

## LEAVE RULES

The following are the guidelines for the leave management at HMRITM. These rules apply for the vocational staff. The non-vocational staff i.e. Principal, Director, Librarian, Office staff, Peons etc and the staff representatives for essential service will have 30 leave per year instead of vacation. The rules for casual leave, medical leave remain same for both types of staff members. The record of leaves (except for casual leaves) taken by each staff member will be entered into the service book for permanent record. Further, teaching and technical staff members are advised to avail minimum leaves during teaching days of the institute considering the interest of student community. The self appraisal system will encourage this step accordingly.

### Festival Holiday

The employees shall be entitled to avail the festival holidays as per the list of holidays decided by the GGSIP University from time to time. In addition two restricted holidays can be availed in a year as per the university calendar, to be decided by the college.

### Right to Avail Leave

Leave even when due and admissible, cannot be claimed as a matter of right and may be refused or curtailed by the competent authority, if the exigencies of work so require.

### Casual Leave

- (i) Total casual leave granted to an employee shall not exceed the prescribed number of days (8) in a calendar year.
- (ii) A maximum of two (2) days of CL can be availed at one time and maximum of four in the period of January – June in the calendar year.
- (iii) In case of exigencies half day C.L may be granted with the prior approval of the competent Authority.
- (iv) Casual leave cannot be combined with any other kind of leave. However, it may be combined with public holidays. For avoidance of doubt, public holidays falling within the period of casual leave shall not be counted as casual leave.
- (v) C.L up to the total accumulated period but not exceeding five (05) days may be granted under special circumstances.
- (vi) C.L will not be carried forward to the next calendar year (i.e. will lapse) and will not be en-cashed.

### Compensatory Leave

This is allowed during non-teaching days for all categories of staff for working on holidays and weekly off days. For duties on weekly off days and institute holidays, prior written permission of the competent Authority is required to be obtained. Any staff member, regular or contract, undergoing any training on institute holidays and weekly off days will not be entitled for compensatory leave. The Compensatory Leave should be consumed within the calendar year. It will not be carried forward to the next calendar year and will lapse and will not be encashed.

Attendance Record of employees attending the office on holidays/ weekly off days shall be maintained by Admin. (Personnel) Branch. A maximum of two compensatory leaves can be availed at a time. However, Compensatory leave shall not be sanctioned in case employee is given some sort of remuneration for working on holidays and weekly off days.

### **Special Academic Leave**

Special Academic Leave not exceeding 8 working days in a calendar year (or not exceeding 4 in a semester) may be granted (based on the documentary evidence) to a faculty member for:

- Attending a Conference/ Seminar/ Symposiums/ FDP/STTP or any other academic activity on behalf of the Institute or where invitation has been accepted with prior approval of the competent authority.
- Delivering lectures in Institutions/ Universities when deputed by the University or with the prior approval of the competent authority.
- Working as a member of a delegation or a committee appointed by the University/UGC/AICTE/Delhi government/Govt. of India or any other Academic or Public Body.
- For appearing in M.Tech./PhD examination papers- with the production of date sheet of the University.
- For attending weekend classes etc related to the area of study.

However, the faculty is required to give the proof of attending the Conference/Seminar/Symposiums/ FDP or any other academic activity to the office (**within one week of resuming the duty**) after availing the Special Academic leave or else the same shall be treated as C.L / LW{ as the case may be.

Further, in case the faculty desires to involve in the above academic activities on holidays or weekly off days, the faculty may be encouraged to do so. However, the faculty is required to inform in writing to the college about the above said event/ activity.

Faculty availing Special Academic Leave on account of attending FDP is required to make presentation on the topic in the college/ before the department as decided by the college

### **Study Leave, Academic Leave for Higher Studies**

Academic Leave may be granted to the faculty for pursuing higher studies for professional development as per the following.

- For presentation/discussion with guide/departmental presentation on progress made in respect of PhD work/M.Tech. Project work in final semester, maximum Four days in a year (i.e. max two days in a semester) on production of the necessary document from the concerned University.
- For attending M.Tech./PhD classes on week days, college may grant short leave on case to case basis provided total class work load of the faculty is not affected. Faculty availing this type of facility will however, have to compensate this relaxation during the summer vacation period.  
Further, in such cases the faculty may be required to sign a bond with the college for serving the institute at least for 2 years after completion of M.Tech and 3 years after completion of PhD as per the approval of competent authority.

If a staff member is sponsored for his M.Tech/ PhD programme fully or partially or if he / she avails the benefits of collaborations of the institute with Global universities, IITs, NIITs, etc, 8 leaves will be granted to the faculty. In such cases bonds for 3/5 years after M.Tech/ Ph.D will have to be executed between the faculty and the institute.

- For attending course work classes in respect of M.Tech/ PhD, Academic leave for a maximum period of 6 working days in a calendar year may be granted subject to adjustment of this period against the summer vacation or compensatory leave accrued to the account of the employee.

*The faculty should ensure that the Academic Leave is sanctioned prior to proceeding on leave or else the same shall be treated as C.L. / LWP as the case may be.*

### **Official Duty (Evaluation)**

Official Duty (Evaluation) not exceeding 8 working days in a academic year(or not exceeding 4 in a semester) may be granted (based on the documentary evidence) to a faculty member for:

- OD (E) cannot be demanded as a right by any faculty. It shall be by the competition authority subject to the adjustment of the work assigned to a particular faculty by some other faculty/person. However, in exceptional cases 4 may be given for theory papers to such faculty who have not been engaged for particular duty.
- In case of faculty teaching the subjects which involve both theory and practical - (i) For taking semester Practical Examination of GGSIPU – Maximum 2 (ii) for checking GGSIPU examination papers – Maximum 2.
- In case of faculty teaching the subjects which involve only theory - For checking semester Examination papers of GGSIPU – Maximum 4.
- OD(E) shall be governed by following rule-
  1. Faculty with total service in Institute less than 6 months – No OD (E) permitted.
  2. Faculty with total service in Institute between 6 months to 1 year – 2No OD (E) in a semester...
  3. Faculty with total service in Institute more than 1 year – 4 OD (E) in a semester...
- Maximum 2 OD (E) can be given at a time. OD (E) cannot be combined with any other kind of leave.

*The faculty should ensure that the official Duty Leave is sanctioned prior to proceeding on leave or else the same shall be treated as C.L. / LWP as the case may be.*

*In case the faculty reports for duty in college on a particular day and he/she receives a call from the GGSIPU for an external examiner duty on the same day, the OD (E) may be given as a special case for the day with the recommendation of HOD and prior approval of the Director.*

### **Duty Leave/ Official Duty**

Duty leave shall be granted to the faculty as and when he / she are deputed by the competent Authority in interest of the official work to a location outside the college on working/non working days. However, before proceeding on such a leave the faculty must get a written approval from competent authority and apply for official duty leave in the prescribed format. Immediately after return from leave the faculty must show the documentary proof of having attended the duty for the assigned job.

In case it is not feasible, the faculty must give in writing about the details of the duty performed. A detailed note on the purpose of duty and work actually done on duty is must for every faculty/staff.

### **Medical Leave**

Medical leave of a maximum duration of ten days in a year can be availed by the regular/permanent employees. This provision will be available for employees, if they fall ill for two or more than two days and on production of medical certificate from a doctor with at least post graduate degree or govt. hospital/dispensary.

### **Maternity Leave**

Maternity leave on full pay may be granted to a regular women teacher after completion of 2 years regular service for a period not exceeding 90 days, to be availed of twice in the career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this aspect to a women teacher in her career is not more than one week, and the application for leave is supported by a medical certificate.

Salary for the maternity leave period will be paid after joining the institute.

### **Vacation**

Summer vacations of the following tentative duration will be given to the faculty as per completion of the following period as on 1<sup>st</sup> June of the year:

- (i) More than one year – 4 weeks\*
- (ii) More than six months – 2 weeks\*
- (iii) More than three months – 1 week\*

\*The period of vacation however will be decided based on the requirement of staff for examination work, available vacation slot.

If in an Academic year (e.g. 1<sup>st</sup> August 14 to 31<sup>st</sup> July 15) the total LWP is more than or equal to 3 months, thus there will be corresponding proportional decrease in summer vacation. (As directed by Prof. Inamdaar on 22.05.2015)

**Winter Vacations** – One week to faculty who have completed six month of regular service in the institute as on 1<sup>st</sup> December of that year.

All teaching staff members will have to complete industrial training (to be evaluated by the panel of HODs) of at least three weeks in every two years to continue availing vacation thereafter.

### **HOSPITAL / CRITICAL ILLNESS LEAVE**

- (i) Hospital leave may be granted to a faculty in case of critical illness / injury.
- (ii) Hospital leave may be granted on leave salary, either full or half salary as the authority granting it may consider necessary.
- (iii) A member of the faculty eligible to the Hospital leave will be entitled to such leave without any restriction on the quantum of leave and the leave can be granted for such period as is considered necessary by the authority competent to grant it.

### **Power to Sanction Leave during normal academic days:**

The record of leave due to the account of the employees will be maintained by the Admin (Personnel) Branch

and prior to applying for leave, it would be the responsibility of the employee to ensure about the availability of leave in his/her, account from the Admin (Personnel) Branch.

However, in case no leave is due to the account of the employee but the leave has been sanctioned by the Competent Authority, the same may be immediately informed to the employee before the leave is availed by him/her, by the Admin (Personnel) branch, in case the employee still proceeds to leave, it shall be treated as LWP. The Leave sanctioning authority for teaching staff is as under:

**Teaching Staff:**            HOD/Coordinator (for record)            →            Officer In charge            →            Director            →            Admin Branch

After the Leave of the employee is sanctioned by the Competent Authority the leave application will be forwarded to the Admin Section for updating the same in the record and keeping it in the record file / personnel file of the staff.

In case any employee avails the leave without its proper sanction due to extraordinary circumstances such as illness etc he/she is required to submit the leave form duly approved by the Competent Authority to the Admin Branch within one week of availing leave or it shall be treated as LWP by the college.

In case the leave is availed in the last week of the month or leave continues to the next month, the leave period may be treated as LWP in the said month however the salary due for the leave period shall be adjusted/ given in the subsequent month after the receipt of the duly sanctioned leave form.

#### **Leave Policy during Examination days:-**

It is observed that many faculties take leave during the End term Examination Period on account of Academic leave or OD Evaluation and the said leave is recommended by the concerned HODs without consulting CoE.s, Thus hampering the functioning of examination cell and allocation of duties during the Examination period. In view of this following policy is laid for sanctioning of any kind of leave (including LWP) to the teaching / Nonteaching employee during the examination period.

1. The Department heads will not have any power to recommend leave for the period falling in the prescribed dates (as declared by GGSIPU) of End Term Examination. The power to recommend leave during this period shall rest on CoE with director as approving authority. However, the faculty shall route his/her application through HOD.
2. After the duty chart is finalized by the examination cell, no leave application will be entertained. Any

faculty/staff proceeding for leave without the approval shall be subjected to disciplinary action as per the rule/ guideline of the college.

3. After the duty chart is finalized by the examination cell, no mutual exchange of duties shall be permitted except in genuine cases that to on the recommendation of COE and approval of the director.
4. In case any faculty abstains from invigilation duty without any prior approval, he or she shall be issued Memo and disciplinary action as per the rules guidelines of the college shall be taken against him/her.
5. In genuine cases maximum of two leaves (OD-E, AL, CL, LWP etc) shall be permitted during the End Term Examination period provided the substitute for said faculty is available / the faculty does have invigilation duties on the said dates.

### **General Guidelines Regarding Leave**

- (i) Mere submission of leave application does not authorize an employee to avail the leave applied for. Proceeding on Leave without proper sanction would be treated as Leave without pay.
- (ii) If an employee remains absent for Seven days without sanction of leave or beyond the period of leave originally sanctioned or subsequently extended, he will be deemed to have resigned the service of his own accord and his name will be struck from the rolls of the Institute without any further reference to him.
- (iii) The sanction of any type of leave will be subject to the procedure as may be decided from time to time.
- (iv) Casual Leave at a maximum of 2 days may be sanctioned at a time.
- (v) No leave shall be sanctioned on Phone or via mail except in case of extraordinary circumstances such as illness etc. . . . This shall however be regularized immediately on joining the duty in writing.
- (vi) The Leave Applications on prescribed format duly recommended by Head of Departments / Coordinators may be forwarded to the leave sanctioning authority for approval at least two days prior to proceeding on leave.
- (vii) The Faculty members are required to make alternate arrangements/internal adjustments among the faculty members of his/her any other departments to keep the students engaged and the same should be mentioned in the leave application counter signed by the concerned faculty.
- (viii) *In case any faculty is engaged for teaching other departments, apart from his/her own, then the load adjustment plan accompanying the leave form, should bear the signatures of departmental heads of other departments in which he/she is engaged on the day of leave.*
- (ix) In case of leave availed on medical grounds, a medical certificate from Doctor is required to be submitted along with the leave application.
- (x) Staff is required to strictly adhere to the prescribed College timings regarding coming to the college and leaving the college (as applicable for 1<sup>st</sup> and 2<sup>nd</sup> Shift). Leaving the College before the prescribed time or coming late is not acceptable If a faculty comes late for one hour for 3 days in a month, One casual leave will be deducted from his/her leave and If faculty comes late for more than one hour any day, half day will be deducted that day.

In case the employee is unable to take the prior approval of competent authority for coming late to the college due to some exceptional circumstances, it is the responsibility of the employee to ensure that the information about his late coming has reached his/her HOD and Admin. Branch prior to the start of classes for that particular Shift, or else it may be treated as one day C.L or LWP as the case may be.

However, leaving the college early without permission of HOD & Director shall be treated as a serious offence and he/she may be marked absent and the same will be treated as LWP.

(xi) In case the faculty/staff leaves the college before the prescribed time or comes late and marks wrong time on the register or tells someone to mark proxy on his/her behalf, the same will be treated as a serious offence and hence the following action would be taken against him/her:

- Issuance of memo to him/her which will be recorded in his personnel file.
- The faculty will be devoid of the OD (E)/AL/SAL for one semester.

(xii) Reporting on duty on weekends, when required for important matters, such as visit, College functions, examination work etc is mandatory for all the faculties/staff, especially the staff deputed for the purpose and hence, leave sanctioned earlier for the said days will be automatically get cancelled. In case any faculty/staff does not come in spite of instructions from the college management, the same will be treated as an act of disobedience and hence the following action would be taken against the concerned:

- Issuance of a memo to him/her which will be recorded in his personnel file.
- The faculty will be devoid of the leave benefits such as Academic Leave, Special Academic Leave & OD (E) for one semester.

(xiii) All the faculties and staff of HMRITM are required to get their leave (CL, LWP, Academic leave, Special Academic Leave & OD (E) etc) sanctioned at least one day prior to proceeding for leave. In case due to some odd circumstances the faculty/staff takes the leave without its sanctioning by appropriate authority he/she is required to take verbal permission from the HOD & officer incharge and submit the sanctioned leave form to admin department within two days of resuming the duty. In case the faculty/staff fails to do so, the same will be as an act of disobedience and hence the following action would be taken against the concerned:

- The leave taken will be treated as LWP and penalty as decided by the college management for each day of absence will be imposed on the staff/faculty.

(xiv) It is mandatory for all the faculties and staff of HMRITM to get their leave (CL, LWP, Academic Leave, Special Academic Leave & OD (E) etc) sanctioned prior to proceeding for leave. In case any faculty or staff proceeds for leave without intimation to the departmental head and officer incharge, the same will be treated as deliberate absence from duty and an act of disobedience and hence, the leave taken will be treated as LWP and penalty as decided by the college management for each day of absence will be imposed on the staff, faculty.

In addition to above, the college management has the discretion to devoid the said faculty of all the leave benefits such as Academic leave, Special Academic leave & OD (E) for one semester in case the concerned repeats the same in future.

(xv) It is mandatory for all the faculties / staff of HMRITM to strictly follow the directions /instructions/orders issued from time to time and in case any of the employee disobeys the same, it will be treated as an act of disobedience and hence the said staff will be devoid of all the leave benefits such as Academic leave, Special Academic leave & OD (E) for one semester or as decided by the college management.



