



TRUBA

ADVANCE SCIENCES KOMBINE

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- TRUBA INSTITUTE OF ENGINEERING & INFORMATION TECHNOLOGY
- TRUBA INSTITUTE OF PHARMACY
- TRUBA COLLEGE OF SCIENCES & TECHNOLOGY

TGI Bhopal Leave Rules

04/02/2002

1. SHORT TITLE:

These Leave Rules shall be called the TGI Bhopal Leave Rules

2. DEFINITIONS:

In these rules, unless the context otherwise, requires

"TGI" means "TIEIT, TCST, TIP, TISC"

"CHAIRMAN" means Chairman of the Governing Body of TGI.

"DIRECTOR" means the Director of the College.

"PRINCIPAL" means the Principal of the College.

"HEAD OF DEPARTMENT" means Head of Academic Department of college,

"EMPLOYEE" means a person serving in the college whether regular or temporary and drawing salary in a month.

"FACULTY MEMBER TEACHER" means an employee who is appointed for teaching of students of the college.

"TEACHING SUPPORTING STAFF" an employee serving in a laboratory and assists faculty members for functioning of laboratory.

"COMPETENT AUTHORITY" Director/Principal will be the competent Authority for all employees of the college. However Director on his discretion may delegate sanctioning power to any officer of the college for a particular group of employees. In case of Director/Principal, the competent authority will be the Group Director of TGI.

"FORWARDING AUTHORITY" Head of Department/Section In-charge will be the forwarding authority for employee of his/her Department/Section respectively. If Head of Department / Section In-charge does not exist, senior most faculty member/coordinator present on that day will be the forwarding authority.

"LEAVE" means an authorized absence from the duty.

"LEAVE YEAR" means the academic year commencing from 1st July to 30th June of a particular year.

"ACADEMIC YEAR" means a year from 1st July to 30th June.

"MONTH" means a calendar month for calculating a period expressed in months and days. Complete calendar month, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

3. GENERAL INSTRUCTION:

3.1 Leave is a privilege and not a right.

It cannot be claimed as a matter of right. It may be refused or revoked by the Authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.

3.2 Leave Application:

The leave application must be submitted on prescribed format in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments of Lectures/Lab among the faculty members of his/her or any other department to keep the students engaged.

3.3 No leave can commence unless it has been sanctioned:

Here submission of leave application does not authorize an employee to avail of the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action. No leave will be sanctioned on telephone, except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing. Continued absence of more than six days, or repeated irregularity without intimation of any kind render an employee liable to disciplinary action including termination of service from the institute. Load Adjustment in writing is essential for faculty members before sanctioning of leave. Signature of the concerned person is also essential. No OD shall be granted during teaching months.

3.4 Any claim to leave to the credit of an employee who is dismissed or removed or who has resigns from Organizational service ceases from the date of such dismissal or removal or resignation of the employee.

3.5 if, an employee on leave shall not return to duty after the expiry of period of leave granted to him will not be allowed to resume duties unless being permitted to do so by the authority which granted him leave, however entire duration of extended leave will be treated as LWP.

3.6 An employee who has taken leave on medical certificate may not join duty until he will produced a medical certificate of fitness from competent authority.

3.7 An employee on leave should not take up any service or employment elsewhere without obtaining prior sanction of the appointing authority.

3.8 Prefixing and suffixing holidays to leave other than leave on medical certificates shall be allowed automatically.

4. KINDS OF LEAVE:

1. Casual Leave (CL)
2. Medical Leave (ML)
3. Leave without pay (LWP)
4. Duty Leave (DL)
5. Study Leave (SL)
6. Vacation Leave (VL): Summer & Winter Vacation Leave (Semester Break)
7. Extra Ordinary Leave (EOL)
8. Maternity Leave (ML)
9. Compensatory leave (CML)
10. Special Leave
11. Short Leave
12. Government & Local Holidays
13. Late Comming

4.1 Casual leave (CL):

4.1.1 All employees of the Institute are entitled to (one) 01 day casual leave for each thirty (30) days block of duty performed, subject to a maximum of twelve (12) days of Casual Leave in one academic year.

4.1.2 Every employee who have completed 1 year of service will be credited with six (06) days of Casual Leave on the first day of July and January (i.e. in one semester). In case an employee joins in the middle of the academic year, appropriate number of days of Casual Leave will be credited to his/her account.

4.1.3 Casual leave (CL) can not be combined with any other kind of leave.

4.4 Sundays/public holidays/restricted holidays/weekly offs can be prefixed/suffixed to Casual Leave.

4.1.5 Casual Leave is essentially intended for short periods. It should not normally be granted for more than 03 days at any one time, except under special circumstances.

4.1.6 Casual Leave will not be carried forward to the next academic year and will lapse at the end of the academic year.

4.1.7 It cannot be combined with joining time.

4.2 Medical Leave (ML):

4.2.1 There will be provision for **15 days** of Medical Leave for faculty & staff in a year. Medical Leave will be Non-Paid but experience will be count in the service period.

4.2.2 However the faculty & staff who are serving in the institute for more than 05 years will be entitled for paid medical leave of not more than 10 days in a year provided it is sanctioned by the Chairman in special case.

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4.3 Leave without Pay (LWP):

4.3.1 No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if an employee has to avail leave in excess of one's authorization, he/she may be granted, "Leave without pay" at the discretion of the competent sanctioning authority subject to exigencies of services.

4.4 Duty Leave (DL):

4.4.1 An activity of an employee, which can bring recognition to the Institute, may be considered for grant of this leave.

4.4.2 Duty leave may be granted for one or more of the following purposes:

a) To deliver academic lecture.

b) To act as an examiner of a practical examination conducted by a recognized Institute.

c) To read/present a research paper in a conference/symposium of National / International level.

d) To attend selection committee or other such like committee meetings provided they are convened by a statutory body/Institute recognized by the govt.

e) To inspect academic institutions attached to a statutory body or an Institute recognized by the govt.

f) To attend any other important Institute work.

4.5 Study Leave (SL):

4.5.1 Faculty who has served the institute for at least 05 years is eligible to avail this leave.

4.5.2 Faculty interested to continue his/her higher studies can avail the study leave maximum for the period of three years at a time.

4.5.3 Study Leave will be granted as "Leave Without Pay".

4.5.4 Study Leave will be sanctioned by the competent authority.

4.5.5 Faculty Member has to provide an affidavit regarding declaration of serving the institute for minimum three years from the date of joining the institute after availing the Study Leave.

4.6 Vacation leave (VL): [Summer & Winter Vacation Leave (Semester Break)] :

4.6.1 Teaching faculty will be entitled for 7 days semester break in summer and 7 days semester break in winter.

4.6.2 Semester break may be merge with other holidays or may be cancelled or converted to 05 days special leaves by the Chairman in view of the irregular academic session, examination purposes, or for other unavoidable work.

4.6.3 However semester break be availed for Academic Reason only faculty availing the SB must submit the report of academic activities conducted during this period to the Head of Department.

4.7 Extra Ordinary Leave (EOL):

4.7.1 **Chairman TGI** may grant Extra Ordinary Leave to any employee in case of special type of leave which is not covered under other categories on his discretion for a particular period on the specific terms and conditions.

4.8 Maternity Leave (ML):

4.8.1 There will be a provision for **03 months** of Maternity Leave for faculty & staff.

4.8.2 Maternity Leave will be Non-Paid but experience will be count in the service period. However the faculty & staff who are serving in the institute for more than 05 years will be entitled for paid maternity leave of 03 months provided that Faculty/Staff submit an affidavit regarding declaration of serving the institute for minimum three years from the date of joining the institute after availing the Paid Leave.

4.8.3 The 03 month salary for the Maternity Leave period will be paid after the 06 months of joining from the Maternity Leave period.

4.8.4 If faculty/Staff after availing paid leave *resigns from service or otherwise quits within three years* after return to duty or does so without returning to duty at all from leave, should refund the actual amount of salary credited for the leave period.

4.9 Compensatory Leave (CML):

An employee may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on holidays and Sundays without any extra remuneration. For such whole day assignment Compensatory Leave may be granted at the discretion of the Competent Authority and that too within the same and or immediate next month.

4.10 Special Leave:

Administrative Staff (Registrar Office Staff & Accounts Section Staff) who are serving in the Institute for more than 01 Year will be entitled for 06 Special Leaves in an academic year as they are working in the institute on all the Saturdays and some other holidays too.

4.11 Short Leave:

Every faculty & staff can avail short leaves for absence of upto 3 hours in a single working day in lieu of Half CL.

4.12 Government & Local Holidays:

Faculty & Staff will be entitled for the government and local holidays as declared by the Chairman in the beginning of the every year. 1st & 3rd Saturdays will be off for the faculty and staff of every month. However such leaves can be cancelled by the management as per the academic requirement.

4.13 Late Coming:

No faculty & staff are permitted to report late in the college. If any faculty & staff report late by 15 minutes or more 1 short leave will be deducted for that day.

After the deduction of 2 short leaves faculty & staff may be penalized by the equivalent LWP as decided by the Group Director/Director/Principal.

5. SANCTIONING AUTHORITY:

For all kind of leaves: Director/ Principal of Institute.

Note:-

1. Faculty & staff should take their leaves in **advance**.
2. Any leave other than this will be marked as **LWP**.
3. All the HOI/HOD's are required to submit the attendance register every day by **09:45 AM** to the Director/Principal Office for verification and collect the same from Director/Principal Office by **03:00 PM** daily.
4. It is the responsibility of HOI/HOD's to mark **Leave/Duty Leave/Absent** of faculty & staff of their respective department into the attendance register.
5. If any faculty/staff signature were not found in the attendance register, than it will be consider as absent and LWP will be marked.
6. Over writing / Tempering in attendance register is not allowed, disciplinary action can be initiated against employee found involved in it.

For: **Truba Advance Science Kombine**



Authorized Signatory
(BOG Member)

Copy To:

1. Account Deptt.
2. Establishment
3. Director -TIP
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