



## **LEAVE POLICY FOR FACULTIES**

- The Principal is the competent authority to grant casual leave to all staff.
- Casual leave for the principal requires approval from the manager of the managing committee.
- Leave other than casual leave will be granted by the management committee.
- No leave shall be sanctioned without ascertaining the eligibility of the applicant

### **Casual Leave**

- Casual leave is accounted for on a calendar year Basis (from 1st January to 31st December).
- Teaching and non-teaching staff can avail 15 days of casual leave in one calendar year.

### **Leave Application Process**

- All leave applications are to be submitted to the Principal using the designated form, which can be obtained from the office.
- Leave applications should be submitted three days in advance and approval must be received before taking the leave, except in cases of emergencies or illness. In these instances, the application should be submitted on the day the employee returns to duty after the leave.

### **For Leave on Official Duty (LOD)**

- Prior permission must be obtained from the Principal along with the leave application. Upon return, a duty certificate must be submitted, along with a report detailing the Seminar/Symposium/workshop/other duties attended, how it benefited the employee, and how it will benefit the Institute as a whole, in order to avail the duty leave.
- A copy of this report should also be submitted to the NAAC office.
- If an employee takes leave without pay, any holidays that occur during the leave period will also be considered as leave without pay.



- To be eligible for vacation salary, an employee must be present on the last day before the vacation or the first day after the vacation.
- An employee will not be eligible for vacation salary if they do not fulfil the duties assigned to them by the Institute during the vacation.
- Casual Leave cannot be combined with any other type of leave. The Principal has the authority to approve leave and can use his discretion in doing so.

### **Attendance Management**

- Attendance is marked using biometric pinching as well as a manual attendance register before and after work.
- All staff members must sign in the attendance register located at the office of the institute.
- Failure to mark attendance will result in being marked as absent.
- Punctuality is mandatory, and staff members must report before the commencement of their duty time.

### **Termination**

Management has the right to terminate the service of any faculty member or staff by giving a notice of 1 month / 1 month's pay in lieu of notice if his/her performance is not satisfactory.