

GUIDELINES FOR LEAVE

Details	Casual Leave	Restricted Holiday
Sanctioning Authority	The Head of the Department/Coordinator of the School is the sanctioning authority for this type of leave in respect of Assistant Professors, Associate Professors and Professors.	The Head of the Department/Coordinator of the School is the sanctioning authority for this type of leave in respect of Assistant Professors, Associate Professors and Professors.
Entitlement and Clubbing	8 days in a calendar year *CL may be granted at the discretion of the sanctioning authority, as and when occasion arises, provided that the total period of absence including Saturdays, Sundays and other holidays intervening, prefixed or suffixed shall not ordinarily exceed eight days at a time. It can be combined with Restricted Holiday.	2 days in a calendar year It can be combined with regular leave or casual leave, but not with both.
Maximum Accumulation in Entire Service	Lapsable	Lapsable
Purpose and Documents required	It may be availed for both personal and official work. No supporting documents are required.	It may be availed for both personal and official work. No supporting documents are required.

GUIDELINES FOR LEAVE

Details	Earned Leave	Half Pay Leave
Sanctioning Authority	The Associate Dean (Faculty Affairs) is the sanctioning authority for this type of leave in respect of Assistant Professors, Associate Professors and Professors.	The Associate Dean (Faculty Affairs) is the sanctioning authority for this type of leave in respect of Assistant Professors, Associate Professors and Professors.
Entitlement and Clubbing	Half of the Vacation leave balance at the end of the Calendar year. It can be combined with any kind of leave except Casual Leave .	20 days in a calendar year. It can be combined with any kind of leave except Casual Leave .
Maximum Accumulation in Entire Service	It can be accumulated up to the maximum limit of 300 days.	It can be accumulated (limit not defined).
Purpose and Documents required	It may be availed for both personal and official works. No supporting documents are required.	It can be utilized for Medical purposes as Commuted Leave (on medical grounds). It may be availed for both personal and official works. Medical/fitness certificate is required, if the leave is utilized for medical purpose.

GUIDELINES FOR LEAVE

Details	Special Casual Leave (for Academic Purpose)	Special Casual Leave (for Sponsored Research Project/Consultancy related work)
Sanctioning Authority	The Associate Dean (Faculty Affairs) is the sanctioning authority for this type of leave in respect of Assistant Professors, Associate Professors and Professors.	
Entitlement and Clubbing	20 days in a calendar year. It can be combined with regular leave or casual leave, but not with both.	10 days in a calendar year *SCL (for Sponsored Research Project/Consultancy) may also be availed for academic purpose and not vice-versa. It can be combined with regular leave or casual leave, but not with both.
Maximum Accumulation in Entire Service	Lapsable	Lapsable
Purpose and Documents required	<p>It can be availed for the official purposes only. The following are the purposes for which SCL can be availed:</p> <p>(a) Visits to academic Institutions, Universities, national/international labs for research purpose (b) Working in another Indian or Foreign Institute/University, any other agency / organizations</p> <p>(c) For research, sponsored research/projects or Consultancy/testing related work in industries, academic, technical labs, Govt Departments etc; (d)when requested/invited to act as an examiner or an expert in selection Committees/Assessment Committees or any other academic/administrative committees at any other Organization/ Institution;</p> <p>(e) To visit various embassies for interview to get VISA regarding proposed journey for several academic and research purposes' (f) For attending meeting/delivering lecture/research work in the Professional Societies or the institutions of repute;</p> <p>(g) For visits in connection with receiving State/National/International level prestigious awards from institutions/ organizations/ academics/societies, etc. various (h)when required to be absent for vasectomy or tubectomy/laparoscopy operation to the extent of 6 working days to male employees and 14 days to female employees; (i) when an -office bearer of a recognized union/forum and is required to participate in a meeting/activity of the union/forum (j) when required to be absent for any other Purposes approved by the Director/ Board of Governors. Supporting document i.e. invitation letter/e-mail, etc. is required.</p>	

GUIDELINES FOR LEAVE

Details	Vacation leave
Sanctioning Authority	The Associate Dean (Faculty Affairs) is the sanctioning authority for this type of leave in respect of Assistant Professors, Associate Professors and Professors.
Entitlement and Clubbing	Faculty members are entitled to avail 60 days Vacation leave during the “No Class Period”. In case, a faculty member joins the Institute on appointment or leaves the Institute on resignation/retirement/death or joins the Institute after availing long leave in between the calendar year, his entitlement for Vacation leave will be in proportion to the number of completed months on duty i.e. it will be worked out @5 days for each completed month. It can be combined with any kind of leave except Casual Leave .
Maximum Accumulation in Entire Service	Half of the remaining VL balance is credited as EL at the end of each calendar year.
Purpose and Documents required	It may be availed for both personal and official works. No supporting documents are required.