



लुम्बिनी प्राविधिक विश्वविद्यालय

LUMBINI TECHNOLOGICAL UNIVERSITY

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Date: 2083-04-11

ADMINISTRATIVE DIRECTIVE

Nine Directives on Discipline, Punctuality and Professional Conduct for Teaching and Non-Teaching Staff

To: All Teaching and Non-Teaching Staff of Lumbini Technological University, Nepalgunj.

Preamble

It has been observed during recent internal monitoring by the Administration Division that a number of teaching and non-teaching staff members have not been reporting to duty on time, have proceeded on leave without prior information to or consent of the concerned authority, and have been found using social media for personal purposes during official working hours. Such practices adversely affect institutional discipline, classroom delivery, student learning outcomes and the overall academic environment of the University.

In exercise of the administrative authority vested in the Office of the Registrar and in order to restore and maintain institutional discipline, Lumbini Technological University hereby issues the following Nine (9) directives, effective from the date of issuance, for strict compliance by all teaching and non-teaching staff. These directives supersede any informal or conflicting past practice on the same matters.

1. Dress Code

- All teaching and non-teaching staff must wear the University's official dress. Where the official dress is not available or applicable on a given day, formal/formal-casual attire is the minimum acceptable standard.
- All staff must present themselves in neat, clean and presentable attire at all times while on University premises or representing the University.

2. Punctuality

- All teaching and non-teaching staff must be present at least 10 minutes before the commencement of their respective class, shift or duty.
- Morning-shift staff must report on or before 6:00 AM sharp — 6:00 AM means 6:00 AM, with no grace period.
- Day-shift staff must report at least 10 minutes before 9:00 AM, i.e., by 8:50 AM, or at 9:00 AM sharp at the latest — 9:00 AM means 9:00 AM, with no grace period.
- Repeated late arrival will be recorded by the respective of authority/coordinator/department/formal and informal means and reported to the central administration division for necessary action.

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3. Substitute Class and Duty Arrangement

- In the event of the absence of any teaching staff, it is the sole responsibility of the concerned Coordinator to arrange a substitute class or a peer-learning session so that no class period is left unattended.
- The same principle applies to non-teaching staff: where a staff member responsible for a duty or task is absent, the concerned supervisor/coordinator must ensure that the duty is reassigned or covered without disruption to University operations.

4. Leave

- All teaching and non-teaching staff must apply for leave exclusively through the University's online leave form, and only after obtaining the due consent of the concerned authority prior to proceeding on leave.
- Any leave form submitted without the prior consent of the concerned authority will be treated as unauthorized leave, and the corresponding salary for the period of absence will be deducted from that month's payment.
- In case of emergency, the evidence must present the next working day with justification letter.

5. Use of Social Media

- All teaching and non-teaching staff are directed not to engage with social media for personal purposes during official working hours, except in cases of genuine emergency.
- Facebook Messenger, WhatsApp and similar informal platforms must not be used as a channel of official communication — including, but not limited to, the submission or approval of leave requests. All official communication must be routed through the University's approved/official channels (e.g., the online leave form, official email, or written correspondence).

6. Monitoring and Supervision

- All teaching and non-teaching staff are directed to actively monitor student activities and conduct during break time and other off-class periods on University premises, so as to ensure student safety and discipline.

7. Guidance and Counselling

- All teaching and non-teaching staff are encouraged to provide appropriate guidance and counselling to students facing difficulties related to their education, as well as psychological and emotional concerns, and to refer serious cases to the appropriate counselling or academic support unit where necessary.

8. Involvement in other institution or college

- In accordance with the provisions of the Teacher and Staff Bylaws, 2079, based in the clause No. 88 (1), teaching and non-teaching staff are bounded to work at LTU within the prescribed time frame. All teaching and non-teaching staffs are not allowed to work in any other institutions or college or any organization. If, it is ignored by the teachers' and staffs' they will accountable themselves.



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9. Compliance and Applicability

These directives apply with immediate effect to all teaching and non-teaching staff of Lumbini Technological University, across all shifts, departments, and programs.

Non-compliance with any of the above directives may result in administrative action, including but not limited to written warning, salary deduction, or such other action as deemed appropriate by the University administration in accordance with applicable rules.

Any clarification regarding these directives may be sought from the Office of the Registrar, Administration Division.

Registrar
Chief, Administration Division
Lumbini Technological University

cc:

- Vice-Chancellor Office, for information
- Dean, IoEIT
- Finance Administration
- Notice Board / Staff Circulation on web site