



स्थापना : १९२७

॥ पढमं नाणं तओ दया ॥

श्री जैन विद्या प्रसारक मंडळ

श्री फतेचंद मार्ग, चिंचवडगांव, पुणे - ४११ ०३३. फोन : ०२०-२७३५४६३३

ई-मेल : sjvpm@yahoo.com वेबसाईट : www.sjvpm.com

जावक क्र. :

दिनांक : ०१/०६/२०१६

Leave Policy for Teaching and Non-Teaching Staff of the Institute

Under the guidelines of State Government and Savitribai Phule Pune University about the appraisal for teaching and non-teaching staff, Institute has designed their own leave policies for teaching and non-teaching staff working in the institutes.

Rules of Leaves

- No leave can be claimed as entitlement to the employee.
- Teaching and non-teaching staff should make written application to the Principal for taking
Any type of leaves with specific reason.
- Any leave without the approval of the Principal of institute will be treated as unauthorized absence of the concerned staff and such absence will be treating as leave.
- All types of leave shall be for the respective academic year only and same shall expire at the end of the said academic year.
- All leaves and rules are applicable for each academic year i.e. from 1st June to 31 May of the concerning academic year.
- The Principal will responsible for keeping up to date records of all types of leave
Of teaching and non-teaching staff time to time.
- Teaching and non-teaching staff will get benefit of this leave policy after the completion of their minimum 6 month of his/her service period in this institute
- The Principal has right to sanction half day leave of the employee
- Emergency leave will be admissible only after approval by the Principal subject to the emergency reason.



1. Casual Leave

Teaching and non-teaching staffs are eligible for take 10 casual leaves within the period academic year. Out of these 5 leaves are applicable for first term and remaining 5 leaves are applicable for second term of concern academic year. If more than 05 casual leave utilize by the employee in an academic term will be sanctioned as a special matter subject to sanction of Principal of Institute.

2. Medical Leave

Teaching and non-teaching staff can take 05 medical leaves in one academic year. These leaves will be granted only for sickness of the concerned teaching or non-teaching staff. If the said teaching or non-teaching staff is seriously ill or admitted in the hospital for medical treatment, in addition to the above medical leave, additional 5 days leave will given as a special matter, for this it will be mandatory to submit the doctor's medical certificate and for that purpose fitness certificate of the doctor will have to submit to the college after recovery. Medical leave will be granted subject to the certificate of the competent medical officer/ doctor.

3. Duty Leave

Teaching or non-teaching staff desire to take duty leave for going outside of college or out of the territory of PCMC and PMC for the academic or administrative work of the institute. Duty leave will be sanction by Principal and Executive Officer. Unauthorized leave will not be considered and may treat as LWP (Leave without Pay).

4. Extra Ordinary Leaves

In addition to all the above leaves, the teaching and non-teaching staff will be allowed a maximum of 05 days special leave in an academic year for special / emergency occasion such as own marriage of the employee and death of blood relatives. Application for this reason leave application should be submitted through Principal





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and will be granted only after the recommendation of the Executive Officer with prior approval from the Honorary General Secretary.

5. Vacation

The duration of Diwali holiday will be fixed by the management of the organization. However, when planning a summer vacation, the principal of the college should consider the teaching, examinations and other activities in the college. Similarly, in this regard, the circulars of the Department of Higher and Technical Education of the Government of Maharashtra and the circulars of Savitribai Phule Pune University etc. should be taken into consideration. The pre-planned proposal for summer vacation should be approved by Hon. General Secretary. During the summer vacation, the Principal and concerned staff will be fully responsible for completing the administrative and other essential tasks of the college at that time.

6. Late Mark

A casual leave will be deducted in case of maximum three late marks (with the grace period of 10 min. of incoming time and 10 min. of early departure of outgoing time) incoming and outgoing 3 times of each month of teaching and non-teaching staff. If there is no casual leave remaining, late mark will be treated as LWP.

7. Maternity Leave

The female teaching and non-teaching staff with the minimum two years continuous service, having not more than two living children, shall be entitled to maternity leave




on full pay and allowances, for maximum period of 180 days, subject to the submission of necessary documents and medical certificate.

The female teaching and non-teaching staff with the minimum one year continuous service, and having not more than two living children shall be entitled for the maternity leave on half pay and allowances, for maximum period of 180 days, subject to the submission of necessary documents and medical certificate.


In case of miscarriage abortion, including medical termination of pregnancy, the female teaching and non-teaching staff shall be entitled to maternity leave maximum period of six weeks.

In addition to the above leave, if the principal, teachers and non-teaching staff need more leave for extraordinary reasons, the application should be accompanied by all the required documents along with the recommendation of the executive officer. It should be submitted to the Honorary General Secretary for approval. Hon. General Secretary has right to accept or reject such type of leaves.

It is note, that the Management/Principal has right to change/ alteration the policy From time to time and same is final and binding.


Principal
Shri Jain Vidhya Prasarak Mandal
College of Education (B.Ed.)
Chinchwadgaon, Pune-33.




Hon. General Secretary
Hon. Gen. Secretary
Shri Jain Vidya Prasarak Mandal
Chinchwad, Pune-411 033.



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Shri Jain Vidya Prasark Mandal College of Education (B.Ed), Chinchwad
Pune-411033

Policy Regarding Financial Assistance for attending Conference/ Workshops/Seminars/Symposia/Membership/Research/Training program / Faculty development programs

This Policy provides financial assistance to teaching staff to avail the research facility in the institute and to attend University / College / State/ National / International level Conferences / Workshops / Seminars / Symposia / Membership / Research / Training programs / Short-term training programs as well as other professional membership of relevant field. It intends to promote improvement of research attitude among faculties and researchers by expanding facilities by providing a forum for better quality of education for benefit of the students in terms of exchange of knowledge, experience and research etc and also providing financial assistance for non-teaching staff for their training time to time.

Objectives: The objectives of providing financial assistance are:

- To upgrade educational qualification and knowledge of teaching staff and also for increasing the efficiency, ability and best quality work of non-teaching staff.
- To create higher-class professional teaching staff along with latest advanced tools, technology and skills for their teaching profession.
- To provide excellent teaching staff with good ICT skills, communication skills, team work and the ability to provide students with quality and value-based education.



- To keep up to date along with the latest developments in their specific subject of concern teachers.
- To inculcate in-depth research skills of the teachers for better progress.
- To acquire and improve art of teaching at the institute level to achieve goals of higher education
- To improve interaction of the teachers with allied professionals from other National/ International institutes time to time.
- To promote the teacher regarding research in their subjects for betterment in quality level education.
- To arrange training, workshops, conferences, seminars, symposia, membership for teaching staff and for that purpose to arrange guest lecturers in relevant subjects time to time.

Eligibility:

For the above said policy the financial assistance will provide by institute to their approved teaching staff and full-time non-teaching staff members are eligible.

Nature of Assistance provided under the scheme:

- If any staff of institute has registered for Ph.D. to the concerned university and if he/she desire to use facility along with chemicals of concerned lab for getting help for his/her Ph.D. research then he/she must apply to the Principal for getting permission from Principal for his/her said purpose.
- If the Principal allows to concerned teaching staff may utilize the said facility.
- The faculty members who are willing to attend University/ College/ State/ National/ International level Conferences/ Workshops/ Seminars/ Symposia/ Membership/ Research/ Training programs / Short-term training programs then he/she must submit their application to the Principal of institute. After submission of the said application if the Principal satisfies and come to conclusion regarding financial facility avail to faculty members then he /she will recommend for approval to Hon. General Secretary of Management

On-duty Leave:

- Teaching and non-teaching staff who participate in University/ College/ State/ National/ International level Conferences/ Workshops/ Seminars/





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Symposia/ Membership/ Research/ Training programmes/ Short-term training programmes, etc. are entitled to get on-duty leave with prior permission from Principal. In case of holidays/non-working days fall during this period, no special compensatory off will be granted to attendee.

- On-duty leave will not be granted to attend irrelevant seminars, workshops, conferences, professional development programs, etc.
- If an attendee remains absent during the concerned period (for an event/seminar), his/her on-duty leave will be cancelled by the College.

Registration Fee/ TA:

- If college feels that the said attend University/ College/ State/ National/ International level Conferences/ Workshops/ Seminars/ Symposia/ Membership/ Research/ Training programmes/ Short-term training programmes are useful for students of college, for the benefit of better quality education, in that case only with the prior permission of Principal, of college will approve/ allow 50 % fees out of registration to the concerned staff of college.
- If concerned staff attends University/ College/ State/ National/ International level Conferences/ Workshops/ Seminars/ Symposia/ Membership/ Research/ Training programmes/ Short-term training programmes then he/she must submit original receipts, documents etc along with concerned papers to the Principal.
- The financial assistance provided by the institute will neither transferrable nor the benefits of same will be carried forwarded to the each subsequent year.
- Principal of institute will have right to provide 50% TA to concerned staff members to attend University/ College/ State/ National/ International level Conferences/ Workshops/ Seminars/ Symposia/ Membership/ Research/

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Training programmes/ Short-term training programmes for outstation destination.

- This financial assistance facility will be provided to concerned staff only one time in academic year subject to fulfillment of terms and conditions of this policy as mentioned above.
- That the Management/Principal has right to change/ alteration the policy from time to time and same is/ are final and binding to all.

Procedure of Application:

- If staff willing to utilize college laboratory facilities for their Ph.D. work and other research projects, shall must take prior permission from the Principal and then need to submit the list of their requirements approved by the Principal.
- Faculty members who are willing to avail the financial assistance for attending seminars/conferences/FDPs, etc. must make written application.
- The said application shall made through the Principal to the Secretary of the Management.

Submission of Report:

- The Faculty Members utilizing financial assistance facility for above listed activities only and have to submit their summary report to the Principal. If the Principal desire that concerned faculty has to make a presentation on the knowledge acquired from an activity mentioned herein above.
- The copy of certificates, original receipts, bills etc., shall be submitted to the accounts department by the faculty for all financial claims and proof of expenses incurred by them.
- In the event of any genuine expenses without bills, the concerned faculty has to take written approval from the Principal and to submit the same to the accounts Department. The institute will not consider the claim or make reimbursement, if the relevant documents have not been submitted as per





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- terms and conditions of this policy
- That the Management/Principal has right to change/ alteration the policy from time to time and same is final and binding to all.

Principal

Shri Jain Vidhya Prasarak Mandal
College of Education (B.Ed.)
Chinchwadgaon, Pune-33.

Hon. General Secretary
Hon. Gen. Secretary
Shri Jain Vidya Prasarak Mandal
Chinchwad, Pune-411 033.





Chinchwad
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