



Estd. 2006

# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY & SCIENCE

Approved by AICTE, New Delhi & An ISO 9001:2015 Certified Institute  
Recognized by Govt. of M.P., Affiliated to RGPV, Bhopal (M.P.)

## Faculty Centric policies

### (A) LEAVE

- Casual Leave
- Medical Leave
- Earned Leave
- Special Leave
- On Duty Leave :
  - Participating Workshops, FDPs, Seminars, Conferences, Paper Presentation etc.
  - Examinations & Higher Studies
  - Invited by Institutions / Industry
  - Consulting Guide on Research Work
  - Vacation as per Academic Calendar
  - PhD Presentation / Seminar Attendance

### (B) Financial Assistance

- Reimbursement of Registration Fee for Paper Publications.
- Advance against Salary
- Employee Provident Fund
- ESIC



### **(C) Medical Facility**

- OPD Procedures
- IPD Procedures
- Free Medical Check-up
- Medicines from Stores of J K Hospital

### **(D) Other Benefits**

- Annual Performance Appraisal
- Faculty Feedback System
- Faculty Promotion
- Faculty Registration for NPTEL & SWAYAM Online Courses. Financial incentives for course passing with Elite and above grades.
- Deputation for higher Studies
- Faculty Appreciation Awards
- Scholarship at LNCTU
- Accidental Insurance
- Promoting Faculties for FDP and Trainings



# LNCT Group of Colleges

BHOPAL:INDORE:JABALPUR:BILASPUR

Ref: LNCTG/Admin/2021/ /

Date: 05/08/2021

## Inter Office Memorandum

This is for the information to all faculties and staff that the following rebate on various services and admissions have been decided, to facilitate all our employees of which the details are as appended below:

### 1) Ph.D. Admissions:

Those faculties who are pursuing or want to pursue their Ph. D from LNCT University, Bhopal or any of our institutes will get a scholarship of 20% of the tuition fees subject to the fixed tenure of 3years. If the tenure increases scholarship will be withdrawn.

### 2) Medical Facilities

There will be subsidized Medical facilities provided by JK Hospital, JK Super specialty and Hospital at Indore.

Faculty	OPD Procedures	IPD Procedures	Medicines from our stores
Medical Faculty	50%	100%	20%
Other Faculty & Staff	30%	50%	15%
1 <sup>st</sup> Relatives	20%	30%	8%
Reference of Faculty & Staff	10%	15%	5%

Faculty and staff at LNCT Group, Raisen Road, Bhopal are covered with medical and accidental insurance other campus process is going on

### 3) Admission of Wards

For wards of employees taking admission in courses offered by LNCT group of Colleges/ LNCTU following rebate in existing fees can be given

- For Dental/Medical/Ayurveda
- For Engg/B.Pharma Etc.
- For MBA/MCA/M.Tech.

10% of Tuition Fees  
20% of Tuition Fees  
Same as rebate given to Alumni of LNCT Group

*(Handwritten signature)*



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4) Advance for College/Lab Purposes

It has been observed that staff has to wait a long time for advance for local purchase required for consumables local products, small repairs in departments etc.

For this purpose all accounts are instructed to provide advance to staff members for departmental functioning on being forwarded by respective HOD (Upto staffs salary) which can be settled within that month only.

For this advance sanction of management will not be required.

All faculty staff are requested to use the above schemes and if any further changes are required will be done time to time.

  
Secretary  
LNCT Group



Copy to:

1. Office of The Chairman and Cancellor LNCTU/Vice Chairperson
2. Executive Directors
3. VC LNCTU
4. Principal (All Constituent Units)
5. Heads (All UTDs LNCTU)
6. Director (T&P)
7. Admission In charges all Units
8. HODs (All Department)
9. DR (Estd. LNCTU)/HRM LNCT Group
10. Guard File



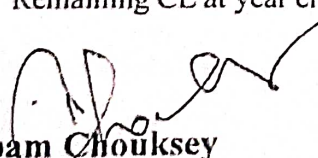
## LNCT GROUP

Final Leave Policy and Timing for all Faculty (Except Medical) and Staff (Except Roaster Duties)  
For session 2024-25 and till further revision

S.N.	Type of Leave		Teaching	Non-Teaching	Non-Teaching (Other Staff)
1	Casual Leave (CL)	Max 5	12	12	06
2	EL	In 2 Slots	06	-	-
3	Short Leave (SL)	1 Per Month	12	12	9
4	Summer Break	As per order	05	03	-
5	Medical Leave (ML)		03	03	03
6	Academic Leave (Paper/ Conference)		02 Per Sem	01 Per Sem	-
7	Viva & Exams		01 Per Subject	NA	-
8	Any Special Leave/OD	Leaves with permission from Management			

Designation	Time and Days	Remark
Teaching Staff	8.45am to 5:00pm (Monday to Saturday)	CL applicable from DOJ. Other leaves will be applicable only after completion of one year of continuous service
Non-Teaching Staff	8.45am to 5:00pm (Monday to Saturday)	

1. Any candidate joins on or before 15th of the month will be eligible for Casual Leave.
2. All EL are to be availed in continuation and cannot be prefixed or suffixed with CLs.
3. Punching attendance before proceeding on Short Leave or Half Day Leave is compulsory else will be treated as Absent.
4. Before proceeding on leave it is mandatory to apply on ERP and upload approval of Replacement Person for taking lectures and workload.
5. Replacement can only be from teacher teaching the particular class or section.
6. Half Day Leave is not permissible in the first half of the day (In case of PTM of wards, will be considered for first half)
7. To avail Medical Leave it is compulsory to upload Medical certificate on ERP.
8. All leave are from 1<sup>st</sup> Jan to 31<sup>st</sup> Dec and will be counted on pro-rata basis as per joining.
9. All faculty and staff will be in prescribed Dress Code and with I-Card.
10. 5 Days leave As per Notice LNCTU/Secy./Circ/2023 Dt. 31.10.2023
11. Remaining CL at year end of Non-Teaching staff will be encashed.

  
**Dr. Anupam Chouksey**  
Secretary- LNCT Group  
Pro-Chancellor- LNCT University

CC:  
All Institution of LNCT Group