

Run by : Lokmanya Tilak Sanskrutik Nyas Ujjain (M.P.)

LOKMANYA TILAK SCIENCE AND COMMERCE COLLEGE, UJJAIN (M.P.)

(Accredited to UGC New Delhi)

(Permanently Affiliated to Vikram University, Ujjain)

(Recognized by the Department of Higher Education, Bhopal M.P.)

Associated Study institute of MCRPV Bhopal

Study Center of ICSI



“तमसो मा ज्योतिर्गमय”

..... HAND BOOK OF

CODE OF CONDUCT

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CODE OF CONDUCT HAND BOOK

ABOUT US

**WHY IS IT IMPORTANT TO PREPARE CODE OF CONDUCT
VISION, MISSION AND CORE VALUES**

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ABOUT US

Lokmanya Tilak Science & Commerce College is blessed to be situated at the abode of Lord Shiva-The city of Mahakaleshwar, Ujjain. The visionary founder patrons who laid the foundation of this college had a vision of not only imparting good education but also building good moral character in students. It has been almost two decades and the tradition is moving ahead where formal education is blended with sports, cultural activities, NCC, NSS and other social activities for the overall development of a student. Lokmanya Tilak Science College is the only private college having permanent affiliation from Vikram University and recognized by UGC. The college offers under graduate courses in Science, Commerce and Management. Students have a choice of selecting other optional subjects like Economics, Computer Science, and Taxation. The Science stream students have the option of selecting subjects like, Statistics, Microbiology, Physics, and Electronics etc. The college is spread in a sprawling area of 7374 sq. meter. The building covers an area of 1940 sq. meter. The college has all the basic amenities and infrastructure including a huge Play ground, Gymnasium hall, Athletics and facilities for Indoor games like Badminton, Table-tennis etc. The college caters to the nutritional requirements for which a canteen is operational providing healthy and hygienic food items at low cost. The college started post graduate course in commerce in the year 2013 along with post - graduation diploma in Yoga education. Since the last sixteen years the college has attained remarkable success despite being a self-financing Institution. The college has a pool of qualified staff with eight PhD. holders and one M.Phil because of which the drop - out rate is also very low.

WHY IS IT IMPORTANT TO PREPARE CODE OF CONDUCT

The code of conduct reflects the institutions overall mechanism and working imbibing the core values which an institution not only preaches but makes a conscious effort to execute them.

VISION :

Lokmanya Tilak Science and Commerce College is run by Lokmanya Tilak Sanskrutik Nyas. Ever since its inception the management had the vision to run an institution with clear and distinctive characteristics mainly addressing the needs of society. If we consider the scenario in the last four decades we find that to an extent education system is getting affected by individual behavior, environment, corruption and inclination on criminal activities. This may be because of rapid and fast growing

education sector where self centered individual has no time for the well — being of the society they live in. Individual aspirations have taken over social responsibility. The result is lack of innovation, restriction of knowledge use, chaotic society, increased corruption etc. Educated and talented individuals find themselves in criminal activities because of frustration. The intellectual society is also responsible for exerting extra pressure on the young ones resulting in frustration and indiscipline. In today's scenario being educated and being civilized look like opposite poles. To change this scenario or to contribute in some manner towards the rectification of the contemporary the visionary patrons started the institution by the name of Lokmanya Tilak Science & Commerce College. The vision was and is to make the society noble, honest, humble, resilient and self-disciplined. The college works specifically on all these aspects meticulously. The process is never ending and definitely can yield long lasting results. The college has a vision to transform these individuals and in the process the society and the nation will get transformed.

MISSION :

The mission of the institution has always been the execution of policies in a very systematic and transparent way. Students are not the end but they are the means to an end where they find themselves able, competent and independent. The education system is unbiased irrespective of cast, religion or gender. The college firmly believes that every student is a unique individual with unique peculiarities and qualities. To encourage leadership skills and team spirit different events are organized in which the students are given the power and responsibility to exhibit their management and leadership skills. As a part of social responsibility the students participate in plantation programs in the premises of the college. The NSS unit is functional and the students get ample opportunities to serve the community by participating in cleanliness drive, literacy programs, social surveys etc. The constructive and creative urge of the students gets quenched when they participate in Curricular, Literary and Extra-curricular activities which the college organizes periodically. The student - teacher apart from the class-room share a very healthy rapport where teachers constantly keep an eye on the activities and make the students competitive and ready to face the challenging environment. The College administration lead by the Principal plans the imparting of practical knowledge by collaborating with different industry and project works. The College promptly forwards the scholarship schemes of the government so that the students from the financially weaker section are benefitted. The college with its

teaching, non-teaching staff and all other personals are dedicated and devoted to help and guide the students in every possible manner so that the students can achieve the desired results.

Code of Conduct for the students

- Every Students is expected to be well disciplined. Indiscipline and rudeness by the student is absolutely unacceptable.
- A polite, be disciplined and simple way of living is expected from students. The dress up must simple and sober. Consumption of drugs is prohibited.
- Active participation in studies and extra curricular. activities will be appreciated and abiding to the rules of the related committees will be compulsory.
- Every student will take care of the college property and will co-operate to maintain it in every manner.
- Any type of physical/mental violence, terror and anti social activity in the college will not be tolerated and it will be termed improper and illegal. It is mandatory to appear in the exams both at University level as well as college level. A fine may be imposed in case of being absent.
- Use of unfair means is strictly prohibited. If any student is found using unfair means. he/she invite legal action as per M.P. examination rule 1984 and accordingly a penalty of Rs. 5000/-or imprisonment of 3 years or both imposed student will not be allowed to appear in the forth coming examinations.
- Student will have to behave according to the dignity of the college. For the solution of any problem, if necessary, he/she- will come with his/her parents and He/she is not supposed to take any help from the internal issues.
- Student will do all possible efforts to maintain calm-quite, an serene atmosphere in the college.
- Student will co-operate the college administration by giving the confidential information to the discipline committee about the students who are undisciplined rude and who encourage the anti social activities.
- Student will attend the national festivals and other functions and perform the given duties sincerely. According to the M.P. Govt's order 3/12/13 No. 05/3055/21.11.05 mobile phones are strictly prohibited in the college campus.
- Students should use their free time in the college library. They have to follow the

rules of the library.

- Have feeling of respect for the professors and employees of the institution.
- Always keep in mind that Ragging is a punishable crime.
- 75% of attendance is compulsory in every class and every subject.
- Proper facilities of sports are available in the college.
- It is a must to obey the sports officer in this concern. Unnecessary arguments of any type will be termed as indiscipline.
- It is compulsory to follow the rules which can be amended from time to time.

Pay Attention

- While taking admission for the first time, students may be asked to call their parents.
- Student passing out from other university/education Institutions will have to get eligibility certificate from Vikram University Ujjain Compulsorily.
- The students who take admission in any stream of the college and do not take part in examination.
- Leave studies in between/fail will not be admitted to the same Class again.
- Students undergoing any trial in courts or if any cases are pending in the court of law or accused for misbehaving with officers/employees during exams or in the previous session will not be given admission in the college.
- Students involved in destruction and deformation of college property and also in ragging are not eligible for admission.

Important instructions :

- Disciplinary action will be taken against those students who bunk the class, found standing or sitting idle in the college without any work.
- The student is supposed to carry the identity card with him/her and also to maintain the same. If the identity card is misplaced/lost he needs to inform the college and the nearest police station immediately Lost identity card can be misused by others.
- The students must show the identity card at the entrance gate compulsorily.

Code of conduct for Teachers

The code of conduct for faculty normally addresses the matters related to

conduct of teachers such as teaching, learning, evaluation, relationship with the students, associated staff, Management, parents duties and responsibilities with moral & professional ethics, human values, external services, devotion, dedication and integrity of the teacher towards the college.

Duties of the Teacher towards students:

1. Adhere to a responsible pattern of conduct and demean our expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the Institute and the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and Institute examinations, including supervision, invigilation and evaluation.
8. Participate in extension, co-curricular and extra-curricular activities including community service.

Code of conduct:

1. The teacher shall perform all his/her. duties faithfully and will not avoid responsibility.

However, following lapses would constitute improper conduct on the part of the teacher:

1. Failure to. perform his/her academic duties such as lecturing, demonstration, assessment, invigilation etc.
2. Gross partiality assessment of students, deliberately over/undermaking or attempt of victimization on any grounds.

3. Inciting or instigating students against other students, colleagues, administration, (This does not interfere with his right to express the differences on principles in seminars other places where students are present.)
4. Raising questions of castes, creed or religion race or sex in his relationship with the students and his colleagues and trying to use the above considerations for improvement of his prospects.
5. Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the college, this will not inhibit his right to express his difference with their policies or decisions, express his difference with their policies or decisions, expression, provided that he will not use the facilities or forum of the Institute to propagate his own ideas or beliefs for or against particular party of alignment of political or religious activities.
6. Involvement of the Anti-academic activities directly or indirectly such as.
 1. Writing of questions-answers guide, key, likely questions, cyclostyled or Xerox notes, etc.
 2. Undertaking of any office of profit, agency. The teacher shall not avoid any work related to the University/Institute examinations without reasonable grounds.. The behavior of the teacher with male and female students and other employees shall be modest.
 3. The Teacher shall.
 1. Strictly abide by any law relating to intoxicating drinks or drugs in force in any are in which he may happen to be for the time being.
 2. Not consume any intoxicating drink or be under the influence of any intoxicating drink or drug, during the courses of his duty, and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug.
 3. Refrain from consuming any intoxicating drink or drug in a public place.
 4. Not appear in a public place in state of intoxication.
 5. Not use any intoxicating drink or dug in excess so that he is unable to control his behaviors.
 6. Violation of Anti-bigamy Act and Anti-dowry Act in any manner directly or indirectly.

- **The Powers and Duties of the Principal:**

- 1 The Principal shall be the Chief Executive Officer and the academic head of the college and he shall participate in the teaching work of the college.

- 2 Subject to the general control of the Governing Body the Principal shall be responsible for :-

- (a) The administration of the college generally as an institution admitted to the privileges of the University;

- (b) The management of the college library and hostels;

- (c) Maintenance of the accounts, receipts and expenditure of the college;

- (d) Correspondence of the college and custody of the records of the college;

- (e) Administration of the amalgamated fund;

- (f) Execution of the decision of the Governing Body .

- 3 The Principal shall have the following powers namely :-

- (a) To admit students to the college;

- (b) To assign duties in respect of teaching, administrative work and extra-curricular activities to the teaching and other staff of the college and see to the proper performance thereof;

- (c) To appoint, promote, grant leave, suspend and take disciplinary action against the class III and class IV employees of the college;

Provided that where disciplinary action is taken by the Principal, an appeal shall lie with the Governing Body;

- (d) To maintain discipline in the college;

- (e) To exercise all such other powers as may be conferred on him by the statutes ordinances and Regulations.

Provided that disciplinary action taken by the Principal against any student shall be final and shall not be liable to be revised by any other authority except where such revision is permitted by the Statutes and Ordinances of the University;

Provided also that in the case of rustication of a student from the college, the college council may review the decision of the Principal;

- **Teachers and Authorities: Teachers should:**

1. Discharge their professional responsibilities according to the existing rules and

adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.

2. Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.
3. Co-operate in the formulation of policies or the institution by accepting various offices and discharge responsibilities which such offices may demand.
4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
5. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
6. Should adhere to the conditions of contract.
7. Give and expect due notice before a change of position is made.
8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

लोकमान्य टिळक शिक्षण समिति/सांस्कृतिक न्यास

अवकाश नियमावली

लोकमान्य टिळक शिक्षण समिति / सांस्कृतिक न्यास के अंतर्गत नियुक्त शिक्षक-कर्मचारियों के लिए यह अवकाश नियमावली दिनांक 1 जुलाई 2019 से आगामी आदेश तक प्रभावशील रहेगी। समिति/न्यास द्वारा पूर्व में निर्धारित समस्त अवकाश नियमावली दिनांक 1 जुलाई 2019 से निरस्त मानी जाएगी।

भाग (ए) : स्थायी शिक्षक-कर्मचारियों के लिए

1. आकस्मिक अवकाश :

- (1) प्रतिवर्ष शैक्षणिक सत्रावधि (1 जुलाई से 30 जून तक) में शिक्षक-कर्मचारी को 13 दिवस अथवा 26 अर्द्ध-दिवस के आकस्मिक अवकाश की पात्रता होगी।
- (2) उपर्युक्त आकस्मिक अवकाश किसी भी माह में अग्रिम भी लिए जा सकते हैं।
- (3) एक माह में अधिकतम 4 आकस्मिक अवकाश (विशेष परिस्थिति में संस्था प्रमुख की अनुशंसा पर अधिक भी) ले सकते हैं।
- (4) एक माह में अधिकतम 4 अर्द्ध-दिवस आकस्मिक अवकाश (निरंतर 4 दिन नहीं) ले सकते हैं।

- (5) आकस्मिक अवकाश व सार्वजनिक (रविवार व अन्य शासकीय) अवकाश मिलाकर कुल 7 दिवस नहीं होना चाहिए। किन्तु ऐसा होने पर सार्वजनिक अवकाश की गणना भी आकस्मिक अवकाश में ही होगी।
- (6) आकस्मिक अवकाश को ग्रीष्म अवकाश के साथ (पहले या बाद में) नहीं लिया जा सकता है।
- (7) आकस्मिक अवकाश को अवैतनिक अवकाश के मध्य नहीं लिया जा सकता है।

2. ऐच्छिक अवकाश :

- (1) प्रतिवर्ष सत्रावधि (1 जुलाई से 30 जून) में कोई भी 3 ऐच्छिक अवकाश लिए जा सकेंगे।
- (2) ऐच्छिक अवकाश पूर्व में स्वीकृत करवाना आवश्यक है।
- (3) ऐच्छिक अवकाश को ग्रीष्म अवकाश के साथ (पहले या बाद में) नहीं लिया जा सकता है
- (4) ऐच्छिक अवकाश को अवैतनिक अवकाश के मध्य नहीं लिया जा सकता है।
- (5) ऐच्छिक अवकाश पूर्ण दिवस के वेतन पर स्वीकृत होगा, अर्थात अर्द्ध-दिवस का ऐच्छिक अवकाश स्वीकृत नहीं होगा।

3. अर्जित अवकाश :

- (1) अर्जित अवकाश अग्रिम नहीं लिया जा सकता है। ग्रीष्मावकाश में अर्जित करने के बाद ही इस अवकाश की पात्रता रहेगी।
- (2) केवल संस्था प्रमुख एवं ग्रीष्मावकाश में अपेक्षित कार्यालयीन कर्मचारी को ही अर्जित अवकाश की पात्रता होगी।
- (3) ग्रीष्मावकाश में अर्जित किए गए ये अवकाश आगामी सत्रावधि में लेने की पात्रता रहेगी। जिस इकाई में सेमेस्टर प्रणाली लागू है, वहाँ अर्जित अवकाश लागू नहीं होगा।
- (4) सत्रावधि के अंत में शेष बचे अर्जित अवकाश का नकदीकरण किया जा सकता है अथवा अगले सत्र के लिए संग्रहित किया जा सकता है।
- (5) अर्जित अवकाश संग्रह की अधिकतम सीमा 30 दिवस की होगी। 30 दिवस से अधिक का अर्जित अवकाश स्वयमेव समाप्त हो जाएगा।
- (6) एक सत्र में अधिकतम 15 दिवस के अर्जित अवकाश का समर्पण कर नकदीकरण हो सकेगा।
- (7) ग्रीष्मावकाश में आवश्यकता होने पर विद्यालयीन कार्य हेतु किसी शिक्षक/कर्मचारी को बुलाया जाता है तो शेष सभी के समान जितने दिन कार्य किया हो उसके 1/3 दिन का अर्जित अवकाश स्वीकृत किया जा सकेगा।
- (8) यह अवकाश संस्था प्रमुख की पूर्वानुमति से ही लिया जा सकेगा।

- (9) अर्जित अवकाश को ग्रीष्मावकाश के साथ (पहले या बाद में) नहीं लिया जा सकता है।
- (10) अर्जित अवकाश को अवैतनिक अवकाश के मध्य नहीं लिया जा सकता है।
- (11) अर्जित अवकाश पूर्ण दिवस का ही स्वीकृत होगा, अर्द्धदिवस का नहीं।

4. चिकित्सा अवकाश :

- (1) ईएसआईसी. की सीमा में वेतन प्राप्त शिक्षक-कर्मचारियों (संस्था प्रमुख सहित) के लिए ईएसआईसी के नियम अनिवार्यतः लागू रहेंगे। इसी के अनुसार चिकित्सा अवकाश मिलेगा।
- (2) जो शिक्षक-कर्मचारी ई.एस.आई.सी. की सीमा में नहीं आते हैं, उन्हें एक वर्ष में 10 संस्थागत चिकित्सा अवकाश की पात्रता होगी। चिकित्सा प्रमाण-पत्र के आधार पर ही संस्थागत चिकित्सा अवकाश स्वीकृत हो सकेगा, जिसके लिए पूर्व में अनफिट एवं अवकाश पश्चात् प्रथम दिवस को ही फिटनेस सर्टिफिकेट अवश्यक होगा।
- (3) अधिकतम 30 संस्थागत चिकित्सा अवकाश संग्रहित किये जा सकेंगे।
- (4) संस्थागत चिकित्सा अवकाश ग्रीष्मावकाश के साथ (पहले/बाद में) नहीं लिया जा सकेंगे।
- (5) संस्थागत चिकित्सा अवकाश को अवैतनिक अवकाश के मध्य नहीं लिया जा सकता है।
- (6) संस्थागत चिकित्सा अवकाश पूर्ण दिवस के वेतन पर स्वीकृत होगा, अर्थात् अर्द्ध-दिवस का संस्थागत चिकित्सा अवकाश स्वीकृत नहीं होगा।

5. प्रसूति अवकाश :

- (1) यह अवकाश ई.एस.आई.सी. के नियमानुसार ही लागू होगा।

6. अवैतनिक अवकाश :

- (1) एक सत्र में 7 दिन से अधिक का अवैतनिक अवकाश लेना अनुशासनहीतना की श्रेणी में माना जाएगा व सेवा में अवरोध की श्रेणी मानकर सेवामुक्ति का पर्याप्त आधार माना जाएगा।
- (2) अवैतनिक अवकाश पूर्ण दिवस के वेतन पर स्वीकृत होगा, अर्थात् अर्द्ध-दिवस का अवैतनिक अवकाश स्वीकृत नहीं होगा।

7. अन्यत्र कर्तव्यस्थ अवकाश :

- (1) शिक्षक-कर्मचारी अथवा प्राचार्य अन्यत्र प्रायोगिक परीक्षा लेने अथवा उत्तर पुस्तिका मूल्यांकन, पी.एचडी, वायवा आदि के लिए जाते हैं तो ऐसे अवकाश को अन्यत्र कर्तव्यस्थ अवकाश माना जाएगा।
- (2) अन्यत्र कर्तव्यस्थ अवकाश की प्रमाण के साथ पूर्व स्वीकृति लेना आवश्यक है।
- (3) इस अवकाश का संस्था द्वारा यात्रा भुगतान नहीं किया जाएगा।

- (4) कार्योपरांत प्रथम उपस्थिति दिवस पर ही उपस्थिति प्रमाण पत्र देना आवश्यक होगा।
- (5) शिक्षक-कर्मचारी अथवा प्राचार्य सेमिनार/ वर्कशॉप में भाग लेते हैं तो उन्हें इस अवकाश के अंतर्गत अनुमति प्रदान की जा सकेगी। किंतु उपस्थिति प्रमाण पत्र लाना आवश्यक होगा।

8. ग्रीष्म अवकाश :

- (1) यह अवकाश शैक्षणिक कार्य में सम्पन्न शिक्षकों के लिए लागू होगा। शिक्षकों को ग्रीष्मावकाश प्रारंभ होने के पूर्व अंतिम कार्यदिवस पर अथवा ग्रीष्मावकाश के पश्चात् प्रथम कार्यदिवस पर उपस्थित रहना अनिवार्य है।
- (2) दोनों ही कार्यदिवस पर उपस्थित नहीं रहने पर शिक्षक के खाते में शेष अवकाश से समायोजन किया जाएगा। अवकाश शेष न होने पर अवैतनिक अवकाश माना जाएगा।
- (3) अभ्यास-वर्ग के चलते किसी भी प्रकार का अवकाश स्वीकृत नहीं होगा, किंतु विशेष एवं गंभीर परिस्थिति में संस्था प्रमुख की अनुशंसा पर प्रबंधन को इस स्वीकृत करने का अधिकार होगा।

9. विशेष अवकाश – विशेष अवकाश निम्नांकित परिस्थितियों में लिया जा सकता है।

(1) विवाह प्रसंग :

अ - स्वयं या पुत्र/पुत्री के विवाह हेतु यह अवकाश अधिकतम 5 दिवस का मान्य किया जाएगा। 5 दिनों में केवल कार्यदिवस की गणना ही की जाएगी।

(2) मृत्यु प्रसंग :

अ- पुरुष शिक्षक कर्मचारी एवं अविवाहित महिला शिक्षक-कर्मचारियों को माता/पिता की मृत्यु परिस्थिति में यह अवकाश 15 दिनों के लिए मान्य होगा। इसमें रविवार सहित सभी शासकीय अवकाश की गणना की जाएगी।

ब- विवाहित महिला शिक्षक-कर्मचारियों (जो सास-ससुर के साथ निवासरत हैं) को सास/ससुर की मृत्यु की परिस्थिति में यह अवकाश 15 दिनों के लिए मान्य होगा। इसमें रविवार सहित सभी शासकीय अवकाश की गणना की जाएगी।

स- विवाहित महिला शिक्षक-कर्मचारियों को माता/पिता की मृत्यु की परिस्थिति में यह अवकाश 2 दिनों (कार्य दिवस) के लिए मान्य होगा।

10. शासकीय अनुदान प्राप्त शिक्षक-कर्मचारियों के अवकाश नियम पूर्वनुसार ही लागू होंगे।

11. अर्जित अवकाश एवं संस्थागत चिकित्सा अवकाश के अलावा, सत्रांत में शेष बचे अन्य किसी भी अवकाश की गणना अगले सत्र में नहीं की जाएगी।

12. प्रसूति अवकाश को छोड़कर शेष सभी प्रकार के अवकाश विद्यालय/महाविद्यालय का कार्य प्रभावित न

करते हुए संस्था की सुविधानुसार ही स्वीकृत करने का अधिकार संस्था प्रमुख व प्रबंधन को रहेगा।

13. सभी प्रकार के अवकाश प्रारंभ होने पर अवकाश की जानकारी एवं अवकाश से लौटकर प्रथम उपस्थित दिवस को ही अवकाश से संबंधित समस्त दस्तावेज संस्था प्रमुख को प्रस्तुत करना आवश्यक रहेगा।
14. महाविद्यालयीन स्थायी शिक्षक-शिक्षिकाओं को प्रत्येक सेमेस्टर के पश्चात 10 दिवस का सेमेस्टर ब्रेक दिया जाएगा। यह सेमेस्टर ब्रेक महाविद्यालयीन कार्य प्रभाविन न करते हुए प्राचार्य को प्रदान करने का अधिकार रहेगा। इसमें रविवार सहित सभी प्रकार के अवकाश गणना में लिए जाएंगे।
15. महाविद्यालयीन स्थायी शिक्षक-शिक्षिकाओं को सेमिनार, वर्कशॉप, रिफ्रेशर/ओरिएंटेशन कोर्स के लिए अवकाश एवं स्लीपर क्लास का द्वितीय श्रेणी यात्रा भत्ता दिया जाएगा। प्राचार्य को थर्ड-एसी का यात्रा भत्ता दिया जाएगा। इसके लिए कर्तव्यस्थ उपस्थिति प्रमाण पत्र आवश्यक है।
16. उक्त सभी प्रकार के नियम पे-रोल पर नियुक्त शिक्षक-कर्मचारियों के लिए लागू होंगे।
17. किसी भी प्रकार के कंपंसेटिव अवकाश की पात्रता किसी भी शिक्षक-कर्मचारी को नहीं रहेगी।
18. सभी प्रकार के अवकाश शिक्षक-कर्मचारी का अधिकार न होकर ये सभी संस्था की आवश्यकतानुसार ही प्रदान किए जाएंगे।

भाग (बी) : अस्थायी शिक्षक-कर्मचारियों के लिए

1. आकस्मिक अवकाश –

- (1) नियुक्ति अवधि में प्रतिमाह 1 दिवस या 2 दिवस के आकस्मिक अवकाश की पात्रता रहेगी।
- (2) उपर्युक्त आकस्मिक अवकाश शेष होने पर ही लिए जा सकते हैं, अग्रिम नहीं।
- (3) शेष होने पर एक माह में अधिकतम 4 आकस्मिक अवकाश (विशेष परिस्थिति में संस्था प्रमुख की अनुशंसा पर अधिक भी) ले सकते हैं।
- (4) शेष होने पर 1 माह में अधिकतम 4 अर्द्धदिवस आकस्मिक अवकाश (निरंतर 4 दिन नहीं) ले सकेंगे।
- (5) आकस्मिक अवकाश व सार्वजनिक (रविवार व अन्य शासकीय) अवकाश मिलाकर कुल 7 दिवस नहीं होना चाहिए। किन्तु ऐसा होने पर सार्वजनिक अवकाश की गणना भी आकस्मिक अवकाश में ही होगी।
- (6) आकस्मिक अवकाश को ग्रीष्म अवकाश के साथ (पहले या बाद में) नहीं लिया जा सकता है।
- (7) आकस्मिक अवकाश को अवैतनिक अवकाश के मध्य नहीं लिया जा सकता है।

2. ऐच्छिक अवकाश :

- (1) अस्थायी शिक्षक-कर्मचारी को ऐच्छिक अवकाश की पात्रता नहीं होगी।

3. अर्जित अवकाश :

(1) अस्थायी शिक्षक-कर्मचारी को अर्जित अवकाश की पात्रता नहीं होगी।

4. चिकित्सा अवकाश :

(1) ईएसआईसी. की सीमा में वेतन प्राप्त शिक्षक-कर्मचारियों (संस्था प्रमुख सहित) के लिए ईएसआईसी के नियम अनिवार्यतः लागू रहेंगे। इसी के अनुसार चिकित्सा अवकाश मिलेगा।

5. प्रसूति अवकाश :

(1) यह अवकाश ई.एस.आई.सी. के नियमानुसार ही लागू होगा।

6. अवैतनिक अवकाश :

(1) एक सत्र में 7 दिन से अधिक का अवैतनिक अवकाश लेना अनुशासनहीतना की श्रेणी में माना जाएगा व सेवा में अवरोध की श्रेणी मानकर सेवामुक्ति का पर्याप्त आधार माना जाएगा।

(2) अवैतनिक अवकाश पूर्ण दिवस के वेतन पर स्वीकृत होगा, अर्थात् अर्द्ध-दिवस का अवैतनिक अवकाश स्वीकृत नहीं होगा।

7. अन्यत्र कर्तव्यस्थ अवकाश :

(1) शिक्षक-कर्मचारी अथवा प्राचार्य अन्यत्र प्रायोगिक परीक्षा लेने अथवा उत्तर पुस्तिका मूल्यांकन, पी.एचडी, वाय-वाय आदि के लिए जाते हैं तो ऐसे अवकाश को अन्यत्र कर्तव्यस्थ अवकाश माना जाएगा।

(2) अन्यत्र कर्तव्यस्थ अवकाश की प्रमाण के साथ पूर्व स्वीकृति लेना आवश्यक है।

(3) इस अवकाश का संस्था द्वारा यात्रा भुगतान नहीं किया जाएगा।

(4) कार्योपरांत प्रथम उपस्थिति दिवस पर ही उपस्थिति प्रमाण पत्र देना आवश्यक होगा।

(5) शिक्षक-कर्मचारी अथवा प्राचार्य सेमिनार/ वर्कशॉप में भाग लेते हैं तो उन्हें इस अवकाश के अंतर्गत अनुमति प्रदान की जा सकेगी। किंतु उपस्थिति प्रमाण पत्र लाना आवश्यक होगा।

8. ग्रीष्म अवकाश :

(1) अस्थायी शिक्षक-कर्मचारी को ग्रीष्म अवकाश की पात्रता नहीं होगी।

9. विशेष अवकाश :

(1) अस्थायी शिक्षक-कर्मचारी को विशेष अवकाश की पात्रता नहीं होगी।

10. प्रसूति अवकाश को छोड़कर शेष सभी प्रकार के अवकाश विद्यालय/महाविद्यालय का कार्य प्रभावित न करते हुए संस्था की सुविधानुसार ही स्वीकृत करने का अधिकार संस्था प्रमुख व प्रबंधन को रहेगा।

11. सभी प्रकार के अवकाश प्रारंभ होने पर अवकाश की जानकारी एवं अवकाश से लौटकर प्रथम उपस्थित दिवस को ही अवकाश से संबंधित समस्त दस्तावेज संस्था प्रमुख को प्रस्तुत करना आवश्यक रहेगा।
12. किसी भी प्रकार के कंपंसेटिव अवकाश की पात्रता किसी भी शिक्षक-कर्मचारी को नहीं रहेगी।
13. सभी प्रकार के अवकाश शिक्षक-कर्मचारी का अधिकार न होकर ये सभी संस्था की आवश्यकतानुसार ही प्रदान किए जाएंगे।

Benefits and facilities for the employees of the institution

1. Provident fund- The management or the governing body maintains a record of its employees regarding the provisions of provident fund along with pension and gratuity. The basic rules of provident fund is as per the norms and guidelines approved by the state government

2. Employee state insurance corporation- It is an initiative by the institution to benefit employees in case of sickness, maternity and employment injury. Only those employees who fall under the category or as per the salary structure

CULTURAL AWARENESS

The mission and vision of the institution is not only to impart quality education but we also aim to imbibe a sense of cultural restoration through student participation in different cultural and other curricular activities. The artistic quotient can only be taken care of when the students also understand the basic nuances and meaning of our Indian culture and the true meaning of Indian values.

ENVIRONMENTAL CONSCIOUSNESS

Our campus area is filled with a lot of plants and trees and as well as we are running a nursery. In the nursery many medicinal and ornamental plants are provided for plantation. Our management and faculty members are taking continuous steps for saving and consumption of energy.

The initiatives are taken in the following manner :

1. Energy conservation - (for saving of electricity we are replacing tube lights with CFL & LED lights) In the process of renovation all the windows were installed with transparent glass which allows adequate sunlight in to the rooms, there by resulting in energy savings. Steps are also being taken to replace fluorescent tubes with LED bulbs to contribute towards energy conservation. Even in computer labs the sidewall has been replaced by large transparent glazing that helps in utilizing natural sunlight and energy is continuously being saved. In the lab, computers are switched on as per need

under the supervision of the lab assistant who also ensures along with the students that computers are switched off immediately after use. Before leaving class rooms and labs, faculty members and students switch off the lights and fans. We are also installing solar lights for energy conservation.

2. Use of renewable energy - Use of solar energy

3. Water Harvesting - In our college very wide open area for natural water harvesting is available. There is open mud area which automatically utilizes the rain water in land for water conservation. There are big trees in college campus which helps to prevent soil erosion.

4. Plantation - There are many big trees like — Neem, plum, eucalyptus, deodar, Cheed, Khajoor (Datepalm) and other leafy plants. Our college campus is spread in around two Acres of land. It has a big garden which helps to make pollute free area. Our college has a big nursery. It provides plants for students, faculty members and outsiders for plantation. In the nursery natural manure is prepared with the help of cow dung and leaf etc. During the session National service scheme does the plantation program in college and every member of staff has been involved in the process, the students have been trained to plant trees as per a fixed pattern and take proper care of plants.

5. Waste Management & Disposal- In our college cloth bag and paper bags are used in place of polythene bags. We do not use disposable material for breakfast or lunch. We dispose the waste material in proper way. We take care that hazardous goods like glass materials, plastic, chemicals should be dispose off in the right way.

SHIKSHA PARISAR

Neelganga Road, Behind Railway Station, Ujjain (M.P.) 456010

Ph. 0734-2563833, 2554113

▪ Website : www.ltsccollegeujjain.com ▪ E-mail : ltsccollegeujjain@rediffmail.com