



# LPCPS

LUCKNOW PUBLIC COLLEGE  
OF PROFESSIONAL STUDIES

**Vinamra Khand, Gomti Nagar, Lucknow, Ph.: 0522-6569024, 6537815**

[A unit of Lucknow Public Schools & Colleges]

Affiliated to University of Lucknow

visit us at : [lpcpsportal.com](http://lpcpsportal.com)  
E-mail : [info@lpcps.com](mailto:info@lpcps.com)

**1<sup>st</sup> Revised**

# **HR Policies**

**For Employees Of**

**Lucknow Public College of Professional Studies**

**2016-17 Onwards**



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# HR POLICIES FOR EMPLOYEES

## I. SHORT TITLE AND COMMENCEMENT

1. These Rules shall be called the Service Regulations for the Employee of Lucknow Public College of Professional Studies (LPCPS).
2. These Rules shall come into force from the date of their adoption by virtue of a Resolution passed by the College Management and will be applicable to all employees of LPCPS.
3. These Service Rules shall come into effect to employees from the date of their employment (official joining date) and shall apply to the Professors, Associate Professors, Assistant Professors and Non-teaching staff working in the College (falling under any category as defined under)
4. Service Regulations are subject to alteration or revision if found necessary by the Management of LPCPS. These rules shall form the part of the employment terms and conditions for all the employees.
5. The 'College Management' or the 'Management of LPCPS' or the 'employer' are the terms used interchangeably defining the same authority.

## II. DEFINITIONS

In these Rules, unless the context otherwise requires:

1. The College Management or the Management of LPCPS here refers to the Employer.
2. Lucknow Public College of Professional Studies means unaided private College run by Lucknow Public Educational Society at Rajajipuram, Lucknow.
3. Employer means the College Management of Lucknow Public College of Professional Studies.
4. 'Appointing Authority' in relation to an employee means authority (Management) empowered by the Society to make appointment/s to the grade in which the employee is for the time being included, or the post which the employee for the time being holds.
5. 'Management' means the Management of the College.
6. 'College' means the College run by the management of College.
7. 'Disciplinary Authority' means the authority empowered by the MANAGEMENT and competent to impose any of the penalties as per the



8. 'Employees' means all persons working as teachers and other staff, who are in the full time employment of the College.
9. 'Establishment' means the establishment of the College run by the Society.
10. 'Manager' means the person for the time being managing the College and includes, any other officer duly authorized by the employer to act as a Manager on his behalf.
11. The Managing Committee of College shall also include Principal.
12. Employees shall be classified as :
  - a. Teaching Staff
    - Permanent/ Confirmed
    - Temporary/ Contractual
    - Visiting/Guest
  - b. Non- teaching Staff
    - Permanent
    - Contractual
  - c. Supporting Staff

**Selection Committee:** The Committee appointed by the Management for recruitment purposes.

**"Temporary/ Contractual Employee":** Means an employee who is appointed for a specified period purely on Contractual basis

**"Confirmed/ Permanent Employee"** means an employee who has been employed on a permanent (Confirmed) basis by an order in writing by the COLLEGE or any person authorized on that behalf.

**"Part-time Employee"** means an employee who is employed to do work for less than the normal period of working hours.

**"Visiting/ Guest faculty members"** means an employee who has been authorized by the college to conduct guest lectures for the students.

### III. APPOINTMENT

All appointments of all categories shall be made by a selection committee. All the employees including Teaching and Non-Teaching Staff will be given Letter of Appointment. Appointment letter shall be for a specific period, which may be mutually extended on the agreed terms and conditions.

Any required documents as demanded from time to time have to be submitted to the College. All the Original Certificates will be returned after verifications. If all the required documents are not submitted within the stipulated time, the service will be liable to be terminated without assigning any reason.

In case the information/documents furnished are not genuine or found to be incorrect, at the time of appointment, the employee may be liable to be terminated without assigning any reason.

All the appointments would be initially done on probation for a period of 2 years from the date of joining except for temporary employees:





### **Terms of Service Agreement:**

1. The appointment in any educational year, prior to confirmation, may be terminated by either party giving one month's notice in writing or payment of one month's salary in lieu thereof and without assigning any reason thereof.
2. After successful completion of probation period, the candidature of the employee shall be presented before the Management for the final review and confirmation thereafter.
3. The engagement after confirmation is terminable on either side by giving one month's notice without assigning any reason or payment of one month's salary in lieu thereof.
4. The employee cannot resign while on leave of any type.
5. No employee shall be entitled to avail any kind of leave during notice period of termination or resignation.
6. Every employee shall hold office until he/ she attains the age of 60 years. The employer may grant extension to any employee for one year at a time. The period of extension will depend solely upon the discretion of the employer.
7. The employee shall devote his/her whole time of working hours to the duties assigned by the employer.
8. The employee shall not on his/ her own account or otherwise, either directly or indirectly take up any other employment or profession or be connected with any coaching classes, traders or business of any kind whatsoever.
9. That he/she shall not undertake private tuition.
10. No employee shall leave the station in which the College is situated without having received prior written permission from the employer, or without having received oral permission in case of emergencies.
11. The employee shall be entitled to leaves/holidays as per the Service Regulations for the employees of Lucknow Public College of professional Studies.
12. No leave can be claimed as a matter of right. The employer shall have the discretion to refuse or to revoke leave according to the exigencies of the work of the organization.
13. The employee shall be entitled to monthly salary, yearly appraisals based upon performance and EPF with immediate effect upon joining.





14. No employee shall appear in any examination without the prior permission of the employer.
15. A confirmed employee may be dismissed from institution on any ground/grounds by employer after giving him an opportunity of hearing against the charges levied against him.
16. Services and pay of any teaching and non-teaching staff shall always depend upon the number of working hours/actual working periods allotted to the employee respectively.
17. The working hours/actual working periods are subject to changes as per the requirements of the College.
18. An employee may be terminated on following grounds:
- (i) Dereliction of duties
  - (ii) Misconduct
  - (iii) Unauthorized absence
  - (iv) Causing pecuniary loss to institution or tarnishing the image of college
  - (v) Prosecution for an offence involving moral turpitude or a criminal offence.

All inclusive, the employee's services shall be governed by the service regulation for the employees of Lucknow Public College of Professional Studies (LPCPS).

#### IV. HIRING PROCESS AT LPCPS

- The aspiring candidates may apply against recruitment advertisement in newspapers or CV/Resumes received through official mail or directly at the college reception.
- The shortlisted applicants are called and are given Application Form to be filled.
- The shortlisted applicants go through demo.
- The one who has qualified the demo is appointed after verification of the original documents.
- If overall candidature is found good, the candidate is appointed.
- Copies of documents to be submitted by the selected candidate at the time of joining:-
  - All educational certificates, degrees, marksheets (class X onwards).
  - All relevant additional qualifications and certificates
  - Relieving letters/ experience letters/ copy of resignation letters from all the institutes/organizations previously worked with.
  - Copies of published articles, newsletters, journals (along with the name of publisher and date of publication and other related details)
  - Front page of any published book which shows reference to the name of the candidate, ISBN no., Title, Institutional Affiliation.





- In case of non-availability of any document for any reason, the employee shall give an affidavit on a stamp paper (₹10), mentioning the reason and give written assurance that the same shall be furnished within a month of joining.
- Employee will be allotted a class/work station; an email id; bank account is opened; ID card is issued.
- Before joining the candidate is given proper induction on the H.R. Policies.

## V. REQUISITE QUALIFICATION FOR RECRUITMENT OF ASSISTANT PROFESSOR

As per UGC Guidelines

### Desirable:

- (i) Teaching, research industrial and /or professional experience in a reputed organization.
- (ii) Papers presented at Conferences and / or in refereed journals.

## VI. ATTENDANCE OF EMPLOYEES

- Every employee is expected to reach the College punctually, mark their attendance on either attendance register or biometrics set on arrival and also at the time of departure
- Late coming beyond the arrival time more than three times in a month will invite cut in one day leave/salary as per norms.

## VII. WORKING DAYS AND WORKING HOURS

- Working days and holidays will be as per "Lucknow Public College of Professional Studies" calendar.
- The working hours/days will be such as may be specified from time to time by the College Management.
- The working hours may be different for Teaching and Non-teaching staff as may be specified by the Management.

## VIII. CONFIRMATION

On satisfactory completion of the probation period of service, including renewal thereof ( if any), a Letter of Confirmation shall be issued to the employee to the effect that the period of contractual service has been satisfactorily completed and that his services are confirmed in the post.

On confirmation the employee would also become eligible for all the benefits and allowances as available to permanent/Confirmed employees of LPCPS according to the rules on the subject.

**The confirmation of employee is at the sole discretion of the Management.**





### ***Non-Confirmed Employees***

Whenever any employee appointed for a specified period in any category of employment gets terminated automatically from on the last day of the specified period unless the contract period is extended by the Management in writing, he/she cannot claim as a matter of right after the expiry of the last working day

## **IX. PROMOTION**

For the purpose of promotion to a higher grade within the College, an employee's seniority shall not confer upon the employee a right to promotion. The eligibility of an employee for promotion shall be determined primarily with reference to performance and merit and availability of vacancy in the higher grade. An employee who is promoted to higher grade shall be placed on probation on the new post for a period of 6 months which is liable to further extension for a period of 6 months at the discretion of the management. If during or at the end of probation, the services of the promoted employee are not found satisfactory, he shall be reverted back to the post he was holding before promotion and shall draw the same salary he was drawing before promotion. All additional benefits/allowances granted to the promoted employee shall also stand withdrawn automatically.

## **X. EMPLOYEE PERFORMANCE ASSESSMENT:**

### **Teaching staff – Refer (Annexure –I)**

### **APPRAISAL OF EMPLOYEES:**

#### **FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR:**

The college promotes the appraisal of Assistant Professor to Associate Professor on the basis of the recommendations provided by the internal scrutiny committee constituted with the recommendation of Governing Body.

The committee provides suggestions on the basis of following points:

#### **Essentials:**

- 1- Candidate must have a Ph.D degree from a recognised university.
- 2- 8 years of teaching experience as an Assistant Professor
- 3- On the basis of academic achievements in terms of published research papers/ paper presented in conference, workshop/ participation in FDPs etc.
- 4- Performance, devotion and sincerity towards academic and student welfare with additional administrative responsibilities.



**Desirable:**

- (a) Teaching, research, industrial and/ or professional experience in a reputed organization
- (b) Post Ph.D., published work, such as, research papers, patents filed/ obtained, books, and/ or reports
- (c) Experience of guiding Ph.D. students, the project work/ dissertation of PG/ Research students or supervising R&D projects in industry.

**FROM ASSOCIATE PROFESSOR TO PROFESSOR:**

College promotes Associate Professor to Professor on the basis of the recommendations provided by the internal scrutiny committee constituted with the recommendation of Governing Body.

The committee provides suggestions on the basis of following points:

- 1- Candidate must have a Ph.D degree from a recognised university.
- 2- 8 years of teaching experience as an Assistant Professor.
- 3- 4 years of teaching experience as Associate Professor.
- 4- On the basis of academic achievements in terms of published research papers/ paper presented in conference, workshop/ participation in FDPs etc.
- 5- Performance, devotion and sincerity towards academic and student welfare with additional administrative responsibilities.

**Desirable:**

- (a) Teaching, research, industrial and / or professional experience in a reputed organization.
- (b) Published work, such as research publications of national and international significant, patents filed/ obtained, books, and / or reports.
- (c) Experience of guiding Ph.D. students, the project work / dissertation of PG/ research students or supervising R&D projects in industry.
- (d) Demonstrated leadership in planning and organizing academic, research, industrial and/ or professional activities.
- (e) Capacity to undertake/ lead sponsored R&D, consultancy and related activities.

Based on the assessment of employee's performance, appraisal is given to every employee annually. The Management reserves the right to revoke the same.



## **XI. TRANSFER**

An employee may be transferred from one department to another as per the requirement of work and qualification. The terms and conditions of service shall remain the same. The employee shall not be entitled to claim any extra remuneration or any other benefit whatsoever on such transfer.

## **XII. RESIGNATION**

- If an employee, at any time after confirmation, intends to resign, he/she shall give one month's notice in writing or one month's salary including all allowances to the Institution.
- Notice period is applicable only for working months (1 month)
- Vacation cannot be included.
- This is applicable even for confirmed employees.
- Leave balance of all kinds cannot be counted for resignation period.
- Leave during notice period will be without pay. Notice period cannot be extended or reduced to suit the candidate's requirement.
- Relieving letter to be taken from the office after all formalities are completed.
- When a staff member resigns from work, he/she has to complete all the formalities before or on the last day of working. The I-Card, Library cards, books, school records, data of any kind of equipment etc. should be returned to their respective departments.
- Resignation from maternity leave will be accepted after joining or the employee should pay the salary of maternity leave and resignation period salary in total

## **XIII. RETIREMENT**

All employees shall retire on attaining the age of 60 years. The COLLEGE in its discretion may grant extension to any employee beyond the age of 60 years depending upon the health and performance of the employee, and on such terms and conditions as may be decided by the management.

## **XIV. TERMINATION:**

An employee may be terminated on following grounds:-

- (i) Dereliction of duties
- (ii) Misconduct
- (iii) Unauthorized absence
- (iv) Causing pecuniary loss to institution or tarnishing the image of institution
- (v) Prosecution for an offence involving moral turpitude or a criminal offence
- (vi) Abolition or reduction of post.
- (vii) Reduction in number of class divisions due to reduction of number of students and division.
- (viii) Misappropriation of College funds/accounts/violation of other kind.
- (ix) Violation of code of conduct.



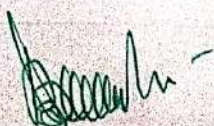


## **XV. EXPLANATION OF MISCONDUCT**

Performance of work demands the acceptance of certain standards of behavior from all members of staff, it is, therefore, considered necessary that staff should be fore-warned of those violations which could result in formal disciplinary proceedings being taken against them, and that, in those cases deemed to be gross misconduct, such proceedings may result in dismissal.

Without prejudice to the generality of the term 'misconduct' the following acts of omission and commission shall be treated as misconduct:

1. Theft, fraud or dishonesty in connection with the business or property of the COLLEGE or of property of another person within its premises.
2. Taking or giving bribes or any illegal gratification, or demanding or offering bribes or illegal gratification.
3. Possession of pecuniary resources or property disproportionate to the known sources of income by the employee or on us behalf by another person, which the employee cannot satisfactorily account for.
4. Furnishing false information regarding name, age, father's name, mother's name, qualifications, experience or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
5. Acting in a manner prejudicial to the interest of the COLLEGE.
6. Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of the superior.
7. Unauthorized absence from duty.
8. Habitual late or irregular attendance.
9. Work neglect or negligence in the performance of duty including malingering or slowing down of work.
10. Causing damage to work in progress or to any property of the COLLEGE either willfully or through negligence.
11. Drunkenness or riotous or disorderly or indecent behavior in the premises of the COLLEGE or outside such premises where such behavior is related to or connected with the employment.
12. Indulging in Sexual harassment of a co-employee.
13. Gambling within the premises of the establishment.
14. Smoking within the premises of the establishment.
15. Collection without the permission of the competent Authority of any money within the premises of the COLLEGE except as sanctioned by any law of the land for the time being in force.
16. Sleeping while on duty or showing a lazy attitude.
17. Commission of any act which amounts to a criminal offence involving moral turpitude.
18. Absence from the employer's appointed place of work without permission or sufficient cause.
19. Commission of any act subversive of discipline or of good behavior.
20. Abatement of or attempt at abatement of any act which amounts to misconduct.
21. Engaging in any trade or business without taking permission of the competent authority.





22. Canvassing in support of business or insurance Agency, Commission Agency, etc. owned or managed by the spouse or any other member of the family of the employee.
23. Spreading rumors or giving false information which tends to bring into disrepute the COLLEGE of its employee or spreading panic among them.
24. Leveling malicious or false allegations.
25. Occupying or taking possession in an unauthorized manner or refusal to vacate or deliver possession of COLLEGE's quarters or any of its premises, owned or hired / leased, when required to do so.
26. Refusal to accept a charge sheet or order or any other communication from the COLLEGE.
27. Going on strike alone or in combination with other employees, or inciting them to strike in contravention of the provisions of any law or rules having the force of law.
28. Leaving a job without permission or conducting personal affairs at work without authorization.
29. Tardiness in performing work.
30. Disturbing the diligence or work of co-employees during work hours.
31. Performance or results not in accordance with outlined targets or not according to College policy.
32. Deliberate contravention of safety rules or failing to obey any instruction which could affect the safety of any employee or College property.
33. Gross unprofessional conduct with respect to an employee or customer (e.g. Sexual harassment, etc.)
34. Failing to report any chronic ailment or communicable diseases or deliberately endangering the health of any employee or customer.
35. Failing to observe Safety and Security Rules.

**NOTE:**

1. The above instances of misconduct are illustrative in nature and not exhaustive. The punishment for proved charges of misconduct shall depend upon the gravity of the offence and its consequential effect.

**XVI. LEAVE RULES:**

- a) Casual Leave (CL)
- b) Medical Leave
- c) Earned Leave
- d) Maternity Leave
- e) Leave Without Pay (LWP)
- f) Duty Leave
- g) Leave In Lieu (LIL)

The employee shall be entitled to the following leaves and benefits:





**a) Casual Leave:**

- **Short Leaves (SL):** 3 short leaves equate to one CL, irrespective of the month.
- **Half day leave:** 2 half day leaves equate to one CL, irrespective of the month
- **One leave per week-Sunday.**
- **National Holidays** (26<sup>th</sup> January, 15<sup>th</sup> August and 2<sup>nd</sup> October)
- **Pre-declared holidays** for festivals as per the calendar or when announced by the College Management otherwise.
- **Twelve casual leaves** per year for the first two years of employment.
- **Fourteen casual leaves** per year from the third year of employment.

**Note:** In case of late arrival due to any reason, the employee needs to inform his/her senior authority, with the cause for the delay

**b) Medical Leave:**

- **Ten sick/medical leaves** per year from the third year of employment.

**c) Earned Leave:**

- Employee shall be entitled to **thirty days of Earned Leave** (i.e. the summer break) after completion of 2 years in the institution.

**c) Maternity Leave:**

- **Thirty days of maternity leave** will be granted to the female staff, after completion of 2 years of service, and twice in her entire period of service for the first two children only. Minimum gap between the two children has to be of three years.

**d) Leave Without Pay:**

- **Thirty leaves without pay (LWP)** in the month of May-June for the first 2 years of employment (i.e. first two summer breaks). The same shall be leaves with pay from 3<sup>rd</sup> year onwards and considered under **Earn Leave**.

All other leaves other than those mentioned above will be marked as **Leave Without Pay (LWP)**

**e) Duty Leave:**

- Duty Leave is applicable only for official purposes, university meetings, seminars, conferences, research paper presentations, external examination copy evaluations, appointed as the examiner by the university, or any other relevant university/Ph.D. / research related purpose- only after prior approval from the concerned college authorities.

**f) Leave In Lieu:**

- Leave in lieu is applicable for employees who had worked beyond the normal working day.
- Official working on College holidays (only if worked full day and authorized beforehand by the respective personnel) are counted for Leave In Lieu.



- Leave in lieu preferably be taken within 2 months or else the leave lapses. Exceptional cases are treated on case to case basis.
- Voluntary work on holidays is not eligible for leave in lieu.

**Note:**

1. Only 1 CL a month is permitted.\*
2. All leaves are not applicable for the first two summer breaks.
3. You can avail only one CL per month or any unavailed CL/s of previous month's but only for the current academic session.
4. Holidays after and before the commencement of any leave shall be treated as the prefix and suffix to the leave and will **NOT** be a part of the leave. However, holidays falling in between the leave period (including Sundays) will be counted as a part of the leave (LWP)

*\*Beyond 1 CL a month, other leaves not falling in the categories mentioned above will be counted as LWP*

**XVII. PAYMENT OF SALARY**

- All employees shall be paid salary on a working day before the expiry of the fifteenth day of the succeeding month of the month in which the salary has accrued.
- Where the employment of any employee is terminated due to resignation, discharge, dismissal or otherwise, wages payable after adjusting recoverable amount, shall be paid before the expiry of the second working day from the date on which he / she ceases to be the employee of the College. Payment of wages in such a case may be withheld of the required formalities regarding discontinuation of services is completed.

**XVIII. DEDUCTION FROM THE SALARY**

The Employer shall be entitled to make the deductions from the salary of an employee for all or any of the following purposes:

- Recovery of advances or for adjustment of over payment.
- Income -tax or any other tax levied by the government to be deducted at source.
- Deduction required to be made by law or by orders of a court or other authority competent to make such an order.
- Employee's unauthorized absence from duty.
- Deduction of amounts due to the College by an employee on any account.
- Any other legitimate statutory deductions.

**XIX. STAFF RE - JOINING POLICY**

- If any particular staff resigns for personal reasons and rejoins College, he/she shall be treated as the new appointee and shall undergo the same procedure of appointment as the new appointee.
- Management reserves the right to consider exceptional cases.

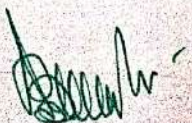


## XX. STAFF TRAINING

- The employee will be required to update knowledge and skills every year by attending in-service PDP (Personality Development Programs) and FDP (Faculty Development Programs) conducted by the college.
- The employee needs to actively participate in the Health Awareness Programs organized at regular intervals.
- These may be within or after college hours or on holidays.
- Employees will be required to travel outside to attend training programs when necessary.
- Employees shall attend seminars, workshops, conferences as conducted and arranged by the college.
- Local or outstation training travel, Boarding and Lodging will be paid by LPCPS as applicable.
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## XXI. SCALE OF PAY, ALLOWANCES AND BENEFITS

- Scale of pay, allowances, annual increments and benefits including retirement/resignation benefits of the employees shall be recommended by the College Management and ratified by the College Management from time to time
- The eligible employees shall be entitled for Employee's Provident Fund Scheme- As per Provident Fund Act.
- No Employee shall be entitled to any type of benefits other than EPF in the following cases:
  1. If the employee is terminated consequent upon any act of misconduct.
  2. If the employee resigns before the retirement age 60 years.
- **Leave Encashment-** In any case if an employee does not avail Casual Leaves (CL) or Earned Leaves (EL), the same shall be encashed in the same academic year. Casual Leaves (CL) shall be encashed (if any) before Diwali break and Earned Leaves (EL) shall be encashed (if any) in July.
- The children of the employees who are students of any branch of Lucknow Public Schools and Colleges, (for employees who have completed one year from the official date of joining) are eligible for benefits as under-
  1. Class I to VIII 50% of education fee will be excused (excluding computer fee) and 50 % of annual dues will be excused on completion of one year of staff except security agency staff.
  2. Pre-Primary and IX to XII both 50% education fee and annual dues will be excused.
  3. After concession, fee will be charged in round figure (rounded up).
- Regular trainings, workshops capacity building programs, both online and offline are conducted for the employees at regular intervals.
- In case of any grievances the employee shall contact the Employee Grievance Cell
- Employees are encouraged to take up research work and projects.
- Reimbursements in travel shall be done in case for official purposes





## XXII. APPLICATION OF RULES

- It will apply to all the employees i.e. Teaching and Non-Teaching Staff who are on the muster roll of the College. The Management Committee may make rules providing for minimum qualification for recruitment (including its procedure) duties, pay, allowance, other benefits, post retrenchment, conditions of service of the employees.
- Every employee shall be governed by the Code of Conduct prescribed by the Management and any violation for any provision of such Code of Conduct, concerned employees shall be liable for disciplinary action.

**Note: The terms and conditions of appointment as contained in the service agreement/ letter of appointment /Code of Conduct of the employees are supplementary to these rules and will apply conjointly.**





**FACULTY & STAFF PERFORMANCE APPRAISAL FORM**  
**2016-17**

Faculty/Staff Name..... Date.....

Job Title..... Department.....

(O-Outstanding; A-Above Satisfactory; S-Satisfactory; B- Below Average; U-Unsatisfactory)

**Evaluation-**

Knowledge of content- Rating.....

Initiative- Rating.....

Communication Skill- Rating.....

Problem solving skill- Rating.....

Attendance- Rating.....

Team Work- Rating.....

Technical Skill- Rating.....

Overall Performance.....

Note.....

.....

.....

**S. P. Singh**  
(General Manager)

**Dr. Anil Singh**  
(Principal)

**Dr. L. S. Awasthi**  
(Dean Academics)

*Format approved.*

*S. P. Singh*  
General Manager  
Lucknow Public College of Professional Studies  
Gomti Nagar, Lucknow