



KASHI INSTITUTE OF TECHNOLOGY

Managed by : JAIN EDUCATION SOCIETY

E-mail : info@kashiit.ac.in • Website : www.kashiit.ac.in 1800-123-321-123

ISO 9001 : 2015 (QUALITY MANAGEMENT SYSTEM)

HR POLICY FOR TEACHING & NON TEACHING STAFF

IMPLEMENTATION DATE: - 1ST FEB, 2022

Punctuality-

COLLEGE TIMING: 9:00AM-04:30PM.

The College runs 6 days in a week Monday to Saturday.

1st & 3 Saturday, the institute timings for academics only will be up to 1:00 pm; while other Saturday will be of Full day working i.e. 09:00am to 04:30 pm.

PURPOSE OF LEAVE:

Leave granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. It provides a healthy and efficient staff for the Institutions.

LEAVE YEAR AND APPLICABILITY RULES:

- Sanctioning of leave is at Directors discretion based on exigencies of requirement or seriousness of the case.
- Leave year is from 1st July to 30th June (Academic Year)
- The different types of leave given under the policy are:
 - Casual Leave (CL)- 12
 - Medical Leave (ML)- 06
 - Short Leave- 12 (1 in each month for 2 hour duration)
 - Summer Leave (SL)- Teaching Staff- 05 working days, Non-Teaching Staff- 05 working days
 - Winter Leave (WL)- Teaching Staff- 05 working days, Non-Teaching Staff- 05 working days
 - Leave without Pay (LWP) – will not be encouraged, however, if it is a pattern Disciplinary action would be initiated.

Paid Leave guidelines (for teaching staff only)

Maternity Leave & Paternity Leave- (for teaching staff only)

The Leave policy is applicable for all permanent staff of the institution-

- Any Female/Male faculty serving more than 2 years is entitled for Maternity/Paternity Leave as per the norms of the institute.
 - For Female – 1 month (Paid)
 - For Male- 5 Working days (Paid)
- Employees who are appointed during the course in the middle of an academic year shall be entitled for the above leave on pro-rate basis.
- Sanctioning authorities to sign with the date and a copy needs to be sent to HR.
- Application should be properly filled online. Any application not filled properly shall be rejected.
- Application for leave towards the end of a month should be submitted in advance or by next working day. However, in case of an emergency, it can be submitted by 1st of succeeding month, otherwise it would be counted in the next month.

CASUAL LEAVE

ELIGIBILITY:

All permanent staff and Trainees/Probationers

ENTITLEMENT:

1. Casual Leave in a year this will be given as per service period (12 for permanent employees).
2. Employee will be eligible after completion of 1 month from the joining date.
3. A minimum of half CL can be availed.
4. National Holidays/Festival/Declared off/weekly off days can be prefixed and /or suffixed to CL. In case of either prefix or suffix applied on leave, only CL will be deducted. But in case applied leave falls in between prefix and suffix then all the days including prefix and suffix will be treated as CL. It will be deducted from CL if balance or else they will be LWP.
(For instance, if an employee is taking a leave on working Saturday and Monday his 3 days CL/LWP will be marked.)
5. Balance CL/ML remaining unutilized will lapse on 30th June of every session.
6. When leave is taken without prior sanction (Under certain unavoidable circumstances), the absence should be notified to the respective HoD on the same day through phone or mail etc.
7. Approved leave application through ERP should reach the HR department within 2 working days of re-joining, employee have to apply leave online timely.
8. CL can be availed maximum up to 1 day in a month in academic days, during non-academic days faculty can avail as per their leave balance.
9. For employees who have not completed one year, leave will be credited to them on monthly pro-rata basis.

MEDICAL LEAVE (ML)

ENTITLEMENT:

1. 6 days Medical Leave (ML) in an academic year.
2. A minimum of half ML can be availed
3. Employee will be eligible after completion of 1 month from the joining date.
4. If ML extends beyond 3 days, it has to be accompanied with a medical certificate from a Doctor.
5. In case adequate numbers of ML are not available with an employee, then CL can be clubbed with it. If no leave balance is available, then it will be treated as LWP.
6. Intervening National Holidays/Festival/Declared off/ weekly off of any kind will be counted as part of the leave.

Clubbing of Leave/Absence:

1. Any special application approved by Competent Authority should be submitted by next working day of each month HR office for further processing through ERP.
2. Leave should not be clubbed without prior approval.

SHORT LEAVE

ENTITLEMENT:

Short leave of 2 hours, once in each month

GATE PASS (for all except admin, Staff)

A gate pass for 1 hour once in each month (should not be clubbed with lunch time or short leave).

WINTER LEAVE (WL)

Eligibility: Minimum 9 months of service.

ENTITLEMENT:

1. Faculty: 05 days of leave in one slot for full time faculty.
2. Staff: 05 working days in one slot.
3. No half day is admissible for winter leave.
4. One CL may be clubbed with any other leave.
5. It has to be consumed within the approved winter slot by the Director.

SUMMER LEAVE

Eligibility: Minimum 9 months of service.

ENTITLEMENT:

1. 05 days for Teaching Staff who have completed 3 months or more within the organization.
2. Summer leave needs to be availed before the commencement of academic session that too in lean period only.
3. 05 days for non-teaching staff.
4. One CL may be clubbed with any other leave.
5. It has to be availed within the approved summer leave slot approved by the Director, for the Directors, Deans and HoDs the period is flexible, yet has to be availed till 15th July.
6. For those who are a part of admission team, their leave period will be decided by the Competent Authority.

(Note: Even if there is flexibility to take Winter & Summer leave during Examination, prior approved by Director will be needed)

Voluntary Exit from the Organization:

- I. A person who is resigning should inform to appropriate authority during end semester i.e. 1st June to 30th and 15th December to 15th January and vice versa. If you are resigning during the semester (not between the above dates) you have to pay the credited salary of that particular semester to the institute. If no resignation has been received during this period, it will be considered your willingness to continue in the service.
- II. 30th of June/15th of January are final/last date of serving the organization after resignation.
- III. Security equal to one month's salary has to be deposited in the college. The security amount will be deducted over 4 months in 4 equal installments.
- IV. A person may avail all his pending leave during notice period.

All the terms and conditions regarding your job, service rules, code of conduct in Kashi Institute of Technology will be as per the bye laws of the society and rules framed time to time, will be binding upon you.

Paid Leave/Duty Leave:

1. It will be given to faculties for conducting external practical exams assigned by University (Maximum up to 04 days) in one semester.
2. For Evaluation as a special case, CL/SL can be clubbed with summer/Winter Break.
3. Those Faculties who have to attend Convocation for her/his Ph.D. degree will be entitled for paid leave.

Compensatory Leave:

All the regular employees of the college will be entitled for this leave if they worked for college in any off day. (Sunday or declared off by college) for minimum half day.

This leave will be valid till next month only.

Long Term Leave:

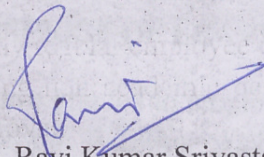
If any regular employee of the college wants to avail a long term leave (15 days to 2 months) during non academic period, they may apply minimum 15 days advance for the same for approval.

These leave shall be treated as LWP, may be clubbed with summer break or CL/ML with the permission of competent authorities.

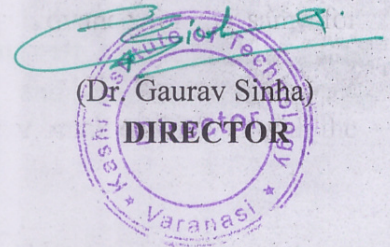
To avail these leave minimum 2 years of regular service is required.

Miscellaneous Cases: Any other types of leave (which is not stated in HR Policy) shall be reviewed by a committee constituted by the management.

NOTE: Teaching staff means who impart education to students in the college and rest will be considered as Non-Teaching Staff.



(Mr. Ravi Kumar Srivastava)
HR Department



(Dr. Gaurav Sinha)
DIRECTOR