



Lok Jagruti Kendra University (LJ University)
University with a Difference

(Lok Jagruti Kendra University Established by Gujarat Act No. 19 of 2019)

HUMAN RESOURCE POLICY HANDBOOK



Lok Jagruti Kendra University (LJ University)

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RECRUITMENT POLICY

Overview:

The paramount consideration for the appointment or promotion of an employee shall be the necessity for securing the highest standards of suitability, efficiency, competence and integrity.

Consistent with this approach is our commitment to equal opportunity. It is therefore the recruitment policy of the University to appoint the best candidate for the position based solely on merit. Existing staff are eligible to apply for positions for which they consider themselves eligible.

PROCEDURE

Classification of The Employees

Functional Classification

All employees of the Institute are divided under the following categories depending on the experience and education eligibility.

- Director/Principal
- Professors
- Associate Professors
- Assistant Professors
- Non-teaching Staff (Administrative staff, Librarian, Store keeper, Laboratory Technician, Caretaker)

Classification based on nature of the employment

Employees of the Institute may be broadly classified as follows based on the nature of the employment

- Permanent
- Probationer / Apprentice
- Visiting Faculty

‘Permanent’ employee means an employee who has been employed on a permanent basis in a permanent vacancy and whose appointment in the permanent vacancy has been confirmed in writing by the HR/Admin or any other person authorized by the Management to do so and includes any person who has satisfactorily completed the prescribed probationary period in the same or higher or equivalent category in the establishment and whose employment is confirmed in writing by the Management.



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‘Probationer/Apprentice’ means one who is provisionally employed to fill a permanent vacancy in a post and has not completed the period of probation. The period of probation shall two years from date of joining. The Management may extend the period of probation of any employee for such further period, as it may deem necessary, if it is not satisfied with the work and / or conduct of any employee during the period of probation. In any case where the period of probation is extended, the employee concerned shall be informed in writing, before the date of the completion of probation.

‘Visiting Faculty’ means a faculty who is hired on a part-time, contractual basis, and does not have a proper working period or tenure is referred to as a Visiting Faculty. They do not hold the responsibilities of a full-time professor but do teach like full-time professors and paid according to no. of hour working. They can also be called Guest lecturers or Guest teacher.

Recruitment of Employee

It is the basic policy of the Trust & Lok Jagruti Kendra University to select and place staff on the basis of job-related recruitments and to offer them maximum job satisfaction by placing them in positions where their ability, personal qualifications and interests can be developed to full advantage.

Profile Sourcing:

The following steps are followed for the sources from which HR would support the sourcing of candidates

Advertising in leading news papers

Internal referrals by employees & Emails

Website – Career@LJ

LinkedIn Job post

Facebook page advertisement

Screening of Profiles:

All the received profiles through any sources would be screened by the respective Director/Principal of the institute and invite the shortlisted candidates for interview.

Interview Process:

A detailed interview is conducted by Director/Principal of the institute in presence of external expert, HOD and one senior faculty of respective department with technical specialization for evaluating technical expertise of the candidate.



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Technical Team Interview:

For teaching staff hiring the interview panel consist of Director/Principal, Head of Departments and External Experts. The candidate is required to give a demo lecture & presentation before the selection panel.

In case of Non-Teaching staff hiring the interview, panel would consist of Director/Principal, Head of Departments with Administration staff. The candidate is given a particular tasks pertaining to computer proficiency (Tally, Excel, word, PPT, typing speed) before selecting the candidate.

The interview panel members have to check the performance of candidate by taking Demo lecture and give marks/points accordingly. The selected candidates' documents should be shared with Trustee/ Principal to decide on final compensation for the applicant.

After selection of the candidate a formal offer letter is given to the selected candidate.

Appointment Formalities:

Appointment formalities to be followed for all the employees joining The Institute.

Employee need to carry the verification of original documents (mark sheets, degree certificate, and ID proofs, latest passport size photograph) and the self-attested copies of those documents are taken from the candidate to complete his/her appointment formalities.

Confirmation of Appointment:

If the particular employee performance, conduct, punctuality and attendance are in accordance with organization expected standard for the relevant grade/post. The Director/Principal shall complete the probation form appropriately and recommended that the appointment should be confirmed.

SERVICE RULES

- The candidate's appointment is subject to the interview & approval of Lok Jagruti Kendra University with a probation period of two years.



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- The candidate's appointment is subject to the maintenance of the strength of the students/work load in the college.
- The candidate is required to follow the minimum timings of the job based on the punching (Biometric) rules and regulations laid down by Lok Jagruti Kendra University.
- The candidate appointment will be governed by the service conditions, leave rules and provident fund rules of Trust and Lok Jagruti Kendra 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 has to 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

Code of Conduct for Management

- Institutional Excellence:** The Management encourages all staff members to collaborate as a cohesive team, focusing on institution-building and elevating the university to a center of excellence in higher education.
- Vision and Values:** Establish and uphold the institution's vision, core values, and strategic objectives, ensuring alignment with long-term goals.
- Strategic Improvement:** Formulate and agree on strategies for institutional improvement by setting clear priorities and achievable targets.
- Stakeholder Engagement:** Actively engage with key stakeholders, including parents, students, alumni, and employers, fostering strong and productive relationships.
- Ethos and Reputation:** Preserve and enhance the university's ethos and reputation by upholding the highest standards of professionalism and integrity.



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- f) **Inclusivity and Respect:** Promote tolerance, inclusivity, and respect for individuals of different faiths, beliefs, races, genders, ages, abilities, and sexual orientations, creating a diverse and equitable environment.
- g) **Community Advancement:** Encourage and support research, extension activities, and health care initiatives, contributing positively to societal development.
- h) **Accountability for Rule Violations:** Address violations of service rules with appropriate disciplinary actions, which may include withholding increments, suspension, or termination, following a thorough inquiry at the discretion of the Management.
- i) **Commitment to Purpose:** Demonstrate a strong understanding of the university's mission and commitments by taking purposeful and impactful actions to fulfill its objectives.

Code of Conduct for Heads of Institutions (HoIs), Principals, and Deans

- a) **Leadership and Coordination:** Provide visionary leadership, strategic direction, and effective coordination within the constituent college or faculty to ensure alignment with institutional goals.
- b) **Student-Centric Decision-Making:** Make decisions prioritizing the best interests of students, ensuring fairness and equity in all disciplinary actions involving both staff and students.
- c) **Authority and Discipline:** Exercise authority to take necessary actions for maintaining discipline and fostering a positive and conducive environment within the institution.
- d) **Committee Formation:** Establish and oversee committees within their respective colleges or faculties, aimed at fostering academic and institutional growth.
- e) **Administrative Oversight:** Monitor and supervise the administration of academic programs and general operations, ensuring efficiency, effectiveness, and adherence to institutional standards.
- f) **Academic Program Development:** Drive the creation, enhancement, and implementation of academic programs, ensuring they align with evolving educational and industry needs.
- g) **Empowerment and Freedom:** Empower staff members and students to realize their full potential by fostering an environment of trust and support. Allow educators the freedom to exercise reasonable academic independence for innovative teaching and research.
- h) **Encouraging Creativity:** Inspire students to pursue creativity and excellence in their academic endeavors, while respecting and honoring their cultural heritage and individual commitments.



Code of Conduct for Teaching Staff

- a) **Commitment and Integrity:** Demonstrate loyalty to the institution by being punctual, reliable, and upholding integrity through honesty in words and actions across all duties.
- b) **Professional Relationships:** Foster and maintain positive relationships with students and colleagues, ensuring a supportive and cooperative environment.
- c) **Boundaries and Respect:** Maintain professional boundaries with students and staff, treating everyone with dignity, care, and kindness.
- d) **Mutual Respect:** Practice mutual respect, trust, confidentiality, and fairness, contributing to the well-being of individuals and the broader community.
- e) **Adherence to Hierarchy:** Respect and uphold the institutional hierarchy in office, academics, and administrative matters.
- f) **Professional Attire and Timeliness:** Strictly adhere to official working hours and maintain a professional appearance by dressing appropriately.
- g) **Authorized Actions Only:** Avoid involving unauthorized individuals in performing official duties.
- h) **Efficient Academic Duties:** Perform academic responsibilities and examination-related tasks with efficiency and dedication.
- i) **Non-Discrimination:** Refrain from discriminating against students based on political views, race, religion, caste, language, gender, or personal biases. Avoid inciting conflicts among students, staff, or administration.
- j) **Freedom with Responsibility:** Exercise freedom of thought and expression responsibly, avoiding misuse of institutional facilities or platforms.
- k) **Adherence to Decisions:** Comply with academic and administrative decisions taken by the university.
- l) **Proper Use of Resources:** Avoid using university resources or facilities for personal, commercial, political, or religious purposes.
- m) **Fair Assessment:** Maintain impartiality in student assessments, avoiding over-marking, under-marking, or victimization under any circumstances.
- n) **Prohibition of Private Tutoring:** Abstain from engaging in private tuition, conducting or participating in private coaching classes, or indulging in malpractices in teaching, examinations, or administration.
- o) **Accuracy in Credentials:** Provide accurate information regarding qualifications, experience, and other credentials during appointments or promotions.



Code of Conduct for Non-Teaching Staff

- a) **Commitment and Integrity:** Demonstrate loyalty to the institution by being punctual, reliable, and honest in all words and actions related to assigned duties.
- b) **Professional Relationships:** Build and maintain positive relationships with students and staff to foster a supportive and harmonious work environment.
- c) **Professional Boundaries:** Interact appropriately with students while maintaining professional boundaries with both students and colleagues.
- d) **Respect and Support:** Treat students with dignity, care, and kindness, while offering support and cooperation to fellow staff members.
- e) **Task Fulfillment:** Perform all assigned responsibilities to meet the required standards of the role and contribute effectively to institutional goals.
- f) **Mutual Respect:** Practice mutual respect, trust, confidentiality, and fairness, remaining committed to the well-being of individuals and the broader community.
- g) **Adherence to Hierarchy:** Respect and maintain the institutional hierarchy in matters of office, academics, and administration.
- h) **Professional Appearance and Timeliness:** Comply strictly with official working hours and dress appropriately to reflect professionalism.
- i) **Role-Specific Duties:** Execute academic and administrative responsibilities diligently, as aligned with the assigned post and position.
- j) **Responsible Expression:** Exercise freedom of thought and expression responsibly, avoiding misuse of institutional facilities or forums.
- k) **Non-Discrimination:** Refrain from discriminating against any student or staff member on grounds of race, religion, caste, language, gender, or personal biases. Avoid inciting conflicts among students, staff, or administration.
- l) **Compliance with Decisions:** Adhere to the academic and administrative decisions made by the university.
- m) **Proper Use of Resources:** Avoid using institutional resources or facilities for personal, commercial, political, or religious purposes.
- n) **Accuracy in Credentials:** Provide accurate information regarding qualifications, experience, and other credentials during appointments or promotions.



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Code of Conduct for Administrators and Other Staff

- a) **Productive Use of Work Hours:** Utilize work hours effectively, ensuring that activities within the workplace contribute to the smooth and efficient functioning of the department.
- b) **Supportive Work Environment:** Foster a positive and supportive environment while diligently performing assigned responsibilities.
- c) **Role Clarity and Competence:** Understand the scope, practices, and procedures relevant to their roles, ensuring alignment with institutional objectives.
- d) **Accuracy and Thoroughness:** Perform assigned duties with precision and attention to detail, maintaining high standards of quality and reliability.
- e) **Target Achievement:** Strive to meet or exceed established targets, delivering work that reflects their best efforts and abilities.
- f) **Time Management:** Plan and manage time effectively to ensure timely and efficient completion of tasks and responsibilities.
- g) **Problem-Solving and Independence:** Demonstrate problem-solving skills within the scope of their role and exercise independent judgment when appropriate, ensuring accountability and sound decision-making.

Code of Conduct for Office Attendant/Peon

- a) **Office Maintenance and Cleanliness:** Ensure the office environment is clean and well-maintained, attending to the basic needs of the office space and infrastructure.
- b) **Guest Hospitality:** Provide excellent hospitality services to visitors, ensuring they are welcomed and comfortable.
- c) **Punctuality and Availability:** Demonstrate willingness to arrive early and stay late as required, ensuring all office duties are completed before leaving.
- d) **Document Handling:** Responsible for transporting official documents, files, and papers between departments in a timely and secure manner.
- e) **Infrastructure Maintenance:** Ensure the upkeep of office infrastructure, including arranging for servicing or maintenance when needed, and coordinating with technicians for repairs.
- f) **Stationery Management:** Keep office stationery items stocked and readily available for all employees, ensuring smooth workflow.



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- g) **Photocopying Services:** Assist with photocopying or xeroxing of documents as needed for office tasks and administrative duties.
- h) **Energy Conservation:** Turn off electrical appliances and water taps when not in use to contribute to energy conservation and ensure the office is operated efficiently.

LEAVE POLICY

Leave Rules for All Employees of Lok Jagruti Kendra University

1. GENERAL:

- 1.1. **Leave cannot be claimed as a matter of right. Discretion to refuse or cancel leave of any description is reserved with the Director / Principal / Head of the institute and /or V.C. of the University.**
- 1.2. For leave purpose **year or academic year** means from 1st July to 30th June.
- 1.3. **Probationary employee** means an employee who has not completed probation period of two years of service. The probationary employee shall not be entitled to any leave with pay, other than casual leave & R.H. (Restricted Holiday)
- 1.4. **Permanent employee** means employee who has completed Probation period Satisfactory.
- 1.5. Leave rules mentioned hereinafter will apply only to permanent employee except the casual leave and Restricted Holiday rule

2. CASUAL LEAVE (CL):

- 2.1 All staff members will be entitled to avail **12 (Twelve) days** Casual Leave during the Academic Year.
- 2.2 Casual Leave may be given for special and unforeseen circumstances for a period of not more than **3 (Three) days** at a time.
- 2.3 The leave must be availed within the year, failing which it will lapse and will not be allowed to be carried forward.
- 2.4 The Probationary employee will be allowed casual leave of one day for each completed month of service.



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2.5 Casual leave cannot be prefixed or suffixed to any kind of leave except holidays and Sundays.*

3. HALF PAY LEAVE (MEDICAL LEAVE (ML)):

3.1 Half - pay leave admissible to a permanent employee shall be **20 (Twenty) days / 10 (Ten) Days Full Pay** leave for each completed year of service after completion of probation period. Such leave may be granted on the basis of

medical certificate. Any Holiday or Week off comes between Half Pay Leave Period will be treated as Half Pay Leave / Full Pay Leave.

3.2 Half - pay leave can be accumulated up to maximum **120 (One Hundred Twenty) days / 60 (Sixty) Full pay leave.**

4. SPECIAL CASUAL LEAVE (SP. CL):

4.1 Permanent administrative staff members (Non-Teaching / Non-Teaching Technicians) will be entitled to avail **6 (Six) days** Special Casual Leave, over and above 12 Casual Leave and 2 R.H. during Academic Year.

4.2 Such leave must be availed within the year, failing which it will lapsed and will not be allowed to be carried forward.

4.3 Special Casual Leave will be governed by the Leave Rules for Casual Leave.

5. RESTRICTED HOLIDAY (R.H):

5.1 All staff members will be entitled to avail **2 (Two) days** restricted holiday during the Academic Year.

5.2 Such leave must be availed within the year, failing which it will lapsed and will not be allowed to be carried forward.

6. VACATION LEAVE (VL):

6.1 Permanent Teaching Employees are entitled to have Vacation Leave as declared by the Respective Director / Principal.

6.2 Probationary Teaching Employees are entitled for Vacation Leave only after completion of their probation.

6.3 Employee must have to remain present on last or first day of Vacation.

7. EARNED LEAVE (EL):

7.1 Permanent Teaching staff who is called for work of Institute during the Vacation Leave Period, will be entitle for 1 (One) Earned Leave for duty of 3 (Three) days during the Vacation Period.



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The Teaching Staff has to perform the duties for at least his/her stipulated working hours during the 3 days called in Vacation Period

7.2 The respective Director / Principal will grant the Earned Leave. Such Leave can be accumulated up to maximum **30 (Thirty) days**.

8. Exchange Leave (Exch L)

8.1 Exchange Leave will be granted to Employee (Teaching /Non Teaching) who are called for University work on Sunday or Holiday.

8.2 The Employee is required to attend the office for his / her work for minimum 6 hours.

8.3 The respective Director / Principal will grant the exchange leave. Such Leave must be availed within the year only. Such leave cannot be carried forward.

9. DUTY LEAVE (DL)

9.1 The Permanent Teaching staff of the University will be entitled for maximum 6 (Six) days of Duty Leave during Academic Year with Prior Permission of Director / Principal / Head.

The Duty Leave will be given for the work like attending Seminar, Workshop, Research Work, Examination Work, Expert Lecture and Board of Studies of other University in the capacity of Member. Such leave can be granted after the teaching work load is adjusted.

9.2 Such leave must be availed within the year, failing which it will lapsed and will not be allowed to be carried forward.

(Full Tour for any Academic work assigned by the Director / for the Examination Duty assigned by GTU or Gujarat University will be over and above 6 (Six) days Duty Leave.)

TRAVEL POLICY

Local Conveyance:

Local conveyance while on outstation travel is same as per Institute travel policy as below: If travelled by own car or by hired taxi, road mileage at the rates mentioned below as per actual to and from kilometer of travelling.

- If copy of R.C. book/ original taxi bill/original tickets is not attached, travelling allowance will be paid as per GSRTC or AC chair car train fare, whichever is less along with local conveyance allowance whenever applicable.

Type of fuel used & Rate per km

Petrol	₹ 8/-
Diesel	₹ 7/-
CNG	₹ 4/-



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- If travelled by scooter/motorcycle or by any two-wheel vehicle, Road mileage @ ₹ 4/- per km will be paid.
- 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.

Reporting expense process:

All official expenses must be reported within seven (7) calendar days from the date of completion of travel and the actual expenditure to be submitted to the respective college office which will be verified by the College Administrator on verifying will pass to Principal and he will recommend to Admin head to pass the amount directly to employees account.

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/Principal. 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/Principal/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 one-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 one 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.



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

VEHICLE LOAN POLICY

1. All the teaching and non-teaching employees who have completed five years or more of service without any break in LJK can avail loan of up to Rs. 60000/- (Teaching and Non-teaching staff) and Rs. 3,00,000/- (Teaching Staff) towards purchase of Two/Four-wheeler at a rate of interest of 2%, to be repaid with interest within a period of three (3) years.
2. Teaching staff members availing loan of Rs. 3,00,000/- will be required to repay Rs. 3,18,000/- (including interest) in 36 Equal Monthly Instalments (EMIs) which will be deducted from their salary every month.
3. Teaching and Non-Teaching staff availing loan of Rs. 60,000/- will be required to repay Rs. 63,600/- (including interest) in 36 Equal Monthly Instalments (EMIs) which will be deducted from their salary every month.
4. It is mandatory to purchase and register the car/two-wheeler in the name of the borrowing staff members only and not in the name of any of her/his family members.
5. The loan amount may also be paid directly to the dealer of the company. However, in that case RC Book/Smart Card must be submitted to the administration within one month of the purchase of the vehicle.
6. The employee desirous of benefit availing of Loan, will be required to give guarantees of any two employees of the LJK institutions.
 - a. There should be one Teaching and one non-teaching guarantor from the LJK institutions in case the borrower is non-teaching staff. In case the borrower is teaching staff, both the guarantors should be from the teaching staff.
 - b. The guarantor must have completed at least three (3) years of service without any break in LJK.
 - c. The guarantor cannot give guarantee for more than one employee at a time.
 - d. Employee who has any outstanding loan from the LJK trust, cannot be a guarantor.
 - e. The consolidated annual income of the guarantor should be more than the loan sought.
7. Loan can be availed for new or second hand purchase of two/four-wheeler. However, the second hand vehicle should not be three years old nevertheless an employee could buy older vehicle with special permission from the trust.
8. In case the loan amount is used for any purpose other than buying the vehicle, strict disciplinary action (including even termination of service) will be taken against the employee.
9. The loan can be availed only once in the entire career with LJK Trust.



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10. Employee needs to submit the loan application form and Guarantor Form to the respective admin office which will get it recommended by the Director/Principal of the respective institute/college and forward to the Loan Committee, LJK Trust for necessary approval. The decision on the application will be communicated to the applicant at the earliest.
11. The EMI will be deducted from the salary of the loanee from the next month of the disbursement of the funds.

LEAVE TRAVEL CONCESSION (LTC) POLICY

1. All Teaching and non-teaching employees who have completed continuous 5 years or more of service in LJK are entitled to Rs. 25000/- (Teaching Staff), Rs. 15000/- (Non-teaching staff) and Rs. 10,000/- (Caretakers/Office Assistant-IV) towards LTC.
2. The LTC is allowed once in a block of two financial years. First LTC block for LJK Employees will be from August 2021 to December 2023.
3. Prior approval of the Director/Principal/Head of the respective Institute in LTC Appendix-I format is compulsory.
4. Eligible Employees and their family members can avail LTC after completion of five year service on the date of journey.
5. LTC can be availed for visit of any place in the world.
6. Leave Travel Concession can be availed with any kind of leave like (Earn/Casual/Medical/Exchange Leave).
7. LTC Journey can be performed by Rail/Road/Air/Ship.
8. The date of commencement of the outward journey decides the block to which the concession should be debited.
9. Concession not availed during a block will be lapsed and any type of settlement will not be done for lapsed LTC block.
10. The reimbursement of the amount related to the LTC will be settled with the next salary after the requisite travel documents (including travel tickets, hotel stay bills, conveyance bills etc.) have been submitted. All the bills must be in the name of the employee him/her self. Travel tickets will be considered if it is in the name of family members. In case of any fraud bills, if found, strict disciplinary action will be taken against the employee i.e. up to removal from the service. On return, employee will submit LTC Appendix-II form along with all the bills to the respective admin office. Admin office then will cross verify and get them approved by the Director/Principal/Head of the institute and send to HO for the approval by Director Finance, LJK Trust.
11. No advance will be granted for LTC.
12. When both the husband and wife are LJK employees; they both can claim LTC at different times.



SALARY INCREMENT POLICY FOR FACULTY

Ref: (i) R/Circular-552/2020-21 dated March 1, 2021

(ii) Salary Increment Policy for Promoting Research

As per R/Circular-552/2020-21 dated March 1, 2021 (ref(i)), regarding modification in annual increment cycle, the Management has decided to release the increment with the salary of July, 2021 payable in August, 2021.

Teaching staff has to submit revised API from attached herewith to HOD/HOI in soft copy only with necessary proofs on or before July 7, 2021. HOD/HOI has to verify the API score of the faculty and submit one consolidated summary report of API score in prescribed format attached herewith in hard copy duly verified by Academic Director, Dean on or before July 10, 2021. The API score will be further verified by IQAC Director and approved by the Hon, Provost and forward to the HR department on or before July 12, 2021 for Hon. President's approval.

Teaching staff members who have joined up to 31-12-2020 are eligible for increment for the year 2021. Therefore, revised API Form and API score summary report should be prepared and submitted for eligible teaching staff only.

Increment policy shall be determined considering following points.

- Minimum basic increment shall be granted to all teaching staff members.
- Additional increment shall be granted on the basis of API score secured by the teaching staff. Guidelines to calculate API score is attached herewith which may be carefully considered.
- API score will include.
 1. Teaching, learning & evaluation related activities, additional knowledge resources provided to students, use of participatory & innovative teaching learning methodologies, updating subject content, course improvement, examination duties assigned & performed etc.
 2. Co-curricular, extension & field based professional development related activities performed, contribution to institution through participation in academic & administrative committees & responsibilities, participation in seminars, conference, short term training courses, talks, lectures, membership of association etc.
 3. Conducted/ undertaken symposia, workshops, exhibitions, open forum, social responsibility initiatives, study tours, TTPs, FDPs, FIPs, QIPs etc.



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4. Publication of research paper in journals, book/book chapter publication, translation work, creation of ICT mediated teaching learning pedagogy, content & development of new & innovative courses & curricula, research guidance provided to Ph.D./PG students, undertaken research projects, consultancy provided, Patent filed & awarded, policy document created, awards/fellowship received, invited lectures/resource person, paper presentation etc.
- Additional increment shall also be granted on the basis of ARC score.
 - Special additional increment will be given by the management by using discretionary power and considering extraordinary consistent performance, targets achieved, loyalty, sincerity, hard work as a special case.
 - Special Increment will be given by the management by using discretionary power whenever faculty member received Ph.D. Degree Notification.
 - Those faculty members who have not appeared in ARC shall not be eligible for any increment.
 - Teachers whose feedback through proper channel has been unfavorable will not be eligible for annual increment.
 - Non-teaching staff shall be granted minimum increment as per the decision of the President. Principal/Director/HOD of Cell/Department shall submit the list of non-teaching staff with the recommendation for release of increment in prescribed format attached herewith.

(ii) Salary Increment Policy for Promoting Research

Financial Incentive for Publication

To encourage publication by the faculty members, the University will give cash awards to the faculty members who publish their papers in reputed journals, subject to due credit and accreditation to LJ University in the research paper/patent/copyright. The amount of the cash reward will vary depending upon the reputation of the journal; the paper has been published in, as follows (School Wise):

Management/Commerce and related

Scopus SJR	OR ABDC	OR ABS	OR Case Study	Proposed Incentive (Rs)
≥ 6	A*	4*	HBR	3,00,000
≥ 3.5		3*		2,00,000
≥ 2	A	2*, 1*	NACRA/IVY	75,000
≥ 1				30,000
≥ 0.3	B	-		15,000



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≥ 0.2	C	-	All the Case study publishers having tie ups with Harvard Business Publishing for distribution. For list, please refer https://hbsp.harvard.edu/partners/	12,500
> 0.1	-	-	a) The Case Centre, b) The Asia Case Research Centre (HKU Business School), c) Journal of Business Cases and Applications, d) International Journal of Case Studies in Management-IJCSM (HEC Montreal Case Centre), e) The AIMA (All India Management Association) case research centre	11,000
Indexed				5,000

Physiotherapy and related

SJR	OR WoS IF	Proposed Incentive (Rs)
> 3	> 10	300000
> 2	> 5	100000
> 0.8	> 3.5	75000
> 0.4	> 2.5	35000
> 0.19	> 1	25000
< 0.19	-	11000
Indexed	Indexed	5000



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Computer Science/IT Engineering and related

IEEE	OR ACM	OR SJR	OR WoS (IF)	Proposed Incentive (Rs)
x	x	>5	>15	3,00,000
-	-	>3.5	> 10	1,50,000
-	-	>1.5	> 6	75,000
-	-	>0.6	> 3	30,000
-	-	>0.3	>1.5	15,000
-	-	>0.1	>0.1	12,500
-	-	Indexed	Indexed	5,000

Non-IT Engineering and related

SJR	OR WoS IF	Proposed Incentive (Rs)
>10	>15	3,00,000
>5	>10	2,00,000
>3	>7	1,00,000
>1	>5	50,000
>0.7	>4	25,000
>0.5	>3	15,000
>0.3	>2	12,500
>0.1	>1	11,000
Indexed	Indexed	5,000



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Pharmacy/Applied Sciences and related

Clarivate IF	OR SJR	Proposed Incentive (Rs)
≥ 15	> 6	300000
≥ 12	> 3	150000
≥ 7	> 2	75000
≥ 6	> 1.8	50000
≥ 5	> 1.4	45000
≥ 4	> 0.8	35000
≥ 3	> 0.6	30000
≥ 2	> 0.5	25000
≥ 1	> 0.2	12500
> 0.1	> 0.1	11000
Indexed	Indexed	5000

Law and related

Scopus	OR SCC	OR AIR (Hardcopy)	OR AIR (Web)	OR Bar Council Journals	OR Manupatra	Or Hein	OR NLU Journals	Proposed Incentive (Rs)
Q1								1,50,000
Q2								35,000
Q3		x					x	20,000
Q4			x	x	x	x		12,000
Indexed	x							5,000



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Architecture/Planning and related

SCOPUS	Proposed Incentive (Rs)
Q1	100000
Q2	50000
Q3	25000
Q4	11000
Indexed	5000

- All UGC-Care Journals publications will receive incentive of Rs 2100. In case where publication of the paper is an outcome of the research grant given by LJ university; the following incentive shall be provided:
- Grant Amount up to 25,000: Full incentive will be provided for publications.
- Grant Amount between 25,001 and 50,000: 50% of the total incentive amount will be given for publications.
- Grant Amount between 50,001 and 75,000: 25% of the total incentive amount will be given for publications.
- Grant Amount exceeding 75,000: No additional incentive will be provided for publications.

Note: Grant includes new-gen grants too. If more than one person writes the paper, the cash reward will be divided equally. Emerging index of WoS will not be considered for financial incentive.

Incentive would be provided after successful uploading of the publication details on the google sheet. All applications must be submitted to the Directorate of Research within 2 months of online publication date.

2. Awards, Prizes and Recognition:

- (i) A paper published in an edited book as a chapter (relevant to their discipline) will also be considered for an incentive of a cash award of Rs. 7000 to the Faculty Member who publishes it in an edited book published by a reputed publisher. A comprehensive list of approved textbook publishers is provided in Annexure.
- (ii) A paper published as a chapter in an edited textbook (relevant to their discipline) will also be considered for an incentive of a cash award of Rs. 5000 to the Faculty Member who publishes it in an edited textbook. A comprehensive list of approved textbook publishers is provided in Annexure.
- (iii) Faculty members who have edited a textbook or reference book relevant to their discipline and published by a reputed publisher will be eligible for a cash award of Rs. 11,000/-. A list of approved reputable publishers is available in Annexure



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(Note: In the case of individuals contributing multiple chapters to the same book, the full incentive will be provided for the first chapter. For the second chapter, a 50% incentive will be awarded. This incentive structure applies for up to two chapters, with no further incentives beyond the second chapter. Claim can be made for either chapter contribution or editing.)

- (iv) The Council recommended that the incentive be given for the articles/papers published in the Scopus indexed publication of the Conference/Seminar proceedings or edited books using the same parameters as applicable as per the current Research Policy.
- (v) For Best Paper Award Published in an international/national journal: A matching amount given by the journal.
- (vi) For Best Oral Presentation award at National/International conferences: Matching amount as given by the organizers.
- (vii) For Best Poster Presentation award at National/International conferences: Matching amount as given by the organizers.
- (viii) A token of appreciation, in the form of a small reward of Rs 2100, will be granted to the authors of the second and third-best papers.
- (ix) For awards like Shanti Swarup Bhatnagar award, Young Scientist Award, Scientist of the year award by State/National/international government bodies and other well recognized and reputed trust/company: Rs. 25000/-
- (x) Best teacher of the year award, Lifetime achievement award by national bodies/State and Union governments: Rs. 10,000/-
- (xi) Research grants higher than Rs. 15,00,000/- obtained from Government funding agencies: Rs. 15,000/-
- (xii) For Granted International Patent/copyright (Non-Design): Rs. 25,000.
- (xiii) For Granted National Patent/copyright (Non-Design): Rs. 15,000
- (xiv) For granted Design Patents (National and International): Rs 5000 (The minimum amount of patent incentive will be Rs 5000 even though there could be a number of persons holding that patent)
- (xv) It was recommended that 3/5 publications in any journal listed in SCOPUS/ Web of Science/ABDC in an academic year shall be considered for the merit certificate and a reward. Rs. 5000 will be given if a faculty has published three (3) papers, and a reward of Rs. 11000/- will be given for publishing five (5) papers in an academic year. It was also decided that published book chapters and case studies will also be treated at par with papers/articles.



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Increment Policy for Non-Teaching Staff

In recognition of the long-standing service and loyalty of non-teaching employees, Lok Jagruti Kendra University hereby institutes a **Special Salary Increment Policy** for non-teaching staff members, which shall be **in addition to the regular annual increment**.

Effective immediately, the following structure shall apply:

- Non-teaching staff who have **completed more than 21 years** of continuous service at the University shall receive a special increment of **₹4500** (for Class 3 employees) and **₹3500** (for Class 4 employees).
- Non-teaching staff who have **completed between 16 to 21 years** of continuous service shall receive a special increment of **₹3500** (for Class 3 employees) and **₹2500** (for Class 4 employees).
- Non-teaching staff who have **completed between 11 to 16 years** of continuous service shall receive a special increment of **₹3000** (for Class 3 employees) and **₹2000** (for Class 4 employees).
- Non-teaching staff who have **completed between 6 to 11 years** of continuous service shall receive a special increment of **₹2500** (for Class 3 employees) and **₹1500** (for Class 4 employees).
- Non-teaching staff who have **completed less than 6 years** of service shall **not be eligible** for any special increment under this scheme.

Conditions:

- The special increment shall be processed upon completion of the respective service milestones and shall be effective from the beginning of the following month.
- Eligibility for the special increment shall require satisfactory service record, verified by the respective Institute Head and approved by the University Administration.
- The University reserves the right to amend or withdraw this policy at its sole discretion.

This policy aims to honor the commitment and dedication shown by non-teaching staff towards the growth and development of Lok Jagruti Kendra University.



CAREER ADVANCEMENT POLICY FOR FACULTY IN THE UNIVERSITY

A teacher who wishes to be considered for promotion under the CAS may submit in writing to the University, within three months in advance of the due date, that she/he fulfills all the requirements under the CAS and submit to the University the Assessment Criteria and Methodology Proforma as evolved by the University supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these guidelines, which are in accordance with the UGC CAS Regulations.

Ref:

(i) UGC CAS regulations

(ii) Career Advancement Policy for Promoting Research

(i) Detailed Guidelines for Promotion for teachers in the University under CAS 2024 as per UGC Regulations 2018

Career Advancement Scheme-2024 (CAS-2024)

The criteria for promotions under Career Advancement Scheme laid hereunder shall be effective from 31.12.2020.

- (i) A teacher who wishes to be considered for promotion under the CAS may submit in writing to the University, within three months in advance of the due date, that she/he fulfills all the requirements under the CAS and submit to the University the Assessment Criteria and Methodology Proforma as evolved by the University supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these guidelines, which are in accordance with UGC Regulations 2018.
- (ii) The Selection Committee specifications as **contained in Statute Chapter XIII 4(1d) of university** as applicable to all direct recruitments of faculty positions and equivalent cadres shall be applicable to Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in university) and for equivalent cadres.
- (iii) The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in these guidelines.
- (iv) The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.



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- (v) For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University on the date of consideration by the Selection Committee.
- (vi) The candidate shall offer himself/herself for assessment for promotion, if she/he fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. She/he can do so three months before the due date.
- (a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
- (b) If, however, the candidate finds that she/he would fulfils the CAS promotion criteria, as defined in Tables 1 & Table 2 at a later date and applies on that date and is successful, her/his promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
- (c) The work & conduct of applicant on the basis of Annual Performance as per University Annual assessment report shall be the minimum of overall Good grade for the prescribed years of assessment annually. However, the year of failing to score minimum of overall Good grade shall not be considered under assessment period and she/he shall have to be re-assessed only after consecutive year with prescribed grade.
- (d) The candidate who does not succeed in the first assessment, she/he shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, her/his promotion shall be deemed to be one year from the date of rejection.
- (vii) The Assessment of the performance of university teachers for the CAS promotion is based on the following criteria:
- (a) Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, mentoring, additional teaching to support the University as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.



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(b) Personal Development Related to Teaching and Research Activities:

Attending orientation/refresher/methodology courses/Winter School/ Summer School/ CAFT/ Training etc., development of e-contents and MOOCs, seminar/conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

(c) Administrative Support and Participation in Students' Co-curricular and Extra-curricular Activities.

(viii) Assessment process:

The following three-step process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The University teachers shall submit to University an annual self-appraisal report in the prescribed Annual Assessment Report (AAR) designed on the basis of Annexure- I (Table 1) & Annexure- II (Table 2). The report should be submitted at the end of every academic year, before 30th June of the relevant academic year. The teacher will provide documentary evidence for the claims made in the AAR, which is to be verified by the HOD/Reporting Officer. The submission should be through the Head of the Department (HOD)/dean.

Step 2: After completion of the required years of experience for promotion under CAS and 3rganizatio of other requirements indicated below, the teacher shall submit an application for promotion under CAS as per Performance Based Appraisal System Proforma (PBAS Proforma).

Step 3: A CAS Promotion shall be granted as mentioned in subsequent clauses of this Ordinance.

(ix) Stages of Promotion under the Career Advancement Scheme of Incumbent and Newly-Appointed Assistant Professors/ Associate Professors/Professors

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down hereunder.

B. Career Advancement Scheme (CAS) For University Teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/ Academic Level 11)



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Eligibility:

- (i) An Assistant Professor who has completed four years of service with a Ph.D. Degree or five years of service with a M.Phil. / PG degree in professional courses, M.Tech, M.V.Sc., M.D. etc. or six years of service in case of those without a Ph.D./M.Phil./ PG degree in a professional course and satisfies the following conditions:
- (ii) Attended one orientation course of 21 days duration on teaching methodology/ Research Methodology Course/ Attending orientation/refresher/methodology courses/Winter School/ Summer School/ CAFT/Training etc.;
- (iii) Any one of the following: completed Refresher/ Research Methodology Course/ School/ Summer School/ CAFT/Training /Workshop/ Syllabus Up-Gradation Workshop/ Training Teaching-Learning Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e- certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets a "satisfactory" or "good" grade in the Annual Assessment Reports (AAR) of at least three/four/five of the last four/five/six years of the assessment period as the case may be (**as provided in Annexure-I, Table 1**), and;
- ii) The promotion is recommended by the screening-cum evaluation committee.

I. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- i) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- ii) A Ph.D. Degree in the subject concerned/ relevant/allied discipline.



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- iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of teaching methodology/ Research Methodology Course/ Attending orientation/refresher/methodology courses/Winter School/ Summer School/ CAFT/Training Programme etc. of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with certification); or contribution towards the development of e-content in 4quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets a “satisfactory” or “good” grade in the Annual Assessment Reports (AAR) of at least four of the last five years of the assessment period, (as prescribed in Annexure-I, Table 1) and;
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

II. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- 1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- 2) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from amongst the categories of teaching methodology/ Research Methodology Course/ Attending orientation/refresher/methodology courses/Winter School/ Summer School/ CAFT/Training Programme etc. of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course.



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- 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 5) Evidence of guiding doctoral candidates.

(For the Main Supervisor: One Doctoral Candidate or For the Co- supervisor: Two Doctoral Candidates.)

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets a “satisfactory” or “good” grade in the Annual Assessment Reports (AAR) of at least two of the last three years of the assessment period as specified in Annexure-I, Table 1, and has a research score of at least 70 as per Annexure II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with Statute Chapter XIII 4(d) of University.

III. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- 1) An Associate Professor who has completed three years of service in Academic Level 13 A.
- 2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 4) Evidence of successfully guided doctoral candidate (Ph.D. degree awarded).

(For the Main Supervisor: One Doctoral Candidate or For the Co- supervisor: Two

Doctoral Candidates.) 5) A minimum of 110 Research Score as per Annexure-II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets “satisfactory” or “good” grade in the Annual Assessment Reports (AAR) of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with Statute Chapter XIII 4(d) of University.



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IV. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favorable review from three eminent subject – experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years” of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

Eligibility:

- i) Ten years” experience as a Professor.
- ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

(X) Counting of Past Services for Direct Recruitment and Promotion under CAS:

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - (i) the incumbent was appointed against the Government sanctioned post of the respective University/ Institution;



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- (ii) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
- (iii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
- (iv) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

Note: In the Case of any dispute with regard to information given by teacher in his/her PBAS proforma, the decision of the Screening-cum –Evaluation Committee shall be final.



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Table 1 Assessment Criteria and Methodology for University Teachers (Applies to Section B.1 and B.2 of the CAS Proformas)

S.N.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above - Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator/ Warden/ In-charge/Nodal Officer etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation/ question-papers setting for university/college examinations. (c) Student related co-curricular, extension and field-based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services etc. (d) Organizing seminars/ conferences/ workshops/ training, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research/developmental/in-house project sponsored by national or international/ state/university agencies. (g) At least one single or joint publication in peer reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities



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Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher.

The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.



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Table 2: Methodology for University Teachers for Calculating Academic/Research Score

(This applies to section B.3 of CAS Proforma)

(Assessment must be based on evidence produced by the teacher such as : copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filling and approval letters, students"

Ph.D. award letter, etc.,)

Phase- I Scrutiny of candidates shall be based on Marks/Score obtained in phase-I only (As per table-II of UGC regulation 2018)				
S.No.	Academic/Research Activity	Faculty of Science / Engineering / Agriculture / Medical / Veterinary Science	Self Assessed score (Enclosure No.)	Score Assessed by Scrutiny Committee
1	Research Papers in peer Reviewed or UGC- listed/ NAAS rated Journals	08 per paper		
2	Publications (other than Research paper)			
	(a) Books authored which are published by:			
	International publishers	12		
	National Publishers	10		
	Chapter in Edited Book	05		
	Editor of Book by International Publisher	10		
	Editor of Book by National Publisher	08		
	(b) Translation words in Indian and Foreign Languages by qualified faculties			
	Chapter of Research paper	03		
	Book	08		



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3	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula			
	(a) Development of Innovative pedagogy	05		
	(b) Design of new curricula and courses	02 per curricula/course		
	(c) MOOCs			
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20		
	MOOCs (developed in 4 quadrant) per module/lecture	05		
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02		
	Course coordinator for MOOCs (4 credit course) in case of MOOCs in lesser credits 02 marks/credit	08		
	(d) E-Content			
	Development of e-Content in 4 quadrants for a complete course/e-book	12		
	e-Content (development of econtent in 4 quadrants) per module	05		
	Contribution of development of e- content module in complete course/paper/e-book (at least one quadrant)	02		
	Editor of e-content for complete course/paper/e-book	10		



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4	(a) Research guidance			
	Ph.D.	10 per degree awarded 05 per thesis submitted		
	M.Phil/P.G. dissertation	02 per degree awarded		
	(b) Research/Developmental/ In-house Projects Completed			
	More than 10 lakhs	10		
	Less than 10 lakhs	05		
5	(c) Research Projects/ Developmental/ In-house ongoing :			
	More than 10 lakhs	05		
	Less than 10 lakhs	02		
	(d) Consultancy	03		
	(a) Patents			
	International	10		
	National	07		
	(b) *Policy Document (Submitted to an International body/organisation like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government)			
	International	10		
	National	07		
	State	04		
	(c) Awards/Fellowship/Recognition			
	International	07		
	National	05		
	State/University	02		



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6	* Invited lectures/Resource Person/paper presentation in Seminars/Conferences/full paper in Conference Proceeding (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceeding will be counted only once)			
	International (Abroad)	07		
	International (within country)	05		
	National	03		
	State/University	02		

The Research Score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuter's list):

- i) Paper in refereed journals without impact factor - 5 Points
 - ii) Paper with impact factor less than 1 - 10 Points
 - iii) Paper with impact factor between 1 and 2 - 15 Points
 - iv) Paper with impact factor between 2 and 5 - 20 Points
 - v) Paper with impact factor between 5 and 10 - 25 Points
 - vi) Paper with impact factor > 10 - 30 Points
- (a) Two authors: 70% of total value of publication for each author.
- (b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.
- Joint Project: Principal Investigator would get 100% and Co-investigator would get 50% each.

NOTE:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be Supervisor would get 100%. and Co-supervisor would get 50% each.



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- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/ Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

POLICY ON CAREER ADVANCEMENT FOR PROMOTING RESEARCH AMONG THE FACULTY MEMBERS OF THE LOK JAGRUTI KENDRA UNIVERSITY

The University is committed to facilitate the growth of individuals having a potential for pursuing research work. The awardees of the various researches award granted by the University will be promoted to better positions so as to open new avenues for them in the field of research and to motivate them to excel in the field of national and international research work. Special provision of Travel Assistance, Special Leaves, etc. is sanctioned for workshops / CMEs / Conferences that the candidate may be part of in near future

1. Funding Research Proposals of the faculty

- Faculty members of Lok Jagruti Kendra University are encouraged to submit research proposals to their respective Directors of the School. The Director shall forward it to the Research Department with their observations and approval.
- The research proposal should focus on contemporary topics and aim at expanding the frontiers of knowledge. Maximum financial support available to a project under the scheme is Rs 1 lakh.
- Detailed guidelines for proposal submission can be found in Annexure-I.
- Financial support for research projects will be allocated exclusively to initiatives within Lok Jagruti Kendra University. Funding for projects undertaken by faculty members at other institutions will not be approved except in the case of bilateral or multilateral projects wherein matching grant is being put up by the collaborating institutions.

Funds Disbursement:

- The granted funds will be deposited into the School's account.
- In cases where research-related expenses exceed Rs. 10,000, faculty members can claim the funds based on need with the prior approval of the Director.
- For expenses up to Rs. 10,000, the funds will be deposited directly in the faculty member's account, streamlining the process and ensuring timely access.



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Project Management:

- Faculty members are required to submit quarterly progress reports to the Research Department, with a focus on fund disbursement and project milestones (Collect format from Research Department).
- Faculty members must complete the current project and achieve the specified deliverables before applying for another research grant, regardless of the year.
- Post completion of the project, faculty members need to submit a detailed report which will be placed before the Vice chancellor of the university (Refer to project report guidelines)
- Post completion of the project, a utilization certificate needs to be submitted to the research department (Collect format from Research Department)

Collaboration and Maximum Funding Limit:

- The maximum amount faculty members can claim for a single project is Rs. 1 lakh. This limit is imposed to encourage collaboration and interdisciplinary research.
- Faculty members are strongly encouraged to collaborate with colleagues from other schools within the university to foster cross-disciplinary research initiatives.

By integrating these points into the financial incentive policy, Lok Jagruti Kendra University aims to promote a culture of research excellence and collaboration among its faculty members. This updated policy ensures fair access to research funds, timely disbursement, and accountability in project management.

1.1 Goods Procurement for Faculty Members (Expenses up to Rs 10,000):

1. Application and Approval:

- Faculty members preparing an application for necessary goods (e.g., chemicals, equipment) must submit it to the Director of the school and the Research Department, with the approval of their HoD.

2. Initiating Procurement:

- Once approved by the Director and the Research Department, the procurement request is submitted to the designated procurement official in the School or department responsible for procurement management.



3. Procurement Process:

- Goods are acquired through the established procurement system within the school or department.
- Upon receiving the goods, entries are made in both the school's stock register and the Research Department's records.
- The items are then issued to the respective faculty members.

4. Notification:

- The individual in charge of the laboratory, stock, or workshop notifies both the faculty member and their supervisor about the receipt of goods.

5. Material Issuance:

- Faculty members can request the laboratory, stock, or workshop manager to issue the required quantity of materials.
- The issued quantity is duly recorded in both the school and Research Department records.

6. Bill Submission:

- **Bill Submission:** The procurement bill is forwarded to the Directorate of Research (DoR) with all necessary details for the transfer or crediting of the amount to the school or department's bank account through the University's finance department.

1.2 Services Procurement for Faculty Members (Expenses up to Rs 10,000):

1. Application and Approval:

- Faculty members seeking required services must prepare an application and submit it to the Research Department through their Director for approval.

2. Approved Vendor List:

- If an approved vendor list for services exists within the school or department, the procurement/outsourcing official processes the request based on the list.



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3. Vendor Selection:

- In cases where there is no approved vendor, a 3-member committee, formed by the school's Director, identifies and finalizes a vendor through a quotation process.
- The selected vendor is then issued a work order.

4. Specialized Services:

- When specialized services are necessary, and obtaining formal quotations is challenging, the final decision will be made in consultation with and under the approvals of the Department Head, Director, and the Research Department. Excluded items include APC, Editing and other language related services, any other services not available in-house. Subject to discretion of the research department.

5. Bill Submission:

- The bill for services is forwarded to the Department of Research (DoR) along with all necessary details for the transfer or crediting of the amount to the school or department's account.

2. Revised Support Policy for National/Regional Workshop, Seminar, and Conference Attendance (organized in India) (Up to Rs 25,000):

In pursuit of fostering continuous professional development and scholarly engagement, the following policy is instituted for faculty members who have maintained continuous full-time status at Lok Jagruti Kendra University for at least two years, allowing them eligibility for support to attend national/regional workshops, seminars, and conferences of academic standing and reputation, in offline mode. Faculty members invited as chair/co-chair/invited speakers are also eligible for this support.:

1. Attendance Frequency:

- Faculty members will be financially supported to attend one offline international/national/regional conference, seminar, or workshop every two years.

2. Poster Presentation or Attendance:

- Faculty members are also eligible for support to attend or present posters at national/regional workshops, seminars, or conferences. The attendance frequency for poster presentation or attendance is limited to one event every two years.



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3. Paper Acceptance Requirement:

- Faculty members seeking support for attending a conference, seminar, or workshop can choose between either:
- Having their paper accepted for presentation at the event, with LJ University supporting 70% of the total expenses.
- Attending or presenting posters at conferences, with LJ University supporting 50% of the total expenses.

4. Research-Oriented Seminar, Workshop or Symposium Requirement:

- To qualify for support within the current policy, seminars, workshops or symposiums must be research-oriented.
- Director's approval is mandatory for faculty members to attend research-oriented seminars, workshops or symposiums.

5. Reimbursement Details:

- For conferences where papers are accepted: LJ University will reimburse faculty members for 70% of the total expenses based on the following criteria:
- 2-tier A.C. railway fare for travel between Ahmedabad and the conference location.
- Registration fees (if applicable) for the conference, seminar, or workshop.
- Faculty members must submit a certificate of attendance and a short report detailing their experience before claiming reimbursement.
- For attendance or poster presentation: LJ University will reimburse faculty members for 50% of the total expenses based on the same criteria.

6. Faculty Contribution:

- Faculty members are required to contribute the remaining 30% of the total expenses associated with attending conferences where papers are accepted and 50% for attendance or poster presentation. This includes costs related to travel and registration fees.



7. Authorship and Principal Author:

- In cases where multiple individuals collaborate on a paper, one of the authors will be entitled to the reimbursement benefits outlined in this policy.

This comprehensive policy aims to provide equitable opportunities for faculty members to engage in academic events, promoting their continuous professional development at Lok Jagruti Kendra University.

3. Revised Policy on Faculty Conference/Seminar/Workshop Attendance (Organised Abroad) (Up to Rs 50,000):

The faculty members are encouraged to enhance their academic growth and international exposure by participating in conferences, seminars, symposiums and workshops of significant academic standing and international repute, in offline mode. Faculty members invited as chair/co-chair/invited speakers are also eligible for this support. To support this endeavor, the following policy has been established:

1. Eligibility Criteria:

- Full-time faculty members who have been with Lok Jagruti Kendra University for a minimum of two years are eligible for support under this policy.

2. Attendance Frequency:

- Faculty members will be supported to attend up to two offline international conferences, seminars, or workshops every five (5) years. To maintain a reasonable gap, a minimum of two years is recommended between each supported event.

3. Expense Sharing:

- Faculty members are expected to contribute 30% of the total expenses incurred for attending the conference, seminar, or workshop. This includes costs such as economy airfare from Ahmedabad to the event location and registration fees (if applicable).

4. Paper Acceptance Requirement:

- Faculty members seeking reimbursement for their conference attendance must have their paper accepted for presentation at the respective conference, seminar, or workshop. The acceptance confirmation should be provided as part of the reimbursement request.



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5. Reimbursement Details:

- The following expenses will be eligible for reimbursement:
- Economy airfare from Ahmedabad to the conference/seminar/workshop location.
- Registration fees (if applicable) for the event.

6. Authorship and Principal Author:

- In the case of collaborative paper writing, one of the authors will be entitled to the reimbursement benefits outlined in this policy.

7. Reimbursement Process:

- Faculty members must adhere to the reimbursement process set forth by the University. This process includes submitting necessary documentation such as paper acceptance letters, and a detailed reimbursement request before registering for the conference.

Note: A faculty who avails such benefit under any other university scheme will not be entitled to avail benefit of these schemes. For example, university faculty registered for the Doctoral Programme will not be entitled to faculty support scheme.

Employee Welfare and Support Policies

- 1. Faculty Technical Support Policy** (*Note: Applies to teaching staff only*): To support faculty in staying technologically updated, faculty members are eligible for a one-time support of ₹15,000 for purchasing laptops for academic duties.
- 2. Skill Development and Training Policy:** To foster professional growth and technical upskilling, regular training and workshops is conducted, including but not limited to:
 - CPR and First Aid
 - Fire Safety
 - ERP systems
 - Artificial Intelligence Tools
 - Advanced Excel
 - Communication Skills
 - AC Servicing



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3. **Annual Reliance Gift Card Distribution Policy:** To offer flexibility in festive purchases for employees, every eligible employee will receive a ₹6,000 Reliance Gift Card annually. Employees with a service period between 6 months and less than 1 year will be entitled to ₹3,000.
4. **Accident Insurance Coverage Policy:** To safeguard staff against unforeseen circumstances, All non-teaching employees are covered under accident insurance. The Premium is paid by the University. Claims are processed as per insurance provider terms.
5. **Mediclaim Premium Assistance Policy:** To promote health insurance coverage among staff, an annual reimbursement of ₹1200 is provided towards Mediclaim premium for eligible non-teaching staff.
6. **Annual Bonus Policy:** To recognize and reward employee contribution during the entire year, all non-teaching staff who will complete more than 6 months of service will receive an annual bonus.
7. **Educational Support for Staff Children Policy:** To support the academic growth of employees' families, LJKU provides complimentary study materials to the school-going children of non-teaching staff.
8. **Employee Financial Loan Assistance Policy:** To provide accessible financial solutions for employees, LJKU offers loan assistance for personal, vehicle, and housing needs. PMAY housing booking support is also included.
9. **Diwali Gift hampers** will be distributed to caretaking staff members.
10. **Kite Festival Celebration Policy:** To foster a sense of community and celebrate cultural traditions, LJKU will annually provide the Festive Kite Kit to all non-teaching and housekeeping staff during the Kite Festival.
11. **Annual Year-End Celebration Policy ("Masti Mode"):** To enhance staff morale and camaraderie, An annual event will be organized for non-teaching staff.