

SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi • Affiliated to Anna University, Chennai)

• Accredited by NAAC (2019-24) & NBA(2022-25))

Dr.D.Senthil Kumaran, B.E., M.E., Ph.D
Principal

SSMIET/308/October/2023

Date: 03.10.2022

LEAVE NORMS

Casual Leaves

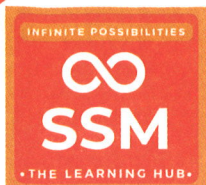
- All employees of the Institute who have completed 1 year service shall be entitled to 12 days of casual leave for an academic year.
- Casual Leave for half day can be granted to an employee for the Forenoon or afternoon session.
- In normal circumstances, casual leave requires advance sanction. The employee has to make alternate arrangements for his / her work.

Vacation Leave

- Faculty members are eligible to avail a vacation leave of 35 days (Summer-21 days and winter 14 days) in an academic year.
- Faculty member to be present in institute either on the last working day before vacation or on first working day after the vacation. However, the Principal is empowered to recall any staff from vacation in case of essential works.
- Faculty members with station experience of 06 months are eligible to avail their vacation leave and faculty members with experience of 06 months to one year can avail their vacation leave on pro-rata basis.

Maternity Leave

- All Women employees can avail their maternity leave of 90 days during their first pregnancy period.



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Travelling Allowance, Daily Allowance, Local Transport etc,

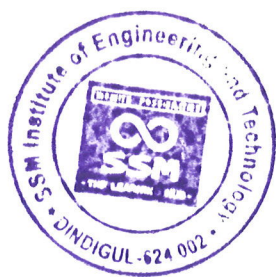
- The employees of the institution when deputed to any official works at out stations shall be entitled to Travelling Allowance (TA), Daily Allowance and other permissible expenses they incur as per the institute rules.

Allowance for Presenting Papers in Seminar / Conferences etc.

- The regular faculty members who are sponsored (once in an academic year) for presenting papers in seminars / conferences are eligible to traveling allowance addition to registration fee. No D.A. is admissible.

Allowances for attending seminars, ISTE / AICTE / UGC refresher courses etc,

- The regular faculty members who are permitted to attend the seminars as delegates and to undergone fresher courses etc. as above are eligible to traveling allowance addition to registration fee. No D.A. is admissible.




PRINCIPAL

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