



SRI KRISHNA COLLEGE OF ENGINEERING AND TECHNOLOGY

(An Autonomous Institution)
(Approved by AICTE and affiliated to Anna University)
KUNIAMUTHUR, COIMBATORE – 641 008.



LEAVE RULES

1. Casual Leave(CL)

- a. Calendar year means January to December. In a calendar year teaching and non-teaching staff members are entitled to avail a casual leave of 12 days.
- b. Application for any leave must be submitted to the office after getting the signature of HOD in the prescribed format by mentioning the necessary alternate arrangements on the reverse side of the application form before the leave is actually availed.
- c. Under any unforeseen real emergency condition, oral permission has to be obtained from HOD. Absenting without proper intimation may lead to "Leave on loss of Pay". Availing Leave on loss of pay will affect regular increment, promotion and vacation.

2. Vacation Leave (VL)

- a. The vacation period will be declared at the end of both odd and even semester. Regular Faculty members who have put in a

minimum of 1 year of continuous service are eligible for vacation. No on duty leave will be given during the above mentioned vacation period.

- b. Teaching staff are eligible for 7 days of winter vacation and 14 days of summer vacation during one academic year.
- c. As far as possible vacation should be availed within the declared vacation period. If prevented from vacation for any specific official work, it can be availed within the academic year without detrimental to academic work.
- d. No College holidays/ Sundays can be prefixed / suffixed to the vacation. The duration will be calculated from the starting day of vacation till the day of rejoining duty. If it not possible to permit continuous vacation due to official work it should be availed within two spells.
- e. It is mandatory on the part of the staff member to report for duty after completion of their vacation leave. If failing to report after vacation the whole vacation period will be treated as LOP.
- f. Vacation leave cannot be combined with any type of leave except OD. If any type of leave combined with VL except OD then whole VL availed may be treated as LOP, including holidays / Sundays prefixed / suffixed.

- g. Members are requested to proceed on VL only after the Approval / Sanction from the Principal. Also, they are requested to submit the leave form with necessary alternate arrangements and contact address, phone no, email id. etc.
- h. Members of Staff having invigilation duties are advised to attend to it without fail or make proper alternate arrangement, and inform the Chief Superintendents.
- i. The staff handling the subject has to be present during the end semester exam even if he/she is on vacation and is requested to scrutinize the question paper and submit a report to the Principal on the same day. For common subjects / a subject is handled by more than one faculty, at least one faculty marked by HOD, should be available on that day for scrutinizing the Question paper and to submit the report.

3. ON DUTY (OD)

- a. Leave ON DUTY (OD) during regular working period will be granted to staff for official work only. The vacation period declared at the end of the odd and even semester in academic year will not be reckoned as a regular working period.
- b. If the official work falls during vacation period, vacation leave has to be availed for attending to such works. Leave ON DUTY will not be granted for any work during vacation period.

- c. The official work for the teaching faculty included the following:
- i. Attending conference/seminar/workshop/summer school/winter school and similar such programmes.
 - ii. Attending central valuation/project viva voce evaluation/Practical examination/External Examination/University representative of Parent University.
- d. The member of the faculty who are pursuing part-time M.Phil. / M.S/ Ph.D. programmes are eligible for half a day Leave ON DUTY every week during the regular working period if needed.
- e. For attending the meeting of Board of studies/ Board of examiners/Academic council/syndicate, to function as an expert member in inspection committees of parent and other universities and for attending certain works assigned by Trustee and/or Principal, leave ON DUTY may be granted not only during regular working period but also during vacation period.
- f. During an academic year a maximum of 23 days only (inclusive of holidays) can be availed as leave ON DUTY.

- g. ON DUTY may be combined with casual leave, vacation leave and Leave on loss of pay after getting prior permission from principal.
- h. The restriction on the maximum number of days vide clause **4(f)**, referred above is not applicable to officials of physical education and placement and training.
- i. Prior permission has to be taken from principal for leave ON DUTY. The member of the staff may not be permitted to avail leave ON DUTY by the Principal, if any academic work is pending or any other work has to be attended to, in the institution.
- j. Any other categories needing leave ON DUTY will be at the discretion of the Principal. The decision of the Principal is final in all above cases.

4. Medical/ Maternity leave

- a. If any staff is ill he/ she can avail a medical leave and the limit will be decided upon case to case basis.
- b. Female teaching faculty are eligible to avail maternity leave of 3 months out of which one month will be with pay and the balance will be without pay, but the period will be counted for service.
