rs 1100
Nepal/Bhutan/Bangladesh	Rs 750
Sri-Lanka/ Maldives	Rs 900
Other Asian Country	Rs 1100
European/ American Country /Australia/New Zealand	Rs 3000

The international DA would commence from the date of exit from India till entry to India. Travel time in India National DA will be applicable.

The staff returning to the headquarter/home will get DA and Indian Tier 1 city DA will be provided for the day of travelling within India.

16.4.5 Laundry Expenses

Laundry expenses will be given only when the staff is moving out of their allocated location for more than three days continuously and will be paid from fourth day onwards as per the following table.

Table 5: Laundry Expenses (Payable on days after three days of travel)

VC/DG	D-V to D-VII	D-I to D-IV	S-I to O-III	E-I to E-III	Class-IV (Excluding drivers)
Rs.100/- per day	Rs.75/- per day	Rs.50/- per day	Rs. 30 per day	Rs.20/- per day	NA

Category B and D will not be entitled for laundry expenses.

Applicable for Foreign Visit: Daily Laundry Charges of Rs. 50/- over and above the DA and team members/ Individual are entitled for this only if their travel stay is more than 7 days long (excluding travel dates). It would start from day 1 in case they are eligible.

16.4.6 Travel Allowance

Eligibility of Mode of Travel (Rail and Road):

Table 6: Permitted Modes of Travel

Grade	Rail Travel	Travel by Road
VC/DG	AC two first class /executive Class including rajdhani/ shatabdi/ duranto	AC Taxi- Diesel, Own car/ AC Bus
D-V TO D-VII	AC two tier/ 2 nd class AC Chair car including rajdhani/ shatabdi/ duranto	AC Taxi- Diesel, Own car/ AC Bus
D-I TO D-IV	AC two tier/ 2 nd class AC Chair car including rajdhani/ shatabdi/ duranto	AC Taxi- Diesel, Own car/ AC Bus with fare not more than the travel entitlement of maximum fare by rail for the equivalent distance or route

S-I to O-III	AC two tier/ 2 nd class AC Chair car including rajdhani/ shatabdi/ duranto Travel in rajdhani (3 rd AC) is permitted only if the distance to be travelled is more than 1000 km.	Scooter/ any AC bus with fare not more Govt. Operated AC bus . Taxi/ Own Car only after permission as mentioned in subsequent Clauses.
E-I TO E-III	Second class sleeper	Scooter/non- AC ordinary bus
Class IV	Second class sleeper	Scooter/non- AC ordinary bus

Note: For travel by train, in case the tickets are not available in the permitted class, one can travel in a higher class or Rajdhani and may also book tickets in Tatkal Quota after recommendation from the concerned HoD/CoD & sanction from concerned HD/HoS. The proof of non- availability of tickets must be attached

16.4.7 Applicable for foreign Visit: Travel can also be made in the bus that goes directly to the airport. For travel to Amritsar/Chandigarh airport Taxi or University transport services can be used. In case the tickets are not available in the permitted class, one can travel in a higher class or may also book tickets in Tatkal Quota after duly recommended by Head of Division/Schools and final approval from Higher Authority (In case Division of International Affairs-HD can approve) The proof of non- availability of tickets must be attached.

16.4.8 Travel by Own Car: Own car means car arranged by the staff / faculty (may be his own or of someone else). Reimbursement would be made on the actual kilometers travelled between the two cities. The permitted rate is Rs.9/- per Km. Staff is required to mention the registration number of the vehicle, record the initial & final meter reading for each travel. Meter reading for each local travel is not required within city.

For Grade S-I to O-III, own car may be used only after recommendation of HD/HoS and approval of Division of HR. Toll tax receipts (if applicable), are to be produced as a proof of travel.

For using Taxi in non-metro cities by S-I to O-III (Including D-I), prior approval by concerned HoD/CoD or HD (DOA) will be required. Wherever possible, Taxi (if permitted) should be booked through aggregators like Meru, Ola, Uber etc. Further, services of OLA taxi should be preferred and booking should be done using OLA corporate account except few exceptional

cases in which prior permission is to be taken from HoD, CAD (OC). If ZOOM car facility is available then the same should be used. It should be evaluated against the other available options and whichever is cheaper should be used Toll Tax, if any, can be claimed separately

16.4.9 Travel by Own Motor Cycle / Scooter:For travel by Motor Cycle /Scooter,the reimbursement will be done @ Rs.3/- per kilometer. Staff is required to mention the registration number of the vehicle, record the initial & final meter reading for each travel.

Meter reading for each local travel is not required within city

16.4.10 Travel by Taxi: The permitted rate is Rs.9/- per Km. For Grade S-I to O-III, taxi may be used only after recommendation of concerned HD/HoS and approval of Division of HR. The proof of consent taken will be required while producing the bills. Toll tax paid, if any, can be claimed separately. Taxi should be hired from reputed travel agencies having printed receipt/bill book mentioning telephone no., E-mail address and taxi registration no.

16.4.11 Travel by Air: The staff going abroad will travel by Air in economy class, as decided. For domestic travel, travel by Air may be approved if the Air Fare is less than certain multiple (as per the following table) of travel costs by train including the consideration of TA/DA/Stay/Salary etc.

Table 7: Travel by Air

	Difference from travel cost by Train / Road	Recommending Authority	Approving Authority
VC / DG	At their Discretion		
D-V to D-VII	On the condition that the distance is more than 400 km & journey cannot be performed overnight by train, but before proceeding on duty, prior separate approval for every individual is required from Office of the Chancellor/Pro Chancellor.		
S-I to D-IV	1.5 Times the permitted Travel cost by Rail /Road	HoS / HD	Division of HR
All other cases	NA	HoS/HD (Forwarded by HoS/HD to HR)	Office of Hon'ble Chancellor / Pro-Chancellor

Applicable for foreign Visit (By Air): For international travel to foreign country Air ticket will be booked for international visits after getting travel plan duly recommended by Head of

Division/Schools and final approval from Higher Authority (In case Division of International Affairs-HD can approve) Air ticket will be booked from University Travel Desk or from outer agency wherever these are most economical cost.

16.4.12 Local Travel: It is to be kept to the bare minimum, use the most economical & efficient mode of transport. For grade S-I to O-III, by default, for local travel Auto rickshaw shall be used except in Metro cities where local travel by Taxi is permitted. For using Taxi in non- metro cities by S-I to O-III, prior approval by concerned HoD/CoD will be required. Wherever possible, Taxi (if permitted) should be booked through aggregators like Meru, Ola, Uber etc.

i. Local Travel applicable for foreign Visit:

It is to be kept to the bare minimum, use the most economical & efficient mode of transport. Many cities have Uber services and whichever city has Uber services that should be used. Travel from airport to hotel needs to be planned properly and try to minimize that cost. Also try to find the hotel nearby the working area i.e. near to consultant office or the places where maximum of work will take place. Ideally daily bills of going to the consultant office and coming back should not be higher than Rs 500/- per day. This does not mean that Rs 500/- become the right for per day travel but up to Rs.500/- per day can be spent in journey & coming back to hotel & agent office. So it is important to choose the Hotel wisely, for higher bill amount per day has to be explained with due recommendation by Head of Division/Schools and final approval from Higher Authority (In case Division of International Affairs-HD can approve) Once in the city try and while scheduling meetings try to minimize the expenses and as a thumb rule following per day limit may be followed. This does not mean that if there are meetings then we should not attend them because of this upper limit but approval of Head of School/Head of Division should be sought for this with clear justification

Countries	Recommended Limit of Per day local travel expense
African Countries	Rs 1000
Nepal/Bhutan/Bangladesh	Rs 500/-
Sri-Lanka/ Maldives	Rs 800
Other Asian Country	Rs 1000
European/ American Country/Australia/New Zealand	Rs 2000

i) Inter City/Neighbouring Country Travel:

As much possible try to use the Bus/train transport system. Taxis can also be used in case the distance is too long and there is no reliable service available or terrain is too dangerous or there is some security issues. Meter reading for each local travel is not required but team should show the approx distances through Google tools to show the reasonable proof of need of use of tax is to Head of School/Head of Division.

Team may also use Air Travel for inter-city or inter- country travel in case the reliable service is not available or security issues or distances are too long but in that case separate approval of Head of School/Head of Division has to be sought.

[There is no need to seek approval for the same mode of travel on the same route time and again; the mode of travel once chosen can be used all the time, unless the rate approved changes. In that case fresh approval needs to be sought.]

Other Important Points related to Travel Allowance

- i. No expenses will be paid to Staff/Faculty/Student if they travel back to the University / travelling elsewhere for personal reasons.
- ii. If any staff member uses the mode of travel which is over and above the TA/DA Guidelines, then only the expenditure which falls under the TA/DA Guidelines will be reimbursed.
- iii. All the tour plans and any subsequent changes must be duly recommended by Head of Division/Schools and final approval from Higher Authority (In case Division of International Affairs- HD can approve).

16.4.13 Porter Charges

- **Porter Charges applicable within India:** The cumulative permissible limit for Porter Charges at Railway Station/ Bus Stand is Rs.100/- on average, i.e. if the team(s) went to Railway or Bus stand 5 times, they would be entitled to a reimbursement of Rs.500/- only, per team
- **Porter Charges applicable For Foreign Visit:** Maximum of Rs100/- or USD 2 per team, per location is permitted as porter charges.

Duty Leaves and related Issues

- I. Duty leaves (DL) and in turn compensatory leave will be granted for working on holidays / Sundays.
- II. If Category B and C are working from their permanently allocated location, they will not be entitled for DA for holidays / week-offs.
- III. In case the staff is posted at a location other than his permanently allocated location

and they are provided any weekly off or Office does not function due to any holiday, no compensatory will be credited for such off / holiday. However, DA will be paid for such days to staff members.

IV. Whenever a staff is sent to a location other than his permanently allocated location, and there are more than 5 consecutive holidays (non- working days), then the concerned staff members should talk to hisHoD/CoD and take permission in writing about whether to stay at the temporarily allocated location or move at other location.

V. In case the center/office where the staff is appointed, declares an off on any working day, it will be counted as weekly off for that staff and no Compensatory will be credited for the next Sunday. **Example:** Division of Admissions sets up Camp Office in “Chandigarh ODL Centre” which declares a holiday on any Day/Date due to a Festival or any other reason. As a result, the Outreach Admissions Cell’s staff cannot go to work on that day. Hence, they will not be provided DL for that day, and it would be considered as a Day-off for them. The compensatory accumulated on the next Sunday/any regular off day, will be credited against this Day-Off. However, DA will be paid to the staff on all such days as per the clauses prescribed under the head ‘Daily Allowance’.

- **Porter Charges applicable For Foreign Visit:** Maximum of Rs100/- or USD 2 per team, per location is permitted as porter charges.

16.4.14 Duty Leaves and related Issues

- I. Duty leaves (DL) and in turn compensatory leave will be granted for working on holidays / Sundays.
- II. If Category B and C are working from their permanently allocated location, they will not be entitled for DA for holidays / week-offs.
- III. In case the staff is posted at a location other than his permanently allocated location and they are provided any weekly off or Office does not function due to any holiday, no compensatory will be credited for such off / holiday. However, DA will be paid for such days to staff members.
- IV. Whenever a staff is sent to a location other than his permanently allocated location, and there are more than 5 consecutive holidays (non- working days), then the concerned staff members should talk to hisHoD/CoD and take permission in writing about whether to stay at the temporarily allocated location or move at other location.
- V. In case the center/office where the staff is appointed, declares an off on any working day, it will be counted as weekly off for that staff and no Compensatory will be credited for the next

Sunday. **Example:** Division of Admissions sets up Camp Office in “Chandigarh ODL Centre” which declares a holiday on any Day/Date due to a Festival or any other reason. As a result, the Outreach Admissions Cell’s staff cannot go to work on that day. Hence, they will not be provided DL for that day, and it would be considered as a Day-off for them. The compensatory accumulated on the next Sunday/any regular off day, will be credited against this Day-Off. However, DA will be paid to the staff on all such days as per the clauses prescribed under the head ‘Daily Allowance’. facility will not be charged for that duration. The request regarding the same should be communicated through concerned HoD/CoD to Division of Residential Services.

VI. Whenever OC Positioned manpower (staff belonging to Category B, C, or D) is called to the University for official work, they may avail complimentary room in the Guest House or Hostel of the University on request, subject to availability of the same. In case the room is not available in hostel or guest house of the university, then staff member should arrange for stay on their own and no compensation for the same will be given.

16.4.15 Miscellaneous

- All entitlements and rates are inclusive of taxes.
- Use of Official Phone for personal call is permitted up to Rs. 300/- per person, per month if operating from city other than your permanently allocated station. However, it is suggested to keep the calls to bare minimum. This allowance is entitled only for stay of more than 10 days.
- For International visit the amount shall be Rs.450/- per month.
- Photocopy of documents should be kept to the bare minimum. Bills must be produced for each stationary item purchased and photocopies done. Any purchase of non- perishable item like Charger, Mouse, and Stapler etc. must be submitted to the Store along with the bills. Due permission from the HoD/CoD must be taken before making any such purchase.
- Travel Insurance should be done for all those staffs who are sent to outstation duties quite frequently. It will be the responsibility of concerned Division to procure travel insurance for their staff members. However, staff will not be entitled for reimbursement for any medical bills.
- All staff members going for official tour must inform to administration and complete the entry in movement register. However in case the claimant is directly advised to proceed from home it is duty of concerned HoS/HD/HoD/ Coordinator to complete the formalities.
- For hiring of taxi/reservation in a hotel, the responsibility of LPU-Branch office will

only be limited to providing the contact number of hotel/taxi service. The concerned official /staff shall have to make payment there and then and claim the reimbursement, as per the guidelines at campus.

- No expenses will be paid to Staff/Faculty/Student if they travel back to the University / travelling elsewhere for personal reasons.
- If any staff member uses the mode of travel which is over and above the university TA/DA guidelines then only the expenditure which falls under the TA/DA guidelines will be reimbursed.

16.4.16 Bills Clearance Procedure

- i. All bills are to be in a specific format, which will be prescribed by the university.
- ii. Staff going for outstation duties for longer duration (for more than a month) shall maintain a weekly expense sheet, mentioning total expense per day and before sending the request for advance they should first send the expense sheet. Expense sheet shall be prepared team wise.
- iii. In case two or more staffs go for official duty together than only one person will claim TA/DA bill for all members.
- iv. The balance cash from outside duties must be submitted within 3 working days of arrival. Bills should be submitted within 7 working days on return from the out station. The bills should be cleared Trip wise.
- v. In case of delay up to 7 more working days (i.e. 14 days from the date of arrival), a written permission from head of concerned division is required. For any delay over and above 14 working days, written permission from Office of worthy ProChancellor will be required.
- vi. Even in cases where team/person is leaving again before the prescribed time limits (7 days after arrival), team/person should seek written permission from head of the concerned division for extension. In case no such permission is taken and the bills are outstanding then penalty will be charged per day as per the below mentioned slab (from 4th day in context of submitting balance cash, from 8th day in context of submitting bills), partial submission of bills will not be entertained.
 - a. If the amount is <Rs.500/- the penalty will be Rs.50/- per day.
 - b. If the amount is Rs.501/- to 1000/- the penalty will be Rs.100/- per day.
 - c. If the amount is Rs.1001/- to Rs.5000/- the penalty will be Rs.150/- per day.
- vii. If the amount is Rs.5001 and more the penalty will be Rs.200/- per day. In case the bills are lost, photocopies of major expenses like Hotel Stay, Train Travel must be produced. For miscellaneous expenses, only 50% amount will be sanctioned, rest will

have to be borne by the person concerned. Staff must regularly email the expense sheet to Head office, in the scenario of bill being lost; the expense sheet will help in limiting the financial loss.

- viii. In case the Train / Bus ticket is lost, minimum fare will be paid unless sufficient proof is provided for the travel, i.e. in case the travel is made in 3rd AC/2nd AC and the tickets are not produced, fare amounting to Sleeper Class travel will be sanctioned, similarly for Bus, ordinary fare would be sanctioned.
- ix. In case some returnable item like Bag, Prospectus, Standees etc. is lost or left by the staff, equivalent amount must be deposited by the faculty, or else, it will be recovered from the salary, unless a waiver is taken from Division of HR on the recommendation from concerned HoD/CoD.
- x. In case a team does not come back to the University, and continue at same or different location, an email with expense detail of the tour should be sent weekly.
- xi. If a staff member has saved certain amount for Hotel stay and continued to do same for multiple times then he will get 70% of the total saved amount (total of all hotel bookings). E.g. a team member deployed in New Delhi for 1 month is allowed Rs.1200 for hotel stay per day. But the team member has spent Rs.1000 on the stay. In the end, we can say that the team member has saved Rs.200*30= Rs.6000 during the stay duration.

Further, in case the same team member goes to another city where he/she is not getting the hotel as per the prescribed rates (rates are on the higher side) then the team member can use the amount from this saved amount (Rs.6000/-) over and above the guidelines. E.g. the same team member goes to a city for 5 days where the allowed rate is Rs.1000 but he/she is getting the hotel @Rs.1200. So he/she can take Rs.200 from the saved amount (kitty amount- Rs.6000/-) subject to the availability of the (kitty amount).

Now the final amount that may be given to team member will be calculated as: The kitty balance before moving to next city was Rs.6000. Out of this Rs.1000 was used for 5 days as Rs.200 exceeded from what is mentioned in guidelines. Amount left is Rs.5000. So, the team member will get 70% share of this incentive amount.

16.4.17 Guidelines for booking Tickets/Hotel:

Staff members travelling for University work need to observe the following before booking tickets/hotel:

- i. The travel plan & booking should be initiated on the same day of receiving Invitation/Information of travel and information for bookings should be given to the travel desk on the same day. Timely bookings shall result in availing the best rate & reduced cost.

- ii. The Staff members should submit copy of travel and budget duly approved by the concerned authority.
- iii. The Staff member intending to undertake international travel must possess and present a copy of valid Passport and Visa.
- iv. Travel Desk will start the booking process, try to book hotels/tickets through Online/Agents on the basis of lowest rates and also check and verify the basic fares, service charges, discounts/offers from various travel agents.
- v. Travel desk should also take the snapshot of the online booking and document from outsider agents and make comparative chart.
- vi. After obtaining the comparative chart from the travel desk, the staff member will get the travel bill audited by the Department of External Audit/Internal Audit.

16.4.18 Penalty Clause

In case the staff members deliberately put up inflated bills, claim charges which are not under the guidelines, breach any rules or regulations, they would be liable to face disciplinary action as decided by the university. If anything is over and above the guidelines, or there are any special cases, the bill must be presented to Audit, only after getting the approvals.

17. STAFF WELFARE SCHEMES

17.1 Medical and Accidental Aid to the Staff

The University provides the following medical and accidental aid to the staff right from day one of their joining

1. Mediclaim of Staff of upto Rs. 1.5 Lacs (For staff not covered under ESI).
2. Personal Accidental Insurance upto Rs. 1.5 lacs (For all Staff Members). The key benefits provided in these policies are as under:

17.1.1 Staff Mediclaim Policy

- Cashless Treatment in network Hospitals.
- Pre Hospitalization and Post Hospitalization for 30 days & 60 days.
- Maternity Benefits – Upto Rs. 50000.
- Coverage of C –Section along with normal delivery.
- Upto 150 Day Care Surgeries covered.

17.1.2 Personal Accidental Insurance

- Death resulting from Accident.
- Permanent Total Disablement resulting from Accident.
- Permanent Partial Disablement resulting from Accident.

- Temporary Total Disablement resulting from Accident.

The assistance for lodging of claim, documentation, liaising with TPA of these policies is done by specifically deputed team from the Division of Human resource.

17.2 Employee State Insurance/Employees Provident Fund/Gratuity

17.2.1 Staff of the University shall be covered under the ESI, Employees Provident Fund and shall be provided Gratuity in accordance to the act in force and to the extent it is applicable.

17.3 Free Bus Service to Divyang Staff

17.3.1 Introduction: Persons with disabilities have an equal right to travel and use public and private transportation infrastructure with dignity and independence. Accessible transportation is must in order to provide growth opportunities to the staff. Inaccessible transportation system restricts mobility, denies freedom of movement and active participation of the differently abled persons. Therefore, the University have introduced the following Policy for the same:

17.3.2 Objective and Purpose: To provide transport facility to Divyangjan (differently abled) staff members through buses.

Eligibility: Under this rule, the facilities of only those persons with disabilities will be admissible who are affected by the disabilities defined in the Rights of Persons with Disabilities Act, 2016 and their percentage of disability is minimum 40% or more.

17.3.3 Permissible facilities:

- In ordinary buses operated by the university, free bus travel for the disabled will be allowed up to the final destination of the bus, within the state.
- For this journey, the concerned Divyangjan will not have to pay any service fees.

17.3.4 Procedure:

- To avail the free bus services the applicant/ differently abled staff member has to fill the application form (Annexure 1)
- The free bus services for differently abled staff members shall be provided throughout Punjab wherever the University buses are currently operating.
- The differently abled staff members will be served on priority basis.
- The seats of the buses will be reserved for the Differently abled staff members and shall be kept vacant for them.
- The differently abled staff members will be dropped to their nearest parking available to their Block/school where they render services in the University Campus.

17.4 Free Medical Consultation And Facilities:

17.4.1 The University provides the following medical facilities to the staff via its UniHospital

- Free of cost OPD and IPD for the convenience of staff members.
- Availability of eye specialist and eye check up of staff at nominal cost.
- Availability of dentist and dental check up of staff at nominal cost as per scheduled day of the week.

- Availability of skin specialist and free consultation by skin specialist as per scheduled day of the week.
- 24 x 7 Ambulance facility available for the staff members.
- Free of cost treatment of staff in case of dog bite.
- Free of cost treatment for on duty injury for Class IV staff members.
- 24 x 7 Medical Store available in the Hospital
- Dr. Lal Path Lab for various tests with a concession of up to 30% for staffmembers.
- Ayush Outlet for medicines on subsidized rates.
- Physiotherapy to staff at nominal costs.
- Free of cost dressing and minor surgery of staff members.
- Free Medical checkup camps and drives.

17.5 Staff Accommodation Guidelines

17.5.1 Purpose: A large numbers of Faculty members / Staff from different parts of our country are appointed for smooth functioning of the University. The faculty / staff members prefer to stay in the campus due to the secure and convenient environment for performing their duties. Providing appropriate accommodation to the employees in the flats is a vital factor. This policy has been formalized to lay down operating procedure for accounting & maintenance and serves to provide fair / consistent allotment of accommodation in flats /hostels with all available resources and amenities within the LPU campus. The staff accommodation policy is intended to set out clear procedures to be followed in all instances where a faculty/staff seeks workplace accommodation.

17.5.2 Types of Accommodation:

- Family Accommodation
- Non-family/Bachelor accommodation/ Individual accommodation.

2. Rent and Eligibility:

Family Accommodation (w.e.f. 01st August 2023)

Sr.	Department Type	Area	Eligibility	Description	Facilities	Infrastructure	Rent with A/C
1	1 BHK/BHP	(300-400 Sq.ft.)	O-I/O-II + Above	>>1 Bedroom >>Attached washroom	Complimentary >>24 Hrs. Electricity Backup >>24 Hrs. Water Supply >> 24 Hrs. Medical Service (OPD) >>24 Hrs. Staff Assistance >>Security Services >> No Monthly Maintenance charges (Except Housekeeping)	>>1 Double Bed with Box >>1 Cupboard >>1 Geyser >>1 Air Conditioner >>1 Study Table >>2 Plastic Chairs	9500
2	1 BHK/BHP	(401-550 Sq. ft.)	O-I/O-II + Above	m >>Pantry/Kitchen >> Common Dining & Lobby			10500
3	2 BHK/BHP	(660-750 Sq. ft.)	O-I/O-II + Above	>>2 Bedrooms Attached >>Washroom >>Pantry/Kitchen >> Drawing Room >>Dinning Space	>>Wi-Fi Service >>Lawn Facility >>Lift Facility >>Fire Fighting System >>Dedicated Parking On Payment basis >>Mess Services	>>1 Double Bed with Box >>2 Cupboard >>1 Geyser >>1 Air Conditioner >>1 Study Table >>2 Plastic Chairs	12500
4	3 BHK/BHP	(1501-1700 Sq. ft.)	D-II & Above	>>3 Bedrooms >>Attached Washroom >>Pantry/Kitchen >> Common Dining & Lobby	>>Laundry Services >>Departmental Store >>Guest Rooms >>Car Wash Facility >>Shopping Mall >>Crèche Facility	>>2 Double Bed with Box >>2 Cupboards >>1 Geyser >>1 Air Conditioner >>1 Study Table >>2 Plastic Chairs	19000

**Non-family/Bachelor accommodation/Individual accommodation
(w.e.f. 01st August 2023)**

Sr.	Room/ Flat Type	Description	Facilities (As Per Policy)	Infrastructure	Rent with AC	Rent with Air cooler	Availability		
							Male	Female	Building
1	Four-Seater Apartment Room	Bedroom with attached washroom	Complimentary >> 24 Hrs. Electricity Backup >> 24 Hrs. Water Supply >> 24 Hrs. Medical Service >> 24 Hrs. Staff Assistance >> Security Services >> No Monthly Maintenance charges (Except Housekeeping) >> Wi-Fi Service >> Lawn Facility >> Lift Facility >> Fire Fighting System >> Dedicated Parking >> Purified Water Facility	>> 4 Iron Beds >> 4 Study Table >> 4 Plastic Chairs >> 4 Double Almirah >> 1 Air Conditioner >> 1 Geyser	6000	NA	Yes	Yes	Block 41
3	Three-Seater Apartment Room			>> 3 Iron Beds >> 3 Study Table >> 3 Plastic Chairs >> 3 Double Almirah >> 1 Air Conditioner >> 1 Geyser	7000	NA	Yes	Yes	Block 41
4	Two-Seater Apartment Room			>> 2 Iron Beds >> 2 Study Table >> 2 Plastic Chairs >> 2 Double Almirah >> 1 Air Conditioner >> 1 Geyser	8500	NA	Yes	No	Block 41
5	One Seater Apartment Room		On Payment Basis >> Mess Services >> Laundry Services >> Departmental Store >> Guest Rooms >> Car Wash Facility >> Shopping Mall	>> 1 Iron Beds >> 1 Study Table >> 1 Plastic Chairs >> 1 Double Almirah >> 1 Air Conditioner >> 1 Geyser	11500	NA	Yes	No	Block 41

3. Definition of Kitchen and Pantry Apartments:

Kitchen Apartment	Pantry Apartment
BHK = Bedroom + Hall + Kitchen	BHP = Bedroom + Hall + Pantry
Kitchen is a room where food is kept, prepared, and cooked and where the dishes are washed and there is provision for natural light and ventilation for flow of air at the kitchen.	Pantry is a room where food is kept and stored, but there is no provision for natural light and ventilation for flow of air for kitchen.
Use of LPG gas is allowed in apartment with kitchen facility.	Use of LPG cylinders or any inflammable material for cooking is strictly prohibited, but they can use induction plates.

4. Subletting the accommodation:

- Residents are strictly prohibited from subletting or transfer the accommodation or share the possession of Flat/Room with others.
- In case the individual is found violating this clause, both the parties shall be penalized.
- In case of shared accommodation if a room remains partially vacant (i.e. In Four-seater room only two seats will be booked and other two seats will remain vacant), seat of such staff will be merged with other partially vacant room of same category OR staff may upgrade their hostel seat by paying the difference of amount b/w booked room type and upgraded room type.

5. Upgradation of accommodation:

- The request will be processed as per availability and eligibility criteria after verification of documents submitted.
 - Request for upgradation, from bachelor accommodation to family accommodation and also upgradation of family accommodation as per the criterion mentioned above should be addressed to HR division.
6. Requests for upgradation of bachelor accommodation should be addressed to DRS.
7. **Allotment Criteria: Criteria 1:**

S. No	Family Apartment	Shared Accommodation
1	All faculty/staff members who are married/Divorced (Male/females) whose spouse and/or children and/or parents stay with them permanently shall be considered as family and are eligible for family accommodation.	All Single (Bachelor) or divorced without children, shall be treated as bachelor/ single and are eligible for shared accommodation only.

Criteria 2: The following cases not covered to stay in family apartments:

S. No	Cases
1	Unmarried male/female requesting to allow his/her mother or father, even if stay is permanent.
2	Married or unmarried male/female requesting to allow his/her siblings even if stay is permanent.
3	Married male/female requesting to allow any of his family members to visit occasionally.

- However, Special approval cases may be processed in extraordinary circumstances for Sr. No. 1 & 2 in case of medical or where mother/father/sibling is dependent with no other to take care. Requests for family accommodation for Sr.No.1 and 2 may be processed on compassionate ground for special approval, when the faculty and staff have obligation towards their dependents (Mother/Father).
- Accommodation in the flat is a privilege and cannot be claimed as a right.
- Staff member who joins back after resignation will be kept in the waiting list of allotment and he/she cannot claim the last occupied flat.
- Only residents are entitled to have discussion with the higher authorities. No members of Resident's family availing staff accommodation facility can approach higher authorities other than serious health related issues.
- Residents shall respect the equal rights of their roommates. Persons who have opted for shared accommodation agree that their action/ speech does not hurt other roommates. If any of the residents by their action/ speech either deliberately or inadvertently are responsible for the roommate moving out, University may take any action deemed fit against the person.

List of documents: Faculty/Staff members are required to submit the copy of any proof of their family members/ dependents for availing the family accommodation as per list given below:

1. Marriage certificate/ wedding card
2. Voter card
3. Driving License
4. Aadhaar Card

5. Ration Card etc.
6. Birth certificate in case of children
7. Passport
8. PAN card

7. **Allotment priority for Family/ Non-Family Accommodation:** Allotment may be done on First Come first Serve basis or on the basis of:

- a) Staff important to University
- b) Seniority (by designation)
- c) Married (staying with family)
- d) Outstation Faculty/ Staff Members
- e) Cases of medical treatment of family.

8. **Note: - All rights to avail the Residential facility are reserved with the University and can be denied to any staff. No staff shall be entitled to claim this facility as a matter of right. Accommodation of a staff member can be changed from one hostel/ room/ residence to another owing to the requirement of the University.**

9. **Deduction Charges** (Monthly room rent/ Electricity, Generator and Maintenance/ water charge): All these charges may be deducted as per the below mentioned table:

S. No	Services	Charges/Month	Remarks
1.	Room Rent	As per the allocated facility	Will be deducted on monthly basis from the salary
2.	Electricity, Generator and Maintenance	Per Unit charges Rs.13/- as per consumption	Will be deducted on monthly basis from the salary.

Deduction of Accommodation charges shall be as per the following:

Case	Deduction
In the month of allocation of accommodation	Deduction in the month of joining including the day of booking of accommodation will be on the basis of no. of days and subsequently it will be on monthly basis.
During the Regular Allotment	Full month deduction as per approved room rent.
In the month of de-allocation of accommodation	Deduction including day of vacating of the hostel, deduction of hostel charges and electricity shall be according to no. of days for full and final settlement.

- Deduction of room rent will be done from the salary of staff till the accommodation is allocated on the name of staff. In case of salary not prepared for the staff due to any reason, the same will be deducted from the full and final settlement of the staff.
- Accommodation charges exclude the electricity charges. The staff member is required to pay the electricity charges as per the consumption of the electricity. The electricity charges shall be divided equally among the staff members sharing a room.

10. **Maintenance/ Repair of allotted Flat:**

Possession of Family/Single Seater Accommodation	Division of HR will confirm the allotment requirement of family or single seater apartment to the Division of Residential Services at least 5 days in advance before the possession of the flat. So that the room can be made ready for the allocation in terms of whitewash/ h-keeping and maintenance of the room.
Possession of Shared Accommodation	In case of allotment in shared accommodation fully vacant room, hostel warden will raise the request for the whitewash of the room and get it done within 05 days of the allocation of the room.
Maintenance of Flat/ Room During Possession	<ul style="list-style-type: none"> • After taking possession of University Residence the Resident is responsible for care and maintenance, repair of infrastructure and furniture and should ensure they are handed back "as in where condition" at the time of check-out. Registered occupants of each room are responsible for keeping the rooms and its contents in good order and free from damage both by themselves and by others. • Requests for whitewash for the allocated room flat may be considered after verification, but at any time during their stay, cost of whitewashing shall be borne by the resident. • Resident to ensure that any addition / alteration work approved by the University under maintenance is completed under the supervision of warden. Resident should allow workers (during day time only), in case the addition/ alteration / maintenance work is under execution.
Raise a request for the maintenance of the flat	<ul style="list-style-type: none"> • To process repair and maintenance service issue concerned resident staff will generate online request / complaint / RMS Query through the following pathway: -UMS Navigation - Relationship Management System (RMS) - Transaction - Log Request - Transaction - Complaints - Maintenance Section - Complaints pertaining to Specific Category - All other relevant column to be completed. The maintenance staff will attend to the complaint.

Cost of repair and maintenance	In case there is a need to replace any item for repair and maintenance purpose and is not part of normal wear and tear, the cost of the replaced item shall be borne by the resident of the concerned accommodation. However, the cost of white wash and replacement of electrical items shall be borne by the resident even in the case of normal wear and tear. The cost of replacement will be recovered through the deduction in the monthly salary after report sent by the concerned warden and the maintenance staff.
Non-availability of maintenance service	Due to one reason or other, if repair and maintenance services cannot be provided by University, concerned staff may outsource this service on his/her own cost. Maintenance of flat/room during possession shall be in accordance with the policies laid down. (if any construction related services are needed to be outsourced, it shall be approved by the Division of Construction). For this purpose, he/she has to submit an online requisition to generate entry pass to authorize the said person.
Damaging the university property	Cost of any damage to the university infrastructure and broken items found at the time of final settlement will be recovered from the resident at the rates prescribed by the concerned department. While clearing final No Dues, Warden will punch the damage charges in no dues interface to deduct the same from his salary / security of the resident staff. (please refer to Annexure-I) <ul style="list-style-type: none"> Resident staff is not allowed to put any kind of nails, posters, wall hanging or other decorations on the wall which would damage the paint or the wall, ceiling, floor, etc.
Monthly inspection by the Warden	In self-catering accommodation, to ensure that all flats, houses and apartments are in good order, there will be a monthly check of each apartment (including bedrooms) by the Hostel Warden staff. The Warden may not provide advance notification of when this inspection will take place. If the flat, house or apartment falls below the required standards, Penalty for the same may impose as deemed fit and will be paid by the resident(s).

11. Use of Cooking and Electrical Equipments:

	Family Accommodation	Shared Apartment Rooms	Standard Hostel Rooms
Appliances allowed in accommodation	Use of LPG gas cylinders is allowed in apartments with Kitchen facility only. In case of apartments with pantry, where LPG cylinders/stove that use inflammable materials are not allowed, staff can use induction	Electrical appliances having maximum load of 5 Amp. are allowed per apartment. If staff wants to use any electrical appliance more than 05 Amp. He/she should take prior approval for the same from Division of Residential Services. Residents are permitted to keep Induction Plate, Electrical Kettles, Electrical Irons, Laptop, mobile charger, shaving set, trimmer, hair straightener and hair dryer.	Residents are permitted to keep Electrical Kettles, Electrical Irons, Laptop, mobile charger, shaving set, trimmer, hair straightener

	plates/hot plates.		and hairdryer.
Use of high-power appliances and electrical fittings	<ul style="list-style-type: none"> • The use of all high-powered electrical equipment irons and cooking apparatus of any kind are permitted subject to electrical safety compliance. • Do not interfere with electrical wiring or equipment, nor overload any electrical circuits by the use of too many electrical appliances. • Plugs are to be wired in the correct manner, and fused, according to the manufacturer's instructions. You shall use a separate plug for each piece of equipment. 		
Undertakings	<ul style="list-style-type: none"> • The University takes no responsibility for damages or injuries caused by personal electrical equipments within the Residence. Residents are wholly responsible for the use and consequences of misuse of any electrical equipment that they bring into the Residence. • Written consent of the roommate for keeping/using electrical appliances/gadgets is mandatory, if a staff member is sharing a room. The electricity bill shall be shared equally by all the occupants of the room. 		

12. Housekeeping:

Cleaning of common areas	Housekeeping service of common areas and surroundings of the accommodation may be provided by the university.
Cleaning of allocated accommodation	Each resident is responsible for the cleaning & maintenance of their room/flat. If any room or rooms become infested with any type of pest including but not limited to bedbugs, cockroaches, lice etc., the residents of that room may be held financially liable for the extermination of the pests from their room.
Dispose of garbage or waste	<ul style="list-style-type: none"> • All residents must follow the basic fundamentals of housekeeping and waste management. Waste should not be thrown outside the flats and must be put in the dustbin. • Residents are responsible for disposing the wastes/garbage in disposable bags and to deposit at designated place outside the buildings. Wastes and garbage should not be left in common areas. If it is not followed by any resident, it will be considered as violation of accommodation policy and strict action as deemed fit would be taken against those residents. • Throwing or dropping anything whatsoever from windows or balconies or in common areas of your residence is strictly prohibited and shall be followed strictly.
Putting clothes on railing	Residents are not allowed to put their clothes on the railings. They can use clothing stand, hangers or ropes for drying the clothes at the balcony of their respective flats.

13. Attendance and Leave Guidelines: -

Category	Entry to Campus	Entry to Hostel/ Apartments
Staff (in Hostels/ Bachelor Apartments)	10.30 pm in Summers	11.00 pm in summers
	09.30 pm in winters	10.00 pm in winters
Partial Stay in shared accommodation	If any staff member is staying in two/three-seater room and if his/ her roommate has left the room due to any reason, it is the responsibility of staff member, who is availing the benefit of Single Seater instead of Two/Three-seater room, to intimate the same to Hostel Allotment Cell (Division of Residential Services, Block-29, Room No. 301).	
Information Before Leaving the accommodation	<p>Staff coming late in night should inform the Warden through online system.</p> <ul style="list-style-type: none"> Before leaving the accommodation (Family or Shared) more than 01-day staff should intimate the hostel warden about their period of leaving the accommodation. In case of allotment in shared accommodation if any seat is vacant in the room (yet to be allotted). Occupants of the room have to submit the duplicate key to the hostel warden, before going on leave. In that case occupants of the room may keep their belongings in the locker/ almirah provided in the room. If key(s) not handed over to the Warden and a vacant seat of the room will be allocated to someone else. It may lead to deduction of salary (equivalent to the guest accommodation charges of new occupant of the room) from the existing occupants of the room. 	

14. Visitors:

	Family Accommodation	Shared Accommodation
Guests/ Visitors Entry	As per policy residents should generate visitor's gate pass through online or should receive them at the main entrance giving the ID proof to the Security.	As per policy residents should generate visitor's gate pass through online or should receive them at the main entrance giving the ID proof to the Security. Guests of staff living in shared accommodation/ bachelor accommodation can avail guest room.
Visiting accommodation during working Hrs.	Staffs are not allowed to go home during working hours for taking lunch/ for any work. Violation of this clause may be viewed seriously and action initiated against the individual.	
Visit of Student Relative	Resident students in hostels, who are relatives to the staff residing in Family accommodation, can visit them with prior permission obtained from Head of Residential Services.	

15. Food and beverages:

Non-Veg. Food	<p>Residents are not allowed to cook or bring any kind of non-vegetarian food into the premises.</p> <ul style="list-style-type: none"> This is a vegetarian campus and cooking or eating non-vegetarian food like
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	poultry, fish and meat are not allowed inside the campus.
Smoking or Consumption of Alcohol/ any kind of Drug	<ul style="list-style-type: none"> There is a Zero Tolerance to alcohol and any kinds of drugs. Any resident indulging in such, practices shall be liable to disciplinary action and may also be asked to vacate the flat immediately without any notice. There is a strict non-smoking policy operating throughout the residence system. You must not smoke, or allow any guest or visitor to smoke, in any part of the Residence, including covered areas at entrances. Where there is sufficient evidence to suggest that smoking has taken place or you and /or your guests are caught smoking, you will be subject to disciplinary procedures. This clause includes the use of e-cigarettes also.

16. **Mess Charges and Timings: -**

Availing the mess facility	<p>Mess charges are to be paid to the Mess contractor.</p> <ul style="list-style-type: none"> Staff Members availing mess facility shall make advance cash payment for Mess charges for the current month by 10th of every month and receipt of the payment made shall be collected.
Mess timings	Mess timings will be as per the University rules. Residents staying in bachelor accommodation must adhere to the rules and regulation of the Mess as applicable from time to time.
Entrance in Kitchen	No one shall enter the kitchen or give instruction to the cook.

17. **Medical Facilities and Baby care**

Medical facility in case of emergencies	Resident need to Contact Warden Office at ground level allocated hostel/ block in case of emergency. Warden or staff at Warden Office will contact Uni Hospital for ambulance or any other assistance.
Crèche Facility for babies	Residents can avail School facility for their kids at LIKE located at GH5 Block No.21A. To avail this facility, the resident should contact the Administrator, LIKE in GH-5 Block No.21A.

18. **Security and Safety:**

Security and Safety of Personal	Resident staff is personally responsible for security and safety of their personal belongings. They should not leave their accommodation unattended/ without lock. In case of theft/ loss they should inform about the incident to the concerned warden who will further inform
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Belongings	security department for necessary investigation. The ultimate responsibility of loss or damage rests with the resident only.
Organizational services	Organizational services are provided for security and safety of resident staff through installation of firesafety equipments, surveillance cameras, electronic gates, fencing etc.
Blockage of fire exits or common areas	Residents should not keep any materials like pots, shoe racks, chairs, bench in the common area of the flats.
Possession of Weapons	Possession of any type of fire arm, ammunition, air powered gun, bow, cross-bow, arrows, slingshots, knives (whose purpose & design is for anything other than cooking or eating), blow guns, or similar devices that could be used as a weapon is strictly prohibited in the university complex. Any violation will result in immediate eviction and termination of employment.
No Pet Policy	Lovely Professional University has a strict no pets policy.
Permission of Functions or Parties	Do not hold social functions/parties on the Premises without the prior written consent of Head of Division of Residential Services.
Covering Windows	Do not hang clothes, banners, flags, or similar materials in windows or on the outside of the residence.

19. **Maid/ Helpers/ Drivers policy:**

	Family Accommodation	Shared Accommodation
Provision of Maid	Residents preferring to hire the services of Maids/helpers/Drivers must verify their antecedents and furnish their details to Security Department and Staff Resident Warden. They should obtain entry pass from Security Department for their Maids/ helpers/Drivers at Room No.307, Block-29.	Bachelors are not permitted to keep maids nor are they allowed to share a maid with family.
Entry in the hostel/ Building	Entry to the Staff Residence is restricted. Hence, all those employed by Residents shall mark their entry and exit in the register kept in the Staff Resident warden's office.	
Biometric Card	Cost of Biometric card may be borne by the resident.	
Responsibility of helper/maid/ driver	University is not responsible for any act of the helper/ maid/ driver.	

20. **Vehicle Parking:**

Parking Authorization	Only authorized vehicles are permitted to be parked at the designated parking areas and may be used for parking automobiles, mopeds, or motorcycles. Authorization for parking can be obtained from Security department via approval from Division of Human Resource.
Parking Guidelines	<ul style="list-style-type: none"> • No vehicle shall be parked in such a manner or in any area that causes it to obstruct the safe, free flow of moving vehicular traffic or obstruct the movement of other vehicles into and out of marked parking spaces. • No vehicle shall be parked so as to impede the movement of emergency vehicles on any roadway or to obstruct the entrance or exit, pedestrian or door of any building that could be used in a situation of emergency. No vehicle shall be parked so as to impede access to any main water pipe system to be used in case of fire breakout. • No vehicle shall be parked in the following areas, except to drop-off pick-up someone or to unload/pack articles in a vehicle and shall not be left unattended: Front lobby entrance area. Rear service entrance area. Anywhere in parking area except for a parking space. No vehicle shall be parked in violation of any posted sign. • No vehicle shall be parked on any grassy or landscaped area, or in any area designated for pedestrian use. <p>Vehicles may not be parked on the property with "For Sale" signs displayed.</p>

21. **Penalty for violation of staff accommodation policy:**

In case the individual is found violating any clause of the staff accommodation policy, shall be penalized by deducting twice the rent applicable for the month in which the case will be registered and/or immediate eviction from the allocated accommodation and/ or University may take any action deemed fit against the person.

22. **Hostel/Apartment/Family Accommodation Cancellation Policy:**

Application for cancellation/change of Accommodation facility may be entertained only in the month of June, July and December. However, request to upgrade the type of accommodation may be considered subject to the availability of the type of accommodation requested and if available may be applicable from the 1st of the subsequent month.

Applicant has to submit the request for the cancellation of accommodation in online interface and get the no dues formalities done from hostel warden. Once the no dues are done by the hostel warden, Individual has to get the final clearance from the office of Division of Residential Services. **(Kindly refer to Annexure-II)**

Note: - In case of any matter not covered herein and/ or for interpretation of any content herein, the decision of the competent authority of the University shall be final and binding on all concerned.

Annexure-I Damage Charges (2023-24)				
Sr. No.	Item Code	Name of item in UMS	UOM	Damage Charges
1	6192	Bed for Hostel (per leg broken)	PCS	500
2	1217	Almirah steel double 46 without glass-for hostel	PCS	1000
3	1220	Almirah steel double 41	PCS	1000
4	1216	Almirah steel single 14 or 22 inches	PCS	900
5	4479	Almirah steel single 32	PCS	1100
6	1345	Aral Drop Size 8 Inch 5 Soot	PCS	250
7	1294	Study table for student	PCS	550
8	1234	Chair Computer	PCS	300
9	NA	White Wash	NA	Manual Entry by warden as per Area(Plain Wall @Rs 4.50 per Sq./Ft and Color Wall @Rs 8.00 per Sq./Ft
10	1217	Almirah steel double 46 without glass-for hostel	PCS	2000
11	1220	Almirah steel double 41	PCS	2000
12	1216	Almirah steel single 14 or 22 inches	PCS	1800
13	4479	Almirah steel single 32	PCS	2200

14	1294	Study table for student	PCS	1100
15	1234	Chair Computer	PCS	600
16	1231	Chair plastic	PCS	550
17	1631	Looking Glass 24 X 16 Inch	PCS	600
18	1366	Bib Cock Long Nose Size 1/2 Inch	PCS	600
19	1837	Shower with Abs Chrome Plated O/H Size 1/2 Inch	PCS	420
20	3368	Shower Arm Size 190 mm With Flange	PCS	350
21	3074	Wash Basin with Pedestal	PCS	2000
22	1430	Door Handle 125MM	PCS	30
23	37453	Iron Tower Bolt 6 inches	PCS	50
24	1912	Float Glass 8 X 4 Feet X 5 mm	SQFT	500
25	2572	Pvc Tankey for Toilet Seat	PCS	450
26	1860	Toilet Seat English	PCS	1800
27	1836	Seat Cover for Toilet Seat	PCS	570
28	748	Rope Nylon	KG	200
29	38187	Jali Steel for Wash Basin	PCS	150
30	1623	Steel Jali For Washroom Size 4 Inch	PCS	30
31	NA	Breakage washroom shelf/per shelf	PCS	250
32	16742	Curtain Rod S.S	FEET	200
33	2030	Holder Jumbo for Bulb	PCS	30
34	2967	CFL Tube 9 Watt	PCS	100
35	30825	CFL Tube 23 Watt	PCS	200
36	423	Socket 5 Amp	PCS	50

37	660	Socket 15 Amp	PCS	100
38	424	Switch 5 Amp	PCS	30
39	426	Switch 15 AMP	PCS	100
40	501	Fluorescent Tube 40 Watt 220 / 240 V	PCS	50
41	911	Fluorescent Tube 20 Watt 220 / 240V	PCS	50
42	30206	LED Tube Set Complete 20 Watt	PCS	200
43	5992	Pvc Front Grill for Window Ac	PCS	3500
44	2035	Geyser Electric 25 Ltr.	PCS	6200
45	NA	Ceiling fan (Wings)	PCS	650
46	198	Desert Cooler Pump	PCS	200
47	2198	Front Grill for Desert Cooler	PCS	450
48	6188	Main Lead / Wire	PCS	100
49	NA	Shutter broken (1 Pcs)	PCS	400
50	NA	Shutter broken (set of 3)	PCS	1200

Annexure-II

Allotment/ Cancellation of Staff Accommodation

Purpose: This SOP outlines the systematic process for the allocation and cancellation of staff accommodations, ensuring transparency and efficiency in the process. Staff can book/ cancel the accommodation by visiting following navigation in UMS:

UMS Navigation >> Division of Residential Services >> Accommodation Services >>

Accommodation Polling.

1. Allocation of the accommodation: - There are two type of accommodations available inside the campus, Family accommodations and Shared/ Bachelor accommodations. Process to book the accommodations is mentioned below:
 - a. Allotment of family accommodation
 - Eligible staff as per staff accommodation policy can submit their request for family accommodation through the UMS interface as mentioned above.
 - Staff has to submit the reason for the allotment of family accommodation along with the one valid government Id proof through given navigation.
 - Submitted requests will be approved/ disapproved by HR Engagement and the UMS message of approval/disapproval will be sent to the individual.
 - If the request of the individual is approved by HR engagement then he/ she may visit the same interface and check the available accommodations.
 - Individuals may physically visit the hostel inspect the available accommodations before booking. If an accommodation meets their expectations they can book that accommodation (along with the undertaking that he/ she is occupying the accommodation in a fair condition.) by visiting the accommodation polling interface as mention above.
 - b. Allotment of Shared/ Bachelor Accommodation: -
 - Staff may visit the hostel booking interface as mentioned above and check the available seats.
 - After checking the available seats individual may physically visit the hostel and inspect the available seats before booking. If an room meets his/ her expectations he/ she can book that accommodation (along with the undertaking that he/ she is occupying the accommodation in a fair condition.) by visiting the accommodation polling interface as mention above.

2. Cancellation of accommodation: - As per staff accommodation policy staff can leave the accommodation in the month of June, July and December only. Process the cancel the booked accommodation will be as follows:

a. Cancellation as per policy: -

- Staff can apply for the cancellation of the facility by following the above-mentioned path.
- After applying online staff can visit the allocated hostel and meet their respective warden for the no dues clearance.
- Warden will check out the room inventory and infrastructure and clear the no dues of the staff by imposing the damage charges as per approved damage charges list mentioned in annexure-I (if any).
- Damage charges punched by the hostel warden will automatically deducted from the staff salary or full and final settlement.

b. Cancellation of facility in exceptional cases: -

- Staff can submit their request for the cancellation of the facility (along with the reason and supporting documents) through the above-mentioned path.
- Request of the staff will be visible to HR engagement on their UMS home page. HR officials will approve/ disapprove the request of the staff and after the approval/ disapproval by HR engagement staff will get the UMS my message for the same.
- If the request of the staff is approved by the HR then no dues of the staff will be automatically initiated in hostel warden's ID.
- Staff can visit the allocated hostel and meet their respective warden for the no dues clearance.
- Warden will check out the room inventory and infrastructure and clear the no dues of the staff by imposing the damage charges as per approved damage charges list mentioned in annexure-I (if any).

18 Performance Based Appraisal System:

Lovely Professional University has a robust appraisal mechanism that is framed around the values of Transparency, Organizational Growth and Personal Growth of the individual. The University uses Performance Based Appraisal System (PBAS) which is a multi-dimensional and holistic in approach, executed through Performance Management System (PMS) - aligned with the guidelines of UGC and/or other relevant regulatory bodies. Keeping in mind the strategic goals of the University, the Academic Performance Indicators (API's) which are considered as

Key Performance Indicators (KPI's) are defined for the performance appraisal of the individual faculty members in the following categories:

I) Teaching Staff:

Following Appraisal System is introduced to bring in transparency in continuous evaluation system of academic staff. The appraisal will be done annually.

(A). While doing the evaluation following terms are defined:

"Parameters" means the parameters on which the teachers are evaluated.

"Category" as defined in PMS document for teachers.

"Normalized data" means data which is transformed into normalized data statistically to minimize the skewness and map the existing data distribution with the normal distribution.

(B). Parameters of Continuous Appraisal and weightages assigned to each parameter:

Category	Measure	Parameters	Weightages of Parameters
C1	Teaching	Teaching Load and related tasks	26.67
		Teacher's evaluation ratings	3.33
		Student Feedback	3.33
C2	Research	Research Publications and Equivalent Research Activities	33.34
		Skill Enhancement, Extension Activities, Placement Activities, Tech Transfers, Innovation & start-up, commercialization and consultancy.	
C3	Other Tasks assigned through OBP	School Factor related with Admissions in School in current Batch.	3.33
		School Factor related with Placement of previous passing out batch.	3.33
		All other Tasks allocated to individual Faculty.	20
		Monthly Appraisal by HOD/HOS/HOF.	6.67

***Normalized scores shall be used to balance the variability and differentiation in the assessment pattern of the Individuals**

(C) Compilation of data and points on identified parameters shall be done.

Data related to all parameters shall be compiled as per the source mentioned in the table

given in point B.

(D) Elective Options in core activities of Teachers

Elective options in the core activities to be performed by a teacher shall now be available as per the following table:

Category	Broad Category	Sub Category	Quantitative Equivalence and conditions
C1	Teaching	Teaching and Guidance Load	1. Load as per policy issued by DAA 2. Elective E1 is available subject to L should not be Less than 3 along with existing Guidance Load.
C2	Research	Assigned Research Targets	1. Electives E2, E3, E4, E5 and E6 are available subject to: a. not more than 50% of the Research Target can be replaced. b. In special circumstances, HOS of the school may relax upto 10 % of the total staff to have less than 50% research targets after equivalence.
C3	Other than Teaching and Research	Tasks other than included in category C1 and C2	

Available Electives:

Elective Basket (Subject to Feasibility)			
Elective Code	Equivalence Description	Activity Specification	Table of Equivalence
E1	Research in Q1 Journals for C1 Category	Faculty may take additional Research Publications Target in Q1 Journals for exchange of teaching load in C1 category subject to teaching load L is not less than 3.	Equivalence Table -01
E2	Research other than Q1 Journals for C2 Category	Faculty may take additional Research Publications Target over and above the targets allocated in C2 category.	Equivalence Table -02 (Here the concerned head who wants to propose any of the routine activities which can be exchanged with research in C2 category, may propose equivalence through the Division of research and development and the concerned central division to the University sub group for approval .Some of the activities are mentioned in Table of Equivalence-02.

E3	Skill Enhancements for C2 Category	Faculty may involve themselves in Skill Enhancement/Training Programs in lieu of research targets allocated in C2 category subject to condition that not more than 50% of the targets can be exchanged.	Equivalence Table -03
E4	Extension Activities for C2 Category	Faculty may involve themselves in Extension Activities in lieu of research targets allocated in C2 category subject to condition that not more than 50% of the targets can be exchanged.	Equivalence Table -03
E5	Mentorship to startups/Innovation Project/ Sustainability Project for C2 Category	Faculty may involve themselves in Mentorship to startup's related to research in lieu of research targets allocated in C2 category subject to condition that not more than 50% of the targets can be exchanged.	Equivalence Table -03
E6	Placements for C2 Category	Faculty may involve themselves in Placements of students in lieu of research targets allocated in C2 category subject to condition that not more than 50% of the targets can be exchanged.	Equivalence Table -04

Process Approving Channel:

Any activity for equivalence shall be proposed by the concerned school and approved by University Subgroup committee. University Sub group committee may take any feedback/ recommendations from the concerned Division(s).

Equivalence Tables:

Equivalence Table- 1	
This table provides the equivalency of Relaxation for Teaching Hours to Research Publications	
Description (Category C1)	Equivalence (Category C2)
2 hours for each paper (claimed by corresponding author only)	If a faculty ensure to publish papers indexed in Q1 Journals in Scopus or having impact factor ≥ 2 beyond the allotted targets can claim for following load relaxation. (In case of any administration responsibility (AOC/TPC/HOL/COD/HOD/HOS/CD/HD/HOW/ED) cannot come under this purview)

Equivalence Table- 2		
This table provides the equivalency of some activities with research, which can be exchanged with research targets. More activities can be added up by following the process approving channel. Whileproposing the equivalency, Head shall ensure that allocated tasks/essential duties do not suffer.		
Sl	Task	Task Quantity Equivalent to 1 research paper
1	Syllabus/Instruction Plan/ Lab manuals to be published (Newcourses only)	7 Syllabus/Instruction Plan/ Lab manuals (New Courses only)
2	Question Bank Setting (New Courses only)	360 Question Punching
3	Question paper Setting(New Courses only)	15 Question Paper Setting
4	Examination/ Collection centerduties- SOC/DSOC/Flying Squad/ Invigilator duties	50 duties
5	Evaluation Duties	600 complete sheets

Equivalence Table- 3				
This table provides the equivalency of Skill Enhancement , Extension Activities, Placement to Research Publications				
Category	Specification	Publication Equivalency	Paper Count (as a Corresponding Author)	Remarks
Skill Enhancement		Scopus Q3 & Q4 /	1	<ul style="list-style-type: none"> • Approved Skill development / Training program relevant to student career pathways i.e. corporate jobs shall be considered for equivalency. • Skill development/Training program (s) relevant

		WoS (SCI / SCIE / SSCI / A&HI (with impact factor (0 to 0.5)))		to corporate jobs shall be proposed by the concerned school and approved by University Sub group committee. University Sub group committee may take any feedback/ recommendations on the skill/training program from the concerned Division. It is expected that: <ul style="list-style-type: none"> • After completion of skill development/ training program equivalency shall be granted if skill/ development training program completed by the staff has been incorporated in any of the course in the current/upcoming semester. • It is also expected that staff after completion of skill / training program will conduct similar training program for other teachers through HRDC.
Extension Activities		Scopus Q3 & Q4 / WoS (SCI / SCIE / SSCI / A&HI (with impact factor (0 to 0.5)))	1	<ul style="list-style-type: none"> • Equivalency of Extension Activities and outreach activities conducted with collaboration with industry, community and Non-government organizations in neighborhood community and broader area shall be provided by concerned central division(s) and will be approved by University Sub group committee.
Mentorship to startup's related to research	3 upto the stage of CIN	Scopus Q2 & Q3 / WoS (SCI / SCIE / SSCI / A&HI (with impact factor (0 to 0.5)))	1	<ul style="list-style-type: none"> • Equivalency of Mentorship to startup's related to research shall be provided by concerned central division(s).
Innovation Project/ Sustainability Project	2 upto the stage of TRL 6		1	<ul style="list-style-type: none"> • Equivalency of Innovation Project/ Sustainability Project shall be provided by concerned central division(s).

Equivalence Table- 4		
This table provides the equivalency of Placement Activities to Research Publications		
Category	2023 Graduating Batch	2022 Graduating Batch
Placement Activities	Equivalency of Placement Activities shall be provided by concerned central division and will be available with the HOS of the School.	

(E) Weightages applicable for Individual Teaching Staff

All members of teaching staff shall be categorized into 5 levels (L1, L2....L5) based on their profile. Each level shall have specific appraisal weightages related to Teaching,

Research and Other tasks. Framework of the same has been depicted in the following table:

Appraisal Framework for Teaching Staff																
Level		L – 1			L - 2			L - 3			L – 4			L - 5		
Faculty	Designation	Teaching	Research	Other	Teaching	Research	Other	Teaching	Research	Other	Teaching	Research	Other	Teaching	Research	Other
		(C1)	(C2)	(C3)	(C1)	(C2)	(C3)	(C1)	(C2)	(C3)	(C1)	(C2)	(C3)	(C1)	(C2)	(C3)
LFTS & LFAMS	Assistant Professor	50	20	30	50	20	30	50	30	20	40	40	20	30	50	20
LFTS & LFAMS	Associate Professor	50	20	30	50	20	30	40	40	20	30	50	20	30	50	20
LFTS & LFAMS	Professor	50	20	30	50	30	20	40	40	20	30	50	20	30	50	20
LFBA	Assistant Professor	50	20	30	50	20	30	50	20	30	50	30	20	40	40	20
LFBA	Associate Professor	50	20	30	50	20	30	50	30	20	40	40	20	30	50	20
LFBA	Professor	50	20	30	50	20	30	50	30	20	40	40	20	30	50	20

Specific appraisal weightages applicable to the individual teaching staff shall be made available to their UMS account in the following link: UMS Navigation----Division of Human Resource----“My profile”.

II) Administrative Staff:

i. Introduction:

Appraisals and performance assessment shall focus on achievement of tangible Outcomes allocated through **Outcome Based Planner (OBP)** and a proven mechanism of recognizing the execution of routine Processes specified in OBP. The focus of proposed system shall be

1) Timelines: On achieving the targets in defined time lines

Process Approach: Following structured processes / approaches (stage wise manner) to achieve targets as defined in Outcome based planner

- 2) **Team Approach:** On recognizing the individual efforts in team-based achievement of allocated targets
- 3) **Optimization:** Optimizing the work output of the staff members.
- 4) **Performance Assessment** based on all aspects of individual traits and work environment
- 5) **Career Enhancement and Leadership Creation:** To provide better chances / opportunities for promotions and career advancement to staff having desired / exceptional level of Outcome based performances.
- 6) **Retention:** Motivate staff for longer association with the University by way of recognizing performers

ii) **Measures**

	Measures
Outcomes based on Criteria's, Key indicators and Metrics	Based on achieving the assigned targets in terms of complete Metric for a unique Metric as per timelines through OBP which can be verified through appropriate documents uploaded subject to verification by concerned Heads and audited by assigned offices.
Efforts on Process with Quantifiable Approach	Based on achieving the assigned targets in terms of Stages for a unique Metric as per timelines through OBP which can be verified through appropriate documents uploaded subject to verification by concerned Heads and audited by assigned offices.
Profile Matching	Optimize the work output of member
Monthly Appraisal Ratings	To include the recommendations of Heads as qualitative parameters of the performance.

iii) **Outcome as overall goals of the Divisions/Departments:**

- Achievements of tangible targets taken as per available KRA/KPI's mention in Outcome Based Planner (OBP).
- **Criteria's, Key indicators and metrics** are made on the basis of parameters

of various statutory, ranking and Accreditation bodies being focused by the University including **LPU 6*6 Vision document..**

iv) Process and Outcome:

The achievement level in the metrics allocated in outcome-based planner leads to:

- a. Efforts on Process Execution:** The efforts made on the processes that must be executed to achieve the results. **The process shall also be quantifiable which can be specified through allocation of stages.**
- b. Outcome:** Measurable output of process undertaken in terms of numbers and/or percentages reflected as target achievement score in OBP which can be verified through appropriate documents uploaded.

Some Example of basic level outcomes:

- There are different stages to achieve a particular outcome like No. of calls to candidates for recruitments is a process, candidates appearing for interview and/or selection is an outcome, Further outcome can be joining of selected candidates.
- No. of research paper(s) written is a process and indexing of research paper is an outcome.
- No. of patents written or filed is a process and award of patent is an outcome.
- No. of calls for the recovery of fees is a process and amount recovered is an outcome.
- No. of follow-ups for recovery of vendor rent is a process and amount recovered is an outcome.
- No. of calls to and follow-ups from a company for campus drive is a process, actual conduct of drive is an outcome.
- No. of calls made to the students to register for a placement drive is a process and students registered for the drive is an outcome for that particular school.

v) Weightages:

For Staff (E- I to S- II): (Category Code E)

Criteria	PMS Weightage	Sub -Criteria	Category Weightage		
			Category – X	Category – Y	Category – Z
Profile Matching (Job Knowledge and Skills)	20	Profile Matching Score	100	100	100
Process and Outcome through OBP (Quantity of work)	70	Process	100	80	70
		Outcome	0	20	30
Monthly Appraisal Rating (Work Habits and Attitude)	10	Monthly Appraisal Rating	100	100	100

For Staff (O- I to O- III): (Category Code O)

Criteria	Weightage	Sub -Criteria	Category Weightage		
			Category – X	Category – Y	Category – Z
Profile Matching (Job Knowledge and Skills)	10	Profile Matching Score	100	100	100
Process and Outcome (Quantity of work)	80	Process	70	60	50
		Outcome	30	40	50
Monthly Appraisal Rating (Work Habit and attitude)	10	Monthly Appraisal Rating	100	100	100

For Staff (D – I & above): (Category Code D)

Criteria	Weightage	Sub -Criteria	Category Weightage		
			Category – X	Category – Y	Category – Z
Process and Outcome (Quantity of work)	90	Process	40	30	20
		Outcome	60	70	80

Monthly Appraisal Rating (Work Habits and Attitude)	10	Monthly Appraisal Rating	100	100	100
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For HOD & Above: (Category Code H)

Criteria	Weightage	Sub -Criteria	Category Weightage		
			Category – X	Category – Y	Category – Z
Process and Outcome	50	Process	30	20	10
		Outcome	70	80	90
Quality of work (Supervision)	50	Quality Score from OBP (Assigned to subordinates)	100	100	100

Special Option: Staff members may also opt for purely metric based outcome category as follows: **(Category Code S)**

Criteria	Weightage	Sub -Criteria	Category Weightage		
			Category – X	Category – Y	Category – Z
Metric based Outcome	100	Outcome	100	100	100