



**Marathwada Mitra Mandal's  
COLLEGE OF ENGINEERING, PUNE**  
*Accredited with 'A' Grade by NAAC*

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**HR POLICY**

**Policy for Vacation, Leave, Timings, Academic Calendar etc.  
for MMCOE and MMIT with effect from Academic Year 2015-2016**

**I. POLICY FOR VACATION**

The vacation is against the academic load engaged during academic semester and is to be used for preparations, development of labs, University duties (Supervision, CAP etc.) All Records of vacation is to be kept with college Administrative office.

**a) Teaching staff-**

- Eligibility - Minimum Service - 2+ years at Institute.
- 70 days per year (30 days in winter + 40 days in summer)
- Diwali vacation will be declared by Central Office and it will be counted as part of this 70 days vacation.
- To be availed from day 1 of the vacation period stated by the UoP calendar preferably in one slot.

**b) Non-Teaching laboratory staff / Workshop Staff**

- Eligibility - Minimum Service - 2+ years at Institute.
- 30 days per year (15 days in winter + 15 days in summer as EL) Diwali vacation will be declared by the MMM Central Office and it will be counted as part of this 30 days EL.
- To be availed from day 1 of the vacation period stated by the UoP preferably in one slot.

**c) Administrative/office staff including TPO, Sports Director, Librarian**

- Eligibility - Minimum Service - 2+ years at Institute
- 30 days per year (15 days in winter + 15 days in summer as EL)
- Diwali vacation declared by the MMM Central Office and it will be counted as part of this 30 days EL.
- To be availed from day 1 of the vacation period stated by the UoP preferably in one slot

## **II. POLICY FOR LEAVES**

### **CL, CO, DL/EL, Medical Leave, Maternity leave, Duty leave etc.**

#### **a) CL -**

- Eligibility - All regular employees on muster.
- 12 days per calendar year, to be availed 1 per month with prior intimation/permission to HOD, Sanction by HOD and Head of Institute.
- Accumulated CL can be availed more than one day and not more than 3 days at a stretch.
- Half day CL is permitted.
- Records in the Department or Institute office.

#### **b) CO -**

- Eligibility - To be given for non-remunerative work done beyond college working hours & during holidays to supporting staff/ Office staff having Basic pay /consolidated salary less than Rs. 15000/-.
- 1 CO for every 8 hours of additional work.
- To be availed within 3 months from generation of the CO, with prior permission by HOD, sanctioned by Head of Institute.
- Records to be kept in the Department or Institute office.
- Extra working hours are to be calculated as follows:-
- If worked for 8 hours on a holiday = 1 CO
- If worked for 3+ hours beyond regular hours on a working day = 3 hours
- If worked for less than 3 hours, theand these working hours will not be counted for calculation of the CO.

**c) Detention Leave-**

- 1 day for every 2.5 ( 2 and half day ) days of detention during summer/winter vacations.
- For detention purpose Head of Institute should release specific office order
- This leave to be preferably availed by clubbing to next vacation slot.
- NOT to be availed during academic sessions.
- This leave is non-encashable as well as non cumulative across the academic year.
- To be availed with prior intimation/permission by HOD, sanction by Head of Institute.
- Records to be kept in the Department or Institute office.

**d) Medical Leave-**

- 10 full days or 20 half days per year.
- Eligibility – Minimum Service - 2 + years of continuous service at Institute.
- Cumulative in nature. (max.180)
- To be availed with permission from Head of Institute.
- It should be more than 3 days at a time.
- A supporting Medical certificate by a doctor (having min. MBBS degree) & Fitness certificate on joining is needed.

**e) Maternity Leave-**

- Eligibility : Minimum Service - 2+ years at Institute
- 180 days of leave with full pay.
- Rejoining permitted only at the start of the next academic session.
- Additional leave if needed, it will be sanctioned as LWP.

**f) Duty Leave-**

- 10 days per academic year for University & other related work e.g. LIC, meetings except CAP work etc.

### III. POLICY FOR TIMINGS

- Minimum contact hours. 42 per week
- All Saturday are to be full day working
- Minimum 7 hours per day in the campus
- In/ Out timing through BioMetric
- Records to be verified/certified by the Principal on weekly basis
- Salary to be linked with the norm of 42 hrs/week
- Movement register- Permission from HOD, Entry IN & OUT separate registers & Biometric entry. Movement timing to be linked with the 42 hrs/week norm
- Late mark- Biometric after 10 min after stipulated reporting time amount to one late mark
- For every three late marks amounts to deduction of 1 CL or one LWP as the case may be on monthly basis

### IV. UNIFORM ACADEMIC CALENDAR

- Minimum 90 days for academic days per semester (excluding holidays, exam days etc.) needs to be fulfilled.
- Same holidays for all MMCOE & MMIT, Diwali holidays as per Central Office Circular, other holidays as per UOP Circular during teaching sessions and other holidays as per Central office Circular during non teaching sessions.
- Optional/local holidays at the discretion of the Principal. - 2/year.

**NOTE:- Kindly follow the Academic Calendar as per the concerned Higher Authorities like S.P.P.U, M.S.B.T.E., M.S.S. & H.S., D.P.E.M.S. etc.**

**PRINCIPAL**