



J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY
Approved by AICTE, New-Delhi and Affiliated to Anna University, Chennai.


Accredited by NAAC with "A" Grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt)-638 506



6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures etc.

JKKMCT POLICIES


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LEAVE POLICY

Attendance

It is mandatory for all the employees to register their attendance daily in "Attendance Register" and in Bio-Metric Attendance system. Employees need to register their attendance in Bio-Metric Attendance system whenever they leave the institute for official or personal work and when they returned to Institute. The establishments section verifies the attendance based on the attendance records present in the Attendance system. (Bio Metric Attendance system and /or Attendance register as per the applicability).

Casual leave

- CLs cannot be availed both prefixed and suffixed with holidays and also for continuous leave of 3 days.
- Casual Leave is intended to meet urgent, personal requirement / circumstances.
- Maximum of 12 days during a year at the rate of 1 per month.
- Casual leave will not ordinarily be combined with other leaves. It may be combined with holidays and Sundays.
- Application for leave be ordinarily made at least one or two days in advance except for some emergency situation to the satisfaction of HOD / Principal.
- Casual leaves will lapse after expiry of Academic year.
- A faculty can avail a total of 12 Casual Leave (CL) in an academic year (1st June


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to 31st May) on proportion basis.

- Faculty and Staff members need to avail leaves only if it is essentially needed. Late submission of leaves will be treated as loss of pay.
- Faculty & staff members having more than one year of service from the date of joining in JKKMCT are eligible to avail Vacation leave as per HR policy.
- Request for any types of leave need to be addressed to the Principal through the respective Head of the Department.
- Leave can be availed by the faculty and staff member only with the prior permission from the Principal after making the due alternative arrangements.
- Any leave availed without alternative arrangements for exam duty will be treated as loss of pay.

Medical leave:

- An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/ her on bed rest.
- For short illness Medical Leave will not be permissible. However the Competent Authority will examine seriousness of incidence and his/her decision will be final.
- Five (05) days Medical Leave with full pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or famous private hospital, Medical leave if not availed will be accumulated for


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three years up to the maximum of 15. Therefore, number of medical leaves accumulated, at a given point of time, will not exceed 15.

- The employee will be required to submit his fitness certificate at the time he/she resumes his/her duty. Sundays, holidays and off days falling in between the leave shall be counted as a part of the Medical Leave.

Maternity leave:

- Maternity leave facility will be admissible to only those female employees who have completed one year of service in the Institute.
- A female employee shall be eligible for 3 months Maternity Leave with full pay in case of delivery.
- A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.
- One and half month pay will be paid after six month of resuming her duty and one and half month pay after two years from the date of resuming duty.

Permission

All faculty and staff members are entitled to take 1 permission of one hour each either in the morning between 9.10-10.10 am or in the evening 3.30-4.30 pm per month.

On duty

- **Official Duty:** An employee who has gone for official work, assigned by the Principal / Management in the interest of Institute will be treated as on official duty.
- **Duty leave:** Duty Leave may be granted to the Teaching Faculty for

a. Attending one conference / seminar / workshop in an academic year



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- b. Delivering lectures at other Colleges or Universities on invitation.
- c. Duty Leaves will be granted subject to the condition that the academic programmer of the college is not adversely affected by the absence of the concerned person.
- d. The forwarding authority shall ensure alternative arrangement made before forwarding the application for such leave.

Vacation leave

- A faculty and technical staff will be entitled for a total of 15 days vacation in max 02 (Two) slots during summer or winter in the academic year.
- A minimum of one year service will be needed in the Institute to avail full winter or summer Vacations. One year will be counted from July to June for entitlement of Summer/Winter vacations.
- Employee who have not completed one year of service will be entitled for summer/winter vacations on prorated basis (1 leave for every completed month of service). In this case if employee joined before 15 of any month than only she/he will be entitled for summer/winter leave for that month.
- Sundays, holidays and off days falling in between leave shall be counted as a part of the vacation leave.
- Availing Vacation is not a right of a faculty member /teaching supporting staff. Head of the Department can recommend detention of any faculty member / teaching supporting staff.
- All faculty members/ teaching supporting staffs in any department will not be allowed to avail Vacation during the same period.
- Head of Department will recommend period of Vacation to faculty members & supporting staffs will always be available for College/Department work, such as, Time-Table preparation, Lab Development work, ISO/NBA preparation etc.

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