

LEAVE POLICY: (Teaching & Non Teaching Staff)

1. **Employee Provident Fund (EPF):**

The Institute has EPF scheme for all the teaching and Non-teaching staff joined in the service. Every month the specified amount gets deducted from the employee's salary and deposited with the Institute share to EPF Account.

2. **Employee Group insurance:**

The institute has an employee Group Insurance Scheme for both the teaching and non-teaching staff.

3. **Funding and Facilities for Carrying out Research and Development Work Acquiring Knowledge:**

Teachers will get financial assistance for Minor and Major projects, Purchasing Equipment to perform their research and development work in the Institute and other research projects and research competitions. Teachers can use the equipment/instruments/library facilities to obtain higher-level knowledge and for carrying out Research Work.

4. **Financial assistance to attend conferences/workshops/Seminars inland and abroad:**

Financial assistance is given for the faculty for attending conferences/workshops/seminars and presenting papers as part of the welfare of the teachers for widening their area of knowledge from outside of the campus through travel and participation in the knowledge discourses conducted by the National and International Universities/Institutes/Organisation.

5. **Provisions for Leave:**

No of Leave Given/Sanctioned:

| | |
|------------------------|---------|
| 1. Casual Leave | 10CL |
| 2. Sick Leave | 12SL |
| 3. Annual Leave | 24 AL |
| 4. Restricted Holidays | 14 RH |
| Total | 60 Days |

6. **Women's Grievances Redressal Cell:** The Institute has constituted an Internal Complaint Committee/Women's grievance redressal cell to address the issues related to women employees/Girl students. The mechanism has been established to register/handle and solve the women's grievances as per the norms of regulatory authority.

7. **Computer/Laptop to teacher :**

The teachers of the Institute are provided computers/laptops for the use of academic work

8. **Jobs on Compassionate Grounds to Family Members of the Staff:**

The Institute provides a job to one of the family members as per rule on compassionate grounds on the demise of the staff during the service.

9. **Gymnasium:** The institute has Gym facility for the faculty and staff.

10. **Library facilities for the non-teaching staff:**

The Institute provided Library facilities to its non-teaching staff too for widening their knowledge by availing membership in Libraries

11. **Higher learning facilities like PhD registration for non-teaching staff:** The Institute has provided Higher learning facilities like PhD registration for non-teaching staff too so that they also be benefitted the facility.

12. **Parking area for the staff:**

Separate two-wheeler and four-wheeler parking is provided within institute premises

13. **Felicitation and appreciation:**

The Students and Staff of the Institute is felicitated and appreciated whenever they get special award and honour from the different Institutions/Organisation/Universities etc.

14. **Transport facility:** The Institute has a transport facility faculty and staff members of the institute for daily commuting to and from the institute. Employees can avail the transport facility for official work.

15. **Festival Advance:** Festival advance when requested are given to faculty and staff members

16. **Other Benefits**

- Periodical Awareness programmes are conducted for Non-Teaching Staff
- Free Wi-Fi and email addresses using the institutional domain name
- Free lunch and Dinner for faculty and staff members
- Banking and ATM facility
- Day-care facility for the children of staff
- Celebration of festivals and National days
- Promotions to Teaching Staff as per performance appraisal policy

PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL

The procedures are well discussed and defined to avail the welfare scheme for teaching and non-teaching staff. Employees shall follow the procedure and apply through proper

channels to avail the welfare schemes. The higher authority shall provide the decision based upon the eligibility criteria and norms of management. Any dispute or disagreement will be addressed by a higher authority as per the norms and employees shall bind to the same.

Prof. Manish R Mundada
Executive Director