

Guidelines of Leave application, sanctioning and record keeping

1. These guidelines shall be effective from 4th April 2022.
2. HODs are leave recommendation authority of academic departments like Civil, Mech etc.
3. Sectional heads are leave recommendation authority for non-academic departments like Examination, Office, Accounts, Training & Placement, Library etc.
4. Leave sanctioning authority is Principal.
5. Leaves of all teaching and non-teaching staff working in concerned departments/ sections shall be recommended by concerned HOD/ Sectional head.
6. HOD/ Sectional head shall maintain monthly attendance record of all teaching and non-teaching staff working in their department in the form no. A. For every month a hard copy of blank form A (without marking of leaves availed) shall be used to mark leaves manually. All monthly sheets in hard copy shall be available for yearly audit. Login credentials of staff biometric attendance software will be shared with all HODs/ Sectional in charges.
7. HOD/ Sectional head shall maintain record of balance leaves, leaves availed in the month and revised balance in the form no. B. The form shall be maintained in the excel format (soft copy) and separate sheet shall be made for each staff (teaching and non-teaching) as per the sample shared. Printout shall be taken at the end of the academic year (30th June) and shall be available for audit.
8. Leaves (CL, HPL, EL) will be credited only once in year i.e., in the month of July. This process will be explained in the HOD meeting.
9. HOD/ Sectional head shall inform the number of days' salary to be paid to Accounts section in the form no. C every month between 21 -25th of every month. The sample excel file shall be maintained and the hard copy of the file shall be taken at the end of the academic year and shall be available for audit.
10. Leave forms obtained from the staff shall be retained in the department / section.
11. Leave audit of all departments will be held once in an academic year.
12. Present Leave balance of all teaching and non-teaching staff will be shared by office on or before 31st March 2022. Every department / section shall maintain this record henceforth.
13. All types of leaves (except vacation) exceeding 3 days shall be availed only after recommendation of HOD/Sectional Head and meeting Principal in person.
14. All class IV employees shall get their leaves recommended by their respective HOD/ Section In charge. Receptionist/ designated staff will ascertain the overall availability of class IV in the college on the dates of leave and accordingly inform the decision of leave sanctioning.

Class IV employees are expected to avail leave only after confirmation from the receptionist / designated staff.

15. सर्व चतुर्थ श्रेणी कर्मचाऱ्यांनी संबंधित विभागप्रमुखांकडून रजेची शिफारस घ्यावी. त्यानंतर किमान आवश्यक सहाय्यक कर्मचारी महाविद्यालयात रजेच्या दिवशी हजर राहणार आहेत ह्याची खात्री (Reception) कडून केल्यानंतर सुट्टी मंजूरी बदल कळविण्यात येईल. ह्या मंजूरीनंतरच सुट्टीवर जाणे अपेक्षित आहे.
16. A format for credit of compensatory off (CO) is separately supplied. The CO shall be recommended by the in charge of the activity conducted and approved by Principal. On approval, CO shall be credited.