

**EMPLOYEE'S SERVICE CONDITIONS AND HR POLICIES****PARA I. DEFINITIONS :-**

- "Santha" means Lokmanya Tilak Jankalyan Shikshan Santha registered trust under Public Trust Act 1950 and under Societies Registration Act, 1860.
- "Management" means the Managing Body of the santha.
- "Competent Authority" means the authority competent to exercise different powers and functions as per these Rules. i.e. Management of LTJSS.
- "Controlling Officers" means an officer to whom employee reports.
- "ERP" means Enterprise Resource Program
- "Head of the institute" means Principal/Officiating Principal/ Director of the institute.
- "Teacher" means a member of the teaching faculty who is assigned a job of teaching theory or practicals, drawing classes in addition to their other functional or administrative roles.
- "Non-teaching employees" means employees other than teachers.
- "Holiday" means a Sunday, a weekly off or any other day declared as a holiday by the competent authority.
- "Leave sanctioning authority" means the authority delegated with powers to sanction leave under these rules.
- "Probation Period" means a period stipulated to determine satisfactory fitness for eventual confirmation in the post, after a regular appointment on selection through the Competent Authority is made to the post.
- "Statutory authority" means University, DTE, Government, National Council

PARA II. APPOINTMENT AND TERMINATION OF SERVICES :-

1. Recruitment is done in a transparent manner purely on the basis of merit, after receiving NOC from RTM, Nagpur University and notifying the vacancies by Publishing advertisement in the leading news papers.
2. Recruitment of faculty and staff for regular appointment is done by the selection committee approved by RTM Nagpur University Selection Committee headed by the Vice Chancellor or his nominee and comprising the subject experts, the LTJSS management, the Principal & HOD.
3. In case of immediate requirement, recruitment is done by the staff selection committee at college level consisting of the LTJSS management

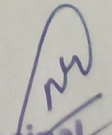
Principal

representative, Principal, Head of the concerned department and the subject experts.

4. All appointments of employees of LTJSS college will be made by the Board of LOKMANYA TILAK JANKALYAN SHIKSHAN SANTHA'S or by the Trust office bearers on delegation (Director LTJSS).
5. Every employee at the time of his/her appointment, shall be given a written order specifying his/her appointment. This order will also contain the emoluments entitled in such cases.
6. Ordinarily the appointment of a regular teaching employee will be on probation for a period of two years. If the appointing authority so desires, the probation may be extended for a further period of one year or if the service and conduct are found to be not satisfactory, the services can be terminated.
7. Confirmation of teaching staff members shall be subject to approval of their qualification and appointment by the university. The approval should be obtained within one year from the date of joining duty, failing which the appointments may be terminated.
8. The employment of a permanent employee may be terminated by three months notice or on payment of three month's salary in lieu of notice or as per terms of conditions of appointments. The employment of a probationer may be terminated with three months notice. This clause shall not apply when an employee is dismissed from service for specific charges.
9. The reasons for the termination of service of a permanent employee shall be recorded in writing and shall be communicated to him/her.

PARA IV : RESIGNATION AND RETIREMENT:-

1. Any permanent employee desirous of leaving the service shall give three months notice in writing or pay three month's salary in lieu of notice. Or as per terms of contract/ in case of contract appointment. He/She shall leave the services, by giving an order of relief and shall discharge all the liabilities.
2. A probationary employee desirous of leaving the services shall give one Month notice in writing or pay one month salary in lieu of notice.
3. Any employee who is requested to give notice period whether permanent, probationary or on contract leaves the service without giving required notice or salary in lieu of notice shall be liable to be used for damage.
4. All other classes of employees may leave the service and services may be terminated without notice or may in lieu of notice.
5. All employees other than contract employees shall retire on attaining the age of 58 years.
6. An order relating to discharge or termination of service or retirement shall be in writing and signed by the competent authority. A copy of such order shall be supplied to the employee concerned.


Principal

PARA III. PAY SCALES :-

The scale of pay will be determined by the Board of management from time to time.

PARA IV. LEAVE RULES

- Leave means authorized absence from duty. It cannot be claimed as a matter of right. When exigencies of the service so require, discretion to refuse or revoke leave of any kind is reserved by the the Leave Sanctioning Authority. On such recall, the employee shall report to duty forthwith.
- The employee shall be entitled to leave in proportion to the period spent on duty.
- The employee shall have to apply for grant a leave and shall proceed on leave only after due sanction. Provided, that if the employee is required to proceed suddenly on any leave and for reasons beyond his control, the Leave Sanctioning Authority may, on satisfying itself sanction leave on his application which is submitted later, without any inordinate delay.
- An employee shall not, without prior permission of the Leave Sanctioning Authority, absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate or cause to intimate the Leave Sanctioning Authority within 5 days from the first date of absence, failing which the absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit.
- Leave shall not be granted ordinarily to the extent by which it would deplete the strength of service or department below essential minimum.
- Except otherwise provided under these rules, any period of leave may be granted in combination with or in continuation of any other kind of leave except casual leave, subject to the limit of aggregate period of absence, as may be prescribed by the Competent Authority. Sundays and Holidays may be prefixed or suffixed to the leave.
- No leave can be adjusted against the period of notice of resignation.
- The employee shall not accept any other employment, either part-time or Full-time except casual literary work or service at public examinations.
- If the employee overstays the sanctioned period of his leave without prior permission and intimation, he shall not be entitled to any leave salary for this period, and such absence from duty may be treated as misconduct. The Sanctioning Authority may, however, for the reasons to be recorded in writing condone the irregularity.
- The employee shall not be permitted to formally join the duty at the end of the leave with the intention of taking leave again within a few days.

Principal
Prayadarshini Bhagwati College of Engg
Umred Road, Nagpur

- The employee discharged or removed expect on account of misconduct or who has once resigned, if reappointed shall not be entitled to claim leave in respect of service rendered prior to his discharge, removal or restoration as the case may be.
- An employee is eligible for the all Sundays, Public and College holidays notified in the college calendar unless otherwise shifted, on the understanding that the employee is bound to come to college on a holiday to attend a meeting or for any other specific purpose when so required by the Head of the Institution.
- Grant of leave shall depend upon exigencies of service.
- Leave in excess of what is here in stipulated may be at the discretion of the secretary be granted as leave without pay. No employee shall be granted leave without pay as a matter of right. The maximum period of leave on loss of pay shall not exceed 3 months in a year and 18 months during the entire service. Staff members who avail of leave beyond 18 months shall be deemed to have left the service.
- The conditions of eligibility of various type of leaves viz., Casual Leave, Medical Leave, Earned Leave, Maternity Leave, Vacation, Study leave, Office Duty, Duty, Compensatory Off is placed as Annexure "A". (LTJSS/DIR/HR-LRules/2019-20/425 dated 04.01.2020).

PARA V. GENERAL CONDITIONS OF SERVICE :-

1. For every regular employee, a service book shall be maintained and kept up to date including his/her leave account.
2. An employee who remains absent after expiry of leave is not entitled to leave salary during the period of such absence unless he/she obtains prior approval for such extension. Willful absence from duty after the expiry of the leave may attract disciplinary action including termination of service.
3. Habitual late coming of any employee will be viewed seriously and appropriate disciplinary action taken.
4. An employee may be required at the discretion of the HOD/Principal/Secretary to work on a holiday and in that case he/she will be allowed compensatory holidays
5. All employee shall be at work at their usual place of work at the time fixed and notified. An employee found absent from his/her proper place of working during the working hours without permission or without sufficient reasons shall be liable to be treated as absent and disciplinary action may be taken.
6. The HOD/Principal/Secretary has the right to detain any employee to work during the vacation time or on holidays depending on the necessity of official work.

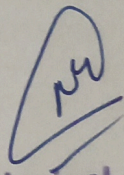
Principal

Priyadarshini Bhagwati College of Engg.
Umred Road, Nagpur.

7. All official communication by the employees shall be routed through proper channel.
8. In the absence of the Principal the Secretary shall depute or authorize any other staff member to perform the duties of the Principal.

PARA VI. GENERAL :-

1. The decision of the Secretary upon any question arising out of, in connection with, or incidental to these rules shall be final subject, to appeal to the board.
2. No employee shall accept any remunerative job without written permission of the Secretary/Management.
3. In all important matters there shall be close consultation between the Principal, Director, Secretary and the Chairman.
4. The terms and conditions of service are subject to revision if found necessary by the Management.


Principal
Priyadarshini Bhagwati College of Engg.
Umred Road, Nagpur.

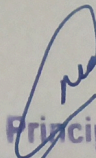
STANDING ORDER

Leave Rules

Consequent upon the decision of the management the revised set of guidelines have been prescribed for the operation of leave accounts of employees w.e.f. 1st Jan, 2020.

General Conditions

- Leave means authorized absence from duty. It cannot be claimed as a matter of right. When exigencies of the service so require, discretion to refuse or revoke leave of any kind is reserved by the Leave Sanctioning Authority. On such recall, the employee shall report to duty forthwith.
- The employee shall be entitled to leave in proportion to the period spent on duty.
- The employee shall have to apply for grant of leave and shall proceed on leave only after due sanction. Provided, that if the employee is required to proceed suddenly on any leave and for reasons beyond his control, the Leave Sanctioning Authority may, on satisfying itself sanction leave on his application which is submitted later, without any inordinate delay.
- An employee shall not, without prior permission of the Leave Sanctioning Authority, absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate or cause to intimate the Leave Sanctioning Authority within 5 days from the first date of absence, failing which the absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit.
- Leave shall not be granted ordinarily to the extent by which it would deplete the strength of service or department below essential minimum.
- Except otherwise provided under these rules, any period of leave may be granted in combination with or in continuation of any other kind of leave except casual leave, subject to the limit of aggregate period of absence, as may be prescribed by the Competent Authority. Sundays and Holidays may be prefixed or suffixed to the leave.
- No leave can be adjusted against the period of notice of resignation.
- The employee shall not accept any other employment, either part-time or full-time except casual literary work or service at public examinations.
- If the employee overstays the sanctioned period of his leave without prior permission and intimation, he shall not be entitled to any leave salary for this period, and such absence from duty may be treated as misconduct. The Sanctioning Authority may, however, for the reasons to be recorded in writing, condone the irregularity.
- The employee shall not be permitted to formally join the duty at the end of the leave with the intention of taking leave again within a few days.
- The employee discharged or removed except on account of misconduct or who has once resigned, if reappointed, shall not be entitled to claim leave in respect of service rendered prior to his discharge, removal or resignation, as the case may be.
- An employee is eligible for all Sundays, Public and College holidays notified in the College calendar unless otherwise shifted, on the understanding that the employee is bound to come to College on a holiday to attend a meeting or for any other specific purpose when so required by the Head of the Institution.


Principal

Page 1 of 4

Casual Leave

- Casual leave permissible for all teaching (permanent and adhoc) employees and permanent non-teaching employees is 10 days in a calendar year.
- Casual leave permissible for Adhoc non-teaching employees in a calendar year is calculated according to their duration of service as shown below: -

Duration of Service	Leave permissible
0 to less than 1 year	10 days
1 to less than 3 years	12 days
3 to less than 5 years	15 days
More than 5 years	18 days

- Casual leave shall be evenly distributed during each half of the calendar year.
- Casual leave shall be granted for not more than 3 days at a time. Sunday or holiday falling during the period of casual leave shall be excluded.
- Casual leave cannot be combined with any other kind of leave. However, Compensatory Off can be suffixed or prefixed or both to the casual leaves.
- Half day casual leave shall be granted to an employee if the period of absence is half or less than half a period of a working day. However, absence on any day observed by the College as half-working day is not to be treated as a half day's leave but casual leave for a full day.
- Casual leave shall not be carried forward or accumulated to the next calendar year.
- No employee has the right to grant of casual leave. The Principal is empowered not to grant casual leave at any time according to the exigencies of service and the need of the Institution.

Medical Leave

- Medical leave permissible for all permanent teaching and non-teaching employees is 10 days in a calendar year with full pay on medical grounds.
- The application for leave on medical grounds shall be accompanied by a medical certificate by a qualified Registered Medical Practitioner/Medical Board, indicating the nature and probable duration of illness.
- The employee returning to duty from leave on medical grounds shall produce a certificate of fitness from the Registered Medical Practitioner/Medical Board. The College Authorities retain the right to appoint a Registered Medical Practitioner/Medical Board to examine such an employee.
- Medical certificate may not be necessary for leave on medical ground up to 3 days.
- Medical leave can be accumulated only up to 180 days. No medical leave will be granted in advance.
- For computation of medical leave all intervening Sundays and holidays shall be counted.
- If an employee frequently applies for medical leave with short intervals, he/she may be referred to the Registered Medical Practitioner/Medical Board, with a request to give its considered opinion on employee's state of health, the period for his/her complete recovery and whether he/she would be fit for duty after the rest and treatment.

Earned leave

- A permanent non-teaching employee shall be entitled to earned leave of 30 days with full pay and allowances for every one year of completed service (1st Jan to 31st Dec), subject to the accumulation of maximum of 180 days.
- The employee may be granted not more than 120 days leave at a time.
- The earned leave admissible to a permanent employee entitled to vacations in respect of any year in which he/she is prevented from availing of the full vacations, or a part thereof, shall be in the proportion of 1 earned leave against two days of vacation, provided that the employee shall cease to earn such leave when the earned leave due is accumulated to 180 days.
- No employee shall be entitled to surrender earned leave for encashment.

Maternity Leave

- A permanent female teaching and non-teaching employee is eligible for maternity leave for a period of 180 days from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- A female teaching and non-teaching employee who is on probation is eligible for maternity leave only after satisfactory completion of one year of probationary service.
- In case of the employees entitled to vacations, if the confinement takes place during a vacation, the maternity leave shall run concurrently with the vacation.
- For computation of Maternity leave all intervening Sundays, holidays and vacations shall be taken into account. No other type of leaves can be suffixed or prefixed to maternity leave.
- The maternity leave shall be granted only for the first two children in whole of service period and an undertaking regarding the number of children is to be submitted.
- The female employee entitled to avail maternity benefit shall proceed on her maternity leave for a period not exceeding not more than 8 weeks/56 days preceding the date of her expected delivery.
- The female employee intending to avail maternity leave has to submit an application stating her probable date of proceeding on maternity leave at least 3 months prior to the actual commencement of maternity leave.
- The maternity leave application shall invariably be supported by medical Certificate stating probable date of delivery.
- In case of a female probationary employee, availing maternity leave, the period of probation shall stand extended by the duration of maternity leave availed.

Vacation

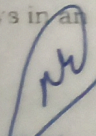
- Vacation is permissible to a permanent Teaching employee, Workshop Instructor and Lab Assistants for 30 days during Summer and 20 days during Winter. They shall be entitled to the vacations only if they have served for the whole academic year or major part thereof.
- Vacation cannot be combined with any kind of leave. It is mandatory for the employee to attend duties on the first working day after vacation and on the last working day of the session.
- In case of probationary employees, no vacation is permissible during the first year of probation.
- The second year of probation onwards, 50% vacation is permitted to the probationary employee until confirmation.
- In case of detention during the permissible vacation period, the employee is entitled for earned leaves in lieu of the detention period. The earned leave admissible shall be in the proportion of 1 earned leave against two days of vacation, provided that the employee shall cease to earn such leave when the earned leave due is accumulated to 180 days.

Study leave

- Study leave may be granted to a permanent teacher to pursue Ph.D. after a minimum of 3 years of continuous service for the full period of course work of Ph.D., provided: -
 - a) The teacher submits an undertaking as per the rules of the Sanstha.
 - b) The course work meets the need of Ph.D.
 - c) The course work is conducted by a Competent Authority/University.
 - d) The total period of study leave from its commencement does not exceed 50 days subject to 10 days per year.

Office Duty

- Office duty may be granted to all teaching and non-teaching employees for performance of official assignments at the University and other academic and statutory bodies.
- Office duty shall be permissible to a maximum of 30 days in an Academic Year.


Principal

Priyadarshini Bhagwati College of Engg
Umred Road, Nagpur.

Duty Leave

- Duty leave may be granted to a permanent teaching employee for maximum 10 days in an Academic year.
- Duty leave may be granted: -
 - a) For attending conferences, symposia, seminars and workshops on behalf of the University or with the permission of the University.
 - b) For delivering lectures in Institutions and universities at the invitation of such Institutions or Universities, received by the University.
 - c) For working in another Indian or foreign university, any other Agency, Institution or Organisation, when so deputed by the University.
 - d) For participating in a delegation or working on a committee appointed by the government of Indi, State Government, a University Grants Commission, a sister university or any other academic or statutory body.
- Duty leave shall not be granted for the work related to evaluation/moderation or invigilation etc.

Compensatory Off

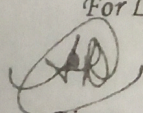
- Compensatory off may be granted to all teaching and non-teaching employees for duty performed on holidays at the College for full working hours only.
- Compensatory off shall not be allowed to accumulate for more than 3 days at any point of time. Sunday or holiday falling during the period of compensatory off shall be excluded.
- Compensatory off cannot be combined with any other kind of leave. However, Casual leave can be suffixed or prefixed or both to the compensatory offs.
- Compensatory off shall not be carried forward or accumulated to the next calendar year.

Office working on Saturdays

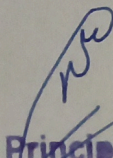
- All Institutes under the aegis of LTJSS shall be granted holiday on the 2nd and 4th Saturday of every month during the year.
- The Principals shall be the Competent Authority to keep full day working on any Saturday without any compensatory off in lieu thereof.

Note: Any kind of leave application exceeding a period of 15 days has to be submitted to this office for review and approval.

By order

For LTJSS

Director, LTJSS

- Copy submitted to the Director (G.B) for information.
- Copy to Principal – PCE, LTCE, PIET, PIGCE, PBCE, PJLCE, PIADS, LTIADS, PPN, PJLCP(Deg), PJLCCP(Dip) BITC, JCPE, P.B Ed, Pallavi D.Ed
- Copy to CAFO, LTJSS.


Principal

Priyadarshini Bhagwati College of Engg. Page 4 of 4
Umred Road, Nagpur.