

## Vision of the Institute

We strive to develop as an Institute of Excellence that provides quality technical education and research to create competent graduates for serving industry and society.

## Mission of the Institute

- To impart quality technical education through dynamic teaching-learning environment.
- To promote research and innovation activities, which give opportunities for life-long learning in context of academic and industry.
- To build links with industry-institute through partnerships and collaborative developmental works.
- To inculcate work ethics and commitment in graduates for their future endeavours to serve the society.

## 1 Governing Body

The College has its Governing Body which governs all the horizontal and verticals in the college. The Governing body is headed by Dr Vishwajeet Kadam, Secretary, Bharati Vidyapeeth Trust. The members of the governing body are from academics, industry and government-based organisations. The governing body consists of members as mentioned below:

1. Dr Vishwajeet Kadam (Head): Secretary of the Trust and Chairman, Bharati Vidyapeeth, Pune.
2. Dr K. D. Jadhav (Management Representative): Jt. Secretary Bharati Vidyapeeth Trust, Pune.
3. Shri C. B. Sawant (Management Representative): Regional Director, Bharati Vidyapeeth Regional Office, New Delhi and representative of the Trust, Bharati Vidyapeeth, Pune.
4. Prof. M. N. Hoda (Member): Director, Bharati Vidyapeeth's Institute of Computer Applications & Management, New Delhi.
5. Prof. Yamini Agrawal (Member): Director, Bharati Vidyapeeth's Institute of Management and Research (BVIMR), New Delhi.
6. Prof. M.N. Doja (AICTE representative): Director, IIIT Sonapat.
7. Prof. Dharminder Kumar (Member): Professor, Guru Jambheshwar University, Hissar.

8. Prof. R. K. Mittal (G.G.S.I.P. University, Delhi, Representative): Professor, USMS, G.G.S. I. P. University, Sector - 16C, Dwarka, New Delhi – 78.
9. Mr. Ajay Goel (Industry representative): AVP, Aricent Technologies, Gurgaon.
10. Mr. Aditya Jain, Manager, E & Y (Alumni representative), Delhi.
11. Dr Anuradha Basu (Teacher representative): Professor and Dean-Student Welfare, Bharati Vidyapeeth's College of Engineering, New Delhi.
12. Dr Kirti Gupta (Teacher representative): Professor and Dean-Academics, Bharati Vidyapeeth's College of Engineering, New Delhi.
13. Prof. Dharmender Saini (Principal): Principal, Bharati Vidyapeeth's College of Engineering, New Delhi.

## **2 Functions & Responsibilities of the Governing body**

The Governing Body always makes efforts to provide composite quality teaching and learning to young growing engineers so that they become efficient and promising technocrats, ready to face tough challenges in the competitive world and also prove to be good human being to serve the society. The Governing Body controls the administrative and financial decisions of the college. Various functions of the governing body are as follows:

1. To upgrade facilities, policies and infrastructure of the college from time to time.
2. To review the academic performance of the college and take remedial actions to improve the same.
3. To maintain and improve the standards of research and technical education of the college.
4. To maintain and review the infrastructure of the college for curricular, co-curricular and extra-curricular activities.
5. To review budget, financial accounts and audit reports of the college.
6. To develop administrative regulations and policies to maintain the proper functioning of the college in line with mission and vision of the institute and overall benefit of students and faculties.

### 3 Administrative Setup

The College have an administrative setup to manage the work efficiently and for smooth working of the institution. The management, Principal, HOD's, Deans, faculty members and staff members work in a structured manner for the proper functioning of the college. In addition to the above administrative setup various committee also exists for the smooth working of the college. The institution organizational structure provides the flow and delegation power at various levels as follows:

- **Governing Body** The College has its Governing Body which governs all the horizontal and verticals in the college. The Governing body is headed by Dr Vishwajeet Kadam, Secretary, Bharati Vidyapeeth. The governing body of the college is consisting of persons from top management, academia, industry, teaching staff and Alumni body.
- **Regional Director** is the Management Representative in the Governing body. He is the administrative and financial head for Bharati Vidyapeeth, Delhi Campus.
- **Principal** is the member secretary of the Governing body and look after all the day today administrative and academic functions of the college.
- **Internal Quality Assurance Cell (IQAC)** comes directly under the principal to ensure quality academic processes and administrative processes.
- Deans ( Dean Student Welfare, Dean Academics, Dean Research & Development, Dean Faculty Affairs), Head of Departments (IT, CS, ECE, EEE, ICE, Applied Sciences), Accreditation committee, administrative office, Entrepreneur development cell (EDC), Training & Placements comes directly under the umbrella of IQAC cell.
- **Dean Student Welfare** The Anti-ragging committee, National Service Scheme (NSS), sports committee, cultural committee, Alumni cell, Hostel committee, mentoring, grievance redressal committee, Student Chapters works under Dean Student Welfare.
- **Dean Academics and Administration** The Time-table committee, Exam cell, Admissions, Library Student attendance, Curricular and Co-Curricular activities works under Dean Academics and Administration.
- **Dean Research and Development (R & D)** Research, consultancies, Intellectual Property Rights cell, College research Journal Publication are assigned to Dean Research and development.
- **Dean Faculty Affairs** Staff Appraisals, Staff Welfare, Sexual harassment committee, internal complaint committee, and SC/ST committee works under Dean Faculty Affairs.

- **Head of Departments (HOD)** Departmental Advisory Board & Departmental Academic committee, Class advisors, Teaching and Non-Teaching Staff members of the respective department work under respective Head of Department.
- **Accreditation Committee** International Standardization Organisation (ISO), National Institutional Ranking Framework (NIRF), National Board of Accreditation (NBA), AICTE Compliance, GGSIP University Compliance are assigned to Accreditation Committee.
- **Administrative Office** Human resource, Finance and Accounts, Administration, Purchase, Infrastructure, Maintenance, Surveillance system, Website and Social Media, Policies and Procedures of the college are activities controlled by Administrative office.
- **Entrepreneur Development Cell (EDC)** Incubation cell, Startups, Hackathons comes under Entrepreneur Development Cell.
- **Training & Placements Department** Training and Placements of students, Higher study cell (HSC), Institute industry cell (IIC) work under Training & Placements Department.

## 4 Functions and Responsibilities of Various Administrative Bodies

### 4.1 Functions and Responsibilities of the Regional Director

- Monitoring and regulating administrative and financial activities in the Bharati Vidyapeeth, Delhi Campus.
- Regional Director is the head of the purchase committee of the college.
- He looks after all the central facilities of the campus.

### 4.2 Functions and Responsibilities of the Principal

- Monitoring and regulating the entire college set-up.
- Principal is the in-charge of IQAC cell through which he monitors and controls the quality of teaching, research, placements and other activities of the college.
- Principal directly reviews activities and management of faculty through Dean faculty affairs, academic issues through Dean academics and administration, student issues involving extra-curricular and co-curricular activities through Dean Student Welfare, research and development activities of the college through Dean R & D, All the six departments/programs

of the college through HOD's, Ranking and Accreditation matters of the college through accreditation committee, finance and other matters of the college through administrative office, entrepreneur activities of the college through EDC cell, training and placement of the students through Training & Placement cell Department.

- The principal promotes the growth of college by promoting students and staff for continuous academic, social and overall development.
- To control financial matters and processes of the college.

### **4.3 Functions and Responsibilities of Internal Quality Assurance Cell (IQAC) Cell**

The Internal Quality Assurance Cell (IQAC) was established in 2018 in the college. The IQAC ensures the effective implementation of quality initiatives through continuous reviews and periodic meetings. The IQAC works towards attaining excellence in all academic and administrative endeavours of the institution. The IQAC channelizes efforts and measures of an institution to ensure quality in all processes leading to academic excellence.

- Development and application of academic and overall quality benchmarks for the college.
- Setting parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty up gradation to adopt the required skill sets for participatory teaching and learning process;
- Dissemination of information on various quality parameters to all stakeholders;
- Organization of inter and intra-institutional workshops, seminars on quality-related themes and promotion;
- Documentation of the various programs/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Periodical conduct of Academic and Administrative Audit and its follow-up.

#### **4.4 Dean Student Welfare Functions and Responsibilities**

- To monitor discipline-related matters and the anti-ragging committee of the college.
- To look into the matters of student chapters of the college.
- To monitor the sports and cultural activities of the college including NSS.
- To monitor the grievance redressal committee of the college.
- To monitor alumni cell and the mentoring committee of the college.
- To look into the matters of the hostel.

#### **4.5 Dean Academics and Administration Functions and Responsibilities**

- To prepare academic calendar and take follow up on activities as per calendar
- To monitor time-table committee.
- To deal with matters related to admissions to the college.
- To monitor the attendance of the students of college and analyze the semester result of students.
- To look into the matters of the library.
- To monitor the working of the exam cell and examination-related matters.
- To monitor and control the academic matters of the college.
- To represent the college in the university coordination committee.

#### **4.6 Dean Research & Development Functions and Responsibilities**

- Head of Research & Development cell
- To promote research and development in the college.
- To look into the matters of research journal publication of the college.
- To monitor the intellectual property rights (IPR) cell of the college.
- To educate faculty and students with research paper writing, and writing project proposals by conducting workshops.
- Maintaining records for research and IPR of college.

#### **4.7 Dean Faculty affairs Functions and responsibilities**

- To maintain and develop a self-appraisal mechanism for faculty.
- To deal in the matters of staff welfare.
- To deal with grievances of faculty.
- To organize the Induction Programme for faculty members.

#### **4.8 Head of Departments (HOD's) Functions and Responsibilities**

- To implement properly the policies of the college in their respective departments.
- Proper management of academic, curricular, and extra-curricular activities of the department.
- Allocation of teaching load to the faculty members.
- Overall in charge of the laboratories and infrastructure of the departments.
- To efficiently manage the overall working of the department.

#### **4.9 Accreditation Committee Functions and Responsibilities**

- To maintain the standards of the college in compliance with the AICTE and GGSIP University regulations.
- To monitor the ISO committee of the college.
- To work for obtaining accreditation/certifications like NBA, NIRF, etc. for the college.

#### **4.10 Administrative Office Functions and Responsibilities**

- To look into the matters related to faculty recruitment, staff recruitment, and service rules of the faculty.
- To monitor the purchase and finance committee of the college.
- To manage and regulate the canteen and cafeteria of the college.
- Infrastructure management of the college.
- To look into the matters of scholarship for students of the college.
- To monitor overall maintenance of the college.
- To manage the housekeeping of the college.

- To manage the website and other social media-related work of the college.
- To look into the matters of accounts of the college.

#### **4.11 Entrepreneur Development Cell (EDC) Functions and Responsibilities**

- To promote entrepreneurial skill development among students.
- To promote start-up among students.
- To monitor the incubation cell of the college.
- To promote activities like hackathons and business-related competitions.

#### **4.12 Training and Placement Department (TP) Functions and Responsibilities**

- To manage the placement activities of the students.
- To monitor higher study cell (HSC) of the college.
- To manage the industry institute cell (IIC) of the college.
- To keep a record of the graduates of the college for purpose of employment and training.
- To help graduates of the college in obtaining suitable jobs.

#### **4.13 Professor/Associate professor/Assistant Professor**

- Teaching UG Degree courses including lectures, laboratory & tutorials.
- Students' Assessment & Evaluation including Examination work of the college.
- Participation in the Co-curricular & Extracurricular activities, Student guidance & counseling & helping their holistic development, innovation in Technical Education.
- Promoting & coordinating Continuing Education Activities.
- Self-development through Up-gradation of Knowledge & skills.
- Any academic and administrative work assigned by the college.

## **5 service Rules, Policies and Procedures**

The service rules and policies for the employees of the college are as follows:



## **5.1 Recruitment**

### **5.1.1 Recruitment of Teaching Staff**

#### **Appointment**

1. All appointments to any category of post in respect of teaching shall be made by Appointing Authority on the recommendation of the Selection Committee constituted by competent authority fulfilling the minimum AICTE norms wherever applicable.
2. The Appointing Authority may appoint, from time to time as per need, Guest/Part-time/Contract/Adhoc Teaching staff members.
3. The Appointing Authority may appoint experienced and highly competent experts (Academician & Executive) as Advisor/Adjunct Professor/Emeritus Professor and Non-Teaching staff for the growth and development of the Institute.
4. The non-teaching staff members are appointed by the Appointing Authority and some services, like Security, House Keeping etc., are taken from the vendor.

**Procedure for Recruitment** For initiating the process of regular staff recruitment, the institute normally advertises the posts in two leading newspapers, mentioning qualifications and experience required for the posts. However, the requisite qualification & experience of the faculty shall be as per the guidelines of AICTE.

**Probation** Unless otherwise specified or decided by the Appointing Authority all Appointments against permanent posts will normally be on probation for a period of two years. The period of probation may be extended in individual cases if considered necessary by the Appointing Authority. Each extension of the probationary period, where considered desirable, shall be for one academic year.

#### **Confirmation**

1. On satisfactory completion of probation, an employee shall be considered for confirmation.
2. He/she will not be confirmed unless a letter of confirmation, specifying the date of confirmation, has been issued to him/her by the Appointing Authority.
3. For confirmation of service the Reporting Authority should give his/her performance report and recommend to the Appointing Authority with justification/appraisal for confirmation.

#### **Appraisal**

1. Yearly increment is given to the regular staff.

2. Up-gradation of staff is decided on merit-cum-performance basis subject to the requirement as per norms by the Appointing Authority based on recommendation forwarded by the Principal of the college and Regional Director, Bharati Vidyapeeth.

#### **Superannuation/Retirement**

1. All employees would superannuate as per AICTE/Institute norms and the retirement benefits on superannuation will be as per terms of the Institute.
2. The date on which an employee attains the age of compulsory retirement shall be the end of the month in which he/she attains the age.

#### **Termination of Service**

1. The college/Trust reserves the right to terminate the service of an employee by giving due notice in writing without assigning any reason whatsoever or by paying one month's salary for temporary staff or by paying three month's salary including all allowances for the equivalent period in lieu thereof as agreed upon on case-to-case basis.
2. The Institute/Trust shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of trust, insobriety, dishonesty, neglect of duty, moral turpitude, erosion of conduct, etc. which are considered detrimental to the College/Office/Trust.
3. An employee also reserves the right to resign from the services of the College/Office by giving the Institute one month's notice in case of less than one year of service and three months' notice in case of more than one year of service, as applicable in writing or by paying equivalent salary(Basic plus grade pay). Faculty members and members of technical staff are normally not allowed to leave the services of the Institute during the continuance of the semester. Legal steps may be taken in case of an employee leaves without notice.

**Service Book** A service book shall be maintained by the Administrative Office, and shall contain such information regarding date of birth, date of appointment, qualifications, the scale of pay, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe.

## **5.2 Pay Scale**

- An Employee shall begin to draw the pay and allowance attached to a post to which he/she has been appointed with effect from the date he/she assumes the duties of that post and shall cease to draw the same when he/she ceases to discharge these duties. The pay scale for the faculty will be as per AICTE norms.

- For the office and other staff, the norms as approved by the Competent Authority will be followed.
- Unless otherwise specified in the appointment letter, on the first appointment to a post, the pay shall be fixed at the minimum of the scale attached to that post.
- The increments are given annually after confirmation according to the scale of pay in which he/she is confirmed subject to his/her satisfactory performance with the approval of appointing Authority.

### 5.3 Benefits to the Staff

#### Provident Fund

1. P.F. is applicable to all eligible staff members @12% on wages as per wage limit para 2 (f) of EPF.
2. Scheme 1952 declared by EPFO on its web portal.
3. Newly recruited staff shall submit Form No.11 duly filled into administration/head office along with the required KYC documents mentioned in the form, immediately after joining the Institute.
4. Each Staff shall fulfill all formalities for the nomination for P.F. and other services online.
5. Each staff shall activate the allotted UAN number immediately using the EPFO web portal.

**Gratuity** Gratuity shall be applicable to the staff who have completed a minimum of five years of continuous service as per institute norms.

**Dearness Allowances, House Rent Allowances, and other allowance** Employees shall be entitled to the Dearness Allowance, House Rent Allowance, and other allowance as per the policy of the Institute.

**Income Tax** Institute will deduct Income Tax from the salary at the source of the employee as per the provision of the IT Act 1961.

### 5.4 Leave Rules

#### 5.4.1 Definitions

In these rules

1. Leave includes “earned leave”, “half-pay leave”, “commuted leave/medical leaves”, “extraordinary leave”, “compensatory leave” and “maternity leave” but does not include periods of unauthorized absence.
2. “Earned leave” means leave earned on the basis of actual service rendered.

3. "Half pay leave" means leave earned in respect of completed years of service calculated according to the rules hereinafter contained.
4. "Commutated leave/medical leave" means leave commuted as provided for in regulations hereafter.
5. "Authority competent to grant leave" means the Principal or any subordinate authority to which the Principal may delegate the power, subject to any condition that may be specified in the delegation.
6. "Completed years of service" means continuous service of a specific duration under the college and includes periods spent on duty as well as on deputation with the Government and other organizations and leave excluding extra-ordinary leave, unless otherwise specified.
7. Employees who are required to work on days of Holiday (Weekly off and Calendar Off) beyond a full day may be allowed a day's compensatory leave in lieu of the full day's work.
8. The terms "he", "him" and "his" include the feminine gender also.

#### **5.4.2 Right to Leave**

1. Leave of any kind or description cannot be claimed as a matter of right.
2. When the exigencies of service, in the opinion of the leave sanctioning authority, so demand, leave of any kind or description, may be refused or revoked by the leave sanctioning authority at any time.
3. In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

#### **5.4.3 Earning of leave**

Except as provided in these rules, the leave of a teacher shall be earned only by the period spent on duty by the teacher.

#### **5.4.4 Commencement and termination of leave**

1. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the day on which duty is resumed.
2. Sundays or other public holidays (except vacations) may be prefixed as well as suffixed to leave of any kind.

#### **5.4.5 Return to Duty from Leave**

Except with the prior permission of the authority which sanctioned him leave, no person on leave shall return to duty before the expiry of the period of leave granted to him.

#### **5.4.6 Combination of Leave**

Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave at the sole discretion of the leave sanctioning authority.

#### **5.4.7 Grant of Leave Beyond the Date of Retirement and on Resignation**

No leave shall be granted beyond the date on which a teacher has to retire and during the notice period after resignation.

#### **5.4.8 Grant of Leave on Medical Certificate**

1. An application for leave made by a teacher on medical grounds shall be accompanied by a medical certificate in such manner and from such person as may be prescribed, defining as clearly as possible the nature and probable duration of the illness and rest, whenever applicable.
2. It shall be brought to the notice of the medical officer by a teacher who claims illness as a ground of leave that a medical officer shall not recommend grant of leave in any case in which there appears to be no reasonable prospect that the teacher concerned will ever be fit to resume his duties and, in such case, the opinion that the teacher is permanently unfit for the college service shall be recorded in the medical certificate.
3. The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting a medical officer, not below the rank of a Civil Surgeon or Staff Surgeon, to have the applicant medically examined on the earliest possible date and the staff concerned shall present himself for re-examination before the medical officer specified by the college.
4. The grant of medical certificate under this rule does not by itself confer upon the teacher concerned any right to leave and the medical certificate shall be forwarded to the authority competent to grant leave and orders of that authority awaited.
5. The authority competent to grant leave may, at its discretion, waive the production of a medical certificate in case of an application for leave on medical grounds for a period not exceeding 3 days at a time. Such leave shall not, however, be treated as leave on a medical certificate and shall be debited against a kind of leave other than leave on medical grounds at the sole discretion of the leave-sanctioning authority.

#### **5.4.9 Rejoining Duty from Leave on Medical Grounds**

A staff who has been granted leave on a medical certificate will be required to produce a medical certificate of fitness before resuming duty in such manner and from such person as may be prescribed.

#### **5.4.10 Leave Application**

Leave should always be applied for and sanctioned before it is availed of except in case of emergency and on providing satisfactory reasons therefor.

#### **5.4.11 Leave Account**

The leave account shall be maintained for each staff in the college. The order sanctioning earned leave or half-pay leave to a teacher shall thereafter indicate the balance of such leave at his credit.

#### **5.4.12 Leave Year**

The leave year shall run from 1st January to 31st December of that year.

#### **5.4.13 Continuous Temporary Service**

Continuous temporary service put in by a teacher followed by permanent service without any break shall be included in the permanent service of the teacher for the purpose of computation of leave.

#### **5.4.14 Kinds of Leave**

The following kinds of leave shall be admissible to permanent Staff members.

- Leave treated as duty viz Office Duty Leave.
- Leave earned by duty viz Earned leave, Half pay leave, and Casual leave.
- Leave not earned by duty; viz Extraordinary leave.
- Leave not debited to leave account
  1. Leave for academic pursuits; viz Study leave, and Sabbatical leave or Academic leave.
  2. Leave on grounds of health; viz Maternity leave and Quarantine leave.
- The Board of Management may, in exceptional cases, grant for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

#### **5.4.15 Casual Leave**

1. A regular teacher shall be eligible for eight days of casual leave in a year for domestic and private affairs.
2. Casual leave cannot be combined with any other kind of leave. It may be combined with holidays including Sundays.

3. Holidays or Sundays falling in between the period of casual leave or prefixing or suffixing casual leave shall not be counted as part of casual leave.
4. Casual leave cannot be carried over to the next leave year.
5. A teacher on casual leave shall not be treated as absent from duty and his pay shall not be intermitted on this account.

#### **5.4.16 Duty Leave**

1. Duty Leave, not exceeding 5 days in a leave year, may be granted to a teacher for his self-growth like attending conferences, FDP, etc.
2. This Duty Leave may be 10 days for people pursuing a Ph.D. from other universities. It is used for day-to-day work for higher study like meeting with guides, attending conferences, FDP, etc.
3. Additional Duty leave is given to staff members for other official work like conducting the examination of GGSIP University, Public Service Commissions work, taking M. Tech and Ph.D. Viva/guidance, Project proposal, consultancies, to appear in AICTE and UGC committees.

#### **5.4.17 Earned leave**

Earned leave admissible to staff shall be:

30 earned leaves in one year of continuous service.

#### **NOTE:**

1. Employees opting for vacation slots are not eligible for earned leave.
2. For purposes of computation of the period of actual service, all periods of leave except casual and duty leave shall be excluded.
3. Earned leave at the credit of staff shall be limited to 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher studies, or training, or leave with a medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
4. Prefixing and suffixing holidays to leave, other than leave on medical certificate, shall be allowed automatically except in cases where for administrative reasons, permission for suffixing or prefixing holidays to leave is specifically withheld.
5. In the case of leave on medical certificate, if the day on which a teacher is certified medically fit for re-joining duty happens to be a holiday, he/she shall be automatically allowed to suffix such holidays to his/her medical leave and such day(s) shall not be counted as leave.

#### 5.4.18 Half Pay Leave

Half pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, or for private affairs or for academic purposes.

**NOTE:** A “completed year of service” means continuous service of specified duration under the University and includes periods spent on duty as well as periods of leave including extraordinary leave.

#### 5.4.19 Commuted Leave/Medical Leave

1. Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of a medical certificate to a permanent teacher subject to the following conditions:
  - Commuted leave during the entire service shall be limited to a maximum of 240 days;
  - When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
  - The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time: Provided that no commuted leave shall be granted under the provision of these rules unless the authority competent to sanction leave has reasons to believe that the staff will return to duty on its expiry.
2. Half-pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service (without production of a medical certificate) where such leave is utilized for an approved course of study certified to be in the public interest by the leave sanctioning authority.

**NOTE:** Commuted leave may be granted at the request of the staff even when earned leave is due to him.

#### 5.4.20 Extraordinary Leave

1. A permanent teacher may be granted extraordinary leave for good reasons:
  - when no other leave is admissible; or
  - When other leave is admissible, but the teacher applies for the grant of extraordinary leave.
2. Extraordinary leave shall always be without pay and allowances.
3. Extraordinary leave may be combined with any other leave except casual leave.



4. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave at its sole discretion for reasons to be recorded in writing.

#### **5.4.21 Maternity Leave**

Maternity leave on full pay may be granted to a female teacher with less than two surviving children for a period not exceeding 90 days from the date of its commencement. On request of staff member, it can be extended to 180 days on a without pay basis.

#### **5.4.22 Study Leave**

1. Study leave may be granted to a regular staff member after a minimum of 3 years of continuous service, to pursue a special course of study or research directly related to his work in the college.
2. Study leave shall be granted by the Management on the recommendation of the Principal. Study leave shall not be granted for more than three years in one spell. In very exceptional cases where the Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the college, it can be extended.
3. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
4. Study leave may be granted not more than twice during one's career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
5. Study leave may be granted to a regular staff member on a purely without-pay basis.

#### **5.4.23**

Teachers appointed on a contract basis will be granted leave in accordance with the terms of the contract.

#### **5.4.24**

Any staff member who goes on long leave shall rejoin the college during the academic year starting or semester starting.