



Bharatiya Vidya Bhavan's  
SARDAR PATEL INSTITUTE OF TECHNOLOGY

## **General Service Policy at Sardar Patel Institute of Technology**

### **Monitory Benefit**

- **Salary**

Salary shall be paid as per the 6<sup>th</sup> Pay Commission recommendations, adopted by the Governing Council of S.P.I.T.

- **Provident Fund**

Provident Fund under Employees Provident Fund Act, 1952 shall be applicable to all teaching and non-teaching staff members in the institute. The statutory deduction as per the act has been revised with approval from Governing Council and implemented in S.P.I.T. from March'09, to be frozen at the rate of 12% of March'2009 salary as per Vth Pay Commission.

- **Gratuity**

Teaching and Non Teaching staff members completing continuous service of minimum 5 years in the institute shall be eligible for Gratuity under 'The Gratuity Act, 1972' .

- **Medical Insurance Policy**

Permanent staff members, Teaching and Non-Teaching shall be provided with medical insurance policy of Rs. 150000/- (Rupees One Lac Fifty Thousand only), which includes medical cover of staff and his family members (spouse, kids and his / her parents). This policy covers charges of hospitalization and medicine expenses incurred during hospitalization. Benefit is extended to permanent staff after completing 1 year of service.

- **Leave Travelling Concession**

Permanent staff member shall be eligible for leave travel concession for visiting his/her native place once in two years or for Maharashtra Darshan (any one place in Maharashtra) once in four years. The expenses incurred for travelling to the above places shall be reimbursed by the college on production of tickets/proof of travel details etc. Benefit is extended to permanent staff after completing probation period of 2 years.

- **Book Allowance**

Teaching staff members shall be eligible for book allowance up to a maximum of Rs. 2500/- for technical books, technical CD's or payment for rentals of internet connection once in every financial year. Benefit is extended to permanent staff after completing 1 year of service.



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- **Short Term Course and Skill Development**

Permanent Teaching staff shall be eligible for reimbursement of registration fees for any up gradation/technical courses attended by them ( FDP) which can enhance their knowledge, subject to ceiling of Rs. 5000/-, once in every financial year.

In addition to the above, Permanent staff, Teaching and Non-Teaching shall be eligible for reimbursement of course fees for enhancing their skill, subject to ceiling of Rs. 5000/-, once in every financial year.

- **Paper Publication**

**Norms for sponsorship for presenting papers at conferences in India and abroad**

Recognizing the significance and importance of research work and its publication in peer reviewed journals both, at international and national levels, norms sponsorship for attending conferences abroad are being amended as under. The faculty member seeking sponsorship should also make efforts to get sponsorship from other bodies which offer sponsorship e.g. UGC, AICTE etc.

1. In view of the above, three slots have been defined as under:

**Slot 1:** When a faculty member publishes a paper in a peer reviewed International Journal ( of the level of IEEE Transactions), he / she shall be eligible for slot as defined below. He / she may utilize the sponsorship within a period of **two years** from the date of publication of the International Journal Paper.

Sponsorship shall be under following head:

- Registration Fee
- Visa Fee
- Conveyance – Economy fare by air
- Conveyance from residence to airport, int'l airport to hotel and similarly return journey.
- Up to Us \$ 80 per day (towards lodging and boarding on days of the conference only) to be reimbursed on actual.
- The paper should be presented at an International conference organized by a professional body.
- The research work should not reflect the work leading to ME, Ph.D. for which the faculty member was sponsored.
- The work may reflect research work for which the faculty member was guiding ME. Ph.D. dissertation work.
- The total expenses reimbursable would be restricted to Rs. 1,10,000/- (Rs. One Lakh and Ten Thousand only) which would be inclusive of grants from other sources.

**Slot 2:** When a faculty member publishes a paper in a peer reviewed National Journal, he / she shall be eligible for sponsorship to the extent of 75% of the total expenses under the



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following heads not exceeding Rs. 75,000. He / she may utilize the sponsorship within a period of two years from the date of publication of the Journal Paper (National level).

- Registration Fee
- Visa Fee
- Conveyance – Economy fare by air
- Conveyance – from residence to airport, int'l airport to hotel and on journey on return
- Expensed toward stay up to US \$ 80 per day (towards lodging and boarding) to be reimbursed on actual.
- The paper should be presented at an International Conference organized by a Professional body.
- The research work should not reflect the work leading to ME, Ph.D. for which the faculty member was sponsored.
- The work may reflect research work for which the faculty member was guiding ME, Ph.D. dissertation work.
- The total expenses reimbursable would be restricted to Rs. 75000/- (Rs. Seventy Five Thousand only) which would be inclusive of grants from other sources.

**Slot 3:** If a faculty member does not qualify in slot 1 or 2 he / she may utilize sponsorship under this slot. The sponsorship may be utilized **once in two years**. Sponsorship will be under the following heads.

- Registration Fee
- Visa Fee
- Conveyance – Economy fare by air
- Conveyance – from residence to airport, int'l airport to hotel and on journey on return.
- Expenses toward stay up to US \$ 80 per day (towards lodging and boarding) to be reimbursed actual.
- The paper should be presented at an International Conference organized by a Professional body.
- The research work should not reflect the work leading to ME, Ph.D. for which the faculty member was sponsored.
- The work may reflect research work for which the faculty member was guiding ME, Ph.D. dissertation work.
- The total expenses reimbursable would be restricted to Rs. 55000/- (Rs. Fifty Five Thousand only) which would be inclusive of grants from other sources.

2. The faculty member shall after returning from the conference give a presentation on his / her topic and about the visit in a faculty meeting.
3. To get sponsorship for International Conferences faculty member should also apply to other funding agencies like AICTE /UGC /DST before seeking sponsorship from college.
4. The faculty member should, before proceeding to the conference give a complete schedule of stay abroad, clearly indicating dates of the conference travel plan etc.
5. A committee will review the status of conference where the faculty is sponsored, relevance to the subject etc.



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**Leave rules for employees of Sardar Patel Institute of Technology**

**Teachers are governed by leave rules of the University of Mumbai and Non Teaching staff is governed by rules regarding service conditions with respect to Non Agricultural Universities Act i.e. 'Standard Code'.**

**Applicability**

The provisions contained in these rules shall apply to all permanent/on probation employees of the Sardar Patel Institute of Technology, Mumbai.

**Right to leave**

- Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- Leave sanctioning authority cannot alter the kind of leave due and applied for.
- Leave will not be granted to staff under suspension.

**Application for leave**

- Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.

**Authority empowered to sanction Leave**

- Applications for leave shall be addressed to the Principal / Registrar / Head of Department.
- Leave may be sanctioned by the Principal or by a member of staff to whom the power has been delegated. Normally, the Registrar will regulate the leave accounts of the staff members (Faculty and Non-faculty).
- The Director may sanction leave of the Principal.

**Commencement and termination of leave**

- Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed.
- Saturdays, Sundays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

**Combination of leave**

- Except as otherwise provided any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

**Grant of leave beyond the date of retirement and in the event of resignation**

- No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.



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- If any employee of the Institute resigns, he/she shall not be granted either prior or subsequent to his resignation, any leave due to his/her credit. Provided that the Principal may, in any case, grant leave to an employee prior to his/her resignation if, in the opinion of the Principal, the circumstances of the case justify such grant of leave.

**Conversion of one kind of leave into another kind**

- Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application within 30 days of joining duty after leave by the employee, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary.

**Grant of Leave on medical grounds**

- An application for leave on medical grounds shall be accompanied by a medical certificate in prescribed form from such Medical Officer as may be prescribed or a Registered Medical Practitioner; defining as clearly as possible the nature and probable duration of illness.
- The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting a Medical Officer to have the applicant medically examined on the earliest possible date and the Employee concerned shall present himself for re-examination before the medical officer specified by the College.
- The grant of medical certificate under this rule does not in itself confer upon the Employee concerned any right to leave; but sanction of such leave can be at the discretion of the sanctioning authority.

**Rejoining duty before the expiry of leave**

- Except with the permission of the authority, who granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

**Application for leave**

- Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.

**Recall to duty before expiry of leave**

- In case an Employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

**Absence after expiry of leave**

- Unless the authority competent to grant leave extends the leave, an Employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.
- Willful absence from duty after the expiry of leave renders an Employee liable to disciplinary action.



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**Following are the kinds of leave :-**

**1. Casual Leave :**

- a) An employee is entitled to 8 days casual leave per year.
- b) Permission for casual leave shall ordinarily be obtained before the day on which casual leave is required. In exceptional circumstances where application of casual leave cannot be submitted before the leave begins, ex-post-facto sanction for casual leave shall be obtained by the employee.
- c) Mass casual leave shall not be treated as casual leave. It shall be treated as unauthorized absence and dealt with accordingly. The action to go on mass casual leave shall be treated as misconduct.
- d) The employee shall be entitled to not more than 7 days casual leave at a time. The same may be prefixed or suffixed with holidays or Sundays provided that the period of total absence does not exceed 7 days at a time. Any number of Sundays and / or Public holidays are permitted to be prefixed / or suffixed so also a holiday or a series of holidays are permitted to interpose between the period of casual leave. However, the total period of casual leave and holidays enjoyed in continuation at one time should not exceed seven days, save only in exceptional circumstances; it may be extended upto nine days.
- e) The casual leave cannot be combined with any other kind of leave except compensatory leave.
- f) Casual leave of half day can be granted to an employee.

**2. Earned Leave:**

- a) An employee who is not entitled to vacation shall be entitled to earned leave of 30 days in a year.
- b) Each employee's leave account shall be credited with earned leave in two installments of 15 days each on 1<sup>st</sup> January and 1<sup>st</sup> July of every calendar year.
- c) The leave at the credit of the employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days.
- d) Provided that where the earned leave at the credit of the Employee as on the last day of December or June is 300 days or less but more than 285 days, the advance credit of 15 days earned leave on first day of January or July shall instead of being credited in leave account be kept separately and first adjusted against the earned leave that the employee takes during that half year and balance, if any, shall be credited to the leave account at the close of the half year, subject to the condition that balance of such earned leave plus leave already at credit do not exceed the maximum limit of 300 days.
- e) Vacation staff required to do any work during vacations will get Earned leave equal to one-third of the number of days on which he works on vacation subject to a maximum of 30 days in a year.
- f) The employee may not avail more than 180 days earned leave at a time. Such a sanction would be at the discretion of the management.



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- g) The employee who retires on superannuation or who dies while in service, shall be entitled to the benefit of cash equivalent of unutilized earned leave standing to his / her credit, on the date of such retirement or death as the case may be, subject to a maximum of 300 days.
- h) The employee who resigns from service shall be entitled to benefit of cash equivalent to 50% of unutilized earned leave standing to his / her credit, on the date of such resignation.

**3. Leave on Half Pay:**

The employee including an employee who is entitled to vacation shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without any limitation. The employee shall not be entitled to leave on half pay during the first year of his / her service. The leave on half pay due may be granted to the employee either on medical ground or for private reasons. The leave requested on medical grounds shall have to be supported with the certificate from the Medical Authority.

**4. Commuted Leave:**

The employee may with the approval of Competent Authority, commute leave on half pay at his / her credit on medical grounds on the following conditions:

- a) The commuted leave shall be debited to the account of leave on half pay at the rate of twice the number of days actually availed of.
- b) No commuted leave shall be granted under this rule unless the authority competent to sanction leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
- c) Where an employee who has been granted commuted leave resigns from service without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered.

**5. Maternity Leave:**

- a) Maternity Leave may be granted to a permanent female staff with less than two surviving children and who has put in at least one year of continuous service, for a period of upto 180 days from the date of its commencement
- b) Maternity Leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed 45 days in entire service and the application for leave is supported by a medical certificate.
- c) Maternity Leave shall not be debited to the leave account.
- d) Maternity Leave may be combined with leave of any other kind except Casual Leave. Such a sanction would be at the discretion of the management.
- e) During maternity leave, leave salary equal to last pay drawn is admissible.



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**6. Extra ordinary leave:**

- a) Extra ordinary leave (leave without pay and allowances) may be granted to a employee in special circumstances ,when no other leave is admissible
- b) The period of Extra ordinary leave shall not count for increment.

**7. Compensatory Leave:**

- a) Employee asked to work on Saturdays / Sundays / Public Holidays by the competent authority in writing will be entitled to compensatory leave for the same. Compensatory leave can prefixed or suffixed to any other leave i.e. Casual leave / Earned leave / Medical leave. At a time compensatory leave cannot be accumulated for more than 3 days. Compensatory leave has to be availed within the same calendar year (exception granted to staff required to work on Saturdays during the month of December and cannot avail leave immediately due to extensive workload can avail compensatory leave by the end of June of the next year).

**8. Half Pay to Earned Leave**

Half pay leave can be converted to Earned leave for vacation staff members subject to the following conditions:

- a) Converted earned leave can be availed only after the total earned leave to the credit of the employee is exhausted.
- b) It can be sanctioned on the following grounds:
  - a. On death of family member
  - b. On marriage of close blood relation
  - c. Board exams of son/daughter
  - d. Any other reason found suitable by authorities
- c) The maximum limit of availing converted earned leave should be 15 days at a time subject to credit of same in their leave account.
- d) Sanction of above leave is at the discretion of the authorities.

**9. Vacation**

Teachers and technical staff are entitled to vacation as per rules of University of Mumbai (presently 40 days during summer and 30 days during winter is admissible). Employee should be physically present either before proceeding on vacation or the day preceeding the last day of vacation.

**10. Study Leave / Preparatory Leave**





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A teacher can be granted study leave at the discretion of the governing body of the college subject to a maximum of 6 months. The teacher who is granted study leave shall enter into an agreement / bond with the institute for a period of at least 1 year.

Course work related to P.h.D. has to be completed by teachers in their vacation period.

No OD leave will be granted for pre registration courses and career advancement courses and can be done by teachers during their vacation period.

Service Book is updated every half yearly i.e. half leave credited to the account on 1<sup>st</sup> January (for credit earned from July to December of earlier year) and 1<sup>st</sup> July (for credit earned from January to June of same year).

## ● **Procedure of Promotions**

### **1. Non Teaching staff**

- Time bound (after completing 12 years)
  - Summary statement prepared for eligible staff
  - Screening committee meeting is scheduled
    - Principal
    - Management representative
  - Sent to Management for approval (GC)
  - Letters issued

### **2. Faculty CAS**

- Scrutinize applications for pre-requisite conditions and prepare a summary report as per the prevailing norms sanctioned by GC.
- Screening committee meeting is scheduled
  - Principal
  - Management for approval (GC)
- Sent to management for approval (GC)
- Letters issued