



Kalyani Charitable Trust's
Late G. N. Sapkal College of Engineering

Kalyani Hills, Anjaneri, Trimbakeshwar Road,
Nashik – 422 213



POLICIES AND PROCEDURES

January 2018

DECLARATION

The policies and procedures of **Kalyani Charitable Trust's Late G.N. Sapkal College of Engineering, Nashik** is a foundational document setting out, in many respects, the methodology of organization governance. It also specifies rights, powers, privileges of employee, and statements of policies, procedures, and select information. Insofar as it does so, it is incorporated by reference in all contracts of employment between employee and the organization. All substantive modifications to policies and benefits referenced in this policy may occur only after prior consultation with the management of Kalyani Charitable Trust.



Prof. (Dr.) Sahebrao B. Bagal
Principal, LGNSCOE



Dr. Shri. Ravindra G. Sapkal
Chairman & Managing Director,
Kalyani Charitable Trust

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CHAPTER 1

PREAMBLE

1.1. SHORT TITLE AND COMMENCEMENT

1.1.1. These rules shall be called the 'Service Rules' of Kalyani Charitable Trust's Sapkal Knowledge Hub and are equally applicable to staff of all Institutions run by Kalyani Charitable Trust, Kalyani Hills, Anjaneri-Wadholi, Trimbakeshwar Road, Nashik.

1.1.2. These rules shall come into force with effect from 01st January 2018.

1.2. EXTENT OF APPLICABILITY

1.2.1. These rules shall apply to all teaching / non-teaching employees including Group D employees who are in service of the school / colleges and to those who join their duties subsequent to the promulgation of these rules except where separate rules are given for one or the other particular category of employees.

1.2.2. What is said of male employees shall apply to female employees unless it is repugnant to or inconsistent with the text or context and in any way contradict its working.

1.3. DEFINITIONS

1.3.1. 'Trust' means 'Kalyani Charitable Trust'.

1.3.2. 'Managing Trustee' means the 'Chairman & Managing Director' of Kalyani Charitable Trust.

1.3.3. The 'Principal / Director' means the Head of the Institute run by Kalyani Charitable Trust.

1.3.4. 'Employee / staff' includes all teaching and non-teaching employees including Group D employees who are in service of the school / college and to those who join their services subsequent to the promulgation of these rules except where separate rules for one or the other particular category of employees are mentioned.

1.3.5. 'AICTE' means The All India Council for Technical Education.

1.3.6. 'PCI' means The Pharmacy Council of India.

1.3.7. 'DTE' means The Directorate of Technical Education, Maharashtra State.

1.3.8. 'MSBTE' means The Maharashtra State Board of Technical Education.

1.3.9. 'ICSE' means The Indian Certificate of Secondary Education.

1.3.10. 'CBSE' means The Central Board of Secondary Education.

1.3.11. 'Institute' means Late G N Sapkal College of Engineering / R G Sapkal College of Pharmacy / K R Sapkal College of Management Studies / R G Sapkal Institute of Pharmacy / Orchid International School, located at Kalyani Hills, Anjaneri-Wadholi, Trimbakeshwar Road, Nashik - 422 213.

1.3.12. 'HOD' means Head of the Department of any academic department in the institutes mentioned in 1.3.11 above.

1.3.13. 'Competent Authority' in relation to exercise of any such powers under these Rules means any authority to whom such powers are delegated by the Managing Trustee and / or by the Principal / Director.

1.3.14. 'Disciplinary Authority' in relation to punishment (as specified in these rules) means the individual / committee to whom power has been delegated by the appointing authority / Director / Principal / Managing Trustee to impose such punishment.

1.3.15. 'Employee / staff' means a person employed for teaching or non-teaching work in one of the institutions run by the Trust, duly engaged by a letter of appointment. These include teachers, technical staff, clerical staff, Group D staff or any other staff as full time or part time, whether such employment be ad-hoc, probationary or permanent.

1.3.16. 'Employer' means primarily the Managing Trustee and also connoted to any other subordinate officer on whom the powers and functions of appointment may be conferred by a resolution passed and approved by the Managing trustees.

1.3.17. The Managing Trustee, may from time to time, issue resolutions in regard to any or all his ordinary powers, privileges and discretions granted to him, and such resolutions shall have the validity, effect and full binding force of the resolutions moved / seconded and passed at a meeting of the Managing Trustees, duly convened

and constituted and such resolutions shall not be deemed invalid by reason of notice or for any other cause whatsoever.

1.3.18. 'Leave' Means authorized absence from duty.

1.3.19. 'Appointing Authority' means the authority empowered to make appointment.

1.3.20. 'Academic Year' means a period of twelve months beginning on the first day of June in each calendar year.

1.3.21. 'Pay' means an employee's gross monthly earnings from the institute, which includes all admissible allowances.

1.4. GENERAL

1.4.1. In case of doubts regarding the interpretation of the contents of this Rule, the decision of the Managing Trustee will be final and binding.

1.4.2. Any amendment to the terms and conditions of service recorded herein will require approval of the Managing Trustee.

1.4.3. These Rules supersede all existing instructions on the subjects covered in this Service Rules.



CHAPTER 2

APPOINTMENTS & CONDITIONS OF SERVICE

2.1. CLASSIFICATION OF EMPLOYEE

Employees can be classified as:

1. Permanent
2. Probationer
3. Ad hoc
4. Trainee
5. Daily Wages / Casual

2.1.1. A Permanent Employee: Means one who has been appointed through selection process recommended / conducted by regulatory bodies of a concerned institute on a permanent post and later confirmed after the successful completion of the probationary period.

2.1.2. A Probationer: Means one who is on placed on probation following his selection on a permanent post through selection process recommended / conducted by regulatory body of a concerned institute.

2.1.3. Ad-hoc: Means one who has been employed on a particular post / job purely on an ad- hoc basis and does not fall in any of the above categories.

2.1.4. Daily Wages / Casual: Means one who has been engaged on an occasional nature of job / post on day-to-day basis.

2.2. RECRUITMENT

2.2.1. Source of Manpower: - For recruitment of manpower, all the institutes are advised to resort to following sources:

- i. Open advertisement in National & Local Newspaper.
- ii. Referral by the well-wishers.
- iii. Placement Consultants.

2.3. APPOINTMENT

2.3.1. All appointment means: Individual appointed by Managing Trustee or an authority appointed by the Managing Trustee and having the authority to appoint any person.

2.3.2. All appointments to any categories of post shall be made by appointing Authority on the recommendation of the selection committee constituted by competent authority.

2.3.3. Qualification and experience: For the appointment of teaching & non-teaching staff, AICTE / UGC / PCI / DTE / MSBTE / CBSE / ICSE norms wherever applicable will be followed.

2.3.4. Every applicant for employment will be required to fill up and sign the prescribed / general information form and undergo:

- i. A test of proficiency in the job he seeks in the manner considered necessary for the purpose.
- ii. Medical test by a registered medical practitioner with minimum M.B.B.S / B.A.M.S degree.
- iii. Every person appointed must sign the duplicate copy of the appointment order to indicate his / her acceptance of the Service Rules of the College governing his / her employment.
- iv. A copy of the said Rules and Regulation shall be issued to each employee at the time of his / her employment.
- v. When joining service, the employee shall furnish the Management with his / her full address where all communications meant for him / her shall be sent. Any change of address shall be immediately communicated to the Management.
- vi. Appointments shall be subject to prior submission of satisfactory reports from the referees and proof of academic qualifications as may be necessary.
- vii. Every employee, before appointment, shall produce documentary evidence of his / her date of birth as indicated below.
 - a. A certified copy of date of birth as recorded in the Register of the Corporation / Municipality.

OR

- b. Matriculation / School Final / School Leaving certificate;

- c. The date of birth of an employee once entered in the service records shall be the sole evidence of his / her age, in relation to all matters pertaining to his / her service including the fixation of the date of retirement.
- viii. All applicants will be interviewed and tested for proficiency in the vacant / new job.

2.3.5. A member of the staff can be appointed only after following proper selection process as recommended by the competent regulatory authority. If appointed against a permanent post such staff shall be placed on probation ordinarily for a period of two year provided the Management may waive it for exceptionally deserving candidate or extended the period of probation for a further period of three months. After satisfactory completion of the period of probation the employee shall be confirmed by the Management with effect from the date of appointment and he / she shall be communicated of such confirmation in writing.

2.3.6. The services of any employee on probation may be terminated without assigning any reason whatsoever.

2.3.7. Any material misrepresentation or deliberate omission of a fact in the employment application may be justification for refusal of, or if employed, termination from employment.

2.3.8. The Institution may make a thorough investigation of the entire work history and may verify all data given in the application for employment, related papers, or oral interviews. Employees will authorize such investigation and the giving and receiving of any information requested by The Institution and shall release from liability any person giving or receiving any such information. Falsification of data so given or other derogatory information discovered as a result of this investigation may prevent employment, or if employed, may subject the employee to immediate dismissal.

2.3.9. Every employee, other than casual / daily wages shall be engaged by a letter of appointment before taking up his post. The letter of appointment shall state clearly the type of appointment offered, trainee / probation / ad-hoc. The letter of appointment shall contain the terms of employment and other service conditions. The employee shall sign a copy of the appointment letter as a token of acceptance. This will be retained by the institution.

2.3.10. An employee may discontinue his services in the college even after his confirmation by giving three months' notice or by paying an amount equal to three months' salary in lieu of notice provided that there are no dues outstanding against the employee.

2.3.11. No member of the staff shall apply for an employment elsewhere without taking a written permission from the Head of the Institution / Principal.

2.3.12. It is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the Institution.

2.4. OTHERS EMPLOYMENT

2.4.1. No full time teacher (including the Director / Principal) of any Institute shall be permitted to undertake any part-time teaching / or remunerative assignment.

2.4.2. No full time employee shall be permitted to engage himself in any other remunerative assignment not authorized by the Institute.

2.4.3. Any employee (including a teacher) contravening the provisions of this rule shall be liable to such disciplinary action as may be deemed fit and proper.

2.4.4. No member of the faculty is permitted to apply to any outside authority in his attempt to add qualification before confirmation in service and specifically permitted in this regard.

2.5. AGE

2.5.1. Person below 18 years of age will be ineligible to be recruited.

2.5.2. The appointing authority shall prescribe the upper age limit for any particular post.

2.5.3. Every employee must declare on his first appointment, his date of birth according to the Christian era and produce testimony such as school / college leaving certificate or birth certificate issued by Municipality / corporation in original for verification of the institute.

2.5.4. The date of birth once declared, admitted and recorded by the institute / office shall not, thereafter be altered.

2.6. PROBATION

2.6.1. All appointments against permanent posts will normally be on probation ordinarily for a period of two year provided the Appointing Authority may waive it for exceptionally deserving candidate or extend the period of probation for a further period.

2.6.2. After satisfactory completion of the period of probation the employee shall be confirmed by the Appointing Authority in writing with effect from the date of appointment and he/she shall be communicated of such confirmation in writing.

2.6.3. Unless confirmed in writing the employee shall continue as a probationer.

2.7. TRANSFER

2.7.1. Although, every employee may be appointed in a particular institution, he / she is liable to be transferred to any one of the institutions run by Kalyani Charitable Trust existing at the time of appointment or which may come into existence at the time of the transfer according to the need.

2.8. PERFORMANCE APPRAISAL

2.8.1. The annual evaluation program of the employees of the institutes run by Kalyani Charitable Trust is established to provide a planned and scheduled opportunity to the employee and their authority to meet and mutually identify, discuss, and document the demonstrated job performance and accomplishments of the employee during a specified rating period.

2.8.2. For the employee, evaluation indicates:

- i. Where he / she stands in relation to the expectations of the Institution, the department, and the immediate supervisor.
- ii. Assures mutual understanding of responsibilities and work assignments.
- iii. Serves as a source of assistance and guidance in improving and preparing for advancement.

2.8.3. For the Authority the evaluation:

- i. Helps identify an employee's performance level, growth potential, and developmental needs as measured by the standards of performance for the job.
- ii. Assures that the employee is fully aware of assigned duties and responsibilities.
- iii. Provides an opportunity to recognize effective performance and to let employees know that their contributions have a direct impact on the overall goals of the Institute.
- iv. Serves as a foundation to formulate with the employee a specific plan of action for achieving goals and improving job performance.
- v. Establishes the basis for better two-way communications.
- vi. Serves as a major consideration in matters concerning employee development, promotion, transfer, retention, salary, and job performance improvement.

2.8.4. All staff employees should be evaluated annually. However, unscheduled performance evaluations may be conducted as often as necessary and are advisable when an employee's performance is less than satisfactory. Each Institution may initiate unscheduled evaluations as per the requirement.

2.8.5. The employee's higher authority is responsible for conducting the review and evaluation with the employee.

2.9. PERFORMANCE APPRAISAL REVIEW PROCESS

2.9.1. Performance Appraisals shall be done for all staff members of the Institution and copies must be placed in their personnel files in the Establishment Section of each institute.

2.9.2. The appraisal will be done by the immediate Head of the Department & Head of the Institution (the rater) and will be reviewed by the Management (the reviewer).

2.10. GRANT OF INCREMENT

Increment of any members of the Staff, Teaching or non – teaching, will depend upon the performance of his working ability and satisfaction he gives to the management in discharge of his duties and attendance, self-appraisal & interview.

2.11. CONFIRMATION

2.11.1. On satisfactory completion of probation, an employee shall be considered for confirmation in service.

2.11.2. He will not be regarded as having been confirmed until a letter of confirmation, specifying the date of confirmation has been issued to him by the appointing authority.

2.11.3. For teaching faculties, an employee may be considered for confirmation of services upon satisfactorily completing their services for two consecutive years, subject to permanent approval by the affiliating university.

2.12. PROMOTION

2.12.1. The faculty up gradation shall be considered strictly as per AICTE norms.

2.12.2. Up gradation of other staff will not necessarily depend solely on seniority.

2.12.3. The following factors will also be taken into account:

- i. Past performance record,
- ii. Potential for higher responsibilities,
- iii. Punctuality and good conduct on and off the premises,
- iv. Good Performance in Interview

2.13. DEMOTION

2.13.1. A demotion is defined as a reassignment from one position to another position at a lower pay grade or salary range.

2.13.2. A demotion can also be defined as a reassignment of duties to a lower level of pay or responsibility even if there is not a change in the employee's job title or position.

2.13.3. Involuntary demotions may occur if work is eliminated, abolished or reorganized, as a disciplinary action or if a staff member is unable to perform the work satisfactorily.

2.14. RESIGNATION

2.14.1. A permanent employee desirous of leaving the institution, shall give three working months' notice or three-months pay in lieu of notice to the appointing authority before leaving the job.

2.14.2. A probationer or an ad-hoc employee may terminate his service by voluntary resignation by filing with the Director / Principal / Institute Management as per the terms and conditions specified in his appointment order.

2.14.3. Notwithstanding what is stated above, the management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him or for a breach of contract or for any such reason.

2.15. SUPERANNUATION / RETIREMENT

2.15.1. All employees would superannuate as per the rules, regulations and guidelines of regulatory body like AICTE, DTE and Government of Maharashtra. However, in exceptional cases, the service can be extended and hired as decided by the appointing authority and or as per norms of the Regulating Authority.

2.15.2. The date on which an employee attains the age of compulsory retirement shall mean the last date of the month in which he / she attains the age.

2.16. TERMINATION OF SERVICE

2.16.1. The Head of Institute / Managing Trustee reserves the right to terminate the service of an employee by giving due notice in writing without assigning any reason whatsoever or by paying the notice pay for the equivalent period in lieu thereof as agreed upon from case to case basis.

2.16.2. The institute / trust shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of trust, insobriety, addiction to drugs or alcoholism, dishonesty, neglect of duty, negligence of complaint, moral turpitude, erosion of conduct, which are considered detrimental to the Institute / Office / Trust.

2.16.3. Services of a probationer will stand terminated if not confirmed on completion of probationary period or of an extended probationary period. He would, however, be

intimated of the termination of service prior to the expiry of the probationary period or any extended period of probation by giving prior notice. Likewise the probationer may terminate his services by giving prior notice as per terms and conditions of his/her appointment order.

2.16.4. Confirmed employee should submit his / her resignation by giving three months prior notice to get released from employment or paying salary to get early released from employment in lieu of three months' notice. Similar procedure is also applicable to the Management for terminating services of a confirmed employee.

2.16.5. On termination of any employee's services by the management, the emoluments due to him shall be paid to him after adjusting all amounts due from him to the Institution at the time of termination.

2.16.6. Such payments will be made as soon as convenient after the effective date of termination but not before he has obtained clearance from the Head of his department that he has surrendered all properties of the Institution that may be in his possession including his Identity Card, Official email password, Books / Journals / all assets / possessions of the institute.

2.16.7. The final clearance shall be given to the Accounts section to release the due payment by the Head of Institute.

2.17. PROVIDENT FUND

2.17.1. All employees shall subscribe to the provident fund scheme at a rate stipulated by the Employees Provident Fund and the Miscellaneous Provision Act, 1952.

2.17.2. However, such subscription will be initiated only after completion of 06 months period in case of all non-teaching staff.

2.18. GRATUITY

2.18.1. Gratuity shall be paid to the employees according to the payment of Gratuity Act, 1972 in force or any amendment thereof.

2.19. INCOME-TAX

2.19.1. The Institute will deduct Income-Tax at source (TDS) from the salary of the employees as per the applicable rates and terms declared by the Government of India from time to time.

2.19.2. A salary certificate indicating gross earnings and deductions shall be issued by the Institute in prescribed Form of Income Tax Act, in the month of May / June each year or as declared by the Government of India from time to time.

2.20. EMPLOYEE RECORDS

2.20.1. The Establishment Section / Registrar of each institute maintains for each employee a personnel file that contains vital employment information.

2.20.2. To ensure that personnel records are up to date, it is the employee's responsibility to promptly notify the Establishment Section / Registrar in writing of any changes in name, home address, marital status, telephone number, e-mail and person to notify in case of emergency.

2.20.3. It is also important to notify Human Resources / Registrar of scholastic achievements that may enhance your opportunities for advancement.

2.21. DISCLOSURE OF INFORMATION

2.21.1. As a service to employees, the Records Section of the Department of Human Resources / Registrar will furnish upon written request of third parties outside the Institution an employee's dates of employment at the Institution and his or her title or position.

2.21.2. In instances where payroll information or any other information is requested (e.g., salary information for the purpose of obtaining a loan), the requesting party will be advised that this information will only be made available with the written consent of the employee and Director/ Principal of the Institution.

2.22. OUTSTATION LEAVE

2.22.1. No employee shall ordinarily, while on leave or under suspension, leave the station without prior permission of his / her leave sanctioning authority.

2.22.2. If an employee wishes to leave station for any reason, while applying for such leave, he should communicate to the authority the outstation address with phone number at which he may be contacted if necessary.

2.23. CONFIDENTIAL RECORD OF THE EMPLOYEE

2.23.1. A service record including leave account, etc. of every person will be maintained by each institute.

2.23.2. A Confidential Report (CR) in the form prescribed shall be kept by the institution / college authorities in respect of every employee.

2.23.3. The performance of every employee shall be determined on the basis of the entries made in his CR folders for the purpose of merit, increment, promotion, confirmation, etc.

2.23.4. Adverse entry in the CR shall be communicated to the concerned employee and will be given an opportunity to present himself to the management whose decision shall be final.



CHAPTER 3

RULES OF DISCIPLINE

3.1. RULES OF DISCIPLINE FOR EMPLOYEES

3.1.1. All employees shall be subjected to the general rules of discipline and conduct laid down by the management from time to time and such other rules and instructions as may be issued by an individual institute as are not repugnant to the general rules prescribed by the management.

3.1.2. All employees shall during the period of their service, employ themselves honestly and efficiently under the orders of the Head of the Institute and shall make themselves in all respects useful to the Institute. They shall not on the own account otherwise either directly or indirectly carry on or be concerned in any trade or business.

3.1.3. In addition to the institute work, employees may be required to participate in and work for extra-curricular and corporate activities of the institution including social education.

3.1.4. No full time employee shall accept part-time gainful employment in another educational, cultural or literacy institution without first obtaining written permission from the authorities of the institute in which he / she is employed on a full-time basis. Teaching staff shall not be allowed to take private tuitions while they so work.

3.1.5. Subject to the rules and regulations relating to the conditions of service, employees may attend political meetings and become members of any political party other than a party whose policy or program is declared by government as unconstitutional or as involving the use of violence or the dissemination of ideas of communal disharmony or of national disintegration or of violence. They shall not however be office bearers of any political parties.

3.1.6. Employees should not engage in any political activities while on duty or in the educational campus.

3.1.7. Any activity on the part of the employees, teaching as well as non-teaching which tends to create communal disharmony or Anti-Social or anti-secular or bad feelings or ill-will amongst the different sections of the people of the country including the pupils in the school and colleges of institutes run by Kalyani Charitable Trust

would amount to grave misconduct. Such act would be viewed very seriously by the Head of the Institute who shall take suitable disciplinary action against such employees after due enquiry as per procedure laid down including the one of removal from service if found guilty in such activities. The disciplinary action thus taken along with the charges levelled against the employees shall be reported to the management for appropriate action, who shall then consider whether the penalty imposed upon the employee is commensurate with the severity or gravity of the characters of the aforesaid types of activities. In case, the management concludes from the enquiry report and the findings thereof, that the penalty imposed is inadequate or excessive, it shall modify suitably, the extent of disciplinary action to be taken.

3.2. BREACH OF SERVICE CONDITION RULES

3.2.1. If an employee of any institute commits a breach of any of the service condition rules, the institute authorities will hold an enquiry and if the breach is proved, the authorities shall be free to warn the employee or can withhold his increment or can withhold his promotion.

3.3. HOURS OF WORK AND ATTENDANCE

3.3.1. A full time employee shall be present in the institute premises during the working hours of the institute which are defined by the concerned regulatory body and as per the requirement of the concerned institute for the purpose of academic and administrative activities.

3.3.2. The head of the institute has the discretion to reduce the teaching load of any teacher whenever necessary so as to accommodate him / her for administrative activities.

3.3.3. The management expects a fair and an equal distribution of work among all employees as far as possible.



CHAPTER 4

LEAVE RULES

4.1. INTRODUCTION

4.1.1. Leave shall mean Earned Leave, Casual Leave, Medical Leave, Maternity Leave, Study Leave, Leave without pay.

4.1.2. The leave rules shall apply to all the employees of the Institute run by Kalyani Charitable Trust.

4.2. OBTAINING PERMISSION FOR ABSENCE

4.2.1. No employee shall ordinarily absent himself from his duties without first having obtained the permission of the Head of the Institute. In case of an emergency, when he/she is unable to obtain necessary permission before hand, he/she shall intimate to the Head, the reasons of his/her absence at the earliest opportunity.

4.3. GENERAL RULES REGARDING LEAVES

4.3.1. Leave cannot be claimed as a matter of right. When emergencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.

4.3.2. The staff shall earn and be entitled to the leave, generally in proportion to the period of service / duty and of the kind specified herein below.

4.3.3. The staff may be granted leave only on his / her request. The staff shall not be compelled to proceed on leave except on a disciplinary ground.

4.3.4. The Competent Authority may sanction the leave applied for, and shall not alter the nature of leave, except with the request / consent of the staff.

4.3.5. The staff may combine one kind of leave with another, subject to the limit of aggregate period of absence as may be prescribed under these.

4.3.6. Application for leave on medical ground shall always be accompanied by a certificate of Registered Medical Practitioner holding graduate degree; Bachelor of

Medicine and Bachelor of Surgery (MBBS) or its equivalent indicating the nature and probable duration of illness. The teacher returning from leave on medical ground, shall produce a certificate of fitness.

4.3.7. If the teacher frequently applies for medical leave with short intervals, he may be referred to the Medical Authority to examine the state of his health, the period of recovery and whether he / she would be fit for duty after rest and treatment.

4.3.8. The teacher on leave shall not engage himself / herself in any other employment, trade or business, either full-time or part-time except public service of casual nature or such other work.

4.3.9. Ordinarily the staff shall resume their duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded.

4.4. COMPETENT AUTHORITY TO SANCTION LEAVE

4.4.1. The following shall be the Competent Authority to sanction leave under these Rules:

Table 1 – Competent Authority to sanction leave

No.	Category	Kind of Leave	Competent Authority
1	Principal / Director	All kinds of leaves	Chairman & MD
2	All Staff	Casual Leave	Principal / Director
3	All Staff	All kinds of leaves except Casual Leave	Principal / Director

4.5. KINDS OF LEAVE

4.5.1. All kinds of leaves will be counted from the commencement of the academic year, i.e., 1st June of every year, till the end of academic year, i.e., 31st May of every year, or as declared by the authorities from time to time.

4.5.2. No leaves will be sanctioned for the first and the last working day of each Academic Year, unless until deemed necessary by the competent authority.

4.5.3. Following are the kinds of leave admissible to permanent staff (includes residential vacation staff).

A. Leave Treated as Duty

- (i) Casual Leave (CL),
- (ii) Duty Leave (DL) and
- (iii) On Duty Leave (OD).

B. Leave Earned by Duty

- (i) Earned Leave (EL), and
- (ii) Medical Leave (ML);

C. Leave not Earned by Duty

- (i) Leave without pay (LWP);

D. Leave not debited to leave account

- (i) Leave for academic pursuits, Study Leave (SL)
- (ii) Leave for academic pursuits, Sabbatical Leave (SBL)
- (iii) Leave on ground of health, viz., Maternity Leave (MTL)

E. Compensatory Leave (C-OFF)

4.5.4. Following are the kinds of leave admissible to ad-hoc, trainee and probation Staff.

A. Leave Treated as Duty,

- (i) Casual Leave (CL),
- (ii) Duty Leave (DL), and
- (iii) On Duty Leave (OD).

B. Leave not Earned by Duty,

- (i) Leave without pay (LWP);

C. Compensatory Leave (C-OFF)

4.5.5. For permanent residential (Non-vacation) staff, following are the leave admissible:

A. Leave Treated as Duty

- (i) Casual Leave (CL),
- (ii) On Duty Leave (OD).

B. Leave Earned by Duty

- (i) Medical Leave (ML).

4.5.6. The Management may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit.

4.6. RULES FOR AVAILING LEAVES

4.6.1. Permanent Staff: Following are the rules which a permanent staff should abide by while availing leaves from the competent authority.

A] Leave treated as Duty

(i) Casual Leave (CL)

- a. Total casual leave granted to a staff shall not exceed eight days in an academic year subjected to the condition that ordinarily not more than two days' casual leave can be enjoyed at a time.
- b. Not more than two holidays can be enjoyed in conjunction with any spell of casual leave whether by prefixing or by suffixing and the total period of casual leave and holidays enjoyed continuously at a time should not exceed 7 days.
- c. The number of holidays in excess of the two holidays prefixed or suffixed to the casual leave will be treated as casual leave.
- d. Sundays and holidays interposed between two periods of casual leave should be treated as a part of casual leave.
- e. Casual leave cannot ordinarily be prefixed or suffixed to vacations viz., summer, winter or Diwali vacation, as the case may be except with the previous permission of the competent authority.
- f. It is permissible to enjoy half day's casual leave if the period of absence is half or less than half of a working day.

- g. Absence on Saturday, if it is half working day or any other day if observed by the institute / school as a half working day, is not to be treated as a half day's casual leave but casual leave for a full day.

(ii) Duty Leave (DL)

- a. Duty leave not exceeding thirty days, excluding days of travel, week-ends and public holidays, in an academic year may be granted for delivering invited talks in colleges / institutions / organizations and universities, for attending conferences, congresses, symposia, workshops and seminars organized in India and abroad with the permission of the competent authority;
- b. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- c. The leave will be granted on full pay.

(iii) On Duty (OD)

If a staff performs any other duty assigned / approved by competent authority for the Institute, he shall be treated as on duty. In such case the period of his absence shall not be counted with the period of duty leaves. The teacher shall be entitled to be 'on duty' for the following;

- a. To attend meetings in the UGC, DST, AICTE, such other similar Apex bodies, MPSC, UPSC and Government agencies.
- b. To participate in a delegation or working on a committee appointed by the Government of India, State / Local Self Government, the University Grants Commission / the Affiliating University / other Apex bodies or any other academic body.
- c. To attend refresher courses, orientation programs, short term courses, faculty development programs organized by AICTE recognized Colleges / Institutions / University.
- d. To attend meetings / visits of various committees constituted by the institute.
- e. To attend all examination related duties of the affiliating University / sanctioning State authority.
- f. To undertake field work related to academic development and research collaboration, consultancy work approved by the Institute, sanctioned research project, survey work, study tours, industrial and educational excursions / visits.

- g. To attend election duties, if any, related to statutory bodies of University / Local Government bodies, etc.
- h. To attend and participate in student related University / regional / state / zonal / national / international level sports / cultural / research / NSS / NCC activities / events approved by the competent authority.
- i. To attend activities like viva voce as a referee or external examiner at parent and other Universities.

B] Leave Earned by Duty

(i) Earned Leave (EL)

Earned Leave is admissible to a member of the vacation / non-vacation staff.

a. Vacation staff: Following earned leaves shall be admissible:

- i. 1/30th of the actual service, including vacation; plus
- ii. 1/3rd of the period, if any, during which he / she is required to perform duty during vacation.
For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded.
- iii. During the period of Academic Year, the period of vacation for an employee entitled to it will be as per Table no 3 or such number of days as the competent authority may fix from time to time.
- iv. In case such a member of the staff is required to return on duty during the whole or any part of the vacation, he shall be eligible to the following amount of earned leave on full pay:

Table 2 - Vacation

Duration of duty during vacation	Eligibility to earned leave on full pay
Entire vacation	Thirty days
Part of vacation	$= 30 \times 1 - n/N $

Where, n = No. of days of vacation availed

N = No. of days of vacation entitled for

- v. If vacation is combined with earned leave, the whole spell will be reckoned as earned leave for the purpose of applying the limit up to which earned leave can be taken at a time.
- vi. The accrued leave of every member of the vacation staff shall be credited with earned leave in the month of June every year and the total leave as the credit of the employee shall be carried forward to the next year, subject to the condition that the leave so carried forward plus the credit of the last year do not exceed the maximum limit as may be fixed by the Management from time to time.
- vii. Earned leave at the credit of a vacation staff shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 30 days and shall not exceed 60 days in a year. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

b. Non-vacation Staff: Following earned leaves shall be admissible:

- i. The earned leave admissible to a member of the staff other than vacation staff, shall be thirty days in a calendar year.
- ii. The leave account of every such employee shall be credited with earned leave in advance in two installments of fifteen days each on the first day of June and December every year.
- iii. The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit fixed by the competent authority from time to time.
- iv. Any non-vacation employee will cease to earn such leave when the earned leave accumulates to 240 days. The maximum earned leave that may be sanctioned at a time shall not exceed 15 days and shall not exceed 30 days in a year. Earned leave exceeding 30 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate.

(ii) Medical Leave (ML)

- a. The Staff shall be entitled to Medical Leave on full pay to the extent of 10 days for every completed year of service. The leave so earned can be accumulated without limit during the entire service.
- b. Provided that, the period of suspension, if any, finally treated as suspension shall be excluded for counting completed years of service for this purpose.

- c. The staff shall not be entitled to avail medical leave on pay during the first year of his service as a permanent staff.
- d. The leave on full pay due may be granted to the staff either on medical ground or for private reason. The leave requested on medical ground shall be supported by the certificate from the Registered Medical Practitioner.
- e. If the staff is on medical leave on the day on which he completes a year of service, he shall be entitled to full pay leave without having to return to duty.
Note: A "completed year of service" means continuous service of specified duration under the institute and includes periods of absence from duty as well as leave including leave without pay.

C] Leave not Earned by Duty

(i) Leave without Pay (LWP)

- a. A permanent teacher may be granted 'leave without pay' if approved by Competent Authority when;
 - a. No other leave is admissible; or
 - b. No other leave is admissible and the staff applies in writing for the grant of leave without pay.
- b. Leave without pay shall always be without any pay and allowance and shall not be counted for increment except in the following cases;
 - i. Leave taken on the basis of medical reasons;
 - ii. Cases where the Head of the Department is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural, calamity, provided the teacher has no other kind of leave to his credit.
 - iii. Leave taken for pursuing higher studies; and
 - iv. Leave granted to accept an invitation to a teaching post or fellowship or research- cum-teaching post or on assignment for technical or academic work of importance, or on assignment in Research and Development Organization or Industrial Assignment in India and abroad or an assignment of Apex Academic Bodies, Academic Institutions, or All Statutory positions of any University or Institutions.
- c. Leave without pay may be combined with any other leave except casual leave, provided that the total period of continuous absence from duty on leave (including

periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual. The period of absence from duty due to an assignment on Statutory/Government post shall not be limited to five years.

d. The authority empowered to grant leave may commute retrospectively periods of absence without leave into leave without pay. In such cases all the privileges of the permanent employee shall be retained.

D] Leave not debited to leave account

(i) Leave for academic pursuits, Study Leave (SL)

- a. Study leave may be granted after a minimum of five years of continuous service as a permanent teacher, to pursue a special line of study or research directly related to his work in the Institution.
- b. The said period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the 10 % of permanent teachers in any department. Provided that the Management may, in the special circumstances of a case, waive the condition of five years of service being continuous.
- c. In computing the length of service, the time during which a person was on probation may be considered. Provided,
 - i. the person is a full time permanent teacher on the date of the application; and
 - ii. there is no break in service.
- d. Study leave shall be granted by the Competent Authority on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than two years in one spell, except in very exceptional cases in which the Competent Authority is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the institute.
- e. Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave.

- f. Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed three years.
- g. No teacher who has been granted study leave shall be permitted to alter substantially the course of study of the programme of research without the permission of the Competent Authority. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Competent Authority to treat the period of shortfall as ordinary leave has been obtained.
- h. Study leave may be granted on pay up to two years extendable by one year at the discretion of the institute and such pay terms will be governed by policies in force at the time of application or as per the decision of the management.
- i. The amount of scholarship, fellowship or other financial assistance that he / she has been granted / awarded during study leave will not prevent his / her being granted study leave with pay and allowances. But the scholarship, fellowship so received shall be taken into account in determining the pay and allowance on which the study leave may be granted.
- j. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, medical leave, leave without pay or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher.
- k. A teacher who is selected to a higher post during study leave, will be placed in that position and get the due scale only after completion of the study leave initially granted and after re-joining the post.
- l. A teacher granted study leave shall on his return and re-joining the service of the Institute be eligible to the benefit of the annual increment(s) only after completion of a year of service after re-joining.
- m. Study leave shall count as service for provident fund only if the study leave is granted with pay and that the teacher joins the institute immediately on the expiry of his study leave.
- n. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- o. A teacher availing himself / herself of study leave shall undertake that he will serve the institute for a continuous period of at least five years to be calculated from the date of his resuming duty after expiry of the study leave. Otherwise he has to refund the salary paid to him by the institute during the period of study leave.

- p. After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave, execute a bond in favour of the institute, binding himself / herself for the due fulfillment of the conditions laid down in sub-clause (o) above and give security of immovable property to the satisfaction of the Competent Authority or a fidelity bond of an insurance company or a guarantee by a scheduled bank for the amount which might become refundable to the Institute in accordance with sub- clause (o) above.
- q. The teacher shall submit to the Head of Department, six monthly reports of progress in his studies from his supervisor or the Head of the Institution. This report shall reach the Head of Department within one month of the expiry of every six months of the study leave. If the report does not reach the Head of Department within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- r. The teacher shall not be eligible for study leave, for studies leading towards award of Degree or Diploma.

(ii) Leave for academic pursuits, Sabbatical Leave (SBL)

- i. Permanent, full-time teachers, who have completed seven years of service as Assistant Professor / Associate Professor / Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the Department and higher education system.
- ii. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- iii. A teacher, who has availed himself / herself study leave for three years, would not be entitled to the sabbatical leave. However, teacher who has availed himself / herself study leave for the period up to two years may be granted sabbatical leave such the total of study leave and sabbatical leave to be granted should not exceed three years in the entire service period, in the light of provision in (b) above.
- iv. A teacher during the period of sabbatical leave will not be paid any salary.
- v. A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under any organization in India or abroad. He may be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies.

- vi. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as a regular service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his leave.
- vii. The programme to be followed during sabbatical leave shall be submitted to the Principal for approval along with the application for grant of leave.
- viii. On return from leave, the teacher shall report to the Head of Department the nature of studies, research or other work undertaken during the period of leave.

(iii) Leave on ground of health, viz., Maternity Leave (MTL)

- a. Maternity Leave with full pay may be granted to a woman teacher for a period not exceeding 90 days, to be availed of twice in the entire service. 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 to a woman teacher in her service is not more than 25 days, and the application for leave is supported by a medical certificate.
- b. Maternity leave may be combined with earned leave, medical leave or leave without pay but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
- c. Female teachers may be allowed to accumulate the casual leaves to the extent of sixty days for the purpose of her child as per Government Resolution made from time to time rearing activities.

E] Compensatory Leave (C-OFF)

- a. Compensatory leave is paid day off for an eligible employee whose authorities have approved on an official office closing day or weekend holidays or on a scheduled day off, the need of his / her services for the institute for an entire day.
- b. The accumulation of Compensatory Leave in lieu of duties performed on days as described above will not be subject to any limit.
- c. The leave so accumulated should be availed of within a period of twelve months from their respective due dates.
- d. However, not more than two days' Compensatory leave would be admissible at a time.

4.6.2. Following is summary of leaves applicable to permanent staff (includes residential) of institutes run by Kalyani Charitable Trust:

Table 3 – Summary of Leaves applicable to Permanent Staff

Sr.	TYPE OF LEAVE	NAME OF INSTITUTE				
		LGNSCOE	RGSCOP	KRSCMS	RGSiop	OIS
1.	Leave treated as Duty					
	Casual Leave (CL)	08 days	08 days	08 days	08 days	08 days
	Duty Leave (DL)	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.
	On-Duty Leave (OD)	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.
2.	Leave earned by Duty					
	Earned Leave: Vacation Staff (EL)	$\frac{Y}{30} + 30 \left[1 - \frac{n}{N}\right]$	$\frac{Y}{30} + 30 \left[1 - \frac{n}{N}\right]$	$\frac{Y}{30} + 30 \left[1 - \frac{n}{N}\right]$	$\frac{Y}{30} + 30 \left[1 - \frac{n}{N}\right]$	$\frac{Y}{30} + 30 \left[1 - \frac{n}{N}\right]$
	Earned Leave: Non-vacation Staff (EL)	30 days	30 days	30 days	30 days	30 days
	Medical Leave (ML)	10 days	10 days	10 days	10 days	10 days
3.	Leave not earned by Duty					
	Leave Without Pay (LWP)	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.
4.	Leave not debited to Leave Account					
	Leave For Academic Pursuit					
	Study Leave (SL)	24 months	24 months	24 months	24 months	24 months
	Sabbatical Leave (SBL)	12 months	12 months	12 months	12 months	12 months
	Leave on ground of Health					
	Maternity Leave (MTL)	90 days	90 days	90 days	90 days	90 days
5.	Compensatory Leave (C-Off)	1:1	1:1	1:1	1:1	1:1
6.	Summer Vacation	40 days	40 days	40 days	40 days	45 days
7.	Winter Vacation	30 days	30 days	30 days	20 days	25 days

For Earn Leave calculation:

Y = No. of days included in a completed year of service excluding vacations availed,

n = No. of days of vacation availed, and

N = No. of days of vacation entitled for.

For Compensatory Leave calculation: 1:1 = 1 full day paid-off against 1 full day of duties rendered on Sundays and Holidays.

4.6.3. Adhoc, Trainee and Probation Staff: The rules which an Adhoc, Trainee or Probation staff should abide by while availing for leaves applicable to them will be same as those described in section (4.6.1) for corresponding heads.

Table 3 – Summary of Leaves applicable to Adhoc, Trainee and Probation Staff

Sr.	TYPE OF LEAVE [Yearly Basis]	NAME OF INSTITUTE				
		LGNSCOE	RGSCOP	KRSCMS	RGSIOF	OIS
1.	Leave treated as Duty					
	Casual Leave (CL)	08 days	08 days	08 days	08 days	08 days
	Duty Leave (DL)	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.
	On-Duty Leave (OD)	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.
2.	Leave not earned by Duty					
	Leave Without Pay (LWP)	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.
3.	Compensatory Leave (C-Off)	1:1	1:1	1:1	1:1	1:1

For Compensatory Leave calculation:

1:1 = 1 full day paid-off against 1 full day of duties rendered on Sundays and Holidays.

4.6.4. Residential (Non-vacation*) Staff: The rules which a residential (non-vacation) staff should abide by while availing for leaves applicable to them will be same as those described in section (2.8.1) for corresponding heads.

Table 4 – Summary of Leaves applicable to Residential (Non-vacation) Staff

Sr.	TYPE OF LEAVE [Yearly Basis]	NAME OF INSTITUTE				
		LGNSCOE	RGSCOP	KRSCMS	RGSIOF	OIS
1.	Leave treated as Duty					
	Casual Leave (CL)	08 days	08 days	08 days	08 days	08 days
	Duty Leave (DL)	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.
	On-Duty Leave (OD)	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.
2.	Leave earned by Duty					

	Medical Leave (ML)	10 days	10 days	10 days	10 days	10 days
3.	Leave not earned by Duty					
	Leave Without Pay (LWP)	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.

Following categories are included in non-vacation staff:

- i. Civil maintenance
- ii. Peon / Office Attendant
- iii. Driver
- iv. Security Guard
- v. Housekeeper and Garden staff



CHAPTER 5

POLICY FOR FINANCIAL SUPPORT TO TEACHERS

Our institution's guiding principle is to prioritize quality. As a result, the quality policy emerges, which focuses on boosting teacher competency by motivating them to use cutting-edge, new teaching techniques. The Organizing Board of our College supports teachers' professional development with financial aid in this effort. The Board creates a budgetary provision for each financial year.

5.1 SCOPE OF FINANCIAL SUPPORT

The following professional development activities for teachers are financially supported:

- i. Attending seminars, workshops, and conferences;
- ii. Publishing research papers in journals that are listed by UGC-CARE;

All staff members, both full-time and part-time, are eligible to receive financial aid.

5.2 FORMS OF FINANCIAL SUPPORT

The financial support to the teachers can be for:

- i. Registration fees for seminars, workshops and conferences
- ii. Traveling and accommodation allowances in case of outstation seminars, workshops and conferences
- iii. Membership fee of professional bodies
- iv. Enrolling for a professional development course

5.3 PROCEDURE FOR APPLICATION AND APPROVAL

The following process must be followed by the teachers in order to apply for and receive permission for financial support:

- i. Teachers are deputed for seminars, workshops or conferences by the department/ committee. The Head of the Department/ Committee Convenor makes an application to the Principal about the teacher participation, their

registration fees and any allowances, if applicable. After the approval of the Principal, the funds are released for the same by the Accounts section.

- ii. In case, when the fee is paid by the teacher, the amount is reimbursed after following proper application and approval procedure.
- iii. The depute teacher needs to submit the relevant receipts and a copy of the attendance certificate to the Accounts section for their record.
- iv. The teachers may be interested to become members of professional bodies. The College sanctions the membership fees upon the application of the concerned teacher for the same. The receipts and records are maintained by the Accounts section.
- v. There are teachers who may be interested in enrolling for any course to enhance their professional skills. The College sanctions the course fee to the teachers. The receipts and records for the same are maintained by the Accounts section.

