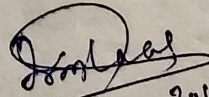




<b>1</b>	<b>Introduction</b>
	The purpose of this policy is to have a uniform, consistent and transparent approach to all matters pertaining to authorized absence of staff from VJEC. This policy is applicable to both teaching and non-teaching staff of VJEC.
<b>2</b>	<b>The policy</b>
	<p>The leave policy of the management is to permit all the staff to avail sufficient time away from their work to meet their personal, social and professional commitments, while keeping the smooth functioning of the institution as the paramount goal.</p> <p><b>Guidelines</b></p> <ul style="list-style-type: none"><li>• Leave is to be treated not as a right, but as a privilege to be availed with restraint.</li><li>• Leave can be either granted or declined by the authorities depending on the exigencies of service.</li><li>• All staff are expected to be present at all college functions and staff meetings.</li><li>• The staff is expected to apply for leave sufficiently early and can avail leave only after getting prior sanction.</li><li>• The types of leave and the eligibility are given in Annexure 1.</li><li>• The management reserves the right to revise the policy from time to time.</li><li>• Leave policy shall not be applicable with retrospective effect.</li><li>• Casual Leave (CL) shall not be combined with any other type of leave under any circumstances.</li><li>• Vacation address and phone numbers must be communicated to the Office before going on vacation and the Office Superintendent shall communicating the same to the concerned authorities.</li><li>• A staff member on rolls is considered to be on duty at all time and can be called for duty at any time by the authorities. The authorities have the right to call any staff for duty even when he/she is on leave or vacation.</li><li>• Except in case of sudden illness or such emergency, no staff shall be absent from duty or leave the station without prior permission from the authorities.</li><li>• Submitting an application for leave does not imply that the leave is sanctioned and no staff can leave the station or avail leave until it is sanctioned.</li></ul>
<b>3</b>	<b>Related information: Proceedings on compensation leave dt.</b>
<b>4</b>	<b>Annexure:</b>
	<p>Annexure 1 - Types of leave and eligibility for Teaching and Non-teaching staff(Vacation staff) Annexure 2- Types of leave and eligibility for essential service staff(Non-Vacation staff) Annexure 3- List of essential staff for the year 2012</p>

Signature of policy approving authority	CHAIRMAN	Date of approval:
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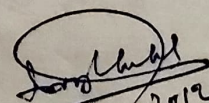
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### VJEC norms regarding sponsorship of faculty for PhD program

- VJEC appreciates and encourages faculty development by acquiring higher qualifications such as PhD.
- Study leave of up to 4 years will be granted to faculty who wish to pursue full time PhD.
- Faculty should have completed a minimum of 3 years of service at VJEC to avail the above facility.
- Faculty those who wish to avail study leave for fulltime PhD shall give an undertaking to the effect that after the completion of the PhD, they shall rejoin VJEC and shall serve a minimum period of one year or shall pay liquidated damages accordingly.
- Faculty while rejoining VJEC after the successful completion of PhD will be eligible for 3 increments.
- Faculty on study leave for PhD can avail loan from their welfare fund from the college.
- To pursue PhD under part-time/part-time external schemes, faculty will be permitted under the following conditions.
  - Faculty shall give an undertaking to the effect that they will be continuing with VJEC after completion of their PhD for a minimum period equal to half the duration of their PhD program or shall pay liquidated damages accordingly.
  - Faculty should have completed a minimum period of 3 years of service at VJEC before applying for PhD under part-time.
  - The number of faculty availing the above facility shall not exceed 25% of the total faculty strength of any department at given point of time.
  - Permission to avail this facility will be given by the management based on the recommendation of the HoD/Principal and considering the overall performance and seniority of the faculty.
  - Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
  - It is imperative that the faculty doing PhD under part-time/part-time external scheme to pursue their research work without affecting their duties and responsibilities at VJEC.

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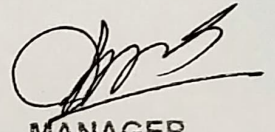
## Phd Allowance

- Special Allowance of Rs.1000/- per month is given to staff after he/she registered for Phd programme.
- No allowance will be given during Phd leave period
- Maximum allowance will be given for 30 months
- If the Phd programme is not completed within 4 years from the date of registration, the allowance collected must be refunded to college
- If the staff relives with in 5 years after the completion of Phd Programme the allowance collected must be refunded to the college.



**BURSAR**

**VIMAL JYOTHI ENGINEERING COLLEGE  
CHEMPERI-670532 KANNUR (DT.)**



**MANAGER**

**VIMAL JYOTHI ENGINEERING COLLEGE**