



LJ University
University with a Difference

POLICY HANDBOOK

L. J. Institute of Engineering and Technology

LJ UNIVERSITY
NEAR SARKHEJ-SANAND CIRCLE
OFF. S. G. ROAD,
AHMEDABAD-382210

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1. Recruitment Policy

Introduction

- LJU is a university with a difference in terms of visualization, delivery strategies and assessment of programs through collaboration, innovation, excellence and contributing to the human capital of the nation
- LJU focuses on a healthy work environment conducive to research and learning which leads to employee satisfaction and stability. We have innovative and dynamic brains for mentoring the best brains. The fraternity offers an experienced and student-centric approach in shaping the future of students. We provide the conducive atmosphere of learning which enhances the innovation and new ideas. The enthusiastic fraternity helps in making the surroundings positive and learning enriched.

Recruitment Policy

- **Merit**
Fair and robust role-related criteria are used. Selection is competitive
- **Fairness**
Processes are fair, consistent and accessible to all, reflecting Trinity's commitment to equality and diversity
- **Transparency**
Recruitment processes are open and transparent, whilst retaining candidate confidentiality and privacy.
- **Responsiveness**
Recruitment aims to make appointments in a timely manner, whilst adhering to university policies and governance requirements

Eligibility

- **Minimum Qualifications for direct recruitment as an Assistant Professor**
B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees
- **Minimum Qualifications for direct recruitment as Professor**

(i) Direct Recruitment

- a. Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- b. Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

- c. At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Supervisor till the date of eligibility of promotion.

OR

At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.

(ii) For Promotion of the Incumbents

a. Ph. D. degree in relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

b. Should have satisfied any one of the below mentioned set of requirements.

Set No.	Ph.D. guided	Total Experience (Years)	To have acquired in the cadre of Associate Professor.		
			Experience (Years)	Research publications in SCI journals /UGC / AICTE approved list of journals	Avg. 360° feedback score (out of 10)
1	1	15	3	6	8 to 10
2	2	15	3	6	5 to < 8
3	-	16	3	4	8 to 10

Note: 360°Feedback 1. The feedback obtained every year, till the date of eligibility of next stage, shall be taken as an average of all the preceding years added together required for promotions. 2. In case the candidate fails to achieve the maximum feedback score, the subsequent year's

(iii) Qualifications for Promotion to Senior Professor

a. Ph. D. degree in the relevant field

AND

b. Minimum ten years of experience in the cadre of Professor

AND

c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have at least 2 successful Ph. D. guided as Supervisor / Co-Supervisor as a Professor.

OR

c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided academic leadership as institution head at least for 3 years at the level of Professor.

OR

c. At least 8 research publications in SCI journals / UGC / AICTE approved list of journals, should have provided educational leadership at state / national level at least for 3 years at the level of Professor.

AND

d. At least one patent awarded

Notes:

1. The selection of Senior Professor shall also be based on academic achievements, favorable review of academic, research and administrative work from three eminent subject experts not below the post of Senior Professor or a Professor of at least ten years of experience.

2. The selection shall be based on ten best publications and award of Ph. D. degrees to at least two candidates under his / her supervision during the last 10 years and interaction with the Selection Committee constituted as per this regulation.

(iv) Qualifications for Direct Recruitment of Principal / Director

- a. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch
- b. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.
- c. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

Notes:

1. This position shall be of contractual in nature for 5 years and can be extended for one more term depending upon the performance.

2. Performance assessment shall be carried out through a committee appointed by the affiliating university.

3. After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he / she has proceeded with the designation as Professor / Senior Professor as the case may be.

Policy Procedure

1) Vacancy Authorization

→ Before advertising a vacancy, the recruiting team must seek authorization from senior management.

2) Advertisement

→ Advertisement: arrange to publish the positions in following:

- a. Career Page of LJU Website
- b. LinkedIn
- c. Indeed
- d. Hiring Consultants
- e. Internal Circulation
- f. Local Newspaper, if require

3) Shortlisting

→ In first stage CVs are shortlisted according to qualification and experience.

→ In Second stage shortlisted candidates are invited for appearing in MCQ based exam. (Technical + Aptitude)

→ In Third stage shortlisted candidates of second stage are invited for appearing in subject based descriptive exam.

→ In fourth stage shortlisted candidates of third stage are invited for demo lecture. (In demo lecture senior subject faculty and HOD remains present)

→ In fifth stage shortlisted candidates of fourth stage are invited for demo Personal Interview with HOD and Management.

Background Check

An offer of employment is contingent upon satisfactory background and security checks including reference checks from previous employer, educational qualifications verifications and criminal background check.

Making an offer

- After completing all above processes, offered salary and other joining related information is given to the selected candidate and confirmation for joining will be taken.
 - Offer letter and appointment letter will issued to the candidate.
- In case a person has concealed or misrepresented any material fact or forged or faked any document at the time of appointment or later, the organization will have no liability to such a person and may initiate any action as deemed fit.

On Boarding

- On the basis of the documents and information received from the person, the request for making the ID card will be passing on to the publication team.
- HOD will take the new employee for the introduction with other colleagues and make sure that employee will go through General Instruction and other rules of LJKU.

2. Service Rules

- The candidate's appointment is subject to the interview & approval of L J K University with a probation period of two years during which a minimum amount decided by L J K University would be deducted from the salary that would be reimbursed after the completion of the probation period.
- The candidate's appointment is subject to the maintenance of the strength of the students/work load in the college.
- The candidates are required to follow the minimum timings of the job based on the punching (Biometric) rules and regulations laid down by LJK University.
- The candidate appointment will be governed by the service conditions, leave rules and provident fund rules of Trust and L J University, which ever are applicable.
- The candidate will be required to do over and above teaching work, other extra-curricular activities and assignment that may be entrusted by the Director/Principal and the Management.
- The candidate working will be subject to the rules and regulations and general discipline of the college and LJK Trust and you will carry out legitimate instructions in discharging of the duty.
- The candidate will be relieved immediately from the college for persistence negligence of duty, incompetence, acts of indiscipline misconduct or moral turpitude.
- The candidate will obtain the prior permission of the management to pursue further studies.
- The candidate will report directly to the Director/Principal and will be responsible for your performance, which will be evaluated from time to time.

Code Of Conduct

- Every employee shall, at all times, maintain absolute integrity and devotion to duty and be honest and impartial in his/her official dealings.
- Every employee should, at all times, be courteous in dealings with other members of the faculty, Non-teaching Personnel, students and the stake holders as a whole.

- Unless otherwise stated specifically in the terms of appointment, every employee is a full-time employee, and may be called upon to perform such duties, as may be assigned to him/her by their reporting authority/senior of respective institutes or others to whom such powers have been delegated, beyond scheduled working hours and on holidays and Sundays.
- An employee shall be required to follow the scheduled hours of work, during which he/she must be present at the place of work.
- Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. In case of contingencies, the appropriate authority should be telephonically/ by e-mail or otherwise communicated.
- All the teachers should use English as a medium of instruction in the class room as well as in administrative dealings.
- All teachers should be punctual in dispensing their active academic assignments like lecture, practical, exam supervision etc.

3. Leave Policy

LJK University has laid down a common regulation for leaves as per the Govt regulations and has an ERP system in process wherein all the leaves of the candidate are reflected in the software.

The leave year shall run from 1st July to 30th June every year.

All faculties have to follow LJiet Leave Rules document as mentioned by the Management. Following are the types and number of leaves given to the Teaching staff.

TYPES OF LEAVE:

- Casual Leave (CL) – 12+2
- Restricted Holiday (RH) – 2
- Half Pay Leave/Medical Leave (ML) – 20
- Vacation Leave (VL) – 70
- Earned Leave – As the case may be
- Duty Leave: On special permission from Head/Director/Management
- Exchange Leave - As the case may be

For leave purpose year or academic year means from 1st July to 30th June.

i. Casual Leave (CL)

- In a semester, maximum (6+2) CL, 2 RH, available balance of SL can be used.
- Faculty can apply 1/4th of Casual Leave i.e. 1 hr 42 mins hrs early or late going. In this case, Faculty members are given benefit of 3 mins of Early going and Late coming and not 10 mins. For this faculty have to apply "Short Day" either first half (1 hr 42 mins late coming) or second half (1 hr 42 mins early going) in Leave Portal
- This revised Rules and Regulations will apply to all Teaching Staff w.e.f.01.01.2024
- Faculty shall be granted 6+2 Extra CL per Sem (i.e. 8 CL per Sem). Faculty members will get Two Extra CL per semester only if he/she is punctual (Never late after 8:15am and have not gone early before 3:00pm) throughout the entire Semester.

ii. Restricted Holiday (RH)

- For an academic year, 2 RH will be given. RH can be taken at any time in an academic year.

iii. Half Pay Leave/Medical Leave (ML)

- Faculty member is allotted 20 Half Pay leave in an academic year. Remaining half pay leaves get carry forwarded in the next academic year.
- Newly recruited Faculty members are eligible to get ML after 1 year of service at LJiet.

iv. Vacation Leave (VL)

- For Faculty having experience at LJiet of more than 2 years, then he/she will be entitled to get 70 days of vacation.
- For faculty having experience of more than 1 year and less than 2 years at LJiet, is entitled to get vacation of 35 days for an academic year. Effective Vacation will be calculated as per the Vacation Calculator. No. of days of vacation to be split for Summer/Diwali vacation will be decided by the HOD as per the requirement for departmental activities.
- For new recruited faculty members, no vacation will be given up to 1 year of service at LJiet.
- Faculty members have to compulsory apply online in our Leave Intranet Website BEFORE going for their vacation.
- One Pre/Post Sunday/Holiday to be considered while calculating Vacation Leaves. (If the duration of vacation is more than 5 days)
- Any available balance of VL can be taken at Non-Teaching Phase during an academic year. If the faculty resigns from the institute after enjoying all days of his/her VL, then LWP will be considered for all number of days of VL, for which he/she is not eligible, (as per Vacation Calculator).

o Earned Leave (Related to Vacation Only)

- One Earned leave shall be sanctioned for 20hrs working in college during vacation time.

v. Duty Leave (DL)

- If late incoming or early outgoing or full day duty leave for outside official work have to submit a detailed report in the prescribed format duly counter signed by the HoD / Director /GTU coordinator of the institute on the next day of the said working day to the Administrative office of the institution, and the Administrative office shall mail the scanned copy on the same day to the Trust at admin@ljinstitutes.org.

vi. Exchange Leave (EL)

- For exchange leave earned for work done on holidays/Sundays/vacation an employ shall submit a duly filled and signed application in the prescribed Annexure counter signed by Director/HOD, on next day to admin@ljinstitutes.org.

4. Travel Policy

- Travel allowance will be subject to **Revised Circular for Travel / Travelling Allowance dated 01/03/2021**.

For claiming rate of mileage allowance of travelling for **Principals, Director, Deans, Teaching and non-Teaching staff etc.**, who are engaged by the duty assigned by Respective institute, L J Group of Institutes and/or Trust w.e.f. **01st March 2021** is as follows:

1. If travelled by own Scooter/Two-wheeler, car or by hired taxi, road mileage at the rates mentioned below as per actual to and fro kilometer of travelling.

Sr. No.	Type of fuel used	Rate per km
1	Petrol car	8/-
2	Diesel car	7/-
3	CNG car	4/-
4	Petrol Two-Wheeler	4/-
5	Electric Two-Wheeler	4/-

- For calculating travelled kilometer:

During semester, starting point will be Institution/college/university from where they are going will be allowed and During vacation time / Holiday, starting kilometer from residence of a person will be allowed.

- Due date for payment of Travelling Allowance bills:

The claim for travelling allowance for the respective month shall be claimed for payment on the first date of next calendar month to which the claim relates in Annexure - B. However, due date for payment does not invoke right to claim the Travelling Allowance bills. Such allowance will be paid after due verification by the Respective Authority.

5. Staff Reliving Policy

Process of submitting resignation

Employee desirous of resigning from the services of the Institute will have to communicate the intent of resignation through written communication, either by a letter or email addressed to the Director/HoD. The employee is required to serve the notice period as applicable.

The intimation of the resignation of an employee along with the last working day will be updated by the Director/HOD.

The admin office shall initiate exit clearance process with various internal departments and library with No objection certificate duly signed by respective in charges.

Notice Period

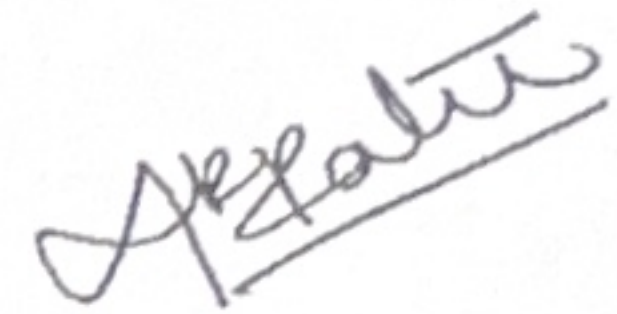
Employees on probation will be required to serve three-month notice period or immediately as per situation or decision of Institute head. For non-teaching employee and teaching employees depends on academic requirement will be intimated to the employees and employees in the confirmed services also will be required to serve at least three month of notice period.

Employees who resign, or are serving notice period, as on the date of pay-out of increments, will not be eligible for salary increment.

Employees who resign, must handover his/her Roles & Responsibilities to HOD with proper clarification before leaving the institute.



Dr. Prexa Parikh
Director - LJIET



Mr. Rohit Patel
Advisor – LJIET