



DNYAN GANGA EDUCATION TRUST

To Enlighten... To Endeavour..... To Excel...

Behind Hypercity Mall, Kasar Vadavali Naka, Ghodbunder Road, Thane (West), Thane - 400 615.

Tel.: 022- 2597 3187 / 022 - 2597 3273 / 9221304984

Website : www.dnyanganga.in Email : dget.trust@gmail.com

Ref. No. 2021-22

Outward :- 609(A)

Date 01, July 2021

HR Policy for Administrative Staff

CL for Non-Teaching Staff:

- 12 CL allowed in an Academic Year
- CL is calculated at pro-rata basis based on the period of service rendered by him/her from the date of joining
- Attendance for First and Last working day of every vacation is mandatory.
- **Sandwich rule:** If any leave taken on the days before and after non-working days (e.g. a Sunday, public and National holiday), the regular non-working days will also be counted as leave for the employee and deducted from their annual leave quota.

CL Rules:

- Leave application in writing should be mandatorily submitted to College office at least one or two days in advance after all necessary signatures
Following signatures are mandatory on the leave application
1) Self
2) Principal/Management
- Employees are themselves responsible to get the necessary signatures on the leave application before submitting the same to the College Office.
- Appropriate supporting document is required if taking CL of over 2 days in same month in case of medical emergency, marriage or death in immediate family (Father, Mother, kin, Father in law or Mother in law)
- Un-Availed CL will expire at the end of the Academic Year

Out Door Duty Leave

Out Door duty application in writing should be mandatorily submitted to College office at least one day in advance with supporting documents with approval of Principal.

Compensatory off Leave

Compensatory Off's (CO) should be availed any time during same Academic Year after date of extra duty and thereafter CO's get lapsed. In Case of C.O, prior permission is compulsory.

Medical Leave

- 8 Days
- If Medical leave not consumed then it will carry forward for next academic year, it will not be encashed.
- Appropriate supporting document i.e. Medical Certificate is required if taking Leave of over 2 days in same month in case of medical emergency.

Eligibility:

- 3 years completion of Service

Special Leave

Eligible events:

- Death of Immediate Family (Father, Mother, Spouse, Children, Father in law or Mother in law)
- Marriage of Self
- Medical emergency (Surgery or Accidents only) of Self or Immediate Family (Father, Mother, Spouse, Father in law or Mother in law)
- Any other reason approved by Management from time to time.

Mandatory requirements:

- Signed leave application must be submitted to the College Office at least one month before the expected leave date (in cases where this is not possible , inform last working day via mail, leave application need to be submitted within 2 days)
- All leave application must be signed and Approved by:
 - Principal / Management
- Appropriate Proof supporting the leave (Medical Certificate, Marriage card, Train/Flight Ticket) needs to be attached along with the Leave Application
- Granting of these leaves will be at the discretion of the management solely and will be judged on case by case basis.

Paid Leave

Eligibility:

- Applicable after completing 2 years of service in DGET.
- 10 days for Academic Year.
- Accumulated maximum 20 Pl can be carry forward for next Academic Year.

Time and Attendance Policy

College Timings

Non-Teaching Staff

From Monday

- Time : Monday to Friday - 09.30 am to 5.30 pm (Reporting time 9.15 am to 9.25 am)
Saturday – 10.00 am to 4.00 pm (Reporting time 9.45 am to 9.55 am)

All the staffs are expected to complete their bio metric (thumb impression) INWARD and 10 minutes grace time is allowed.

All the staff have to follow their OUT PUNCH timing.
Avoid Early outpunching.

Mandatory Attendance

Mandatory Attendance for following days:

- Exams, Events, Admissions, 15th Aug (Independence Day), 26th January (Republic Day), 1st May (Maharashtra Din)
- First and last working day of every vacation

If absent then it will be marked as LWP

Late Marks

- Maximum 3 days up to 10 mins Late arrival is allowed
- Next 3 late marks intimation Letter will be issue.
- If not resolved, 1 CL will be considered.

Late Memo:

- After 6 late Marks memo will be issued
- After issue of memo if it will not resolve then action will be taken.

Dress Code

- **Formals and decent**
- **For Women :-**
Saree, Punjabi Suits, Kurti with below knee length with dupatta (Scarf or Stole)
Short Kurties not allowed
Long and dangling accessories, bright nail polish or lipstick, an armful of bangles and anklets are not allowed during all working days.
- **For Men:-**
Light coloured shirt (Short sleeves and long sleeves) and dark coloured trousers or vice a versa
Shirts with Chinese Collar are allowed
Shirt- Solids/Stripes/ Small checks with pastel Colour base are allowed.
No Jeans and T-Shirts are allowed,
- ID Card is mandatory

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Other Instructions

- Head phones/ ear buds/ blue tooth/ ear phone are not allowed.
- All communication/ documents sharing should be via official email id.
- Every staff of the College may be called upon to perform such duties as may be assigned to him/her beyond the prescribed working hours and announced holidays including Sunday if required.

Note

- ❖ Management reserves the exclusive right to award/revoke/convert/cancel any policies without prior intimation.
- ❖ Appropriate administrative action may be initiated against an employee if they are found to be in violation of the Leave Policy
- ❖ Any Administrative action/decision taken on an employee by the Management will be final and binding on the employee


Chairman
Dnyan Ganga Education Trust