

STAFF HAND BOOK

SECTION 3 LEAVE RULES

3.1 GENERAL

- 1) **Leave is a privilege and not a right:** It may be refused or revoked by the authority empowered to grant it.
- 2) **Leave Application:** The application shall be submitted on prescribed form well in advance and should be sanctioned before availing of the leave. The staff members should make alternate arrangements/internal adjustments among the staff members of his/her or any other department.
- 3) **No leave can commence unless it has been sanctioned:** Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned by the authority makes the employee liable to disciplinary action besides penal deductions.
- 4) **No leave will be sanctioned over telephone/Email/SMS** except in case of extraordinary circumstances/sudden illness etc. This shall, however, be regularized immediately on joining the duty in writing by applying on the specified separate application form. The cases of such post facto sanction of leave shall be accounted for separately.
- 5) **Continued absence** of more than three days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

3.2 TYPES OF LEAVE

1) Casual Leave (CL)

- Every employee of the institute is entitled to twelve (12) casual leave in one calendar year.
- A minimum of half ($\frac{1}{2}$) day or a maximum of three (03) days of CL can be availed of at a time.
- CL can be pre-fixed/suffixed with all types of holidays except Vacation Leave (VL) and Earned Leave (IEL).
- CL will not be carried forward to next calendar year and will lapse at the end of the




Principal

STAFF HAND BOOK

ensuing calendar year.

2) Restricted Holidays (RH)

Every employee of the institute is entitled to two (2) restricted holidays in one calendar year. RH will be given to employees for two main festivals whichever they want to avail in one academic calendar year.

3) Medical Leave (ML)

- Employee can avail three (3) days of ML in case of sickness of own and not his/her dependents.
- ML may be combined with CL but not with other leave.
- ML will not be carried forward to next calendar year.

4) Earned Leave (EL)

- All the employees with one year experience are eligible for earned leave (EL).
- Employee must apply for EL at least three days in advance.
- EL can be availed only in a block of 3 days or more.

Teaching Staff

- The EL admissible to a faculty shall be nine (9) days in a calendar year.
- Earned leave is not encashable and can be accumulated up to a maximum of 36 days and leave beyond 36 days will automatically lapse.
- During academic sessions, faculty members may avail EL only in extremely important cases. A maximum of three (3) days of EL in one block shall be granted during the academic teaching sessions in a semester under exceptional circumstances.

Teaching Staff with Administrative Roles

- Teaching staff with Administrative roles (Principal/Deans/HoD's) are non-vacation staff and they are eligible for 30 days of EL in a calendar year.
- Earned leave is not encashable and can be accumulated up to a maximum of 120 days and leave beyond 120 days will automatically lapse.

Non-Teaching Staff

- Earned Leave shall be of 20 days in a calendar year for all non-teaching permanent employees.




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Moodlakte, Kundapura - 576217
Udupi Dist, Karnataka

STAFF HAND BOOK

- Earned leave is not encashable and can be accumulated up to a maximum of 80 days and leave beyond 80 days will automatically lapse.

5) Vacation Leave (VL)

- During the period when semester is closed, vacation teaching Staff can avail Vacation Leave for 30 (15 days in odd semester and 15 days in even semester) days.
- VL cannot be pre-fixed/suffixed with any other type of leave.

6) On Duty Leave (ODL)/Special Casual Leave (SCL)

- The Principal is empowered to grant ODL/SCL.
- ODL/SCL will be given to staff members:
 - To attend University Examinations work
 - To attend FDP/Workshops
 - To participate as resource person/guests in other organization
 - To present paper in Conferences
 - For Ph.D work
 - For any work assigned by Management

7) Compensatory Holiday

- A compensatory Leave is granted in lieu of duty performed by an employee on a holiday.

8) Maternity Leave

Maternity Leave with full salary shall be granted to women employees for confinement subject to the following conditions:

- A woman employee is entitled to avail 84 days Maternity leave, only twice during entire service.
- Permanent Woman employees who have put in not less than 2 years of continuous full time service in the Institution shall become entitled for Maternity Leave.
- Such employee should or should have served the Institution for a period not less than five



STAFF HAND BOOK

years, failing which she shall repay the salary paid during maternity leave.

9) Extra-ordinary Leave /Loss of Pay Leave

- Extra-ordinary Leave on Loss of Pay may be granted to an employee by the Principal in special circumstances, where no other leave is admissible.
- An employee who fails to rejoin duty on expiry of Extra-ordinary Leave shall be deemed to have resigned and shall cease to be in service.
- Extra-ordinary Leave on Loss of Pay shall not be counted as service for the purpose of confirming a probationary employee. An employee availing loss of pay leave will be liable for extension of probationary period for a period equivalent to period of loss of pay leave.
- Loss of Pay will be calculated from the last day of attendance to the date of rejoining for duty after availing Loss of Pay Leave, for the purpose of pay.



K. S. S. S.

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STAFF HAND BOOK

SECTION 4

TA/DA AND INCENTIVES FOR CONFERENCES/PUBLICATIONS

4.1 TA/DA

The Management shall provide DA/TA for official duties at a rate determined by the Management from time to time. The rate of DA and mode of transportation allowed are dependent on the basic salary and designation.

- 1) Reimbursement of Travel expenses shall include
 - a) Actual Cost of Ticket/Fare paid within the permitted mode of travel
 - b) Accommodation charges within the prescribed limit.
 - c) DA as applicable.
- 2) Travel advance may be paid to employees at their request in writing and advance shall not be more than approximate expenses likely to be incurred.
- 3) Each journey shall be accounted for separately and shall not be set off against another.
- 4) DA is admissible from the time of commencement of journey till return to the institution/usual place of residence upon completion of itinerary.
- 5) All TA/DA bills shall be submitted to the Principal in prescribed format within a maximum period of 7 days from the date of return of journey.
- 6) Travel on academic work such as examination works, valuation and other duties assigned by the University or statutory bodies for which expenses are reimbursed by such bodies shall not be entitled for claiming TA/DA from the Institution.

4.2 INCENTIVES FOR CONFERENCES/PUBLICATIONS

As a part of the continuous quality improvement policy of the college, it has been decided to give incentives to the staff members publishing papers in conferences and journals as per the following guidelines, subject to budgetary allocation.

- Rate of incentives
 - International conference: 50 % of the registration fee, with a ceiling of two papers per year.
 - National Journal (SCI or Scopus or WOS indexed): 50% of publication fee for open access publication or Rs.2000 for free publication, with a ceiling of one

Page 40



Principal
Moodlakte Institute of Technology
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STAFF HAND BOOK


paper per year.

International Journal (SCI or Scopus or WOS indexed): 50% of publication fee for open access publication or Rs. 3000 for free publication, with a ceiling of two papers per year.

International Journal (WOS Q1-Q2): Rs. 6,000/-, with a ceiling of two papers per year.

- To claim the above incentives, a hard copy of the paper published in the proceedings/journal clearly indicating the affiliation of the author as a staff member of MITK has to be submitted along with the application.
- Faculty members who are pursuing PhD on part time external basis may claim only 50% of the declared incentives when they mention the author affiliation as research scholar.
- Prior permission shall be obtained from competent authority for sending papers.
- In the case of conferences, oral presentation is needed and poster presentation will be having only 50% weightage.
- In case of more than one author for the free publication paper, the first author will get the full credit and the subsequent authors can claim 50 % of the incentive.
- In any case the number of authors per paper shall not exceed four to claim this incentive.
- To prepare the manuscripts of text books, author may claim an advance amount of Rs.10000 which shall be paid back to the college within 12 months.




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Udupi Dist, Karnataka

Date:17/05/2024

Place: Moodlakatte

From

Prameela Billava
Assistant Professor
Department of CSE
MIT, Kundapura

To

The Principal
MIT, Kundapura.


Respected Sir,

Subject: Leave Application

With reference to the subject mentioned above, I am writing to request permission for leave from July 1st, 2024, to December 31st, 2024, due to maternity reasons. Kindly grant me the requested leave and do the needful.

Thanking You


17/05/2024
Yours faithfully

Forwarded to chambers

17/05/24

Accepted


20/05/24