

## 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**

To communicate the leave entitlements and provide guidelines for availing

#### Eligibility & Applicability 2.

All employees on regular rolls of the Institute. 2.1

#### 3. **Policy & Procedure**

- Categories of leave available to the employees are Casual Leave, Maternity Leave, Academic Leave, Compensatory Off, Summer Vacation, and Leave without Pay.
- For the purpose of leave, "Year" shall mean the Calendar Year commencing 1st 3.2 July and ending 30th June.
- All leaves shall accrue effective 1st July of every Year, except the Casual Leave. 3.3
- 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:

#### Casual Leave (CL) 4.

- 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.
- CL may be prefixed or suffixed to intervening holidays or weekends.
- CL cannot be prefixed or suffixed to any other category of Leave.
- Un-availed CL will automatically lapse at the end of the year.

## Earned Leave (EL)

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 1<sup>st</sup>, January 1<sup>st</sup> 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.



Principal
SVKM's Institute of Technology, Dhule



Shri Vile Parle Kelavani Mandal's

Institute of Technology, Dhule.
Survey.No. 499, Plot No. 02, Behind Gurudwara, Mumbai - Agra Road, Dist.
Dhule, Maharashtra, 424001

Phone No.: (02562) 297801, 297601

Web: svkm-iot.ac.in

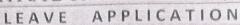
Mail: IOTDhule@svkm.ac.in

# Medical Leave









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He / She is medically fit to resume his / her duties w.e.f



Signature:

D. A.S.



# Shri Vile Parle Kelavani Mandal's INSTITUTE OF TECHNOLOGY, DHULE

LEAVE APPLICATION

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# Shri Vile Parle Kelavani Mandal's INSTITUTE OF TECHNOLOGY, DHULE LEAVE APPLICATION

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# Provisional Certificate for COVID-19 Vaccination - 1st Dose

### Beneficiary Details

Beneficiary Name / लाभार्थींचे नाव

Age / वय

Gender / लिंग

ID Verified / ओळखपत्र

Unique Health ID (UHID)

Beneficiary Reference ID

#### Vaccination Details

Vaccine Name / लसीचे नाव

Date of Dose / डोसची तारीख

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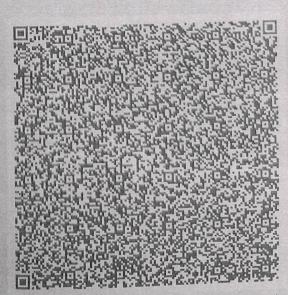
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In case of any adverse events, kindly contact the nearest Public Flealth Center/ Healthcare Worker/District Immunization Officer/State Helpline No. 1075

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COWIN Winning over COVID





This is a secure QR code. For further details, please visit https://verlify.cowin.gov.in



# Shri Vile Parle Kelavani Mandal's INSTITUTE OF TECHNOLOGY, DHULE

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# Shri Vile Parle Kelavani Mandal's INSTITUTE OF TECHNOLOGY, DHULE LEAVE APPLICATION

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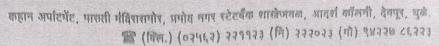


# Shri Vile Parle Kelavani Mandal's INSTITUTE OF TECHNOLOGY, DHULE LEAVE APPLICATION

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# आशीर्वाद क्लिनीक



22/10/21

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Dr. Deepak R. Patil M.D. (Ayurved) Pune Reg.No.I-27338 A-1



डॉ. हेमलता दिपक पाटील थी. ए. एम. एस., पुणे

आयुर्वेद सौंदर्य विशेषज्ञ व पंचकर्म कन्सल्टंट पित. नं. आय-३९५५७ ए-१



हर्वल हेआर ऑण्ड एकीन केआ

फॅमिली फिजिशियन • आयुर्वेद व पंचकर्म • स्टीम बाथ • मसाज • स्लिम सेंटर • विविध प्रकारचे फेशिअल्स किडनीस्टोन • ॲलर्जी व दमा • स्त्री रोग चिकित्सा • वंध्यत्व चिकित्सा • लेंगिक समस्या

हाँ, दिवक रघुनाथराव पाटील

फॅमिली फिजिशियन, आयुर्वेद व पंचकर्म कन्सल्टंट

एम. बी. (आयुर्वेत) पुणे

एजि. नं. आय-२७३३८ ए-१

# सेवा क्लिनिक

दत्तमंदीर चौक, देवपूर धुळे दुरध्वनी:- २७०३१७ (निवास)

योगेक योधरी



डॉ. नारायण जी व्यास (बी.ए.एम.एस.) डी.पी.सी.ए. (साधववान, खोपोली) रजि. नं. I-11291A1

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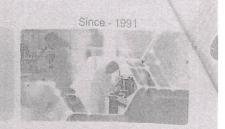
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# TREE DESTRICAL LAB

19, Rajnigandha Plaza, Opp. Datta Mandir, Deopur, Dhule. 🛣 : (02562) 272015



Patient Name : Mr. Yogesh Chaudhari.

Reporting Date

: 19/10/2021

: 31 Years

Sex

: Male

Reffered by

: Dr. NARAYAN G. VYAS SIR

PBS For Malarial Parasite:

NO M.P. SEEN.

WIDAL TEST

S.typhi "O":

1:120 DIL.

S.typhi "H":

1:120 DIL.

Paratyphi "AH":

Paratyphi "BH":

Impression

This Test Is Positive.

Titre of 1:120 or more is significant.

**BIOCHEMISTRY TESTS** 

TEST

RESULT

UNIT

NORMAL RANGE

Blood Sugar (R):

(GOD - POD Method)

115.4

mg/dl

70 - 140

Mr. Laxmikant El Sonawane D.C.E., B.Sc., D.M.L.T. MPC Reg.No. B.Sc/MLT/0064/2020 Mob.: 9405831396 / 8329205112



Mr. Ekanath K. Mali M.Sc., P.G.D.M.L.T. (Mumbai) MPC Reg.No. PGD/MLT/0048/2021 Mob.: 9405831395 / 9423496115

Note: These Are Only Readings Based On Technical Results, And Not Med. Diagnosis. Results. In Any Case And For Any Purpose. Test Carried On The Reference Of R.M.P. For Med. Diagnosis To Be Done By Him

Hematology on fully Automated 3 Parts Diff. Cell Counter.

All Biochemistry by AGD 2020 Automated Analyser.

# Shiree Dattes Clinical LAB

19, Rajnigandha Plaza, Opp. Datta Mandir, Deopur, Dhule. 🕿 : (02562) 272015



Patient Name: Mr. Yogesh Chaudhari.

: 31 Years Age

: Dr. NARAYAN G. VYAS SIR Reffered by

Reporting Date

Sex

: 19/10/2021

: Male

#### URINE ROUTINE EXAMINATION

**Physical Examination** 

Colour: Yellow Appearance: Clear Reaction: Acidic

**Chemical Examination** 

Albumin Traces Sugar: Absent Ketone Bodies: Absent Blood Absent Absent Bile Salts Bile Pigment: Absent

Microscopic Examination

RBC: Absent Pus Cells: 2-3/hpf Epihtelial cells: 1-2/hpf Crystals: Absent Casts: Absent Amorphous Material Absent Spermatozoa Absent Candia Absent Trichomonads Absent Bacteria Absent

End Of Report -

Wr. Laxmikant B Sonawane D.C.E., B.Sc., D.M.L.T. MPC Reg.No. B.Sc/MLT/0064/2020 Mob.: 9405831396 / 8329205112



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