

## **Criterion 7 – Institutional Values and Best Practices**

### **7.1 Institutional Values and Social Responsibilities:**

#### **7.2.1 Describe at least two institutional best practices**

##### **Practice-1:**

#### **1. Title of the Practice:**

To provide support for upgradation of qualifications of teaching and non-teaching staff members.

#### **2. Objectives of the Practice:**

Teaching staff, Laboratory staff and Non-teaching staff members are required to upgrade their qualifications and acquire new skills in order to contribute actively to the knowledge-based economy and keep updated with the latest technological changes while they are working.

#### **3. The Context:**

Teaching faculty members are required to upgrade their qualifications from Master's level to getting a doctorate degree so as to contribute actively in teaching and research as per the prescribed norms of the affiliating university. Along with regular teaching, faculty members are expected to get actively involved in research, publish research papers in reputed journals and file patents, attend conferences/ workshops / Faculty Development programs to remain updated with the latest technologies.

#### **4. The Practice:**

##### **(A) Study Leave /Skill enhancement leave:-**

Institute has made a policy to grant fully paid study leave for Teaching staff members/ Laboratory staff members who have registered for their Ph.D. and/or Master's degree at a recognized university. The staff member should be university approved /or on probation, and should have completed one year of uninterrupted service with the Institute. This study leave can be availed up to maximum limit of 24 days per academic year (normally 2 days/month) to upgrade the qualifications so as to meet the prescribed norms of regulatory bodies.

Teaching staff / laboratory staff who are on Ad-Hoc basis are also eligible for study leave of up to 12 days per academic year (normally limited to 1 day/ completed month of service) with the recommendation of HoD and prior approval of the Principal.

Non-teaching staff members who are confirmed or on probation and who have completed one year of uninterrupted service are eligible for skill enhancement leave with full pay of up to 12 days per academic year.

- (B) Partial reimbursement of expenses incurred for presenting a paper at reputed National/ International conferences, Registration fee for publishing research paper in UGC approved/ reputed Journals, Attending Workshops/ Seminars/ Faculty Development Programs:-

Institute has made a policy to support up to 50% of the expenses (up to maximum of Rs. 10,000/- per year) incurred for registration, travel, food, stay etc. for presenting research paper at reputed National/ International conferences, attending workshops/ seminars/ faculty development programs, registration fee for publishing research paper in UGC approved/ reputed journals etc.

In case of Indian Patent registration the Institute supports 100% of the registration fee (up to maximum of Rs. 10,000/- per year). In case of International Patent registration, prior approval of management is required.

In case of Copyright, the Institute supports up to 50% of the registration fee (up to maximum of Rs. 2000/- per year) with prior approval of the Principal.

Institute also supports up to 50% of registration fee (up to maximum of Rs. 2000/- per year) for completing recognized “on-line” courses such as NPTEL, SWAYAM, Coursera, Udemy as well as for membership fee for recognised professional bodies such as IEEE, IETE, ACM, CSI, Indian science congress etc. Detailed policy document is attached herewith.

#### **5. Evidence of Success:**

Institute has supported 19 teaching faculty members who have registered for their Ph.D. degrees in recognised Indian universities. Out of that, 4 faculty members have already completed their Ph.D. degrees in the last 4 years.

Institute has also supported 4 non-teaching staff members to upgrade their qualifications and they have successfully upgraded their qualifications.

#### **6. Problems encountered and Resources Required:**

Institute needs additional budget allocation to support the above activities. Also, when a faculty/ staff members avails a study leave, another faculty/ staff member is required to take his/ her charge so that student academics and other institutional activities does not get affected.

**Practice -2:**

**1. Title of the Practice:**

Introduction of Value-added courses for students

**2. Objectives of the Practice:**

In order to get industry perspective and to get better understanding of the topics covered in regular university curriculum, value-added courses of minimum 30 Hrs. duration are introduced to the students. The objective is to give practical knowledge and hands-on experience to the students regarding the latest industry trends and applications/tools used in the industries related to the topics covered in the syllabus.

The main aim of this practice is to give value addition to the students. Students should learn how the concepts taught in theory are implemented practically in industries so that they become employable. It is observed that an industry expert sharing the subject knowledge is much more beneficial to the students in the long term.

**3. The Context:**

These value-added courses are conducted by eminent industry personnel in addition to regular teaching of the curriculum by faculty members. The challenge is to find suitable industry person and his/her time commitment as they are working on very tight project schedules. Usually these value-added courses are arranged on Saturday/Sunday.

**4. The Practice:**

The value-added courses are arranged from the third year onwards, across all the three branches. Two value-added courses per year are scheduled for each class. Duration of the course is generally 30 Hrs. depending on the topics covered. The resource persons who have experience in the respective domain are invited from Industry and depending on their schedule, these courses are delivered on Saturday/Sunday so that it does not disturb the regular academics.

The idea behind this practice is to expose students to the latest industry trends and applications/tools related to the topics in the curriculum they are studying. It is expected that students learn the latest technological updates from the industry. It will be easier for students to find internships and industry sponsored projects during the Third year and Final year. This will be the first step towards finding job opportunity in industry after their graduation. After all, the aim is to provide value added education to the students, so as to equip them with the necessary skill sets and make them employable so that they can contribute to the society and the nation.

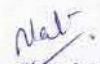
**5. Evidence of success:**

Due to the value-added courses delivered by the industry experts, many students got interested in the industry sponsored projects and they were selected for internships/on-job/field training while studying their final year. This trend can be significantly seen during the past 3 years in the table below.

Department	Academic Year	No. of students doing sponsored projects and Internships	No. of students placed
Computer Engineering	2017-18	32	37
	2018-19	46	38
	2019-20	83	59
Information Technology	2017-18	23	34
	2018-19	27	42
	2019-20	56	60
Electronics & Telecommunication Engineering	2017-18	44	14
	2018-19	11	17
	2019-20	48	21

**6. Problems encountered and Resources Required:**

The constraint of this practice is that the financial remuneration expectations of industry experts are sometimes not affordable by the institute.

  
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**POLICY REGARDING RESEARCH & CONSULTANCY and ATTENDING  
CONFERENCES/WORKSHOPS AY 2019-20**

All faculty members are encouraged to engage themselves actively in Research activities as well as pursue their higher education such as Ph.D. To foster and to encourage Research and Consultancy activities, the Institute has devised the following policy.

1. Faculty members who have completed one year of uninterrupted service with the Institute and who have registered for their Ph.D. degree at a recognized University can avail paid Study Leave up to 24 working days per calendar year (normally 2 days per month) during their Ph.D. registration period (limited to maximum 5 years) as per institute's leave policy
2. Such faculty members are expected to utilize their Study Leave for undertaking research at the University approved research centers, visiting other research organizations in connection with their Ph.D. work, attending conferences/workshops, presenting their research papers and for allied activities.
3. Institute shall support **50%** of the expenses (up to maximum of **Rs. 10,000/-** per year) for registration, travel, stay, food etc. for presenting research paper at reputed National/International conferences, workshops, seminars and related events along with appropriate number of Duty Leave/ Study Leave as applicable.
4. To avail these facilities, faculty member has to make sure that the academic and other commitments at the Institute are fulfilled in prior and no cancellation/rescheduling of theory/laboratory classes are required. As far as possible, Study Leave should be taken during the semester break or during the vacation period.
5. Attendance/participation certificates from Research supervisor/ Research Centre/Organizers are to be submitted to the Institute immediately after availing the above facility. Delay/failure to submit such documents may lead marking the leave as Leave without Pay (LWP).
6. In case of Indian Patent registration, Institute shall support **100%** of the registration fee, up to maximum of **Rs. 10,000/-** per year. However, for filing International patent, prior approval of the management is required.
7. In case of Indian Copyright, Institute shall support **50%** of the registration fee, up to maximum of **Rs. 2,000/-** per year. However, prior approval of the Principal is required.

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8. Revenue generated through activities by faculty members of the institute through consultancy projects/trainings will be distributed after excluding all expenses. Based on utilization of institute resources and duty leave availed balance amount will be shared as follows, subject to prior approval of the Principal.
  - a). Neither Institute resources utilized, nor duty leave availed; Faculty share – 80%, Institute share – 20%
  - b). Either Institute resources utilized, or Duty leave availed; Faculty share – 70%, Institute share – 30%
  - c). Institute resources utilized, and Duty leave availed; Faculty share – 50%, Institute share – 50%.
9. Institute shall support **50%** of the expenses (per year maximum up to **Rs. 2,000/-** equivalent of Indian currency) for recognized Online Certification Courses (e.g., Coursera, MIT OCW, NMEICT, NPTEL, SWAYAM, Udemy, Udacity etc.). Minimum duration of these courses must be 20 hours.
10. Institute shall support **50%** of the expenses (per year maximum up to **Rs. 2,000/-** equivalent of Indian currency) for recognized Professional Body Membership such as IEEE, IETE, Indian Science Congress, ACM, CSI etc.
11. Prior written approval from the Principal is must for availing the above facilities.

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*19/12/19.*



INTERNATIONAL INSTITUTE OF INFORMATION TECHNOLOGY (I²IT), PUNE

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**LEAVE POLICY (w.e.f Academic Year 2016-17)**

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Principal

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## 1. Introduction

This Leave Policy shall apply to all the Teaching and Non-Teaching Staff of the International Institute of Information Technology (I<sup>2</sup>IT), Pune with effect from June 01, 2016 and shall supersede all the existing Leave Policies in force. Leave may be granted for a casual purpose or a planned activity, on medical grounds or in extraordinary conditions. Leave cannot be claimed as a matter of right and the Leave Sanctioning Authority may refuse or revoke Leave of any kind considering the fulfillment of the academic and administrative requirements of the Institute. Leave should not be granted to an extent which would deplete the strength of the Department / Division available for duty below the essential minimum.

Closing leave balances (wherever eligible for carry forward / accumulation) as on May 31, 2016 shall be considered and will be taken as the opening leave balance/s under this revised Leave Policy w.e.f. June 01, 2016. In case of any ambiguity, the decision of the Competent Authority will be final and binding on all the employees of the Institute.

## 2. Elucidation

- a) 'Institute' means the International Institute of Information Technology (I<sup>2</sup>IT), Pune
- b) 'Management' means the Hope Foundation & Research Centre (HFRC) Trust / Society represented by its President and / or his / her authorized representative/s
- c) 'Affiliating University' means the Savitribai Phule Pune University (SPPU)
- d) 'Director / Principal' means the Executive Head of the Institute authorized by the Management to discharge his / her duties and responsibilities
- e) 'Confirmed' means any employee in the service of the Institute who has successfully completed the prescribed period of probation and is issued a 'Letter of Confirmation' of service by the Competent Authority of the Institute at the end of the probation period. Completion of probation period does not entitle an employee to be considered confirmed.
- f) 'Probation' means any employee in the service of the Institute who is assessed to confirm the suitability for the relevant position for a particular period as per the rules of the Institute / University and is specifically stated as 'Probation' in writing and duly forms part of the relevant Appointment Order.
- g) 'Adhoc' means any employee whose terms and conditions of Appointment do not exceed a maximum period of 11 months during an Academic Year.
- h) 'Employee' means any Faculty or Staff employed by the Institute (either Confirmed, Probation or on Adhoc ) including the Director / Principal
- i) 'Competent Authority' means the Chairman / President in the case of Director / Principal and the Director / Principal in the case of other employees
- j) 'Year / Academic Year' for the purpose of considering any kind of Leave means the Academic Year i.e. (1<sup>st</sup> June – 31<sup>st</sup> May)

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Principal



### **3. Leave Sanctioning Authorities**

- a) The Principal shall be the competent authority to grant Leave to all the Faculty and Staff based on the recommendations of the concerned Head of the Department / Division in the case of all Teaching Staff / Laboratory Staff and the Registrar / Administrative Head in the case of all Non-Teaching Staff.
- b) In the case of the Principal, the authority to sanction Leave is the Director / President as applicable.

### **4. Interpretations & Clarifications**

- a) In respect of matters not specifically provided in this Leave Policy, the Management of the Institute shall be the Competent Authority to issue such directions or orders it may consider appropriate and such directions or orders shall carry as much authority and effect as this Leave Policy.
- b) Leave Policy requiring clarification and interpretation shall be referred to the Director / Principal and / or the Management, whose clarification / interpretation shall be final.
- c) Any other Leave rule, prescribed by the State Government /Instruction given for adoption by un-aided and self-financing Private Institutions shall form part of this Leave Policy, if the provisions in such Leave rule / instruction contravenes with this Leave Policy. Such adoption, if applicable and approved by the Management ONLY shall be given effect in a prospective manner only.
- d) Unless otherwise stated, specifically, in the terms of appointment letter, every employee is a full-time employee of the Institute and may be called upon to perform duties as may be assigned to him / her by the Competent Authority.
- e) The power to add, delete or amend this Leave Policy shall be decided by the Management, and such additions/deletions/amendments will form part of this Leave Policy, effective from the date on which such addition/deletion/amendment is approved by the Management.

### **5. General Conditions**

- a) All Leave requests must be sanctioned by the Principal and / or his / her authorized representative well before the actual date(s) of Leave, except in cases of emergency and for satisfactory reasons.
- b) The Office of the Principal / Administrative Office under the directives of the Principal shall maintain the Leave record of every member of the Teaching and Non-Teaching Staff.
- c) For Teaching and Non-Teaching staff joining the services of the Institute during the middle of the academic year, Leave shall be allocated on a pro-rata basis in line with this Leave Policy.
- d) Leave without pay shall be treated as break in service and will be reflected in individual service books, which may also affect the long term service benefits.

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**Principal**

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- e) An employee shall not take up any service or accept any employment, while on Leave.
- f) Any kind of Leave may be granted with prior approval in combination with or in continuation with any other kind of Leave except Casual Leave.
- g) Unauthorized and willful absence from duty may be treated as misbehavior and will invite disciplinary action.
- h) Leave shall not be granted to any Teaching or Non-Teaching Staff who is under suspension or is subjected to disciplinary action by the Competent Authority
- i) No leave shall be credited to the Leave Account of the Teaching or Non-Teaching Staff after he / she resigns, retires voluntarily or retires on superannuation
- j) Where due to circumstances beyond his / her control, an employee is late and the Competent Authority is satisfied about the circumstances, he / she may condone late attendance. Such condonation may be allowed by the Competent Authority subject to receipt of written application for condonation for not more than twice in a month. Late attendance so condoned will not be taken into account in forfeiting leave.
- k) An employee may be permitted for late arrival or early departure up to a maximum of one hour (only twice in a month) with prior written permission from the Competent Authority. It is not possible to lay down any hard and fast rule, which should govern the grant of such permission. However, allowing an employee to arrive late to office or leave early even once in a month as a regular feature is undesirable. It is therefore necessary that the Competent Authority exercises utmost caution, judgment and discretion to see that this concession is not abused.
- l) All leave information of employees will be maintained at the Office of the Principal. Employees will have to ensure updation of information (pending if any) with respect to leave availed in the Leave Card on or before 25<sup>th</sup> of every month.

#### **6. Commencement and Expiry of Leave**

Leave ordinarily begins from the date on which Leave as such is actually availed of and ends on the day preceding the date on which duty is resumed.

#### **7. Recall to Duty before Expiry of Leave**

In case an Employee is recalled to duty before the expiry of his / her sanctioned Leave, such recall to duty shall be treated as compulsory in all cases.

#### **8. Declared Paid Holidays**

The declared number of Paid Holidays for the Institute for the relevant Academic Year shall be decided by the Competent Authority of the Institute taking into consideration the time frame required for the smooth functioning of the Academic and Administrative requirements of the Institute in conjunction with the prescribed list of holidays by the Affiliating University (with a maximum ceiling limit of 20 days during the relevant Academic Year) from time to time and will be binding on all the employees of the Institute.

## 9. Casual Leave

- a) The maximum number of days of Casual Leave that may be availed by any Teaching or Non-Teaching staff who is confirmed or on probation during an academic year is 12 (Twelve) or proportionate to the service put in by any Teaching or Non-Teaching staff member during the year of his / her initial employment, as applicable.
- b) Casual Leave entitlement for Teaching and Non-Teaching staff employed with the Institute on 'Adhoc' basis is limited to a maximum of 8 (Eight) days or proportionate to the service put in during the relevant academic year, as applicable.
- c) Casual Leave may be granted combining with the paid holidays or Sundays subject to the condition that the total period of absence (excluding paid holidays, Saturdays and Sundays) does not exceed 3 days at a time, except under special circumstances.
- d) Allocation of Casual Leave will be per completed month of service with the Institute. Advance Casual Leave is not permitted under any circumstances
- e) Casual Leave can be availed by the employee only on prior sanction. Prior sanction in this case means atleast one working day before the date of Leave applied. The employee has to make alternate arrangements for the completion of his / her pending work during this pre-approved period of absence.
- f) Casual Leaves for half day can be granted to an employee for the Forenoon or Afternoon session
- g) Casual Leave shall automatically lapse at the end of the academic year and cannot be carried forward to the next year. Casual Leave balance is not encashable under any circumstances.
- h) In case of emergency i.e., for death of his/her relative and other extraordinary circumstances alone the Casual Leave can be availed after passing on the information telephonically to the concerned Department / Institute officials. An alternative arrangement for completion of necessary academic / administrative work has to be informed to the concerned Head of the Department / Division.
- i) It is the responsibility of the concerned Head of the Department / Division to monitor and take suitable steps to ensure that no scheduled academic session is unattended during the period of pre-approved leave of absence of a particular Teaching / Laboratory staff. Any discrepancy should be promptly brought to the notice of the Principal.
- j) Teaching and Non-Teaching Staff who avail Casual Leave without prior permission of the Sanctioning Authority or without giving any information will be treated as Leave without Pay.
- k) Mass Casual Leave shall not be treated as Casual Leave. It shall be treated as unauthorized absence and dealt with accordingly. The action to go on mass casual Leave shall be treated as misconduct.

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Principal

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## **10. Medical / Sickness Leave**

- a) Medical / Sickness Leave can be availed by the Faculty and Staff member for a particular period required for recovery from illness. Any employee whose service with the Institute is confirmed or is on probation can avail 10 full days with full pay or 20 full days with half pay during the entire academic year.
- b) Faculty and Staff members employed with the Institute on Adhoc basis can avail Medical / Sickness Leave of 4 full days with full pay or 8 full days with half pay during the relevant academic year.
- c) For employees joining the services of the Institute during the academic year, the Medical Leave would be allocated on a proportionate basis.
- d) Medical / Sickness Leave exceeding 3 working days will be sanctioned only on production of a Medical Fitness Certificate from a Registered Medical Practitioner on rejoining the duties.
- e) Intimation of regularization of Medical / Sickness Leave must be given to the Principal (with the recommendation of the Head of the Department / Division) within 3 working days from the date of resuming duties
- f) Medical / Sickness Leave for Faculty and Staff who are confirmed or on probation shall be permitted for accumulation up to a maximum of 60 days at any point of time during the service of the employee with the Institute. In case of Faculty and Staff employed on Adhoc basis with the Institute, Medical / Sickness Leave automatically lapses at the expiry of the relevant period of appointment and cannot be carried forward to the subsequent period of appointment (if any).
- g) Medical / Sickness Leave balance is not encashable under any circumstances.
- h) Special Medical / Sickness Leave up to a maximum of 15 days with half salary over and above the normal Medical / Sickness Leave may be sanctioned to an Employee who meets with an accident / has any other severe health problem and he / she should have been hospitalized.
- i) The sanction of Medical / Sickness Leave is subject to the discretion of the Principal and is limited to the relevant clauses of this Leave Policy

## **11. Earned Leave**

- a) The Principal, Non-Teaching Staff, Library Staff, Training & Placement Officer and the Physical Director will be eligible for 30 days of Earned Leave per academic year. Teaching Staff will not be eligible for Earned Leave.
- b) Earned Leave shall be credited to the respective employee accounts on the last working day of the relevant academic year. For employees joining during the year, Earned Leave would be credited only on completion of one year. Pro-rata Earned Leave allocation is not permitted at any point of time.



- c) Earned Leave balance is eligible to be carried forward to the next academic year and can be accumulated up to a maximum of 60 days during the entire service tenure of the employee with the Institute. This accumulated Earned Leave is not encashable under any circumstances.
- d) Earned Leave can be availed by the eligible employee only after completion of year of uninterrupted service with the Institute

## 12. Vacation Leave

- a) Vacation Leave is applicable for Teaching Staff and Laboratory Staff only. The Principal, Physical Director, Library Staff, Training and Placement Officer and the other Non-Teaching Staff are not eligible for Vacation Leave.
- b) Teaching Staff and Laboratory Staff who are confirmed or on probation and who have completed one year of uninterrupted service with the Institute are eligible for Vacation Leave of 30 days comprising of 20 days in Summer and 10 days in Winter.
- c) Teaching Staff and Laboratory Staff employed by the Institute on 'Adhoc' basis for a period not exceeding 11 months during the Academic Year are not entitled for Vacation Leave.
- d) Vacation Leave in all applicable cases lapses at the end of the relevant academic year. Unutilized Vacation Leave balance is not encashable.
- e) In case any eligible Teaching Staff / Laboratory Staff could not avail the Vacation Leave due to his / her academic / administrative commitments towards the Institute during his / her service with the Institute, then 1/3<sup>rd</sup> of the Vacation Leave due to the credit of such employee will be credited as Earned Leave and will be permitted for carry forward at par with the aforementioned rules for Earned Leave.
- f) Employee should be physically present either before proceeding on Vacation Leave or the day preceding the last day of Vacation Leave.
- g) The Vacation Leave is for a specific period in the respective Semester/s. It is decided by the Principal. No Teaching Staff or Laboratory Staff member can avail the Vacation Leave after the expiry of the vacation period.
- h) Clubbing of both the Winter and Summer vacations and availing the total period of Vacation Leave at a stretch is not permitted
- i) The Principal has the authority to prevent any Teaching Staff or Laboratory Staff from availing a portion or the whole Vacation Leave if the service of the particular individual is essential for the academic and / or the administration of the Institute.
- j) No other kind of Leave can be combined with the Vacation Leave.

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Principal

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### **13. Maternity Leave**

- a) Maternity Leave may be granted to a female Faculty or Staff member with less than two surviving children and who has put in a minimum of 160 days of service from the date of joining the services of the Institute. Maternity Leave may also be granted in cases of miscarriage including abortion and the application for Leave is supported by a Medical Certificate from a Registered Medical Practitioner.
- b) The duration of **Maternity Leave** for a Faculty or Staff member who is confirmed or on probation shall be **90 days with full pay**. Maternity Leave may be **extended up to 180 days** (out of which the first 90 days shall be full pay and the remaining 90 days shall be leave without pay)
- c) In case of female Faculty or Staff member employed on Adhoc basis, Maternity Leave of 90 days may be granted with half pay after completing a minimum period of 160 days service during the relevant period or the expiry of the Employment on Adhoc basis, whichever is earlier. Maternity Leave may be extended up to 180 days (out of which the first 90 days shall be half pay and the remaining 90 days shall be leave without pay)
- d) Maternity Leave shall not be debited to any other kind of Leave account of the female Faculty or Staff member.
- e) Maternity Leave may be combined with any other kind of Leave except Casual Leave.
- f) Maternity Leave may be taken before or after delivery as advised by the Registered Medical Practitioner. Extension of leave after availing Maternity Leave is not permitted. The application for Maternity Leave should invariably be supported by medical opinion and necessary undertaking to such effect.
- g) Maternity Leave of a maximum of 15 days shall be admissible in case of a miscarriage or abortion, including abortion induced under the Medical Termination of Pregnancy Act, 1971. The application in this regard will be required to submit a Medical Certificate from a Registered Medical Practitioner.

### **14. Study / Skill Enhancement Leave**

- a) Teaching Staff / Laboratory Staff who are University approved or on Probation and who have completed one year of uninterrupted service with the Institute may be granted **Study Leave** with full pay up to a maximum of **24 working days in an Academic Year** (normally limited to 2 days per completed month of service). This benefit is extended to enable them upgrade their qualifications to meet the prescribed norms of the regulatory bodies.
- b) Teaching Staff / Laboratory Staff employed on Adhoc basis may be granted Study Leave of 12 days in an Academic Year (normally limited to 1 day per completed month of service) with the recommendation of the Head of the Department and prior approval of the Principal.



- c) Non-Teaching Staff who are confirmed or on probation and who have completed one year of uninterrupted service with the Institute may be granted Skill Enhancement Leave with full pay up to a maximum of 12 days in an Academic Year
- d) Course work related to PhD has to be completed by the Teaching Staff during their Vacation Leave.
- e) No paid Study Leave will be granted for pre-registration courses and career advancement courses and this will be required to be done during the Vacation Leave itself.
- f) The maximum number of Teaching Staff that can be granted Study Leave / Skill Enhancement Leave is restricted to only three (3) employees per Department / Division per year
- g) Any extension of Study Leave / Skill Enhancement Leave without prior approval from the Competent Authority shall be treated as Leave without Pay.
- h) Study Leave / Skill Enhancement Leave cannot be carried forward to the next year. It is neither permitted for accumulation or encashment at any point of time.

#### **15. Restricted Holidays**

Restricted Holiday is meant for celebrating religious festivals. The total number of days of restricted holidays allowed in an academic year is 2. It may be combined with Casual Leave only.

#### **16. Official Duty Leave**

The Competent Authority of the Institute may permit any Teaching Staff or Non-Teaching Staff member to proceed on Official Duty Leave under the following circumstances:-

- a) For the conduct of University Practical Examinations, Theory Examinations and Paper Evaluations
- b) Participation and /or Presentation of Paper in National / International Seminars / Conference / Symposium / Workshops provided such Teaching or Non-Teaching Staff represents his / her name, designation and the name of the Institute in all applicable documents and communication wherever applicable
- c) Viva, Synopsis submission etc.
- d) Academic and Administrative duties of the Institute such as Board of Studies, Staff selection Committee, Accreditation Committee and any other Committee/ Council formed related to the works of AICTE / other prescribed regulatory bodies etc., after obtaining prior written permission from the Head of the Department and the Principal.

#### **17. Combination of Different kinds of Leave**

Except as otherwise stated, any kind of Leave may be granted by the sanctioning authority in combination with or in continuation of any other kind of Leave, subject to limits prescribed in such cases. Saturdays, Sundays and declared paid holidays may be prefixed as well as suffixed to any Leave, subject to limit of absence on Leave prescribed under the respective categories.

## **18. Policy Compliance**

- a) The Competent Authorities of the International Institute of Information Technology (I<sup>2</sup>IT), Pune will verify compliance to this Policy through various methods, including but not limited to, institutional activities and reports thereon, internal and external audits, and feedback to the Management.
- b) Any exception to this Leave Policy must be approved by the Competent Authorities of the International Institute of Information Technology (I<sup>2</sup>IT), Pune only.
- c) Teaching or Non-Teaching Staff including the Leave Sanctioning Authorities found violating this Leave Policy may be subject to disciplinary action, up to and including termination from the services of the Institute.

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