



## **ATTENDANCE POLICY**

- Employee should record their attendance through biometric systems at the time of entering the college in the morning and while leaving the college.
- Simultaneously, attendance registers shall also be maintained by the departments.
- The working hours of all employees is as follows:

## **WORKING HOURS**

Department	In Time	Grace Period	Out Time
Staff - Day Duty	7.00 am	7.15 am	6.00 pm
Staff - Night Duty	6.00 pm	6.15 pm	7.00 am
Sweepers	7.30 am	7.45 am	5.30 pm
Other House Keeping & Maintenance Staff	8.00 am	8.15 am	5.30 pm
All other Employees – shift 1	8.00 am	8.15 am	4.00 pm
All other Employees – shift 2	9.00 am	9.15 am	5.00 pm

## **LATE COMING / EARLY DEPARTURE**

- All employees should follow their prescribed working hours strictly. Marking attendance any extra minute above the stipulated office timings and below 60 minutes will be considered to be a 'late mark'.
- If it exceeds 60 minutes, it will be considered as a half day leave
- Two late marks /early departures will be considered as half day of absent, which will be deducted from the leave balance.

## **HOLIDAYS**

- List of Holidays will be circulated at the beginning of each calendar year.

## **PERMISSIONS**

- The concerned Reporting Managers are authorized to grant permission.
- Permissions Register is to be maintained in each department.
- Only 2 permissions up to 2 hours are allowed in a month. If it exceeds 2 hours / 2 permissions, it will be considered as half a day CL.



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## LEAVE POLICY

- **Leave cannot be claimed as a matter of right.** Leave can be availed only after proper approval.
- Leave application should be approved before the leave is availed, unless in case of emergency and unforeseen circumstances.
- **Leaves taken without prior approval and/or without proper communication to the HR, shall be considered as LOP (loss of pay), along with appropriate disciplinary action.**
- In case of genuine emergencies, leave request is to be sent by email at the earliest (preferable before 9 am on the same day, so that necessary arrangements can be made).
- Leaves per year are counted from January 1st to December 31st of each year. Un-availed leaves will lapse on 31st December and cannot be carried forward.
- Leave request shall be submitted to the respective approving authority (see below) with notice period based on the type of leave.
- Leaves used for sick / medical purposes or emergencies require a medical certificate from the treating physician. Submission of fictitious medical certificate as supporting document shall lead to disciplinary action.
- Approved leave can be cancelled by informing the concerned authority and HR. The leave balance will be updated accordingly.
- Leave can be revoked or denied based on the need of the college. An employee on leave may be recalled to duty before the expiry of leave in case of urgency and necessity. The unused period of leave will be credited to the account of the employee.
- If the employee is absent for a period of **7 consecutive days** without any approval, the employee shall be deemed to have deserted the post held from the date of absence. No pay or leave will be honored for the absent days.



### LEAVE APPROVAL AUTHORITIES

Applicant	Approving authority
Faculty/Staff	HOD / Reporting Manager
HOD	Principal
Principal	Vice Chairman

Department	Approval Level 1	Approval Level 2	Required Logins
Academic Departments	HOD	PRN	Respective HOD login
Computer Center	HOD	PRN	HOD_Computer Center
Exam Cell	HOD	PRN	HOD_Exam Cell
Library	HOD	PRN	HOD_Library
SSC	Manager_Admissions	PRN	HOD_Admissions
Transport, Security, Boys Hostel	AO	AO	HOD_Admin
Purchase	HOD	AO	HOD_Purchase
Housekeeping, Maintenance, Landscape	Manager_Facilities	AO	HOD_Facilities
HR	HOD	PRN	HOD_HR
Girls Hostel	Sr. Warden	AO	HOD_Girls Hostel
CSD		HOD	HOD_CSD
Accounts		HOD	HOD_Accounts
HOD – HR, Manager - Admissions		PRN	Principal
Principal, AO, HOD-Accounts, HOD-CSD		Vice Chairman	Management

### PROCEDURE TO APPLY LEAVE

Leave request shall be applied through the online portal (ERP) and Leave Application Form/ Email using the below format to the concerned authority, with necessary alternate arrangements and work adjustments done before availing the leave. Workload adjustment register is to be maintained in every department. Register should be submitted to the Principal by 5<sup>th</sup> of every month for verification.

HR (leaves@svcolleges.edu.in) should be CCed on the leave approval email communication. Administration Department to share the daily leave statement of the unskilled staff to HR.





DATE	
EMPLOYEE NAME	
DESIGNATION	
DEPT / COLLEGE / OFFICE	
LEAVE TYPE	
LEAVE DURATION (DAYS; FROM & TO)	
LEAVE BALANCE (DAYS/HOURS)	
REASON	
<u>WORK ADJUSTED TO</u>	
NAME & DESIGNATION	
CONTACT INFO	

**ALLOWED LEAVES**

LEAVE TYPE	NO. OF DAYS PER YEAR	DETAILS
Casual Leave (CL)	12 days 36 days (for resident hostel staff)	<ul style="list-style-type: none"><li>• Cannot be combined with any other leave.</li><li>• Should be applied 2 days in advance.</li><li>• Can be taken for a minimum of half a day and maximum of 6 days in a month for genuine reasons.</li><li>• Public holidays and Sundays falling in between the casual leave shall be counted as part of casual leave.</li><li>• Employee joining during the course of the year will be eligible on prorated basis, that is 1 CL for 1 month of service during the first year of employment.</li></ul>
Sick Leave (SL)	6 days	<ul style="list-style-type: none"><li>• Cannot be combined with any other leave.</li><li>• Sick Leave of more than 2 days in a month will require a medical certificate from a physician / Hospital.</li><li>• Must inform &amp; get approval from the authority before the beginning of work day, so necessary arrangements can be made.</li><li>• Employee joining during the course of the year will be eligible on prorated basis, that is 1 SL for 2 months of service during the first year of employment.</li></ul>
Medical Leave (MDL)	10 days	<ul style="list-style-type: none"><li>• Applicable only to employees with more than 1 year of tenure.</li><li>• Medical leave is a paid leave which is to be used in case of emergencies or unforeseen circumstances.</li><li>• Medical Certificate from physician/Hospital is required.</li><li>• Cannot be combined with any other leave.</li></ul>
Compensatory Casual Leave (CCL)		<ul style="list-style-type: none"><li>• CCL is granted for working on holidays and for additional working hours, with prior and proper approval.</li><li>• Half a day is granted for 3-4 hours of work.</li><li>• Full day is granted for 7-8 hours of work.</li><li>• If remuneration is paid for working on holidays, no CCL shall be granted.</li></ul>



LEAVE TYPE	NO. OF DAYS PER YEAR	DETAILS
Loss of Pay (LOP)	15 days	<ul style="list-style-type: none"><li>• Leave without pay can be taken in case existing leave balance is exhausted and employee needs leave due to an emergency or unforeseen circumstance.</li><li>• An employee <b>must take approval</b> from the authority before availing the leave.</li><li>• No salary will be given for the days when Loss of Pay leave is availed.</li><li>• A maximum of 15 days of leave without pay can be given in a year once approved by the authority.</li><li>• If LOP leaves exceeds 15 days, 2 days of salary will be deducted for each additional LOP.</li></ul>
Special Casual Leave	8 days	<ul style="list-style-type: none"><li>• Applicable only to employee with more than 1 year of tenure.</li><li>• Can be availed for the marriage of the employee.</li><li>• Cannot be combined with any other leave.</li></ul>
Special Casual Leave	11 days	<ul style="list-style-type: none"><li>• Can be availed to perform death rituals of parents / spouse / children of the employee.</li><li>• Cannot be combined with any other leave.</li></ul>
Official Duty Leave (OFD)	Maximum of 10 days	<ul style="list-style-type: none"><li>• Faculties deputed by the institute to attend Conferences / Seminars / Meetings and other College or Institute work shall be deemed to be as "Official Duty"</li><li>• For participation and presentation of paper in National / International Seminars / Conference / Workshops/ FDPs.</li><li>• Can be availed to attend official meetings at AICTE/JNTUA/NBA/NAAC/UGC/DST/ SERB/APSCE offices</li><li>• Can be availed to visit premier institutions like IITs/NITS/Universities for gaining knowledge / collaborative works / Consultancy projects</li><li>• Prior permission of the Principal shall be taken without fail for attending to such duties. Application for the permission enclosing the order/invitation from the concerned authorities shall be submitted to the Principal through HOD/RM well in advance.</li></ul>





LEAVE TYPE	NO. OF DAYS PER YEAR	DETAILS
On Duty Leave (OD)	Maximum of 10days	<ul style="list-style-type: none"><li>• Viva voce &amp; synopsis submission, Pre Ph.D Examinations, Research Review Meetings(RRM) for Ph.D Scholars / Staff pursuing education through distance mode / part time on submission of contact classes &amp; examination schedules.</li><li>• Can be availed if participating in University Practical Examinations, Spot valuation, M.Tech/B.Tech Viva-voce Examinations, Observer &amp; attending BOS meetings of JNTUA.</li><li>• Can be availed if participating as a member in the expert/peer committee visits for NBA/NAAC/UGC/JNTUA/AICTE.</li><li>• Can be availed if receiving recognized awards from the reputed organizations like IEEE/ISTE/IETE/JNTUA/APSCH/AICTE etc.,.</li><li>• Prior permission of the Principal shall be taken without fail for attending to such duties. Application for the permission enclosing the order/invitation from the concerned authorities shall be submitted to the Principal through HOD/RM well in advance.</li></ul>
Summer Vacation		<ul style="list-style-type: none"><li>• Summer vacation (mostly in the months of May &amp; June) for the academic year is finalized by the Principal and communicated to the staff at least one month in advance.</li><li>• Can be availed only on approval and with proper work adjustments.</li><li>• It is granted based on tenure they worked in SVC</li></ul>