

Human Resource Policy Manual (2012)

(As approved by the GC in its 28th Meeting held on 19.09.2012)

RULES AND GUIDELINES

The LNM Institute of Information Technology, Jaipur


DIRECTOR
The LNM Institute of Information Technology
Jaipur

Contents

- 1.** General Guidelines
- 2.** Code of Conduct
- 3.** Employment Opportunities
- 4.** Salary and Benefits
- 5.** Employee Relation and Grievance Handling
- 6.** Employment Policies and Practices
- 7.** Rules for Travel Expenses
- 8.** Retirement, Resignation and Termination
- 9.** Sexual Harassment
- 10.** Special Clauses (prolonged medical illness)

Annexure-I, Annexure-II & Annexure-III

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1. General Guidelines

- a. The rules enumerated in this manual are called the “Service Rules-2012” of the LNM Institute of Information Technology – Jaipur, Rajasthan. These rules shall apply to all the employees in service of this Institute.
- b. The Governing council reserves the right to amend, alter and add to these rules any time without any notice. Such amendments and additions shall become binding to all the employees.
- c. The Governing Council is the governing body of the institute. It consists of elite members from Academia, Industry and Government sectors.
- d. The Director of the Institute appointed by the Governing Council is responsible for running and efficient administration of the Institute and holds financial, administrative powers and responsibilities as decided by the GC.
- e. “Employee” refers to faculty, officer, technical and administrative supporting staff member who has been offered regular appointment. They can be classified in two categories: Teaching and Non-teaching. All regular appointments are for a period of three or five years, after which, these are extendible subject to approval from the Governing Council.
- f. All the employees are expected to be exemplary in their public/campus life. Their loyalty, sense of dedication and integrity is the source of inspiration to the youth and other learners.
- g. All the employees are expected to behave and conduct themselves in a dignified manner and maintain relations with everyone in accordance with our tradition and culture. Any act or speech against these rules will be treated as serious breach of discipline and will be dealt with accordingly.

h. Every employee should strive to inculcate in the minds of the students high sense of values, social consciousness, pride in their Institute and loyalty to the country.

2. Code of Conduct

In an academic Institution there is always a compulsion to adopt a well-intentioned and pervasive set of codes of conduct for the employees, especially for the faculty, as the latter is to be held in high esteem as a role model by the student community, and is responsible to create a highly disciplined atmosphere all around.

All employees are expected to act in a professional, responsible, and courteous manner at all times. Clearly, such kind of behavior fosters a positive and productive working environment. It is stressed that each employee will use common sense and good judgment in achieving this goal. All employees are expected to follow the **code of conduct** as detailed below. Some of the following are applicable only to the faculty members:

- 2.1 Every faculty member should strictly follow the time schedules of daily classes of the academic program. If a class stands missed for any reason, a-priori alternate arrangement be made and necessary intimation to this effect should be posted/notified to the students and the higher authorities. It is the responsibility of the instructor to compensate for the missed classes due to any exigencies of his/her absence. For a non-teaching employee it means strict adherence of the routine work and time schedule.
- 2.2 Every faculty is expected to provide the details of subject syllabus, list of text and reference books to be followed, a general schedule of class-tests/assignment submission dates and division of marks for subject evaluation purpose, to all the students at the commencement of classes in each semester.
- 2.3 Timely submission of both Mid-semester and End-semester marks to the Registry/Dean (academic) within the specified time has to be strictly followed.

- 2.4 Every teacher should specify his/her own student - interaction time of about at least 4 hours/week and the information should be either posted at the notice board before one's office or be sent to the students through intranet.
- 2.5 Instigation of student by any employee that may lead to disruptive tendencies of any form and that may jeopardize the peace and reputation of the Institute shall attract appropriate disciplinary steps.
- 2.6 Every employee must restrain from sending any derogatory e-mail to any of his friend/colleague or speaking openly in public with sharp criticism against any colleague/administration.
- 2.7 No employee should incite or provoke any student to indulge in any communal or sectarian activity within the campus.
- 2.8 Employee should strictly restrain from or indulging in any kind of malpractices related to examination or any other Institute activity.
- 2.9 There should not be any discrimination against a student or employee on the ground of caste, creed, language, religion, and place of origin, social and cultural background.
- 2.10 Direct political patronage and/or involvement with direct political activism inside the Institute campus is undesirable.
- 2.11 Professional honesty has to be given supreme priority and any instance of committing plagiarism will be considered as violation of the code of conduct rules.
- 2.12 The Code of Conduct applies at all times when performing official duties including when an employee represents the LNMIIT at conferences, training events, on business trips and or attends work-related social meetings/events.

- 2.13 Each employee has an obligation to actively protect and safeguard the confidential, sensitive and proprietary information in a manner designed to prevent the unauthorized disclosure of information.
- 2.14 All employees of the LNMIIT are required to ensure that they observe these expected standards of codes of conduct and behavior at all times. Any employee who does not comply with the requirements of the Code of Conduct is liable to be subjected to disciplinary action.
- 2.15 As per the Government of India regulations, smoking is totally banned in the campus. All employees and students must refrain from both smoking, alcoholic consumption as well as substance.
- 2.16 Any form of behavior leading to harassment, sexual harassment, aggression and violence by any employee/student is totally unacceptable and will be treated severely with extreme punitive measure.

3. Employment Opportunities

3.1 Faculty Positions and Recruitment Procedure:

The faculty positions in LNMIIT have been categorized as follows:

- I) Distinguished Professor
- II) Professor
- III) Associate Professor
- IV) Assistant Professor
- V) Lecturer
- VI) Visiting/Adjunct Faculty

3.1.1 The above positions will be created on Ad-hoc, Temporary, Contractual, and Regular basis by the Governing Council as per the requirement of manpower for satisfactorily running all the academic programs of the Institute as well as fulfilling the norms set by regulatory / accreditation bodies (e.g. AICTE / NAAC). Appointments of the above positions are made upon approval of the Governing Council or its authorized committee(s).

3.1.2 Qualification Norms:

The essential qualification norms in respect of various positions are specified as follows unless changed and approved by the Governing Council under very special circumstances.

- a) **Distinguished Professor:** A proven Scientist/Engineer/Technologist with Ph.D degree who has served as a full Professor/equivalent position in any national Institute of repute at least for 8 years and contributed significantly in research and development.

Distinguished/Emeritus Professor Positions should be limited to a select few adhering to stipulations listed above. These would be approved by the GC after detailed scrutiny and recommendations of the Institute. Further the pay package should commensurate with the ground realities as well as teaching/mentoring responsibilities. Distinguished/Emeritus Professors should not be entrusted with any administrative responsibility. Current engagements would be honored as per the prevailing terms and conditions.

- b) **Professor:** A person having a Ph. D degree in the relevant field and must have served as Professor/Associate Professor for at least four years in reputed Institutes, has to his credit a sufficiently good number of publications in esteemed journals, R & D/projects, consultancy, conferences and seminars or workshops and a proven record of at least one Ph. D guidance.

- c) **Associate Professor:** A candidate must have a PhD degree in the relevant field, and must have served as an Assistant Professor for at least four years with good publication record.

- d) **Assistant Professor:** A candidate must have a PhD degree in Engineering/Science in the relevant field and must have completed at least four years after post-graduation.

- e) **Lecturer:** A candidate must have an M. Tech/MS degree in Engineering /PhD in Science in the relevant field with first-class at the Bachelor's degree level, with at least two years of teaching/research/industry experience.
- f) **Visiting/Adjunct faculty:** A candidate must have an M. Tech/MS degree in Engineering/PhD in Science in the relevant field with first-class at the Bachelor's degree level.

Note: For 3.1.2 (a-f), the essential qualification and experience may be relaxed by the Selection Committee for a specific candidate for specified reasons which will require approval of GC before execution of the offer. The Adjunct faculty must be a distinguished member from academia /industry.

3.1.3 Recruitment Policy:

The Institute will follow the basic recruitment policy established with a view to meeting high standard and quality personnel in various faculty/administrative positions.

For all faculty positions, the Dean of Faculty Affairs will suggest the constitution of the Selection Committee for approval to the Director. For Non-Ph D candidate short objective type test will be conducted by the concerned Department. All the candidates will give open seminar before Faculty of the concerned Department. Short-listed candidates would appear for personal interaction with the Selection Committee. Selection Committee chaired by the Director will comprise of two external experts – one of which could preferably be from IITs or IISc and the other from similar reputed Institution. HoD would be a member in the process where there is no conflict of interest and for posts lower than his/her. Promotion to higher post will be through procedure listed above and subject to application from faculty for the same.

All first appointments in LNM IIT, except for the position of Distinguished Professor, shall initially be made on contract for a period of three years. For Non-PhD candidates, the contract period would be for five years. After completion of the stipulated probation period and based on successful performance assessment, the faculty shall be deemed to be regularized in tenure-track position in the services of the Institute. Promotional positions will be on probation for the first one year only. Normal age of superannuation for the regular faculty would be 65 years extendable to 70 on case-by-case basis.

All cases of extension of service beyond the age of retirement for teaching and non-teaching staff will be approved by the Governing Council and guidelines approved by it in this respect will be followed.

Short-term assignments for a period from one month up to a year for positions at various levels may be offered as visiting faculty. These appointments are normally done on the recommendation of the Dean's Committee. Subsequently if Visiting Faculty becomes permanent in LNM IIT through regular selection process, past service of the candidate will be considered for relevant benefits.

3.2 Non-Teaching Staff (NTS) Positions and Recruitment Procedure

The Non-Teaching staff positions in the institute have been categorized as Officers, Administrative (Higher & Lower) and Technical (Higher & Lower) and listed as below. Numbers mentioned in the bracket are only provisional for the current (July 2012) faculty strength of 40 and 3 academic disciplines and these will be proportionately upgraded as and when required.

Category	Administrative	Technical
Sr. Officers (4) PG Degree + Mgmt 10 yr Experience Max CTI: 4 x A	Registrar (1) Chief Finance Manager (1)	Estate Officer (1) Medical Officer (1)
Higher Grade (14) Degree /	Training & Placement Off.(1) Finance Manager (1)	Project Manager (1) Sr. Lab Supervisor (2)

Diploma + 5 yr Experience Max CTI: 2 x A	Admin Officers (Academic, Admin, Student = 3) Stores Officer (1)	System Administrator (1) Asst Librarian (1) Sr. PTI (1) AE Civil (1) AE Electrical (1)
Lower Grade (27) Diploma / ITI + Some Experience Max CTI: A	Administrative Asst (1) Jr. Finance Asst (1) LDC (2), UDC (1), Supervisor (1) Office Asst (3) Hostel/Guest House Asst (1) Warden/Matron Girl Hostel (1)	Network Administrator (1) Library Assistant (2) Laboratory Assistant (4) Carpenter(1), Fitter (1), Plumber (1) Electrician Pair (2) Nursing Staff (2) Gymkhana Ground Staff (2)

Selection Committee for Non-Teaching Staff will comprise of Director (Chairman), Dean FA, Registrar, One External Expert, One HoD / HoS. Initial appointment will be on contract for a period of 5 years. Subsequently based on satisfactory performance, services of NTS will be regularized. These posts will attract 3 - 6% annual increment based on performance and DA adjustment as is provided for teaching faculty. After 10 year of continuous service, NTS would be evaluated for promotion and if found satisfactory, placed in the next higher scale. Annual performance is to be recorded in the Assessment Report for NTS employees as per Annexure II. All NTS will be governed by same conduct rules and would also be entitled for some perks and benefits.

All such appointments are conducted following open advertisements in the newspapers, or on the institute website and subsequent selections. The Selection Committee is appointed by the Director in consultation with the Dean and generally consists of Senior Faculty Members and some member(s) from the Officer level from amongst the administrative staff.

The sanctions and appointments for these posts are made as per the requirements, after due approval of the Chairman of the Project Management and Monitoring Committee (PMMC).

Regular employees (those with regular appointment) of the LNMIIT are not entitled to any overtime. Excellence in performance is appreciated and rewarded.

The Non-teaching staff will retire on attaining the age of sixty years or sixty two years as the case may be. Further, extension up to a maximum of five years (65) may be allowed as per the approved GC guidelines.

All cases of extension of service beyond the age of retirement for teaching and non-teaching staff will be approved by the Governing Council and guidelines approved by it in this respect will be followed.

The services of Distinguished Professor / Professor / Associate Professor / Assistant Professor / Lecturer / Visiting faculty shall be treated as vacation staff while all other category of staff shall be treated as non-vacation staff.

4 Salary and Benefits

4.1 Pay Scale for Employees: The pay scales for the employees in LNM IIT have been decided to be attractive and competitive with the best in the country, with a view to attract highly qualified and highly committed employee.

The visiting faculty members are offered a compensation package commensurate with their qualifications and experience.

The institute shall deduct from the salary of an employee any dues legally recoverable and pay them to the bank or credit the amount to the A/C of the Institute on behalf of the employees.

There are two annual increments *1) based on the performance appraisal and is awarded annually effective from February, 1 each year and 2) based on the inflation, and decided by the Governing Council; and this increment is given effect from August, 1 each year.* Normally performance based increment may vary between 0-6%, the guidelines for appraisal criteria are given in Annexure-I. Performance increment will be based on academic year, as such there will be switch between two increments (viz. inflation based in February and performance based in August).

The minimum eligibility for performance based increment is at least eight months of service as on the day from which the increment will be effective.

4.2 Professional Benefits

Some of the following are meant for **faculty members only**.

- Freedom to pursue research in areas of individual interest
- Encouragement to take up sponsored research and consultancy projects.
- Career advancement to deserving candidates for higher status.
- Each faculty member is entitled to two computers. Generally, people use one of them as a Desktop in the office, and the other one as a laptop. Free internet facility is available at residences on campus.
- A total research grant of up to Rs. 200,000 is available per faculty member per year. This can be used (as per rules) for expenses related to research activities, and include possible expenses on minor equipment, consumables and components and expenses for attending conferences.
- Financial support is provided up to 50% of total expenditure (as per rules) for attending two international conferences abroad per year. The remaining 50% or part thereof may be met from the annual grant of Rs. 2 lacs.
- In addition to the above, participation by presentation of results in national conferences is encouraged by providing financial support over and above the allocation of Rs. 2 lacs, as per the requirements and the rules.
- There is no limit on earnings through consultancy projects, however, a charge of 30% of the total consultation fee may be payable to the Institute.

4.3 Personal Benefits: The following personal benefits are granted to the regular employees.

4.3.1 Maternity Leave:

- Maternity leave may be granted to a female employee with less than two surviving children up to a period of 180 days from the date of its commencement.

- During such period the female employee will be entitled to full salary she was drawing immediately before proceeding on leave. The maternity leave shall not be debited to the leave account but an entry should be made in the personal file book of the employee separately.
- For any clarification/decision on any related matter, the rules existing in the State Government shall apply.

4.3.2 Paternity Leave:

All male employees who are blessed with child shall be entitled to fifteen days paid paternity leave.

4.4 Gratuity Benefits

- The payment of gratuity is a retiral benefit and the Institute will provide this benefit to all regular employees after they have rendered continuous service of five years or more, at the time of retirement/termination of service/resignation, following on the lines of Payment of Gratuity Act, 1972. The ceiling of the gratuity amount will be as per the decision of the Governing Council and is subject to changes as decided by it from time to time.
- Gratuity shall be wholly or partially forfeited as per discretion of the management, in case of termination of service of an employee, due to any of the following reasons:
 1. For disorderly conduct.
 2. For any act of offence committed in course of his employment
 3. For willful omission or negligence of the employee causing damage/loss destruction of Institute property. The gratuity amount payable to an employee shall be forfeited to the extent of damage or loss so caused.

4.4 Provident Fund

All employees of the Institute shall be covered with the benefit of Provident Fund as per the provision of the Employees' Provident Fund Scheme, 1952.

4.5 Other Benefits

- Free family accommodation within the campus if available
- Free local telephone connection with internet facility in campus
- Reimbursement of telephone bills (covered in CTI)
- Group medical Insurance policy (optional for employees)
- Leave Travel Concession for travel (covered in CTI)
- Emergency medical aid at the Institute health centre.

5. Employee Relation and Grievance

- 5.1 In the institute most employees are expected to work with dignity and responsibility in an orderly environment and readily conform to reasonable rules of conduct and standards of performance.
- 5.2 Where problems with employee behavior or performance arise, concerned Dean/Co-coordinator/Supervisor should seek to correct the problem with mutual understanding and respect without any disruption to the work environment.
- 5.3 Any occurrence of instances of improper behavior (misconduct/ misdeed /indulging in activities (that lead to serious damage of the reputation of the Institute) or noticeable inadequacy in the expected performance level, will be dealt with appropriate correcting measures such as verbal/written warning. In case such measures fail, the employee may face suspension and ultimate removal from the services depending on the severity of each instance.
- 5.4 A record of the issue of the verbal warning as well as written warning is kept in the official personal file of the employee.
- 5.5 In case of suspension, the suspension letter may specify a review period, if appropriate, in which the employee's behavior or performance will be reviewed.
- 5.6 For serious incidents (e.g., theft, intoxication on the job, violence or threat of violence, conviction of a felony etc) in which an employee is involved, there

will be summary removal of the employee from the services without any scope of warning/correcting measure.

Grievance Handling:

- 5.7 If an employee is aggrieved due to any reason such as administrative decisions/policies, any form of discrimination etc., s/he may submit her/his grievances in a “Letter of Grievance” to Dean (FA) (for teaching staff)/Registrar (for non-teaching staff) with a copy to the Director, explaining in details the nature of the grievances. Both Dean (Faculty Affairs)/and Registrar, as the case may be) and Director will immediately look into the matter, but in no case in more than a week.
- 5.8 A Committee of four members (Director, Dean, Co-coordinator and a Senior Professor or Director, a Dean, a Senior Professor and Registrar) is constituted, depending on the nature of grievance, which will hear the aggrieved employee, and after hearing will suggest an appropriate solution.
- 5.9 If the employee is not satisfied with the measure adopted by the Committee, s/he may have an opportunity for Appeal to the higher level, by routing the Appeal through proper channel.

6. Employment Policies and Practices

- 6.1 All employees of categories such as administrative, academic, service and support are designated as regular or non-regular. Only those employees designated as regular status are eligible to enjoy in the Institute's benefit programs for each category.
- 6.2 A regular employee is an administrative, academic, service and support staff member expected to work full time as per the Institute working hours for the indicated appointment duration of at least one year.
- 6.3 A non-regular employee is an administrative, academic, service and support staff member whose appointment does not qualify for regular employee status as defined.

6.4 Equal opportunity shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability.

Moving Expenses

6.5 Moving expenses include actual cost of moving household goods and personal effects from the former residence to the new residence. Moving expenses will be paid only if the employee's place of work is at least 20 km farther from the employee's former home/the previous job location. If employees elect to move themselves, allowable expenses include cost of a rental truck, trailer, and other related equipment; cost of assistance in loading and unloading; cost of fuel if using a rental vehicle; mileage allowance if using a personal vehicle; and lodging while en route. All moving expenses must be authorized by Director of the Institute. Normally the maximum amount eligible for disbursement is limited to the actual expense incurred or one lakh whichever is less. Similar relocation expense will be permitted to an employee at the time of his resignation/retirement provided he has served the Institute for a period of at least 5 years.

Working Hours and Responsibilities

6.6 The Institute maintains normal working hours from 9.00 A.M. to 5.00 P.M. with one-hour Lunch break. The Institute operates 6 days a week (Monday through Saturday). However, non-teaching staff may avail second Saturdays as non-working days. Working hours maybe suitably modified depending on availability of physical and human infrastructure.

Leave Rules

6.7 An employee at LNMIIT will enjoy the benefit of various kinds of leave. Leave cannot be claimed as a matter of right. The Director has the right to refuse, revoke and curtail the leave depending on the exigencies of the services.

- 6.8 An employee is ordinarily expected to get prior approval from the competent authority before going on leave of any kind. Uninformed absence from the duty/leave of absence without the official approval will be liable for disciplinary action.
- 6.9 In extreme emergency case, when an employee has to leave the Institute suddenly, his absence may be intimated to Director's office/Registrar's office either by email or by telephone within two days of leaving the institute.
- 6.10 All employees will enjoy the holidays as notified each year in the Institute Calendar and the Sundays.
- 6.11 Within the ongoing semester, absence from work is discouraged. The absence, if any, ordinarily should not be more than seven continuous days.
- 6.12 An employee is always required to furnish his/her contact address and telephone number to the office of the Director/Registrar whenever there is any change in either, or when proceeding to leave/vacation.
- 6.13 Any faculty employee going on more than 6 days leave will duly hand over all documents / stores / keys/etc on her / his charge to the person nominated by Director / HoD or HoS.
- 6.14 The following categories of leaves are allowed:
- a) Casual leave (CL): an employee can avail maximum of 8 days CL in a year. Such leave will be sanctioned by the HoD / HoS and records kept in the Department/Section.
 - b) Duty Leave: any employee who remains out of station in connection with any Institute related work, is entitled to Duty Leave.
 - c) Special Academic Leave: The special academic leave is granted to a faculty for the purpose of attending Conference/Meeting/Selection Committee/project related work/research collaboration etc.

- d) Privilege leave (PL): All employees on the regular roles of the Institute are entitled to 30 days Privilege Leave in a calendar year for each completed year of service. Weekdays/holidays/Sundays will not be included as leave for this purpose.

The maximum accumulation limit of PL on January 1 of the following year for an employee is sixty (60) days.

Casual leave will not be carried forward to next year in any case. Privileged leave can be carried forward subject to a maximum of 60 days.

Concerned employee has to apply 7 days in advance for availing the privileged leave, which shall be approved by Director.

Privilege Leave of Director will be approved by the Chairman, PMMC.

Special Academic Casual Leave can be taken with the prior approval of the Director.

There is a provision for 'Leave Encashment' in lieu of the unutilized privileged leave. Employee will be paid cash equivalence (as per entitled last monthly salary) of her/his leave credit at the time of separation (retirement/ resignation) in one lump sum as a onetime settlement subject to maximum of sixty days.

For vacation staff (members of the faculty) availing leave during the vacation period, two days of leave will be treated as one day of privileged leave.

A member of faculty with the rank of Assistant professor and above, who has rendered full-time service to the Institute over more than three years with high performance record may be entitled to sabbatical leave of absence up to maximum duration of one year with full pay for the pursuit of advanced study or research.

The faculty has to sign an agreement that s/he will serve the Institute for at least one year following the return from Sabbatical leave. If this obligation is not fulfilled, the faculty member will have to reimburse the Institute the full salary paid while on sabbatical leave.

If an employee has to avail leave on exigency and no admissible leave is due to him, he can apply for “**Leave without pay (LWP)**” normally not more than a week, to Director for necessary approval. LWP will not be permitted under normal circumstances. The salary to be deducted on the basic pay due to LWP will be at the discretion of the authority.

Clarifications:

- i) For the purpose of determining casual leave, calendar year will be assumed.
- ii) For the purpose of determining carry forward of privileged leave, after the first-year of service, calendar year will be assumed for the non-vacation staff, and the academic year (1st August to 31st July) for the vacation staff.
- iii) One cannot combine two types of leave except that the maternity leave can be allowed to be combined with PL.
- iv) For both casual leave and PL, only the working days will be counted.
- v) Approval of leave for non-vacation staff has been delegated to Registrar (for officers, Director approves the leave). In the absence of Registrar, Director will continue to approve leave of non-vacation staff as well.

7. Rules for Travel Expenses

The rates for traveling allowance, daily allowance, hotel rates, etc., in connection with the travel related expenses for faculty/staff would be guided by the current rates as prescribed below as approved in 2004. In conformity with the present inflationary trend, the proposed rates are also indicated, subject to GC approval and once approved would be incorporated and be implemented in due time.

7.1 Domestic Traveling and Daily Allowance:

S. No.		Room Rent (Per day)	Daily Allowance (Per day)	Travel entitlement
i.	Director	Actual	Rs. 1200	Business Class by air/ First class AC by train / by Sea Highest class
ii.	Faculty Member and Senior Staff	Maximum Rs. 4000 for all Capital of the States and Metro cities and Rs. 3000 for other cities	Rs. 1200 for all Capital of the States and Metro cities and Rs. 800 for other cities	Economy Class- Air / II Tier AC class by train / by Sea middle class
iii.	Other Staff and Scholars	Maximum Rs. 2400 for all Capital of the States and Metro cities and Rs. 2000 for other cities	Rs. 600 for all Capital of the States and Metro cities and Rs. 400 for other cities	Economy Class -Air beyond overnight / Overnight travel III AC class by train/ by Sea lowest class
iv.	Students	Maximum Rs. 1200 for all Capital of the States and Metro cities and Rs. 800 for other cities	Rs. 300 for all Capital of the States and Metro cities and Rs. 200 for other cities	Economy Class -Air beyond overnight / travel Sleeper class by train/ by Sea lowest class

7.2 International Traveling and Daily Allowance

S. No.		Room Rent (Per day)	Daily Allowance+ Local Conveyance (Per day)	Travel entitlement
i.	Director	Actual	US \$ 200	Business class by air/ Highest class by Sea
ii.	Faculty Member and Senior Staff	US \$ 300 (inclusive of everything)		Economy class by air/ Middle class by Sea
iii.	Other Staff and Scholars	US \$ 200 (inclusive of everything)		Economy class by air/ lowest class by Sea
iv.	Students	US \$ 200 (inclusive of everything)		Economy class by air/ lowest class by Sea

Note:-

- i. The foreign currency mention in this is only United State Dollar – “If expenses incurred in foreign currency other than USD the reimbursement will be ‘equivalent to the USD’ as allowed.”
- ii. All Room Rent should be supported by bills and, includes all type of taxes, duties etc.

- iii. Director is entitled for official entertainment.
- iv. Faculty members and Senior Staffs are also entitled for entertainment subject to prior approval of the Director and on production of bills.
- v. Local conveyance per day for domestic traveling shall be reimbursed as actual/self claim.
- vi. The prior approval of the Director for all kind of journey is necessary.
- vii. The Director may sanction air-travel to non-entitled persons in case of necessity.
- viii. If any journey is canceled due to employee's personal reason then the charges of cancellation and other paid expenses shall be reimbursed to the institute.
- ix. After completing the travel the employee need to submit their tour claim in prescribed form within 15 days along with the copy of the approval, bills, tickets, boarding passes etc.
- x. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier by train and above and, by Deluxe/ordinary bus for others is allowed.
- xi. In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- xii. To claim the daily allowance need not to put any bill(s).
- xiii. Overnight travel is defined as places which are conveniently connected by overnight trains.
- xiv. Local calls are covered under Daily Allowances. Official STD/ISD, Internet related works, prints related expenses shall be reimbursed subject to approval of Director.

7.3 Guiding Rules:

1. All travel must be pre-approved by Director. The travel approval must indicate an estimated cost to be incurred, including tickets, hotel charges, registration, daily allowance, etc.
2. Director retains the authority to approve expenses higher than the norm stated in this proposal.

8. Retirement, Resignation, Termination or Death in Harness

8.1 Retirement Age: In conformity with the trends and practices in the higher Institutes of learning in India and observed high longevity of a person, the retirement age for the faculty is fixed at 65 years. It is further extendable up to 70 years on case by case basis. For other categories of employees, the retirement age is fixed at 60 years. Registrar's retirement age will be 62. Retirement age for Non-teaching staff could be extended up to 65 on a case by case basis.

8.2 Notice Period for Resignation: In order to maintain and streamline academic commitments it is desirable that in case an employee decides to quit the services he must submit a three months notice prior to actual resignation to the Co-coordinator/Director mentioning his actual date of resignation and possibly the reason of his decision to resign. Each employee is required to fill up the Employment Exit form before she/he submits her/his actual resignation letter. The notice period of 3 months can be waived by the Director.

8.3 Employment Contract and Continuation: The period of employment of an employee will initially be for three years, provided s/he fulfills the condition of probation. In case an aberration takes place in the performance of the employee, to be judged by a peer committee convened by the Dean (FA) for faculty/Registrar (for non-faculty), the employee will be given six month/ a year's time to find suitable engagement elsewhere.

If it happens to be the case of aberration of the Registrar, the committee is to be the Deans committee headed by the Director. The recommendation of the Committee should be brought to the knowledge of the GC before execution. The case of Director of the Institute's term of appointment will be decided by the GC and need not form part of the HR policy.

Every employee is required to fill up and submit the Employment Joining Form in the office of Director/Registrar.

- 8.4 The family of the LNMIIT employee who die in harness in the performance of their bonafide official duty shall be paid ex-gratia lumpsum compensation as decided by Governing Council.

9. Sexual Harassment

Sexual harassment includes direct or indirect unwelcome behavior or activities, physical contact, demand or request for sexual favors, sexual advances or any verbal or non-verbal behavior of sexual nature.

The Institute follows a “zero-tolerance” policy on sexual harassment and is committed to prevent and deter any instance of act of sexual harassment.

Anyone found guilty of sexual harassment shall be subject of severe disciplinary action and the decision of the authority shall be final in this regard.

A complaint Committee properly constituted and headed by a Woman would deal with the complaints and take the legitimate actions in compliance with the Government rules, policies and directives.

10. Special Clauses (Prolonged Medical Illness):

If a regular employee suffers due to prolonged medical illness at some point of his service period, he may be granted additional leaves over and above his Privilege Leaves on case to case basis on special approval of the Director. In most cases this additional leave with salary may be restricted up to two months.

11. Outsourced Services:

LNM IIT being fully residential institute, it is necessary to outsource Academically Non-Essential but Functionally necessary Work to outside agencies. These

typically are Bus Transport, Taxi Service, Housekeeping, Horticulture, Hostel Mess Staff, Security and Shops on campus. These services would be requisitioned through tender process through Newspaper advertisement and would be for 1 to 3 years. Contract for the same would adhere at least to minimum wage as applicable in the Rajasthan Government. It would be the responsibility of the Service Provider to ensure adherence to statutory requirements of the State Government agencies.

ANNEXURE -I

Faculty Self-Appraisal Form

Name of the Faculty:

Current Designation and the Employee Code: (if any):

Date of Joining in a Faculty position at LNMIIT:

Your Contributions in the following main areas during the period 1st August – 31st July, relevant year (2012-201x)

A) Teaching Duties.

A-1) Mention the Theory subject/s taught (Core/Elective), Number of students in the class.

A-2) Mention the Laboratory class conducted, and the number of students

A-3) Other Academic Responsibilities:

- Number of UG students guiding for their BTPs
- Number of M.S/M.Tech students under current supervision
- Number of students registered for PhD

B) Research

B-1) Please enumerate list of papers published or accepted.

B-2) Mention any honor achieved based on research work, including invited talks, seminars, Chairing of sessions at the conferences, awards membership of editorial board, and so on.

C) Help-in-Institute Administration

Please indicate in what way you have rendered your contributions in the Institute administrative work/conf. organization/developmental activities etc

Mechanism for deciding the performance related increment:

The Director will, each year, in the month of July will constitute a Committee consisting of Director, two Distinguished Professors and the Dean (FA) who acts as the convener. The Committee will decide, based on the Performance Appraisal submitted by each faculty member, the students' feedback and a personal interview (if need be), its recommendation for the annual increment of each faculty member. (This can go in Annexure - I)

ANNEXURE-II(a)**EMPLOYEE ASSESSMENT REPORT (ADMINISTRATIVE AND OTHERS)**

(TO BE FILLED BY THE REPORTING OFFICER)

NAME :	ASSESSMENT PERIOD: 1/8/____ to 31/07/____						
DESIGNATION/EMPLOYEE No:	DATE OF APPOINTMENT TO THIS POST:						
STARTING PAY: Rs.	CURRENT PAY: Rs.						
DEPARTMENT/CENTRE/SECTION:							
CATEGORY	Outstan-ding	Exce-lle nt	Very Good	Good	Satis-factory	Margi-nal	Poor
Points	10	9	8	6	5	4	2
1. PROFESSIONAL COMPETENCE							
1.1 Knowledge of rules, regulations and procedures							
1.2 Ability to organize work and carry it out							
1.3 Ability and willingness to take up additional load in times of exigencies							
1.4 Creativity and Innovation							
1.5 Ability to learn new duties							
1.6 Capacity to supervise *							
2. PERFORMANCE							
2.1 Maintenance of Files/Records							
2.2 Accuracy & speed of work							
2.3 Neatness & tidiness of work							
2.4 Completion of work on schedule							
2.5 Diligence and sense of responsibility							
3. PERSONAL CHARACTERISTICS							
3.1 Attendance							
3.2 Punctuality							
3.3 Discipline							
3.4 Interaction with colleagues							
3.5 Integrity and behavior							
3.6 Planning & Organization*							
TOTAL POINTS:	/150			/170			

* OVERALL EVALUATION:

OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR

4. ANY OUTSTANDING CONTRIBUTION/ANY ADDITIONAL QUALIFICATION ACQUIRED?

DATE:
OFFICER

SIGNATURE OF THE REPORTING

DATE: REMARKS IF ANY AND SIGNATURE OF THE REVIEWING
OFFICER

* COMPUTATION OF OVRALL EVALUATION	170 Points	150 Points
Outstanding :	161 to 170	141 to 150
Excellent :	153 to 160	135 to 140
Very Good :	136 to 152	120 to 134
Good :	102 to 135	90 to 119
Satisfactory :	85 to 101	75 to 89
Marginal :	68 to 84	60 to 74
Poor :	34 to 67	30 to 59

ANNEXURE-II(b)
EMPLOYEE ASSESSMENT REPORT (TECHNICAL STAFF)
(TO BE FILLED BY THE REPORTING OFFICER)

NAME :	ASSESSMENT PERIOD: 1/8/____ to 31/07/____						
DESIGNATION/EMPLOYEE No:	DATE OF APPOINTMENT TO THIS POST:						
STARTING PAY: Rs.	CURRENT PAY: Rs.						
DEPARTMENT/CENTRE/SECTION:							

CATEGORY	Outstan-ding	Exce-lent	Very Good	Good	Satis-factory	Margi-nal	Poor
Points	10	9	8	6	5	4	2
1. PROFESSIONAL COMPETENCE							
1.1 Professional knowledge							
1.2 Technical Skill							
1.3 Initiative and drive							
1.4 Originality							
1.5 Capacity to supervise *							
2. PERFORMANCE							
2.1 Maintenance of Equipment							
2.2 Accuracy of work							
2.3 Speed of work							
2.4 Tidiness							
2.5 Safety consciousness							
2.6 Diligence & sense of responsibility							
3. PERSONAL CHARACTERISTICS							
3.1 Attendance							
3.2 Punctuality							
3.3 Discipline							
3.4 Interaction with colleagues							
3.5 Integrity and behavior							
3.6 Planning & Organization*							
TOTAL POINTS:	/150				/170		

* OVERALL EVALUATION:

OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	MARGINAL	POOR

4. Additional comments (on outstanding contribution, additional qualification, notable events either favourable or unfavourable, integrity with instances the Reporting Officer is aware of or any other aspect not covered by the table):

DATE: _____ SIGNATURE OF THE REPORTING
OFFICER _____

DATE: _____ REMARKS IF ANY AND SIGNATURE OF THE REVIEWING
OFFICER _____

* COMPUTATION OF OVRALL EVALUATION	170 Points	150 Points
Outstanding :	161 to 170	141 to 150
Excellent :	153 to 160	135 to 140
Very Good :	136 to 152	120 to 134
Good :	102 to 135	90 to 119
Satisfactory :	85 to 101	75 to 89
Marginal :	68 to 84	60 to 74
Poor :	34 to 67	30 to 59

ANNEXURE-III

The LNM Institute of Information Technology Jaipur
T.A./D.A. Claim Form/Bill

1. Name : _____
(Name in Block Letters)
2. Designation : _____
3. Purpose of Journey : _____

A. Travelling Allowance-

DEPARTURE			ARRIVAL			Mode of Journ ey	D I S T A N C E	In case of -	Fare (Rs.)
Station	Date	Time	Station	Date	Time	ROAD (Taxi, Bus, etc.)	K .	AIR a) Flight No. b) Class c) Ticket No. TRAIN a) Train No. b) Class c) Ticket No. BUS a) Ordinary/ Deluxe /AC b) Ticket No.	
a	b	c	d	e	f	-AIR	M	I	J
Onward Journey						- RAIL			

Return Journey								Total Travelling allowance C/F	
-----------------------	--	--	--	--	--	--	--	---------------------------------------	--

NOTE: Air Tickets/E. Ticket/Train Ticket/Bus Ticket is enclosed along with TA/DA claim bill.

Travelling allowance B/F (Total of A) Rs.

B. Daily Allowance-

Daily Allowance _____ days @ Rs _____
Rs. _____

Daily Allowance _____ days @ Rs _____
Rs. _____

C. Total (A+B) Rs

D. Advance if any Rs.

E. Balance Rs.

Name: _____

Address: _____

(FOR OFFICE USE ONLY)

PASSED FOR PAYMENT Rs. _____

(Rupees _____)