



Einstein Academy of Technology and Management

(Managed by Udayanath Educational & Charitable Trust, Bhubaneswar)
Approved by AICTE, Govt. of India, New Delhi & Affiliated to BPUT, Govt. of Odisha
An ISO:2015 Certified Degree Engineering College

Leave Committee





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Leave Committee

Introduction: “Leave is not a matter of right”, claimed by the employee. But in emergency circumstances, “casual leave” may be sanctioned if the authority feels its urgency, authenticity and requirement.

The Committee consists of following members

Sl. No.	Names	Status
1	Prof. (Dr.) Suwendu Prasad Sahu	Principal
2	Prof. (Dr.) Biswajit Nayak	Convener
3	Prof. Puspita Acharya	Co-convener
4	Prof. (Dr.) Dilip Kumar Nayak	Member
5	Prof. (Dr.) Jitendra Na. Biswal	Member
6	Mr. Dhaneswar Chhotray	Member

Rules:

1. An employee may avail 15 days of casual leaves (CL) in a year.
2. Maximum of 3 days CL's at a stretch or a total of 3 days CL's may be sanctioned by the authority in a month, provided he/she has completed 6 months of service in the institution.
3. For a new employee, he/she may avail 1 day CL after completion of 1 month of his/her service. Further, he/she may also avail a maximum of 3 days of CL if those days of CL are credited to his/her account.
4. OD can be availed only for official/academic works, related to University, Institute and QIP.
5. Faculty may be sanctioned OD for external viva-voce/thesis examinations, with the production of related documents.
6. Special leaves may be granted for QIP related outdoor duty (Seminar, Conferences or Workshops etc.). In connection with no TA/DA will be sanctioned.
7. Special leaves such as marriage leave, death of parents, son or daughter rituals leave may be sanctioned by the higher authority.



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8. Other leaves such as medical leaves, higher study leave, maternity leave etc. may be sanctioned by the higher authority.

Procedure:

1. Principal is empowered to sanction leaves up to 3 days CL after the HOD's recommendation.
2. On Special cases, Principal may sanction leaves for more than 3 days after the recommendation from the HOD and with the supporting documents.
3. Faculty Members who desire to avail of any kind of leave/OD shall make alternate arrangements prior for his/her assignments with other faculty members. The alternate arrangements made by the faculty should be clearly mentioned on the back side of the leave application and that should be duly signed by the said faculty members with the recommendation by the HOD of respective departments.
4. In case of emergency, one shall inform to his/her HOD/Class Coordinators before one hour of the commencement of the college hour. In case of the lapses the leave will not be sanctioned and it will be treated as "leave without pay" with followed by explanation.
5. Vacation shall be availed of only after the official end of the instructional period subject to following conditions.
 - Completion of term work evaluation/practical/viva-voce etc.
 - Handing over the term work /practical/ viva-voce marks to examination cell.
 - Staff shall make himself/herself available for examination related duties (Institute and University) during the vacation.
 - Contact address and phone number of each faculty/staff shall be furnished to the office before proceeding on leave.

NB: It is the high responsibility of the committee members to provide utmost support to both convener and co-convener for the complete execution of decided and finalized works within the time limit. Hence, for any deviation, Convener, co-convener and all the members will held the responsibility and the higher authority will have every right to take necessary action as deemed fit.