

Policy for Financial Support and leave

4. **Deputation for Ph.D. Studies / Post-Doctoral Studies (3 years):** The faculty / staff will be deputed for higher studies for upgrading their qualifications / acquire the advanced knowledge in the respective fields in the reputed organizations / institutions in India
 - a. **Conditions for Deputation:** The following conditions should be fulfilled by the employee to be eligible for deputation.
 - i. He / She must have completed minimum 4 (four) years continuous service in Institute with satisfactory Confidential Report
 - ii. He / She will be permitted for 3 (Three) years duration.
 - iii. If, he / she needs more study leave, may be granted study leave without pay.
 - b. **Service after completion of Ph.D.:-** An employee has to serve 5 (Five) Years, in the institutes from the date of declaration of result. He / She must Complete Ph.D. within 5 (five) years from the date of deputation / registration, otherwise increment can be stopped.
 - c. **Indemnity Bond:** An employee should submit notarized Indemnity Bond with two guarantors that he/she shall indemnify the Institute to a sum of the payment made during deputation period and to a compensation of Rs.7,00,000/- (Rs. Seven Lac only). An employee shall give the guarantee for the performance as indemnified regarding prescribed services in the institute or abiding by the penal clauses without any recourse to legal action.
 - d. **Guarantors:** should be a regular employee of the institute. Guarantors will give the authority to the employer for deduction of defaulted amount of the Indemnifier from their salary or any amount due from the employer.

5. Deputation for Short Term Training Program:

- a. The faculties are permitted to attend Short Term Training Programs of 1- 4 weeks duration during Summer / Winter vacation organized by UGC, AICTE, ISTE, IIT or any reputed organization on the relevant subject and new emerging areas.
- b. The faculty will be deputed “On Duty” for attending training programs (relevant to field of study) if they are selected by organizing body.
- c. Based on seniority, all faculties will be given an opportunity once in a year, for attending such program subject to their selection.
- d. The faculty will have to submit the detailed report of the training program through the H.O.D. to the Principal immediately after re-joining duties.
- e. Maximum Financial assistance per annum will be as follows:
 - i. Professor/Associate professor : 3,000/-
 - ii. All other Teaching Staff Cadre : 2,000/-
 - iii. All Non-teaching staff : 1,500/-
- f. If employees of institute attend any short term courses / workshop organized by institute, they will be charged 50% fees

6. Deputation for attending the Conference, Annual Convention, Seminar, Workshop, Paper Presentation, etc :-

Faculty members will be allowed to attend the Conference, Annual Convention, Seminar, Workshop, and Paper Presentation organized in India / Abroad by the Professional Bodies / Universities / Institutes of reputation.

a. Amount of reimbursement:

Cadre	National Conference		International Conference	
	Maximum conferences allowed	Max. Amount allowed	Maximum conferences allowed	Max. Amount allowed
Professor / Associate professor	Two conferences in one academic year	TA & DA with Registration Fee. Subject to Maximum Amount of Rs.10,000/-	One conference in one Academic year	TA & DA with Registration Fee. Subject to Maximum Amount of Rs.50,000/-
Assistant Professor, & other Faculty.	One conference in one academic year	TA & DA with Registration Fee. Maximum Amount Allowed Rs.10,000/-	One conference during three Academic years	TA & DA with Registration Fee. Maximum Amount Allowed Rs.50,000/-

7. Conditions:

- a. Two faculty members from each department may attend the same conference with two separate research papers.
- b. Before reimbursement of Bills, faculty members have to submit brief report about the conference attended through the HOD to the Principal
- c. On acceptance of abstract / paper, the employee has to submit application to the Principal through HOD for grant of permission. If permission is not granted, registration fees will not be reimbursed.
- d. If the employee gets financial assistance from any other agency such as DTE/AICTE/University, that amount will be deducted from the grant to be given by college.
- e. Every year maximum two faculties per department are sponsored.

8. Research grant :- If employee gets an Research grant from any of such as AICTE / Govt. of India / DTE / University for conducting research, he/she may be given necessary funds for purchasing equipment's related to research (if amount is shortage due to rules of funding agencies). The equipment's procured will remain as property of the institute.

9. On Duty Leave :

- a. The examination duty is mandatory. The faculty members are permitted to attend the examination work such as paper setting, assessment at CAP Centres, Revaluation, Practical and Oral Examination, External Senior Supervisor at Examination Centre of University / Board, Member of Squad appointed by University. This period of absence in the Institution will be treated as "On Duty Period". However they should take prior permission of the Head of Institution for the same in advance.
- b. The faculty member who are the members of various bodies viz. Board of Studies, Faculty of Engg., Academic Council, Senate, Management Council, Board of Examination, Board of Technical Education (M.S.) and Council of Professional Associates, such as Institution of Engineers, IEE, IEEE and IETE etc. are permitted to attend the meeting of those bodies. The period of absence in the Institution will be treated as "On Duty". However they should take prior permission of the Head of Institution for the same in advance
- c. The Teaching Staff members will be permitted to work as member of Local Inquiry Committee, Inspection Committee or Expert Committee appointed by the University / Board / AICTE / NBA / Govt. of Maharashtra and any other statutory bodies with prior permission of the Head of Institutions. The period of absence in the Institution will be treated as "On Duty". However they should take prior permission of the Head of Institution for the same in advance
- d. The teachers who are nominated as an Expert Member on various statutory bodies are permitted to attend the meeting of those bodies. This period of absence in the Institution will be treated as "On Duty Period". However they should take prior permission of the Head of Institution for the same in advance.

Teachers who are appointed as Examiners for ME/Ph.D. thesis evaluation, they will be permitted to attend the Viva Voce examination of concerned candidate at the place designated by Institute/university with prior permission from institute head.

10. Leave:

a. Sanction of Leave :

- i. Leave means the permission granted by Head of the Institution to remain absent from the duty.
- ii. Leave cannot be demanded as a right.
- iii. The Head of Institution has a right to sanction or refuse the leave applied by employee depending upon the priority of the work.

b. Types of Admissible Leave:

1. **Casual Leave and Optional Holidays:** All Employees are entitled to avail casual leave and optional holidays as notified by the Competent Authority (i.e. Govt. of Maharashtra, University of Mumbai,)
 - a. The casual leave must be availed proportionately.
 - b. Any holiday or Sunday can be prefixed or suffixed with the casual leave, which will not be counted as casual leave.
 - c. The application for casual leave must be submitted in advance.
 - d. Maximum Casual Leave at a time will be restricted to two.

2. Earned Leave (Non-Vacational Staff)

- o Non-Vacational Staff includes
 - a. Head of the Institution(Principal)
 - b. Administrative Staff
 - c. Staff or essential services like maintenance & security
- o Rules
 - a. Each employee is entitled for 30 days earned leave during the calendar year.
 - b. The total accumulated earned leave of any employee is restricted to 300 days.
 - c. Maximum 70 days of earned leave will be sanctioned to the employee at once.
 - d. Employees are entitled for earned leave after completion of one year continuous service.
 - e. Earned leave are not applicable to ad-hoc or contract basis employees.
 - f. For sanction of earned leave, application must be submitted at least 5 days in advance.
 - g. Earned leave must be availed minimum one week.

3. Half Pay Leave:

- a. Each employee is entitled for 20 days as half pay leave during one calendar year. It will be credited to his half pay leave account on every year.
- b. Half pay leave can be accumulated.
- c. Half pay leave can be sanctioned on Medical ground.

4. Commuted Leave (Medical Leave) : Commuted Leave means half pay leave converted in the full pay leave only on valid Medical ground. For this conversion, two days of half pay leave will be considered as one-day full pay leave.

5. Leave without Pay (Leave Not Due): If no leave is available in the leave account of the employee and in case he / she applies for leave or remain absent from the duty then such leave period or absence will be treated as leave not due or leave without pay. If the employee remains absent for more than 30 days (without pay), in one academic year, he / she will not be entitled for the next subsequent increment. The period of leave without pay will extend the probation period & gratuity accordingly.

6. Special Leave (Maternity Leave) :

- a. Maternity leave of 180 days will be sanctioned by the Head of Institute to female regular employee & having not more than two children. This period is counted from the date of starting of leave period.
- b. The maternity leave will be considered as a special leave with full pay. Such leave shall not be debited to the leave account.
- c. Female employee should submit a Medical Certificate indicating the probable date of delivery along with the application of maternity leave. She must give an undertaking that she will inform the actual date of delivery with Medical Certificate.
- d. In continuation of maternity leave, the lady employee can take maximum 60 days leave which is due & admissible without producing Medical Certificate. In case, if there is no leave available with female employee, she may apply for leave without pay.
- e. Maternity leave will be granted only up to two children (alive) and no leave will be granted for abortion case. This leave shall be sanctioned for maximum of two times in her entire service period.

11. Gratuity:

The employee who has completed a continuous service of 5(Five) years shall be eligible for gratuity.

- a. Gratuity shall be payable to the employee, after his/her retirement.
- b. Every nomination made for payment of gratuity shall be in writing signed by the employee and attested by 2 (Two) witnesses, shall remain in full force.
- c. The amount of gratuity admissible shall be at half-a-months pay, last drawn for each completed year of service subject to maximum of 16 $\frac{1}{2}$ (sixteen and half) months' pay.
- d. In the event of the death of the employee while in service, the gratuity shall be at the rate of half a month's pay, drawn at the time of death, for each completed year of service, he/she would have put in, but for his/her death till, the date, of his/her normal retirement, subject to maximum of sixteen and half month's pay.
- e. It is the responsibility of the employee to nominate his/her heirs by submitting in the prescribed form for stating the right to receive the amount of gratuity in the event of his/her death, before the amount of gratuity has become payable or having become payable, has not been paid to him/her.
- f. As per above, Institute is depositing amount under the Group Gratuity Scheme of Life Insurance of India (LIC) and LIC is reimbursing the same to the employee through Institute at the time of retirement or death.
- g. No gratuity shall be payable to the employee, who is dismissed or removed from the service for the misconduct, wilful and persistent neglect of duty, inefficiency or breach of any of the rules and regulations of the Institute.

13. Service Book:

A service book is maintained for permanent employees and it contains following information:

- 1] Date of Birth,
- 2] Date of Appointment,
- 3] Qualifications,
- 4] Pay Scales,
- 5] Increment,
- 6] Probation,
- 7] Promotion,
- 8] Particulars of leave,
- 9] Leave without Pay etc.

Such other information as directed by Head of Institute.

The entries in the „Service Book” are to be brought to the notice of the concerned employee at the end of each academic year and his/her signature is obtained.

14. The Employees Provident Fund [EPF]:

The Institute shall deduct from the wages of every full time employee, an amount equal to 12% of the P.F. wages. The institute contributes 12% of the P.F. wages of the employees, EPF is not applicable to senior citizens and retired persons.