



Ref. No. : GSMCOE/2017/Jun/1102

Date : 16/01/2017

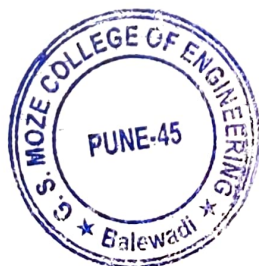
Leave Policy

1. Casual Leave

1. The approval faculties and the faculty those who have completed one year of his/her service are entitled for 12 days of casual leave during the Academic year.
2. Only one CL will be approved each month. (If Any Emergency provide extra CL to Teaching & Non-Teaching Staff)
3. The Application for Casual Leave shall ordinarily be sent before the date form which casual leave is applied for.
4. CL must be pre sanctioned. After availing CL then the leave form will be not accepted.
5. Half day casual leave may also be granted for absence of half or less than half working days.

2. Compensatory Off

1. The faculty members if called upon to work on Sunday or holidays shall avail compensatory off for the duties performed during the same. The Compensatory off shall be as far as possible availed during the same Month/Term/Semester. No Compensatory off will be carried forward.





"EMPOWERMENT THROUGH TECHNOLOGICAL EXCELLENCE"
GENBA SOPANRAO MOZE COLLEGE OF ENGINEERING

S. No. 25/1/3, Balewadi, 411 045.

(Approved by AICTE and Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)

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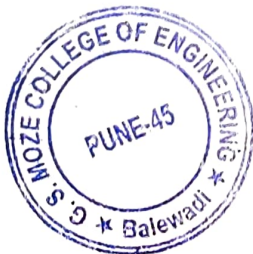
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3. Sick Leave

1. The Approved faculty and the faculty those who have completed two years of his/her service shall be entitled to 12 days leave on medical grounds during the calendar year.
2. When anyone is availing Medical leaves then, they have to submit the MD Doctor Medical Certificate. Other than that is not allowed.

4. Miscellaneous

1. The teaching staff shall work six days a week (Monday - Saturday) and not less than 8 hours per working day. (8:30am to 4:30pm)
2. No leave other than casual leave shall be granted to an employee once he/she gives notice of remigration.
3. Long leave has to be sanctioned at least 7 days in advance.
4. If anyone is availing any type of leave then that person has to adjust the workload / Academic Load on Institute's leave application form & have to submit the same while doing the leave formalities duly signed by HOD and Principal.
5. Absence in excess of the sanctioned leave shall be treated as leave without pay.




Dr. A. B. Auti.

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