

### **Defined rules, procedures, recruitment, and promotional policies, etc.**

(Instruction: List the published rules, policies, and procedures; year of publications; and state the extent of awareness among the employees/students. Also comment on its availability on the internet, etc.)

- The institute has well defined rules, policies and procedures. All are available with the institute & are circulated to all departments for information of staff & students. **The list of rules and policies are available on Web Site.**
- These rules policies & procedure are concerned with the General administration of the college, Recruitment procedure and service conditions of the staff, Leave rules of the staff, Policies of Promotion and increment are came into effect from date of issuance.
- The college Service rule manual contains the relevant information. All the newly recruited staff and the newly admitted students are made aware of those rules through orientation programmes or in the departmental meeting. These are also made available on the college website and hard copy of Service rule manual is made available in the department.
- Prospectus / Brochure are made available for all the students at the time of their admission into college. The printed bounded Prospectus comprises of academic regulations, general rules and regulations of the college with regard to discipline and awareness about Anti ragging act etc.

### **Recruitment Policy:**

- 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.
- 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 two subject experts, the LTJSS management, the Principal & HOD.
- In case of immediate requirement, recruitment is done by the staff selection committee at college level consisting of the LTJSS management representative, Principal, Head of the concerned department and the subject experts.

The published rules, policies and procedures with regard to faculty and staff Recruitment, promotions, leaves, retirement, etc are as below:

### **Guidelines**

<b>Sr. No.</b>	<b>Subject</b>	<b>S. O. Circular Number</b>	<b>Date</b>	<b>Page No.</b>
1	Guidelines for Implementation of Standing Orders.	LTJSS/ED/ESTT/2011/79	12-05-11	40-41
2	Guidelines for submitting Note sheet as internal correspondence	LTJSS/ED/ESTT/2011/80	12-05-11	38-39
3	Celebrations of Jayanti / Punyatithi by Various Institutions	LTJSS/ED/G/Celebrations/2012/35 07	26-07-12	148-149

4	Schedule of Visit of Psychological Counsellor to the various institution under LTJSS.	LTJSS/ED/G/2011/3103	04-11-11	52-53
5	Minutes of Meeting regarding T&P Personnel Duties.	LTJSS/MTG/T&P/2012/3262	17-04-12	127-129
6	Membership of Professional Societies and NSS Chapter by faculty	LTJSS/ED/2012/MEM/3996	07-12-12	180-183
7	Prohibiting use of "Mobile Phones" in the Institution and Class Rooms.	LTJSS/ED/H/2012/3299	21-05-12	150
8	Prevention to Private Tuition Classes	PCE/Estt./2013-14/821	18-03-14	143

#### Leave / Movement Policy

Sr. No.	Subject	S. O. Circular Number	Date	Page No.
1	Movement Register	PCE/Estt./2012-13/1912	29-09-12	194-195
2	Guidelines for maintaining Movement Register of employees during working hours.	LTJSS/ED/Movement/H/2013/4070	02-01-13	189-190
3	Amendment in Standing Order reference No. LTJSS/ED/Movement/H/2013/4070 dated 02-01-2013(Movement Register) Affix thumb impression in Biometric machine at the time of arrival & departure both.	LTJSS/ED/2012-13/4090	10-01-13	191
4	Permission for Leaving Headquarter	PCE/Estt./2010-11	24-01-11	196
5	Working on Saturday	LTJSS/ED/G/SAT/2012/3963	23-11-12	197
6	Minutes of Meeting regarding CL, Summer & Winter Vacation	LTJSS	23-09-11	198-199
7	Mandatory attendance of faculty in the first working day after vacation & on last working day of the session.	Estt./2011-12/473	09-06-11	200
8	Guideline for Operation of Leave Accounts of Employee	LTJSS/ED/H/2011/3094	18-10-11	23-29
9	Guidelines for issuing 'Experience Certificate' to the employee	LTJSS/ED/H/Exp-Cert/2012/3414	25-06-12	30-31
10	Working on 2 <sup>nd</sup> & 4 <sup>th</sup> Saturdays	LTJSS/ED/G/SAT/2012/3616	13-08-12	32
11	Amendment of Leave Rule- Maternity Leave (90 Days)	LTJSS/ED/H/Leave/2012/3617	14-08-12	33
12	Leave Rule- Maternity Leave/ LWP more than 60 Days(Amended)	LTJSS/D/HR/Leave/2014/7175	24-03-14	37
13	Guidelines for operation of Leave Accounts of Adhoc Employees. (CL & Special Leaves)	LTJSS/ED/LVE-ADHOC/2013/4089	11-01-13	36

14	Guidelines for operation of Leave Without Pay (LWP 15 Days/30 Days/60 Days)	LTJSS/ED/LWP/2011/3997	07-12-12	34-35
15	Absence of Principal during vacation period	LTJSS/ED/ESTT/2011/91	15-05-11	21

#### REGULARIZATION / PROBATION / RESIGNATION RULES

Sr. No.	Subject	S. O. Circular Number	Date	Page No.
1	Revised Guidelines for for Handling Annual Confidential Reports (ACR)	LTJSS/ED/H/ACR-R/2012/3239	18-03-12	54-67
2	Standing Order for ACR, Probation Reports and Performance Appraisal for Assistant Professor/ Associate Professor/ Professor, HoD, Head of the Institution.	LTJSS/ED/H/ACR-R/2012/3242	20-03-12	68-109
3	Submission of Probation Report as per schedule (1 Year, 1 Year 6 Months, 1 Year 9 Months)	LTJSS/ED/H/2012/3300	21-05-12	110-111
4	Revised Guidelines regarding submission of Probation Reports for newly appointed teaching faculty (1 Year, 1 Year 6 Months, 1 Year 9 Months)	LTJSS/ED/H/Probation-R/2012/3240	18-03-12	112-119
5	Guidelines to deal with the Resignation of Teachers.	LTJSS/ED/H/Resignations/2012/3495	24-07-12	172-174

#### Infrastructural

Sr. No.	Subject	S. O. Circular Number	Date	Page No.
1	Repairs of Equipments in Department	LTJSS/ED/2012/3238	24-03-12	120
2	Guidelines for Repairs of Faulty Instruments in Department.	LTJSS/ED/G/Repairs/2012/3493	24-07-12	121-122
3	Guidelines for record keeping for expenditure on repairs , Tonner etc. of Xerox Machine.	LTJSS/ED/ESTT/2012/3248	28-03-12	123-126
4	Monitoring of Swimming Tank and Gymnasium Activity in Priyadarshini College of Engineering by Principal, JCPE	LTJSS/ED/G/GYM/2012/3619	16-08-12	151
5	Economic Use of Electricity to curtail Electric Bills.	LTJSS/ED/G/ELEC/2012/3618	16-08-12	152
6	Guidelines for Monitoring Operation of Canteens and of Report submission.	LTJSS/ED/G/Canteen-Mess/2012/3779	07-09-12	164-165
7	Guidelines for operation of fine, Penalty, breakage, damages, etc. from students	LTJSS/ED/G/Penalty/2012/3778	07-09-12	166-169
8	Revised Guidelines for Hostel Administration	LTJSS/ED/HM/2012/3409	19-06-12	136-139

#### Institute Policies

Sr. No.	Subject	S. O. Circular Number	Date	Page No.
1	Regarding Income Tax	PCE/Estt./2013-14/780	12-02-14	51
2	Return of <b>Service Book</b> of Principals of LTJSS from Central Office to Institution.	LTJSS/ED/HR/2014-15/7132	29-01-14	146-147
3	<b>Revised</b> Guidelines for Maintenance of <b>Service Book and Personal Files.</b>	LTJSS/ED/H/2012/3298	21-05-12	140-142
4	Guidelines for <b>Maintaining Dead Stock Register (DSR)</b>	LTJSS/ED/2012/DSR/3766	27-11-12	184-187
5	Guidelines for <b>Maintaining Consumable Stock Register (CSR)</b>	LTJSS/ED/2012/CSR/3967	27-11-12	188
6	<b>Media Publicity</b> in Newspapers of various events in the institutes.	LTJSS/ED/G/Publicity/2012/3620	16-08-12	170-171
7	Minutes of Meeting of Principals of Engg. Colleges held on 13/02/2012 at BCCE regarding <b>Schedule of submission of requirements.</b> (Stationary, Furniture, Civil Works & Maintenance Problem)	LTJSS/ED/E/2012/3210	17-02-12	175-177
8	Minutes of Meeting held on 20/03/2012 at Laxmi Nagar, Nagpur regarding Operation of ERP Module. (To attend college for 2 Hours & then deputed on O.D.)	LTJSS/ED.G/Minutes/2012/3244	26-03-12	178-179

#### University/DTE/AICTE related Policies

Sr. No.	Subject	S. O. Circular Number	Date	Page No.
1	Regarding files to be prepared regarding Approvals from various Authorities such as AICTE, NTCE, Govt., DTE, University, etc.	LTJSS/ED/DAT/2011/088	14-05-11	1
2	Items of business to be placed before Managing Committee of the Sanstha by Head of Institutions	LTJSS/ED/G/SO/2011	10-10-11	42-43
3	Record Keeping for payment towards <b>Affiliation fee</b> by colleges.	LTJSS/ED/G/Affiliation/2012/3533	11-08-12	153
4	Process for sending the <b>notes for the approvals of payment</b> to be made to government authorities like DTE, AICTE and University etc. directly to <b>CAFO</b> , LTJSS	LTJSS/DIR/ADMIN/2014/7249	02-08-14	192
5	Regarding Submission of Sessional/Practical Exam Marks to R.T.M.N.U. Nagpur	PCE/Estt./2013-14/799	12-02-14	193

**FINANCIAL ASSISTANCE / INCENTIVES TO FACULTY (STTP, R&D...)**

Sr. No.	Subject	S. O. Circular Number	Date	Page No.
1	Financial Assistance for Participation in Seminars/Conferences by faculty	LTJSS/ED/ESTT/2011/096	16-05-11	2-5
2	Revision in financial assistance for presentation of research papers in National/ International Conference by faculty.	LTJSS/ED/ESTT/2012/3266	18-04-12	10-11
3	Revision in financial assistance for presentation of research papers in International Conference by faculty.	LTJSS/ED/ESTT/2012/3220	24-02-12	12
4	Revised Guidelines for Financial Assistance for Participation in Conferences.	LTJSS/ED/ESTT/2011/3289	10-05-12	13-20
5	Scheme of Leave Travel Concession	LTJSS/ED/ESTT/2011/100	17-05-11	6-9
6	Guidelines for sanction of <b>Annual Increment</b> to teaching faculty. (Papers Publication)	LTJSS/ED/H/2012/3272	30-04-12	130-135
7	<b>Agreement Bond on Stamp Paper for pursuing Ph.D.</b>	LTJSS/ED/H/Agreement/2012/3500	24-07-12	161-163
8	Self Empowerment workshop for faculty Objectives	LTJSS/ED/TRG/2011/3100	03-11-11	22
9	Permission to conduct Industrial visit /Tour/Competition	PCE/Estt./2013-14/798	12-02-14	144 -145
10	Financial approval students Activity Expenses- Rs. 200/- per student	LTJSS/ED/G/2011	10-10-11	50
11	Regarding Income Tax	PCE/Estt./2013-14/780	12-02-14	51

**PURCHASE RULE**

Sr. No.	Subject	S. O. Circular Number	Date	Page No.
1	Purchase Procedure.			
2	Guidelines for <b>Passing of Bills for Payment</b> against purchase order issued by Centralized Purchase or at institute Level.	LTJSS/ED/G/2011/3101	03-11-11	44-49

**FEE /FEE CONCESSION TO FACULTY WARD**

Sr. No.	Subject	S. O. Circular Number	Date	Page No.
1	Fee Concession to Wards of Staff	No.LTJSS/DIR/ADMN-STRAT/2015/7334	21/05/2015	201-202

**Industrial Visit / Industrial Tour**

<b>Sr. No.</b>	<b>Subject</b>	<b>S. O. Circular Number</b>	<b>Date</b>	<b>Page No.</b>
1	Guidelines for <b>Industrial visit</b> - Arrangement of Bus, etc. (Near by Nagpur)	LTJSS/ED/G/2012/3494	24-07-12	154-155
2	Guidelines for organizing " <b>Industrial Tour</b> " to visit major Industries outside.	LTJSS/ED/Ind.Tour/2012/3777	07-09-12	156-159
3	Corrigendum regarding transportation of Student by Buses	LTJSS/ED/2012-13/3747	22-08-12	160