



Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule

Survey No. 499, Plot No. 02, Behind Gurudwara,
Mumbai - Agra Highway, Dhule. ☎ (02562) 297801, 660633
✉ iotdhule@svkm.ac.in, www www.svkm-iot.ac.in

Hon. Shri. Amrish R. Patel
(President)

Dr. Nilesh P. Salunke
(Principal)
Ph.D., M.E., LMISTE

Date : 03/05/2020

Leave Policy

1. Objective

- 1.1 To communicate the leave entitlements and provide guidelines for availing these leave.

2. Eligibility & Applicability

- 2.1 All employees on regular rolls of the Institute.

3. Policy & Procedure

- 3.1 Categories of leave available to the employees are Casual Leave, Maternity Leave, Academic Leave, Compensatory Off, Summer Vacation, and Leave without Pay.
3.2 For the purpose of leave, "Year" shall mean the Calendar Year commencing 1st July and ending 30th June.
3.3 All leaves shall accrue effective 1st July of every Year, except the Casual Leave.
3.4 Employees shall apply for leave on prescribed formats. The leave application shall be made prior to actual days of leave.
3.5 Holidays and weekly-offs between the leaves will be treated as a part of leave only. Weekends and holidays are exempted in case of Casual Leave.

Entitlement & Procedure for availing Leaves:

4. Casual Leave (CL)

- 4.1 All Employees are eligible for 08 days of CL in a calendar year, which shall be credited to them upon joining, on pro-rata basis.
4.2 Employee on CL cannot be absent from duty continuously for more than 5 days including intervening holidays.
4.3 Employees may avail CL for half-day also.
4.4 CL may be prefixed or suffixed to intervening holidays or weekends.
4.6 CL cannot be prefixed or suffixed to any other category of Leave.
4.7 Un-availed CL will automatically lapse at the end of the year.

5. Earned Leave (EL)

- 5.1 All Non-Vocational teaching staff & Non-Teaching Administrative staff who are on Confirmed and Probation are eligible for 30 days of Earned Leave.



- 5.2 Employees joining the organization shall have their Earned Leave entitlements for the rest of that calendar year calculated on pro-rata basis, and credited to their accounts on the following July 1st, January 1st which they can avail only after the confirmation of their services.
- 5.3 Earned Leave may be availed for one day also.
- 5.4 Except under emergency, employees shall apply for leave well in advance, especially if the leave period is more than a couple of days, and proceed on leave only after their leave is approved.
- 5.5 When it has not been possible to obtain advance approval, respective HODs should be kept informed, with information copy (CC) to the approval authority; and request for approval must be obtained at the earliest opportunity.
- 5.6 Earned Leave with may not be prefixed or suffixed with any other type of leave.

6. Sick leave (SL) / Half Pay leaves (HPL)

- 6.1 All Employees are eligible Sick Leaves for 10 days (Full Pay)/ 20 days (Half pay leave).
- 6.2 The employee needs to submit Medical certificate from registered medical practitioner in case of accruing Sick leave or half pay leave more than 3 days.

7. Maternity Leave (ML)

- 7.1 The Institute permits Maternity Leave of 180 days, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays.
- 7.2 All confirmed female employees, are eligible for Maternity leave. However, the management may, at its discretion, also allow an employee under probation to avail maternity leave, and extend her probation period by the same duration.
- 7.3 Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage). In case of unfortunate miscarriage, a maximum leave of 4 to 6 weeks may be availed.
- 7.4 The employee shall inform the HOD at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.
- 7.5 ML will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave.

8. Duty Leave (DL)

- 8.1 All teaching and non-teaching faculty is eligible for 15 days Duty leave.
- 8.2 DL shall be applicable for attending Academic, Institute and University related work for all days of the work.
- 8.3 DL may also be considered for the following reasons:
 - 8.3.1 Delivering invited talks, attending Workshop, STTP, QIP, Conference, etc.
 - 8.3.2 Attending Spot Valuation assignments at a university other than the affiliated university.



- 8.4 Teaching faculty wishing to avail duty Leave should get their leave approved by the HOD at least 2 days in advance and send the approved leave application along with the invitation letter sent by the concerned university or Conference/Workshop to Office.
- 8.5 Academic leave may neither be accumulated nor combined with any other type of leave.

9. Leave without Pay (LWP)

If an employee has exhausted all types of leave, exceptionally, he/she may be allowed to take leave without pay up to a maximum of 30 days in a year, subject to the recommendation of the HOD and approval of Principal.

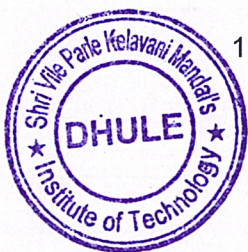
- 9.1 LWP shall not be treated as break in-service.

10. Compensatory Off (CO)

- 10.1 If an employee is called upon to work during the weekend or a public holiday or during vacation for more than half a day, equivalent compensatory off may be permitted in units of half a day or full day.
- 10.2 Compensatory off shall be availed within Six month. Else, it shall lapse.

11. Summer and Winter Vacation

- 11.1 All Probation & Confirmed teaching faculty except those who hold administrative responsibilities, will be eligible for Summer Vacation.
- 11.2 The annual dates for the summer vacation shall be announced which shall ordinarily be availed by all, unless asked by the management to be available for some special assignments during the vacation.
- 11.3 Principal, in consultation with the HODs shall plan the summer vacation well in advance based on the academic and other relevant considerations.
- 11.4 The Institute reserves the right to requisition the services of a teaching faculty, during the summer vacation for special assignments. In such cases, the teaching faculty requisitioned for special assignments during the summer vacation will be eligible for equal number of days of EL (or pro-rated number of days) in lieu of the summer vacation foregone.
- 11.5 The Principal shall inform all such faculty whose services may be required during the summer vacation, well in advance, along with their HOD.
- 11.6 Summer vacation cannot be prefixed or suffixed with any other leave.
- 11.7 Faculty availing the summer vacation shall keep the Institute informed of their address of stay and contact details during vacation period for emergency needs.
- 11.8 Faculty on summer vacation may at their discretion and on approval from the Principal, attend external examination related works/ SDPs/ Seminars/ Conferences. However, such activities shall not count for any set-off against the



summer vacation.

11.9 The summer and winter vacations will be in adherence with the University Almanac.

12. Special leave for pursuing research

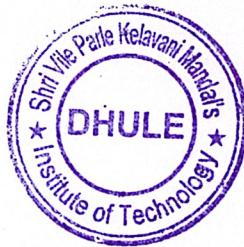
12.1 This leave shall be given, on a case-to-case basis, to those who have registered for Ph.D. and cleared their pre-Ph.D. course work, for a maximum period of a fortnight.

12.2 The leave needs to be approved by the Principal.

12.3 The Principal shall call for supporting recommendation letter from a faculty's Ph.D. guide for granting the approval.

12.4 The unutilized Special Leaves can be carried neither forward nor uncashed.

The above-mentioned leave policies are subject to revision and change time to time as per recommendations of statutory bodies.



Daluke
Principal
SVKM's Institute of Technology, Dhule



Shri Vile Parle Kelavani Mandal's

Institute of Technology, Dhule.

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Dhule, Maharashtra, 424001

Phone No.: (02562) 297801, 297601

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Maternity Leave



Date: 09-Jun-2020

To,
The Principal,
SVKM's IOT, Dhule

Subject: Application to avail maternity leave.

Respected,

I am writing to inform you of my intention to take the maternity leave available to me and to ask permission for the same. With respect to my previous application on 24th Dec, 2019 for planned maternity leave, I would start my maternity leave for 180 days on 11th June 2020 and return to office by 11th December 2020 (tentatively, return to office may be earlier to this date).

I would like to mention here that I have completed one year of probation as an Assistant Professor in the Department of Electrical Engineering in SVKM's IOT Dhule. My date of joining is - 10th June 2019.

Kindly consider my request and allow me to avail the maternity leave. I assure you to hand over my responsibilities to my colleagues for the period of leave so that the departmental and academic activities would not affect in my absence. I will be available on WhatsApp, mails and Call throughout my leave period.

Please let me know if any procedure to follow or any document to submit to avail the allotted maternity leave according to the organization's leave policy.

The prescription from the doctor and the report are attached.

Sincerely,

Farha Naz

Farha Naz,

Assistant Professor, Dept. of Electrical Engineering, SVKM's IOT, Dhule

Contact No:

Email: farha.naz@svkm.ac.in



SVKM's INSTITUTE OF TECHNOLOGY, DHULE	
Inward No.-	7A
Date.-	10/06/2020
Sign.	

Completed 1 year of probation on 10th June 2020.
Forwarded to HR for Necessary action.

Balukhe
10-6-2020

Prof. Farha Naz has completed probation period of 1 year on 10th June 2020. 10/06/2020

Forwarded to
Principal Sir
09/06/2020

सिंघवी हॉस्पिटल

पिडियाट्रीक सर्जरी सेंटर व प्रसुतिगृह

३०८८, जे.बी. रोड, टॉवर बागे जवळ, धुळे. फोन नं. (०२५६२) २३६२२५

डॉ. सुधीर सिंघवी

M.S., M.Ch. (पिडियाट्रीक सर्जरी, मुंबई)

पिडियाट्रीक व निओनेटल सर्जन

रजि. नं. : २००१/०२/३८४



डॉ. सौ. पायल सु. सिंघवी

M.S., (OBGY)

स्त्री रोग व प्रसुतिशास्त्र तज्ञ

रजि. नं. : २००५/०६/२८८५

करुणा राज सावरकर शिशु

दिनांक : २१/५/२०२०

वय : ३०

वजन :

C/O loose motions : 4/day
night
10-12 times

BD v
32wks

O/S ofeb

P- 126/m

BP - 140/80

P/A - wt 30wks

FUS (+)

Relaxed 3d.

P/V closed मुसल

Enterogemma

0-1-03

physician

Ref for

breathlessness

tachycardia

Adm
T. Labetalol
1-0-1

T. Ondem 4mg
1-0-0

T. Pan 400
1-0-0

T. Zifi 200
1-0-10

T. Duvochlan
24mg

0-0-0

T. Metro 400
1-0-10

T. Tane 1/2 - 1/2



Janha Nag

हेर तपासणी



Shri Sai Samarth

Diagnostic / CT Scan (New 128 Slice) & Digital MRI Centre (New 1.5T)

Dr. Rahul S. Shinde
M.D. (Radiodiagnosis) Mumbai

Dr. Rahul G. Bachhav
M.D. (Radiodiagnosis) Pune

Patient Name	: MRS. FARHANAAZ SAKIYANI	Date : 27 May 2020
Referred By	: Dr. PAYAL SUDHIR SINGHAVI MADAM	Age : 30 YEARS Sex : F
Patient ID:	OBG/27/05/2020/05-A	

Examination: OBSTETRIC ULTRASONOGRAPHY

Single live intrauterine gestation noted.

L.M.P.: 08/10/2019.

E.D.D. by L.M.P.: 14/04/2020.

Gestational Age by L.M.P.: 33 weeks 1 day

Fetal movements: Present.

Fetal heart rate: 139 BPM

Presentation: Cephalic

Lie: Longitudinal

Attitude: Flexion

Liquor: Oligohydromnios noted. AFI-6.0.

Placenta: Fundoposterior safely away from internal os. Grade: III

Cervix: Length- 3.7 cm. Internal os: Closed

Parameter	Measurement	Gestational age
Biparietal diameter	86 mm	34 wk 4 days
Head circumference	302 mm	33 wk 4 days
Abdominal circumference	306 mm	34 wk 4 days
Femur length	66 mm	34 wk 1 days

Fetal indices:

HC/AC: 0.99

FL/BPD: 0.78

FL/AC: 0.22

Estimated fetal weight: 2409 gm (+/-344 gm).

E.D.D. By USG is 06/07/2020.

-A single loose loop of cord is seen around fetal neck.

-No other obvious fetal anomaly is seen in the present USG.

Impression: Single live intrauterine gestation noted of approximately 34 weeks 2 days (+/- 1 wk 5 days) with cephalic presentation.

- Estimated fetal weight: 2409 gm (+/-344 gm).

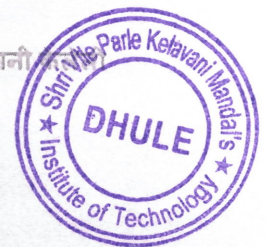
-Oligohydromnios noted. AFI-6.0.

(Please note that not all the congenital anomalies can be detected on USG. Detection of fetal anomalies depends on gestational age, fetal position, amount of liquor and other technical factors)

सोनोग्राफी, शक्तिरण वापरून केलेले निदान 100 टक्के वेळा अचूक असु शकत नाही. त्याला पेशंटचा नास, डॉक्टरांनी

तपासणी, इतर चाचण्या यांची सांगड घालावीसंगत. काही वेळा पुन्हा चाचणी करणे आवश्यक असते.

Thank you for the opportunity to participate in the care of this patient.



Janka Nay

■ Digital X-Ray ■ Sonography ■ Color Doppler ■ New 128 Slice CT Scan ■ Digital MRI (New 1.5 T)

DR RAHUL S SHINDE MD

3542/1C, Old Civil Hospital to Zilla Parishad Link Road, Near Kankaria Tower, Dhule. ☎ : (02562) 236555 Mob. : 9823615143, 9511841671

Shri Sai Samarth Hi-Tech MRI Centre (New 1.5T)

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NEW 128 SLICE WHOLE BODY
& CARDIAC CT SCAN

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