

V.S.B ENGINEERING COLLEGE, KARUR
Human Resource Department

Procedures for Leave and Related matters

VSBECE / HRD / PL / 03

04/07/2013

1. Leave / Vacation

(a) Casual Leave (CL): Each Staff member shall avail 1 CL per month subject to a maximum of 12 CL per calendar year. In case of emergency, they can opt for 3 days of CL continuously.

(b) On-Duty Leave (OD):

- HS/UR Duty for Anna University Examinations: Max. 10 days per Semester – eligible faculty member(s) shall be permitted as per the order received from the Zonal office.
- External Examiner Duty for Anna University Examinations – eligible faculty members shall be permitted as per the order received from the Zonal office.
- Central Evaluation Duty for Anna University Examinations – approved Evaluators shall be permitted as per the order received from the Zonal office.

(c) Compensatory Leave (CCL): Staff members are eligible to avail CCL in lieu of working for the Institute / Management on Sundays / general holidays.

(d) Permission: The faculty members shall avail a permission for 1 hour per month to attend an urgent work in the end or start of any working day, without affecting their academic work.

(e) Vacation:

- Faculty members who have more than **2 years of experience** in our Institution are eligible for a **VL of upto 3 weeks** during summer.

- Faculty members who have completed **1 year of experience** in our Institution are eligible for a **VL of upto 2 weeks** during summer.
- Faculty members who have completed **6 months of experience** in our Institution are eligible for a **VL of upto 1 week** during summer.
- In addition to the above spell of vacation, the faculty members are eligible for additional vacation equal to the number of days of CL un-availed during that academic year.
- Non-teaching staffs who have completed **2 years of experience** in our Institution are eligible for a **VL of 1 week** during summer.
- Non-teaching staffs who have completed **1 year of experience** in our Institution are eligible for a **VL of 3 days** during summer.

2. Participation in Conferences / Seminars / Workshops, FDP, etc.

- Each member of faculty shall avail 2 days on-duty leave to participate in Conference / Seminar / Workshop / FDP, etc., in a semester.
- Faculty members with postgraduate or doctoral qualification shall present / publish papers (each faculty atleast one paper per year) in National / International Conferences or Journals.
- A sum of Rs.2000/- and Rs.5000/- is rewarded for presenting the papers in National and International Conference respectively.

3. Organising Conferences / Seminars / Workshops, FDP, Guest lectures, etc.

- Each Department shall organize atleast one Conference / Seminar / Workshop, FDP, etc., during every academic year. HODs and faculty members shall take initiatives to generate fund for organizing the Conference / Seminar / Workshop.
- Every Department shall conduct atleast 2 Guest lectures / Special lectures per year to impart students with knowledge beyond syllabus.
- College shall sponsor Rs.10000/- per year to each Department for organizing Guest lectures / Special lectures, Seminar or FDP, etc., to meet the expenses of honorarium and travel for experts.

4. Encouraging faculty members to pursue Higher Studies (M.E. / M. Tech. / Ph.D.)

- Faculty members who have completed 2 years of experience, demonstrating satisfactory level of academic performance and interested in pursuing Higher Studies (M.E. / M. Tech. / Ph.D.) on Part-Time basis shall submit an application to the Management through the HOD/Principal seeking permission for registration.
- The College shall grant 12 ODs per year to the Ph.D. scholars to meet their Supervisors for any discussion related to their research, writing the course work examination at the end of the first/second semester. The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall request for a special leave as the case may be to enable him/her prepare and submit the thesis. This may be decided by the Management based upon the recommendation of the Principal on case-to-case basis.

5. Maternity Leave

- 6 months of maternity leave with 3 months salary is granted for women faculty members.