

**NOIDA INSTITUTE OF ENGINEERING & TECHNOLOGY,
PHARMACY INSTITUTE, GREATER NOIDA**

Date: 28/01/2012

Institute Policy For Leave Rules and Service Rules

1. SHORT TITLE :

These Leave Rules shall be called the NIET Pharmacy Institute, Greater Noida College Leave Rules.

2. DEFINITIONS :

In these rules, unless the context otherwise, requires

“**COLLEGE**” means “Noida Institute of Engineering & Technology, Pharmacy Institute, Greater Noida”

“**UNIVERSITY**” means Dr. A. P. J. Abdul Kalam Technical University, Lucknow.

“**VICE-CHANCELLOR**” means Vice-Chancellor of Dr. A. P. J. Abdul Kalam Technical University, Lucknow

“**STATE GOVERNMENT**” means the State Government of U.P.

“**GOVERNING BODY**” means Governing Board/Council of the Institute.

“**CHAIRMAN/ VICE-CHAIRMAN**” means Chairman/Vice-Chairman of Governing Body of NIET, Pharmacy Institute.

“**DIRECTOR**” means the Director of the Pharmacy Institute.

“**HEAD OF DEPARTMENT**” means Head of Academic Divisions of the Institute.

“**SECTION IN-CHARGE**” means an Officer In-charge of the section duly nominated by the Chairman/ Director.

“**EMPLOYEE**” means a person serving in the College whether regular or temporary and drawing monthly salary.

“**FACULTY MEMBER TEACHER**” means an employee who is appointed for teaching of students of the Pharmacy Institute.

“**TEACHING SUPPORTING STAFF**” an employee serving in a laboratory and who assists faculty members for functioning of laboratory

“**COMPETENT AUTHORITY**” Director will be the Competent Authority for all employees of the Institute. However, Director on his discretion may delegate sanctioning power to any officer of the Institute for a particular group of employees. In case of Director, the competent authority will be the Chairman / Vice-Chairman of the Management Board

“**FORWARDING AUTHORITY**” Head of Department/ Section In-charge will be the



forwarding authority for employee of his/her Department/ Section respectively. In absence of Head of Department/ Section In-Charge does not exist, senior most faculty member/ coordinator present on that day will be the forwarding authority.

“LEAVE” means an authorized absence from the duty.

“LEAVE YEAR” means the academic year of the College commencing from 1st of January to 31st December of a particular year.

“CALENDAR YEAR” means a year from 1st January to 31st December of a particular year.

“MONTH” means a calendar month for calculating a period expressed in months and days.

Complete calendar month, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

3. GENERAL INSTRUCTION:

3.1 Leave is a privilege and not a right. It cannot be claimed as a matter of right. It may be refused or revoked by the Authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.

3.2 Leave Application: The leave application shall be submitted on prescribed format in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged.

3.3 No leave can commence unless it has been sanctioned: Mere submission of leave application does not authorize an employee to avail of the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action. No leave will be sanctioned on telephone, except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing.

Continued absence of more than six days, or repeated irregularity without intimation of any kind render an employee liable to disciplinary action including termination of service from the institute. Load Adjustment in writing is essential for faculty members before sanctioning of leave. Signature of the concerned person is also essential. No OD shall be granted during teaching months preferentially.

4. KINDS OF LEAVE:

- a) Casual Leave (CL)
- b) Medical Leave (ML)
- c) Earned Leave (EL)



