



**WANJARI COLLEGE OF ENGINEERING  
AND TECHNOLOGY,  
NAGPUR**

**Human Resource Policy  
Handbook**

## **2.5 INCENTIVES AND REWARDS**

2.5.1 Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution. Point inapplicable to staff members with minimum 1 year of service at the Institution.

- a) For producing 100% results in a theory paper: Rs 1000/- Cash Award.
- b) Department-wise, Yearly, BEST TEACHER AWARD: Rs 2000/- Cash Award.
- c) Professional Society Life Membership Fee - 100% paid by the Management for Faculties with minimum two years of service at the Institution (Maximum One Professional Society per Staff Member).
- d) Summer/Winter Schools/Seminars/Conferences - 50% TA, 50% Fees and On Duty for faculties with less than 3 years experience. 100% TA, 100% Fees Payables for faculties with more than 3 Years experience at the Institution(1 program/Year)

2.5.2 Support Staff Members are provided with free computing skills programs. In addition, they can avail fees and on-duties towards higher education against service agreements.

## **3. LEAVE**

### **3.1 CASUAL LEAVE**

- 3.1.1. All employees are entitled to 15 days of CL, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the Head of the Department. Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year.
- 3.1.2. Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be taken for half day also.
- 3.1.3. Casual Leave must not be Pre-fixed or suffixed to vacation or any other type of Leave, except DL.
- 3.1.4. It is necessary to get prior sanction of CL by reporting to the authority .
- 3.1.5. In case of emergency, telephonic intimation is acceptable to reporting authority and not

through the subordinate. All CL forms must necessarily be sanctioned by the concerned Heads of the Department and further submitted to Administration office Department. CL of Head of the Department is sanctioned by the Principal / Director. The application of CL if not submitted before, it is to be submitted within four days from the date of availing the CL.

3.1.6. CL cannot be equated with ML or vice versa.

## **3.2 COMPENSATORY LEAVE**

3.2.1. In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD in writing within three days from the date / period of carrying out such work.

3.2.2. Later on compensatory leave can be availed only after applying to the Principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the office. The compensatory leave should be availed within two months after the actual date of working. Compensatory leave cannot be attached to casual leave.

3.2.3. Compensatory leave will not be granted to any staff in case of special classes, educational tours, university practical examinations, ISO, Accreditation, Inspection of AICTE/University, other bodies, emergency works and special working on Saturday etc.

## **3.3 ON DUTY**

3.3.1. On Duty Permission will be granted only with the prior approval in writing from the Head of the Department and an approval by the Principal. The staff must also sign in the register maintained for availing On Duty.

3.3.2. The Teaching staff members will be allowed a maximum of 15 working days in an academic year as ON DUTY for the purpose of attending board meetings / Central valuation / External Examiner for practical examinations connected with university / AICTE during the college working days. Staff should produce evidence from the Competent authority for having done the intended duty.

Otherwise such absence will be treated as leave.

- 3.3.3. All other ON Duty leaves, if any, pertaining to the college should be specially allotted by the HOD or Principal and permission obtained in advance from the Principal.

### **3.4 VACATION LEAVE**

- 3.4.1. Only UGC selected teaching Staff members (Professors, Associate Professors and Assistant Professors) are eligible to avail vacation leave.

- 3.4.2. Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal. Generally the semester and vacation period as follows:

(i) Odd Semester – June to October succeeding Winter Vacation – November to December.

(ii) Even Semester – November to April succeeding Summer Vacation – May to June.

For both Odd and Even semesters the Vacation Period starts from the date of commencement of University Theory Examinations and ends on the date to be announced then and there.

- 3.4.3. Every UGC selected teaching staff member who has fully served for two semesters in an academic year is eligible to avail sixty(60) days of vacation leave during the academic year.
- 3.4.4. Vacation Leave may be availed in two spells in each vacation with a minimum of 15 days.
- 3.4.5. CL, EL, CCL, DL etc. cannot be combined with Vacation Leave.
- 3.4.6. Vacation Leave should be applied well in advance and sanctioned before availing the same.
- 3.4.7. Vacation Leave may be curtailed or refused depending upon the exigencies of work.

#### **Guidelines & Rules for recommendation of vacation**

- i. Prefixed / sandwiched/ suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/ holidays.

- ii. Vacation / holidays may be taken in two slots. Only on the recommendations of the Principal shall exceptions be allowed.
- iii. All remunerative duties like supervisory duties/ examination duties/ central assessment duties shall, as far as possible, fall within the vacation/ holidays. Such duties being mandatory, the employee and the Head of the Department must take utmost care while recommending the vacation/ holiday period.
- iv. Vacation / holidays can be recommended by the Head of the Department only and sanctioned by the Principal if all the departmental work, University work, other duties are completed. All the records and documents should be handed over by the concerned employee to the Head of the Department before proceeding on vacation/ holidays.
- v. Staff availing vacation must be present on the first and last day of each term, unless otherwise sanctioned by the Head of the Institution.
- vi. All the employees proceeding on vacation/holidays must give all necessary details in the vacation/ holiday format available with respective Head of the Department.
- vii. Head of the Department shall ensure that the regular functioning of the department is not hampered and that no work is held up merely due to the non-availability of an employee by way of his/ her availing vacation/ holidays.

### **3.5 EARNED LEAVE [EL]**

If any staff is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation / holiday period, that he / she is otherwise eligible for, adequate compensation, shall be given in the form of EL. The duration of EL is half number of days that he / she have been detained for the specific task in the vacation / holiday period. Employees should avail such EL during non-active period of the semester.

### **3.6 CONVERTING VACATION LEAVE INTO EARNED LEAVE**

- 3.6.1. Teaching staff can carry only 50% of their vacation leave at the rate of one day EL for two days of vacation leave to the next academic year as Earned Leave.
- 3.6.2. Earned Leave should be applied in advance and got sanctioned, before being availed.

- 3.6.3. CL, CCL, DL or other leave cannot be combined with Earned Leave under any circumstances.

### **3.7 EARNED LEAVE FOR NON TEACHING STAFF**

Every non teaching staff of the college is eligible for the Earned Leave as per the following rules:

- (i) During the probation period, Earned Leave will accrue at the rate of 15 days a year. (1 ¼ day per month). On completion of the probation period, the rate will be 30 days a year. (2 ½ days per month).
- (ii) Earned Leave should be availed in advance and get sanctioned, before being availed.
- (iii) Earned Leave may be refused or curtailed depending on the exigencies of work.
- (iv) Non teaching staff can carry to their credit only 20 % of the earned leave to the extend to the next academic year.

### **3.8 MATERNITY LEAVE**

The leave can be granted to UGC selected lady staff subject to the following conditions:

- (i) Should have completed the minimum of three years of satisfactory service.
- (ii) The maternity leave is limited to a maximum of 3 months only.
- (iii) Should give an undertaking that they will work for two years after rejoining the duty and forego the vacation to the extend of 0 days (at 30 days per year) in the succeeding summer vacation.
- (iv) Non Teaching female staff are eligible to avail 30 days only subject to the above conditions.

### **3.9 MEDICAL LEAVE**

- 3.9.1. All employees are entitled to 10 days of full pay ML, or part thereof, in a calendar year depending on the date of joining. An oral (unexceptional cases) or written request will be required for availing ML due to illness or injury.

- 3.9.2. Request for extension of ML will be considered by the Head of the Department /Principal/

Management. An employee returning from ML will be required to submit a physician's certificate and a fitness certificate.

- 3.9.3. For one to three days Medical Leave there is no need to produce Medical Certificate. For more than three days leaves there is need to submit the Medical Certificate authorized by an MBBS doctor.
- 3.9.4. Scheduled Absences: Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the Head of the Department Management.
- 3.9.5. Unscheduled Absences Unplanned absences can be very detrimental to work place efficiency. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the Head of the Department as soon as possible to explain the situation and indicate the expected date and time of return.
- 3.9.6. Unused MLs will be carried forward into the subsequent year[s].