



SADHU VASWANI MISSION'S

SADHU VASWANI COLLEGE OF NURSING

Founder- Sadhu T L Vaswani

10-10/1, Koregaon Park, Pune – 411001
Tel No: 02066099960 Email: principal@svcon.ac.in



Principal
Dr. Sripriya Gopalkrishnan

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3 Faculty Empowerment Strategies

6.3.1. The Institutional has effective welfare measures for teaching and non – teaching staff.

1ST April, 2023

SUB: REVISED LEAVE RULES NON-VACATIONAL TEACHING FACULTY,
VACATIONAL TEACHING FACULTY, NON- TEACHING STAFF SADHU VASWANI
COLLEGE OF NURSING WITH EFFECT FROM 01.04.2023.

I. CONFIRMED NONVACATIONAL TEACHERS (PRINCIPAL / VICE
PRINCIPAL):

A. CASUAL LEAVE (CL):

8 days Casual Leave on pro-rata basis.

Half day Casual Leave can be availed. Except on Saturdays which shall be treated as Full day Leave.

Not more than 4 days Casual leave is to be granted at a time.

Casual Leave cannot be combined with any other Leave except Earned Leave and / or Duty Leave.

Casual Leave can either be Prefixed or Suffixed with Day Off but not both (Except Public Holidays)

Public Holiday / Sunday interposing during the period of Casual Leave shall also be counted as Leave (Only in exceptional circumstances Casual Leave can be extended up to 7 days)

In case the Faculty is unable to attend her duty for reasons of Natural Calamity, the Competent Authority shall sanction the same as Casual Leave.

Unutilized Casual Leave will lapse at the end of each Calendar Year.

B. SICK LEAVE: On Completion of One Year Service:

10 days Sick Leave per Calendar Year to be released in two installments of 5 days each on 1st January & 1st July.

Unutilized Sick Leave will lapse at the end of each Calendar Year.

C. EARNED LEAVE (EL):

30 days Earned Leave in a Calendar Year in two spells of 15 days on 1st January and 15 days on 1st July.

Half day Earned Leave will not be permitted.

Public Holidays & Sundays falling within the Earned leave will also be treated as Leave.

Earned Leave and Casual leave can be clubbed.

Application for Earned Leave for 3 to 7 days must be submitted at least 7 days in advance and for more than 7 days 15 days in advance.

Where Extension of Earned leave is required, a written request must reach the Management at least one week in advance.

Earned leave in excess of 30 days at the end of each calendar year shall lapse.

All Earned leave must be consumed prior to Superannuation.

Earned Leave is not En-cashable.

II. VACATIONAL TEACHERS (PROFESSORS / ASSOCIATE PROFESSORS / LECTURERS / CLINICAL INSTRUCTORS.

A. CASUAL LEAVE (CL):

8 days Casual Leave on pro-rata basis.

Half day Casual Leave can be availed. **Except on Saturdays which shall be treated as Full day Leave.**

Not more than 4 days Casual leave is to be granted at a time.

Casual Leave cannot be combined with any other Leave except Earned Leave and / or Duty Leave.

Casual Leave can either be Prefixed or Suffixed with Day Off but not both (Except Public Holidays)

Public Holiday / Sunday interposing during the period of Casual Leave shall also be counted as Leave (Only in exceptional circumstances Casual Leave can be extended up to 7 days)

In case the Faculty is unable to attend her duty for reasons of Natural calamity, the Competent Authority shall sanction the same as Casual Leave.

Unutilized Casual Leave will Lapse at the end of each Calendar Year.

B. SICK LEAVE: On Completion of One Year Service:

10 days Sick Leave per Calendar Year to be released in two installments of 5 days each on 1st January & on 1st July.

Unutilized Sick Leave will lapse at the end of the calendar year.

C. VACATIONAL LEAVE:

10 Days Leave in winter as per MUHS Schedule.

15 Days Leave in summer as per MUHS Schedule.

D. Earned Leave:

8 Days Earned Leave in a Calendar Year

Half Day Earned Leave will not be permitted.

Public holidays & Sundays falling within the Earned leave will also be treated as Leave.

Earned Leave and Casual leave can be clubbed.

Application for Earned Leave for 3 to 7 days must be submitted at least 7 days in advance and for more than 7 days 15 days in advance.

Where extension of earned Leave is required, a written request must reach the Management at least one week in advance.

Earned leave in excess of 8 days at the end of each calendar year shall lapse.

All Earned leave must be consumed prior to Superannuation.

Earned Leave is not En-cashable.

III. NON TEACHING STAFF:

A. CASUAL LEAVE (CL):

8 days Casual Leave on pro-rata basis.

Half day Casual Leave can be availed.

Not more than 4 days Casual leave is to be granted at a time.

Casual Leave cannot be combined with any other Leave except Earned and / or Duty Leave.

Casual Leave can either be Prefixed or Suffixed with Day Off but not both (Except Public Holidays)

Public Holiday/Sunday interposing during the period of Casual Leave shall also be counted as Leave (Only in exceptional circumstances Casual leave can be extended up to 7 days)

In case the Non Teaching Staff is unable to attend their duty for reasons of Natural calamity, the Competent Authority shall sanction the same as Casual Leave.

unutilized casual leave will lapse at the end of each year.

B. Earned Leave (EL):

15 Days Earned Leave in a Calendar Year.

Half Day earned Leave will not be permitted.

Public Holidays & Sundays falling within Earned Leave will also be treated as Leave.

Earned Leave and Casual Leave can be clubbed

Application for EL for 3 to 7 days must be submitted at least 7 days in advance and for more than 7 days 15 days in advance.

Where Extension of Earned Leave is required a written request must reach the Management at least one week in advance.

Un-availed Earned Leave will be en-cashable at the end of each Calendar year.

IV. Other Rules Regarding Earned Leave / Duty Leave / Maternity Leave / Leave Without Pay / Public Holidays / Policy for Late Entry & Early Exit and Recommending / Sanctioning Authority remains unchanged.

NOTE: This circular supersedes all previous circulars on the subject.

Copy To:

Director Academics
SVMMC.
Principal,
SVCON.

NW
Dr B B Ahuja 1.4.23
Hon. Managing Trustee
SVM

Seen: _____
Principal *[Signature]* Vice-Principal _____
Professor _____ Adm Officer _____

23rd Dec.2019

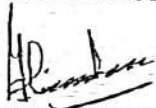
To,
The Principal
Sadhu Vaswani College of Nursing
10-10/1 Koregaon Park
Pune 411001

Subject : SVCON Policy for Teaching Faculty & Non Teaching Staff
w.e.f 23rd Dec.2019


Madam

I am attaching herewith SVCON Policy for Teaching Faculty and Non Teaching Staff approved by Hon.Managing Trustee to be effective from 23rd Dec.2019.

Yours Sincerely



DR (BRIG) C.H.GIDVANI
DIRECTOR ACADEMICS

Received on 23/12/19

23/12/19

**PROCEDURE FOR APPOINTMENT
OF PRINCIPAL / VICE-PRINCIPAL /
TEACHERS**

&

**CRITERIA GOVERNING
TERMS AND CONDITIONS OF
THEIR SERVICE**

**SADHU VASWANI MISSION'S MEDICAL COMPLEX
SADHU VASWANI COLLEGE OF NURSING**

10-10/1 Koregaon Park, Pune – 411001.

I. PRINCIPAL/VICE PRINCIPAL CUM PROFESSOR & OTHER TEACHING FACULTY:

- Sadhu Vaswani College of Nursing being a Linguistic Minority Institute the Appointments will be effected by the following Committees
1. The Selection Committee for Principal / Vice Principal Cum Professor will comprise of:
 - a. Chairperson, Sadhu Vaswani Mission
 - b. Working Chairperson Sadhu Vaswani Mission
 - c. Managing Trustee, Sadhu Vaswani Mission's Medical Complex
 - d. CEO, Sadhu Vaswani Mission
 - e. Director (Academics), Sadhu Vaswani Mission's Medical Complex
 - f. Director (Education), Sadhu Vaswani Mission
 - g. Member Education Board Sadhu Vaswani Mission
 - h. Two Members to be nominated by Vice Chancellor out of which one will be Principal of any affiliated college or recognized institution. Attendance of minimum one member out these two members shall be mandatory to constitute the quorum of the Selection Committee.
 2. The Selection Committee for the Post of Vice- Principle Cum. Professor will comprise of :
 - 1(a) to (g) as above plus one Subject Expert to be nominated by Vice Chancellor and Principal, Sadhu Vaswani College of Nursing as Member Secretary.
 3. The Selection Committee for Professor / Associate Professor / Lecturer and Clinical Instructor will comprise of the following
 - 1 (a) to (g) as above plus One Subject Expert each to be nominated by the Vice Chancellor.
Principal, Sadhu Vaswani College of Nursing as Member Secretary
Subject HOD of Sadhu Vaswani Collge of Nursing
Authority MUHS. letter no. MUHS Director No-01/2017

II QUALIFICATIONS:

The qualification will be as prescribed by the respective Central Council and adopted by MUHS form time to time. Attached as **Annexure - I**

III PROCEDURE OF APPOINTMENT:

1. The post will be widely advertised (one in local level and one in state level newspaper) Reasonable time (minimum 2 weeks) shall be allowed to the applicants to submit their application. Only Female Teachers will be considered for appointment. Teachers appearing for interview must possess Maharashtra Nursing Council Registration.
2. The date of the meeting of the Selection Committee shall be so fixed to allow the notice of 10 days to each member and to the candidates. The particulars of each candidate shall be supplied to each member, so as to reach him five days before the date of the meeting.
3. The quorum to constitute the meeting of the Selection Committee shall be min of Three (3) for Principal and Four (4) for the rest of the Faculty including subject expert
4. The report of the Selection Committee shall be sent to the Maharashtra University of Health Sciences within 72 hours (three consecutive working days) with relevant documents by appropriate electronic communication media or by College representative or by Speed Post.
5. MUHS maintain a Panel of Teachers for Appointing Subject experts, Principal and Representative of Vice Chancellor. The required members are to be nominated by the Vice Chancellor.
6. The Constitution of the Staff Selection Committee with details of the Members to be forwarded to MUHS at least seven days in advance.
7. TA/DA for such members detailed for Staff Selection Committee will be paid as per MUHS Rules in addition to the Sitting Charges
(Refer Formats I,II,III,IV,V,VI of MUHS Directions 1 of 2017)

TEMPORARY APPOINTMENT OF OFFICIATING PRINCIPAL / VICE PRINCIPAL & OTHER TEACHING STAFF

1. Vacancy occurred due to resignation, death, retirement, termination, lien or long leave of the incumbent Teacher, Principal shall be treated as Temporary Vacancy against substantive post.
2. Such Temporary Vacancy shall be filled in by the appointing authority on the recommendations of the Local Selection Committee of the College to be constituted as under.
 - a) Chairperson of the Sadhu Vaswani Mission / Managements Nominee
 - b) Managing Trustee
 - c) Director Academics
 - d) Principal of the College as Secretary of the Committee
 - e) HOD of the Subject concerned from the College
 - f) One Subject Expert Nominated by the Management from the List of Approved Teachers published by MUHS provided that the designation of the Subject Expert so nominated shall be equal or higher than the post for which the Selection Committee is constituted

The minimum quorum of the Meeting shall be three members.

3. The Appointing Authority need to publish an advertisement of such Temporary Vacancy for walk -in interview
4. Temporary Appointment shall be subject to the Approval of the Vice-Chancellor - MUHS. Such Temporary Appointed Faculty at College Level shall not be eligible for regular approval by MUHS.
5. Faculty so appointed shall be automatically terminated after the completion of the period of appointment and MUHS should be informed.
6. The Teacher appointed Temporary on any higher post for a specific period shall have to keep lien on substantive basic post. As and when regular appointed faculty shall have joined duty, such Temporary appointed teachers shall be reverted to their substantive basic post
7. Such Temporary appointments shall be made for two academic years beginning from 1st Aug. to 31st July. The Candidate selected on such Temporary Post shall be required to submit a Bond of Service for the concerned two Academic Years to the Appointing Authority, before joining the said post. (Annexure II)
8. If such temporary vacancy occurred in the midterm, then such vacancy shall be filled in to the end of the next academic year. For e.g. if such temporary vacancy has occurred in the month of December 2012, then after following the above mentioned procedure it should be filled up to the period of July 2014 and not up to July 2013
9. Eligible recognized Post Graduate Teacher whose period of Appointment is less than 18 month shall not be considered for allotment of fresh Post Graduate Students.
10. A Temporary Appointed Faculty shall not have any claim in continuity or confirmation of such post.

V APPROVED EXPERIENCE AND REGULARIZATION

1. Experience of Principal / Vice Principal or any Teacher appointed by the College if served in any Institute under MUHS or in Institutions under other Statutory Universities established under State / Central enactment shall be treated as approved experience.
2. Experience Certificate issued by the Principal / Director of any College outside State of Maharashtra signed by the Registrar of University shall be treated as approved experience.
3. Any unapproved experience can be scrutinized and verified from self attested copies of Form 16 and IT Returns for the period in the form Appendix XVI of Direction. Appointment Order and Joining Report etc will be regularized by MUHS. The following documents will be submitted for such verification
 - i. Affidavit in case out of State Experience (Para 8 (4) of MUHS Direction 1 of 2017
 - ii. Experience Certificate in case out of State / out of MUHS, Affiliated College Experience (Para 8 (2) (b) & Appendix -XV of MUHS Direction 1/2017

VI DUTIES & RESPONSIBILITES OF THE PRINCIPAL CUM PROFESSOR:

Subject to supervision and general control of the Management of Sadhu Vaswani Mission and Maharashtra University of Health Sciences as Administrator and Academic Head of the Sadhu Vaswani College of Nursing she will be responsible for :

1. Academic growth of the College & work hard for improvement of quality of Health Sciences education.
2. Participation in the teaching work, research, and training programmes of the College.
3. Assisting in planning and implementation of Academic programmes such as orientation courses, seminars, in-service and other training programmes organized by the Maharashtra University of Health Sciences / Sadhu Vaswani College of Nursing for academic competence of the faculty members.
4. Admission, Registration and Eligibility issued by the University to students and maintenance of discipline in the College as per the prevailing Rules. She shall also be responsible for curbing incidence of ragging.
5. Managing of the College Libraries, Laboratories and Hostels.
6. Receipts, expenditure and maintenances of accounts and submission of quarterly statement of accounts to the Management.
7. Observance of provision of Accounts Code & good practices in the keeping of account.
8. Present Budgets to the Managing Committee of Sadhu Vaswani College of Nursing in January each year.
9. Correspondence relating to the Administration of the College. Any Correspondence to Sadhu Vaswani Mission / Policy letter to University / other higher authorities to be routed through Director Academics to the Managing Trustee for his approval
10. Administration and supervision of curricular, co-curricular / extra-curricular or extra-mural activities and welfare activities of the College and maintenance of records.
11. Observance of the Act, Statutes, Ordinances, Regulations, Rules, Notifications and other orders issued there under by the Maharashtra University of Health Sciences from time to time.
12. Supervision of College and Maharashtra University of Health Sciences examinations, setting of question papers for the College and Maharashtra University of Health Sciences examinations, moderation, assessment of answer papers and such other work pertaining to the examinations as assigned.

13. Assessing reports of teachers and non teaching staff and maintenance of service books and looking after the general welfare of the teaching and non-teaching staff.
14. Any other work relating to the College, as may be assigned to her by the MUHS and appointing authority, from time to time. Allow or relive for performing the duty assigned by the MUHS, from time to time and assigned her duties to other suitable teacher during the period of her duty leave.
15. To safe-guard the interest of teachers, non-teaching staff members and the Management
16. **Stock taking**
 - a) Stock Taking of Library twice a year on 31st Oct. and 31st March.
 - b) Annual Stock Verification of the College by 31st March the report of which to be submitted to the Management in first week of April.
17. Any other work relating to the College as may be assigned to her by the Appointing Authority from time to time.
18. Observance and implementation of directives issued by Govt. of India, Indian/Maharashtra Nursing Councils, Government of Maharashtra and Government Authorities i.e. Director of Medical Education and Research and other concerned authorities.
19. Timely submission of information / returns to different authorities i.e. Government (Admission Regulating Authority, Fee Regulating Authority & Director Medical Education & Research), /Maharashtra University of Health Sciences / University Grants Commission / Indian/Maharashtra Nursing Councils / Management etc. especially regarding Accounts matters.
20. The Principal shall be held responsible for submission of any false / forged information to the University or shall be held responsible for any act done by her which is contrary to the provision(s) of the Act, Rules, Regulations, Direction, Instructions, Resolutions, Notifications, decisions of the Maharashtra University of Health Sciences authorities, Committees' and the Vice-Chancellor, as the case may be.
21. **Service book:**

A Service Book shall be maintained by the Principal for the Teaching and Non-teaching Staff of the College and shall contain such information as, date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe.

Appraisal of the Teaching Faculty will be carried out in once a year at the end of each Academic Year which will be shown to the faculty and their signature obtained. The duplicate copy shall be maintained and updated in the Service Book. For those on Temporary and on Probation will be once in six month in December and June. (Refer Format VII of MUHS Direction 1 of 2017 & the existing SVCON Appraisal Forms as per Annexure III (a, b, c & d)

The Student Feedback will be attached and taken into consideration during the Annual Appraisal of the Faculty carried out in June

22. Annual Confidential Report in respect of Principal and Vice Principal will be initiated by the Managing Trustee and communicated to them with a view to making improvement in their performance.
23. In addition to the above the Appraisal along with the Feedback of the Students for teachers on probation to be submitted to the Management two months before their due date of Confirmation.
24. Principal will be overall responsible for Academic, Administrative, and Managerial and Financial matters of the College.
25. Principal will help for Joint Staff Councils – Teaching and Non-Teaching Staff. Principal will help for instilling confidence amongst Guardians of students by organizing meetings for the purpose of mutual exchange of ideas for the benefit of the College.
26. Principal will ensure that Teachers:
 - a) Adhere to the responsible conduct and demeanor expected of them
 - b) Try to become role model for students and there is no incompatibility between the percepts and practices.
 - c) Respect the right and dignity of students in expressing their opinion.
 - d) Recognized the difference the aptitude and capabilities among the Students and strive to meet their needs. Encourage students develop their personality.
 - e) Behave affectionately towards students and not behave in a vindictive manner.
 - f) Uphold Ideals of our Revered Founder Sadhu Vaswani.
27. At the end of every month the Principal in her absence Vice Principal will render a Monthly Certificate regarding Completion of Teaching hours by the Faculty and other activities conducted during the month.
28. The above duties and responsibilities, not being exhaustive, the Appointing Authority / Management may from time to time assign any other work relating to the College.

VII. DEED OF CONTRACT:

The Deed of Contract shall be signed by all the staff as per Appendix VIII of MUHS Direction 1 of 2017 (Refer Format VIII of MUHS Direction 1 of 2017)

VIII. PROBATION:

1. All the staff will be on probation for a period of 24 months. The Principal will initiate the Assessment Report of the Teachers on Probation in the form of Appendix VII of MUHS Direction No.1 of 2017 & the existing SVCON Appraisal Forms as per Annexure III (a, b, c & d) every six months. Such six monthly

reports be forwarded to the Managing Trustee through Director (Academics) for perusal and necessary action yearly.

2. Probation will be extended by the period in case teacher has proceeded on study leave / deputation or availed any leave without pay.
3. If the performance is not found up to the mark her probation may be extended or service may be terminated by giving either one months notice or one month Basic Salary in lieu of notice period.
4. Principal will send to the Managing Trustee through Director (Academics) at least two months before the date of expiry of period of probation their Assessment Report along with students feedback form with definite recommendations of confirmation in service or otherwise. In case the teacher appointed on probation for period of less than 24 months is not found to be confirmed at the end of his/her probationary period, her probationary period is to be extended. A confidential report justifying the decision should be attached and forwarded to the Management for further instructions. On satisfactory completion of probation the Faculty shall be deemed to be confirmed if there is no adverse communication from the Competent Authority.

IX SECURITY DEPOSIT:

1. **PRINCIPAL / VICE-PRINCIPAL / PROFESSOR / ASSOCIATE PROFESSOR/ LECTURER & CLINICAL INSTRUCTORS:**

One month's Basic Salary in two installments will be recovered during the first two months of joining. In addition to this a recurring deposit of 2 months Basic Salary in equal installments over the first 24 months also to be recovered.

As and when the basic gets revised, the difference will have to be paid at the time of next pay fixation.

X SEPERATION:

1. The Principal /Vice-Principal / Professor / Associate Professor/ Lecturer /Clinical Instructor shall not leave the college without giving one month notice if he/she is on probation or 3 months notice if he/she is confirmed.
2. Part notice will not be accepted in which case full one month / three months basic salary (at that time) will be payable by either party. Those on probation will not be granted any leave during notice period, however confirmed employees may be granted a maximum of 7 days leave during the notice period.
3. In case they are found to be involved in any unethical functioning / gross negligence / undesirable activities or any act of indiscipline the Management reserves the right to terminate their service immediately without any notice with forfeiture of their Security Deposit.

4. Any Teaching staff resigning during the Academic term between 1st August to 31st July of the subsequent year, their security deposit shall stand forfeited. Staff intending to leave the College during the mid Academic Year need to give three months notice by 1st May of the Academic Year (One Month Notice in case on Probation). Staff resigning without due notice will not be provided with Experience Certificate from the College in addition to forfeiture of Security Deposit.
5. Those on Temporary Appointment for two Academic Years / specified period shall be required to submit a bond of service for the concerned Academic year to the Appointing Authority before joining the said post. Any Violation of the condition of bond will be liable for forfeited of Security Deposit.

XI LEAVE:

1. The faculty shall earn and be entitled to the leave, generally in proportion to the period of service/duty and of the kind specified herein below. However, the leave cannot be claimed as matter of right. Discretion to refuse the leave is reserved with the Management.
2. The faculty may be granted leave only at their request in the leave card issued to them.
3. The Competent Authority as defined in this Regulation may sanction or refuse the leave applied for on the leave card, but shall not alter the nature of leave, except with the request/consent of the faculty.
4. Faculty availing any type of leave on Saturdays will be treated as full-day leave.
5. The Competent Authority may not grant leave to the faculty so as to deplete the strength of Department/College below essential minimum. In such a case and particularly if a large number of applications for leave are received, the Competent Authority may consider the following factors:
 - a) Special circumstances for which leave is requested;
 - b) Amount of leave due to the applicant;
 - c) Whether applicant was recalled from his/her last leave or has been refused leave in the interest of the students;
 - d) The faculty who can for the time being best be spared;
 - e) Whether any of the faculties already on leave can be recalled to duty in order to spare the faculty for availing of his/ her leave.
6. The faculty may combine one kind of leave with another, except casual/sick leave, subject to the limit of aggregate period of absence as is prescribed hereafter.

7. Application for leave on medical ground exceeding 3 days shall be accompanied by a Medical Certificate from the Medical Officer - Incharge of Accident & Emergency of Inlaks & Budhrani Hospital, indicating the nature and probable duration of illness. The faculty returning from leave on medical ground, shall obtain a certificate of fitness from the Medical Officer - Incharge of Accident & Emergency of Inlaks & Budhrani Hospital duly endorsed by Director (Academics) and in his absence by Medical Superintendent.
8. If the faculty frequently applies for medical leave with short intervals they may be referred to the Medical Board of Inlaks & Budhrani Hospital to examine the state of their health, the period of recovery and whether they would be fit for duty after the rest and treatment.
9. The faculty, on leave, shall not engage themselves in any other employment, trade or business, either full-time or part-time except casual literary work or public service of casual nature, that too with the prior written consent of the Management.
10. Ordinarily the faculty shall resume their duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, of reasons to be recorded. The faculty shall not be permitted formally to join the duties at the end of leave with the intention of taking leave again within a few days.
11. The faculty discharged or removed, on account of misconduct, if reappointed, the leave to their account prior to date of ceasing to be in service shall lapse and shall not be entitled to claim leave in respect of service rendered prior to their discharge, removal, as the case may be.
12. The faculty appointed on contract basis in scale of pay shall be entitled to leave in accordance with the terms of the contract entered into by them with the Competent Authority.
13. All Faculties would ensure Attendance in the College of 240 days (Excluding duty leave) in an Academic Year i.e. from 1st August to 31st July of the succeeding year. Staff will obtain prior permission of the Principal who will ensure that the Policy of 240 working Days is maintained before forwarding for sanction to the Director Academics.

Leave Sanctioning Authority:

The following shall be the Competent Authority to sanction leave under these Rules.

Sr. No.	Category	Kind of Leave	Competent Authority
a)	Principal/Vice Principal/Professor	All kinds of leaves	Managing Trustee
b)	Head of Dept/All Faculties /Non Teaching Staff	Casual / Sick Leave & Optional Holiday	Principal

	All other types of leave	Director (Academics)
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Provided that, the Competent Authority may further delegate to other subordinate officer, the power to sanction particular kind of leave.

CASUAL LEAVE:

- a. The faculty shall be entitled to 8 days per calendar year to be released in two installment of four days each in January & July. Casual Leave can be granted in spells of half day to a maximum of 4 times in a calendar year.
 - b. Sanction for casual leave before the day from which it is required is to be obtained. In exceptional circumstances where application of casual leave cannot be submitted before it begins, the faculty shall apply for ex- post-facto sanction immediately after rejoining duty. However, in such cases the Principal must be informed on Telephone of such absence.
 - c. Casual leave cannot be combined with any other kind of leave except duty leave.
 - d. In case the faculty is unable to attend her duty for reasons of natural calamity, the Competent Authority shall sanction the same as casual leave.
 - e. The faculty shall be entitled not more than three days casual leave at a time. Sundays and / or Public Holidays interposing between the period of Casual Leave shall also be counted as Leave. Only in exceptional circumstances; Casual Leave may be extended up to seven days.
1. Competent Authority may refuse casual leave if it is requested on flimsy pretext. The Competent Authority shall have the power to grant casual leave in proportion to the period of the academic year and the casual leave availed of until then. The Competent Authority may grant leave without pay of shorter duration if no casual leave is available to the faculty.
 2. During the working hours of the College Principal and other Teaching Staff can only honour invitations pertaining to the Academics of the Nursing College OR invitation from Sadhu Vaswani Mission with prior approval of the Director (Academics). For any other invitation /social obligations the Faculty if interested to attend will apply for leave Half day /Full day.

SICK LEAVE:

1. On Completion of One year Service:

- a. 10 days sick leave per calendar year to be released in two installments of 5 days each in January & July. Unutilized sick leave will lapse at the end of the calendar year.

- b. Sick leave beyond 3 days shall be sanctioned only on production of Medical Certificate from the Medical Officer Incharge, Accident & Emergency of Inlaks & Budhrani Hospital.
- c. Total period of absence including Sunday / Holiday if any will be treated as sick leave.
- d. For more than 10 days Sick leave Certificate from Medical Board appointed by Inlaks & Budhrani Hospital should be produced. The Faculty shall also produce medical fitness certificate at the time of joining on duty after Sick leave.
- e. Faculty suffering from diseases like Tuberculosis / Cancer / Paralysis / Leprosy etc shall be entitled to special medical leave to the extent of 1 year in her entire career on full-pay, in case she has exhausted all her Earned leave & Sick leave admissible. The Faculty shall produce a medical certificate from the appointed Medical Board of Inlaks & Budhrani Hospital, Pune for the purpose of availing special medical leave, and before resumption of duty from such leave that she is medically fit. Special leave for Tuberculosis may be granted 2 times on ordinary course and for the third time after the Faculty is examined by the Medical Board of Inlaks & Budhrani Hospital, Pune.

DUTY LEAVE:

1. The teachers attending the meeting / conference / seminar / any other non remunerative official business of the Maharashtra University of Health Sciences / Sadhu Vaswani College of Nursing, provided prior sanction is obtained thereof, shall be treated on duty.
2. The Teacher attending the examination work and any work in the capacity of Member of the Authority of the University, shall be treated on duty, provided prior approval of Pincipal and sanction of the Director Academics is obtained. Attendance of 240 days in the College is compulsory as per MUHS directions. Principal will turn down 4th Practical Examination Duty or Selection Committee Member duty if the number of attendance days falls short of 240 days in the Academic Year.

SPECIAL LEAVE

1. The Faculty with prior permission of the Competent Authority may be sanctioned special leave for attending such business of other Universities, Central / State Government Bodies OR other Statuary Bodies of India, the College OR Institution or who is deputed OR Sponsored by the University, College for any special training, teaching or academic visits to other places or country or countries.
2. The Faculty will also be sanctioned special leave with prior approval of the Management Committee of Sadhu Vaswani College of Nursing for attending

Conferences, Seminars, Workshops, Symposia, CNE, Training Programmes & Refresher Courses including events in Pune City from time to time on the following terms and conditions. Separate Register to be maintained by the College and submitted to the Director Academics along with application for approval.

3. Such special leave sanctioned shall not exceed more than 10 days in a calendar year.

i.	Delegation/Registration without Late Fee	- 50% to be borne by the Faculty Member for Conference. - 100% for training & development program will be borne by the College when detailed by the College / MUHS				
ii.	Lodging / Boarding*	Rs. 1,500/- per day				
iii.	Lodging in Metropolitan cities*	Rs. 2,000/- per day				
iv.	Mode of Travel	<table border="1"> <tr> <td>For Principal</td> <td>AC Two Tier Sleeper / AC Chair Car/Luxury Bus AC</td> </tr> <tr> <td>Vice Principal & other Faculty</td> <td>AC 3 Tier / AC Chair Car / Luxury Bus</td> </tr> </table>	For Principal	AC Two Tier Sleeper / AC Chair Car/Luxury Bus AC	Vice Principal & other Faculty	AC 3 Tier / AC Chair Car / Luxury Bus
For Principal	AC Two Tier Sleeper / AC Chair Car/Luxury Bus AC					
Vice Principal & other Faculty	AC 3 Tier / AC Chair Car / Luxury Bus					
NOTE: ORIGINAL RECEIPTS AND TICKETS MUST BE PRODUCED ALONG WITH THE CLAIM						

*

50% of the amount will be payable if no receipts are submitted.

- The above entitlement will be on completion of 1 year service.
- Attendance at conferences will be permitted only if the faculty member's paper is accepted for oral presentation. If the Faculty is not presenting any paper but wishes to attend, Director Academics will consider deputation for the Conference on the recommendation of the Principal. In such cases TA/DA including delegation fee as applicable above will be admissible.
- Detailing of Faculty at Lamp Lighting Ceremony will be restricted upto 3 Colleges where one of the faculty members could be detailed in rotation
- The expenditure for all faculty members in a financial year will be limited to the budgeted Staff Development Fund, however not exceeding 1 (one) such event per faculty in a Financial year.
- Duty Leave for Faculty sponsored for PhD
Since our College has been approved Ph.D Programme, our Faculty will not be deputed to other Universities unless MUHS has not conducted the Entrance Examination for Ph.D.
In case sponsorship for Ph.D in other Universities / Institution is required a maximum of two days duty leave per week in the 1st Term of the Academic Year for clearing Pre Ph.D of the University / Institution in which admission is being sought will be considered effective from the date of commencement of Ph.D Programme. In case the Candidate fails to pass pre Ph.D. Examination, she will have to avail leave to her credit /Leave Without Pay for attending further classes if she so desires. One day duty leave for

attending any official Seminar/ Presentation on recommendation of the Guide/ University will be permitted.

Ph.D Students and Faculty involved in Research being carried out in the College must submit a copy of such Research Reports along with the copies of the Article published (Sponsored / Regular Students)

TRAVELLING ALLOWANCES:

T.A. /D.A. Rules as per Annexure 'IV'

STUDY LEAVE:

1. The faculty working at Sadhu Vaswani College of Nursing shall be eligible for study leave in the following manner:
2. Study leave to the faculty shall be sanctioned by the Managing Committee of Sadhu Vaswani College of Nursing.
3. Study leave with stipend as decided by Managing Committee of Sadhu Vaswani College of Nursing from time to time may be granted to the faculty who is confirmed in her post and who has teaching experience of not less than two years.
4. Provided that, the faculty who once avails study leave shall not be eligible for such a leave again unless she works for the period of five years after availment of the Study leave.
5. The study leave at the discretion of the Managing Committee, Sadhu Vaswani College of Nursing, shall be sanctioned to the faculty for undertaking specialized training or research within India or Abroad in her subject which shall be useful to the faculty of Sadhu Vaswani College of Nursing
6. Provided that, such study leave sanctioned to the faculty, shall not be, ordinarily more than twenty-four months. Provided further that, if study leave is sanctioned to the faculty, then a substitute appointment shall be made against such vacancy and workload of such faculty shall be equally distributed amongst the faculties working in the Department/ College.
The faculty, for study leave shall apply at least two months in advance, with the details such as nature of studies to be undertaken, duration, and permission letter of the Authority where the faculty intends to work etc through Principal, Sadhu Vaswani College of Nursing who will make the alternative arrangements for her teaching work.
7. If the faculty is awarded short term fellowship by any funding agencies within India or abroad she shall be eligible for stipend as decided by the Management from time to time, subject to second provision of the clause (2) above
8. Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed forty-eight months.
9. The faculty granted study leave shall on her return, will be given the benefit of the annual increment (s) which she would have earned in the course of time if she had not proceeded on study leave. No faculty shall however be eligible to receive arrears of any kind including increments.

10. Study leave granted to a faculty shall be deemed to be cancelled in case it is not availed of within 2 months of its sanction.
11. Provided that where study leave granted has been so cancelled, the faculty may apply again for such leave.
12. Resumption on duty on completion of study leave should not be later than a week on completion of all examinations related to the course work. The faculty on resumption of duty will continue to draw the same salary last drawn before proceeding on study leave till the date of the declaration of results. (After deducting Stipend if already paid) Thereafter the Faculty will be entitled to appropriate scale of Salary commensurate with the Appointment.
(Casual Leave & Sick Leave will be proportionately reduced on pro-rata basis & they would be entitled only 15 days vacation on completion of study leave)
If the Faculty wishes to pursue any other course she must obtain prior written permission of the Management after due recommendation of the Principal and submit an undertaking that the course will not interfere with the working hours of the College and she will not utilize College Internet facilities, Computer and Stationary.
Study leave is not permissible for any other course except MSc or Ph.D.Nursing.

13. The faculty, who is granted study leave, shall execute a Bond on a Stamp Paper with Sadhu Vaswani College of Nursing to serve Sadhu Vaswani College of Nursing for at least five years to be calculated from the date of passing the Course

Faculty sponsored for MSc (Nursing) in the event of removal or dismissal from service due to any kind of misconduct during the prescribed period or in the event of resignation the faculty shall pay forthwith on demand sum of Rs.8,00,000/- (Rupees Eight Lacs only), together with interest thereon at the rate of 12% per annum from the date of demand till payment. In addition, consequent to acquiring MSc (Nursing). if such faculty is promoted to higher appointment; the difference of Salary drawn in new appointment and the salary last drawn before such promotion will also be paid to the College. (New salary - previous salary x duration)

In case of discontinuation of MSc (Nursing) without completing, the Faculty will be liable to pay actual expenditure (Tuition Fee plus Stipend) paid by the College.

Ph.D.(Nursing) : Faculty sponsored / deputed for Ph.D.(Nursing) will execute a Bond on a Stamp Paper with Sadhu Vaswani College of Nursing to serve Sadhu Vaswani College of Nursing for at least five years to be calculated from the date of acquiring Ph.D.Degree.

In the event of removal / dismissal from service for any kind of misconduct during the period or in the event of resignation the Faculty shall be liable to pay Rs 500,000/- (Rupees Five Lacs) in addition after qualifying the difference of Revised Salary/ Salary on Promotion and the salary last drawn before qualifying for Ph.D. plus cost of Duty/ Special leave granted for the purpose.

In case of discontinuation of Ph.D (Nursing) without completing, the Faculty will be liable to pay actual expenditure incurred by the College (Tuition Fee plus Cost Duty/ Special leave availed.)

14. The study leave granted to the faculty shall not be debited to any leave account.

Faculty sponsored for PhD Programme either as Full Time OR as a External Candidate:

They will be entitled to Full Pay and Allowance during their Ph.D Programme and duty leave as specified above. Those on probation will have to give undertaking to serve additional balance period of Probation.

EARNED LEAVE:

1. The confirmed Non-Vocational Teacher (The Principal / Vice-Principal): shall be entitled to Earned Leave of maximum of 30 days in a calendar year. 15 days of this leave shall be credited to her account of 1st of January and the remaining 15 days shall be credited to her account on 1st July. Earned leave can be granted in spells of $\frac{1}{2}$ (half) day to a maximum of 8 times in a calendar year. Earned leave in excess of 30 days at the end of each calendar year shall lapse. All Earned leave must be consumed prior to superannuation
2. The Vocational teacher, other than the one included above shall be entitled to 30 days vacation in the Academic year in Two spells i.e 15 days summer vacation (between 1st May to 30th June only) & 15 days winter vacation (i.e December) each year for which the Principal has to get approval of the University before 31st October each year. However if any Faculty wants to avail more than 15 days in winter she has to put up an individual application to the sanctioning authority for grant of such period of vacation and will avail the balance leave in summer restricting the total vacation period to 30 days in the Academic year. However, if she is required to work in the vacation, she shall be entitled to a proportionate earned leave (treating her total allowed vacation period equal to 30 days of earned leave) for a period she is required to work.
3. The Teacher shall remain present on the first and the last day of each term unless otherwise permitted by the Principal and Director (Academics).

MATERNITY LEAVE:

1. A female employee shall be eligible for Maternity leave only after completion of probation period of 1 year from the Date of Approval of the Appointment by MUHS. However the Teacher Appointed on Permanent or Temporary (Probation) shall have to submit the Undertaking (**On Stamp Paper as per Annexure V**) to the Employer that after resuming from Maternity Leave she shall not leave the Service for the period of next two years, otherwise the Salary received during the period of Maternity Leave shall be ceased, or recovered if

In case of discontinuation of Ph.D (Nursing) without completing, the Faculty will be liable to pay actual expenditure incurred by the College (Tuition Fee plus Cost Duty/ Special leave availed.)

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already paid. Other terms and condition of Maternity Leave will be as per para 22 (5) of MUHS Direction 1 of 2017.

2. The maternity leave shall be granted upto two living children. Entitlement of such leave shall be based on the number of living children and not on the number of deliveries. A female employee giving birth to twins in the first delivery shall not be entitled for the maternity leave for a second delivery. However, a female employee with one living child from the first delivery shall be eligible for the maternity leave, even if she gives birth to twins in the second delivery. The maximum period of entitlement for maternity leave shall be 180 days with full pay and allowances subject to production of Medical certificate from Obstetrician and Gynecologist of Inlaks & Budhrani Hospital mentioning the expected date of delivery. (42 days prenatal followed by 138 days post-natal following the date of delivery). In Case of early/delayed delivery, the cumulative entitlement of paid maternity leave will be 180 days from the day of commencement of pre-natal leave.
3. In case of miscarriage or medical termination of pregnancy, for her health or for the health of the offspring, a female employee on production of specific proof by the Medical Board of Inlaks & Budhrani Hospital Pune shall be entitled to 90 days leave with pay and allowances, immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only twice in the entire service span of an employee. In such cases the entitlement of maternity leave of 180 days shall not be admissible to such employees.
3. A female employee suffering from illness arising out of pregnancy or delivery or premature birth of child or miscarriage or medical termination of pregnancy shall be entitled to one month leave with pay and allowances on production of medical certificate. Such medical certificate shall be subject to the Scrutiny of Medical Board of Inlaks & Budhrani Hospital, Pune.

Note: If the confinement takes place during the vacation the Maternity leave shall run concurrently with it.

EXTRAORDINARY LEAVE WITHOUT PAY :

A permanent faculty may be granted extraordinary leave under special circumstance without pay upto a period of 30 days at a time and such leave will not be granted for more than once during the term of services.

HOLIDAYS:

1. The college will be entitled to following 17 Holidays in a calendar year plus one Optional holiday (as per the individual choice of the faculty) from amongst the Government Notified Holidays.

Sr No.	HOLIDAY
1	Republic Day
2.	Chhatrapati Shivaji Maharaj Jayanti
3	Holi
4	Gudi Padwa
5	Good Friday
6	Dr. Babasaheb Ambedkar Jayanti
7	Maharashtra Day
8	Ramzan Id (Id-ul-Fittar)
9	Independence Day
10	Ganesh Chaturthi
11	Gandhi Jayanti
12	Dushehra
13	Diwali - Laxmi Pujan
14	Diwali -Bali Pratipada
15	Diwali- Bhaubij
16	Sadhu T.L.Vaswani's Birthday
17	Christmas

2. If a Holiday falls on a Sunday no extra Holiday will be granted.

Vacation: The faculty is entitled to avail vacation after completion of one year of service as per College Rules.

XII. MEDICAL BENEFITS:

1. Insurance :

- 1 lac floater Insurance Policy for Self, Spouse & Two Children upto 18 years of age.
- Premium will be paid by the College.
- In the event of separation on any account premium of the remaining term of the Policy will be recovered from outstanding dues on pro-rata basis.

XIII. RULES FOR LATE ENTRY / EARLY EXIT FROM DUTY:

1. The working hours of the teaching faculty are from 8.30 am to 4.30 pm with 30 minutes meal break Monday to Friday and 8.30 a.m. to 12.30 pm on Saturdays.
2. Teaching staff will have to report to the college 15 minutes prior to the Duty Timings as per the policy of the Teaching Institutes of Sadhu Vaswani Mission and **PUNCH IN** to be present before the commencement of the morning Sanctuary on all working days irrespective of the Faculty is deputed for Clinical Posting or otherwise. In case of those who are deputed on Clinical Posting, they must **PUNCH IN** to their respective Posting areas.
3. Further all Faculty must '**PUNCH OUT**' including those days when they are deputed for Clinical Posting. In such cases each Faculty must return from the place of Posting, **PUNCH OUT** and then leave for the day.
4. A Total of 30 minutes of late entry / early exit from their scheduled time in a month from 1st to last day of the month (spread over 3 occasions in a month will be condoned. Thereafter, if any staff is late by even 1 minute they shall be liable for:
 - (a) Forfeiture of maximum on one day's leave for three occasions in that month.
 - (b) In case the employee continues to report late then the remaining period of late entry / early exit, will be liable for deduction of gross salary on pro-rata basis from the salary of the month.
 - (c) Despite the above actions, if any staff in the above categories continue to be late, then the management shall take appropriate disciplinary action.

XIV. SUPERANNUATION:

1. The age of Superannuation of the Principal / Vice Principal / HOD's or Teacher in a Affiliated College or Recognized Institution shall be **64 years** or as decided by the Academic Council of MUHS time to time, and thereafter considering the need of the Department, the concerned Management of the College may extend the Appointment of such Superannuated Teacher, on Yearly basis up to the maximum age limit of 70 years, or as prescribed by the respective Central

Council. Such extension of Yearly basis shall not be granted to the Appointment of Superannuated Principal. However, if such Principal Or Teacher attains the age of Superannuation in the middle of the month she shall be continued in Service till the end of that month. (Authority MUHS Direction 1 of 2017)

XV. GRATUITY:

Gratuity shall be payable to a Teacher, Appointed on substantiate vacancy, on the termination of her services for whatsoever reason after she has rendered continues service for not less than five years. Provided that, the completion of service of five years shall not be necessary where the termination of the service of any Teacher is due to death or disablement. The rates of Gratuity and other provision mentioned in the Payment of Gratuity 1972 shall be applicable in this regard.

XVI. FAREWELL FUNCTION:

Official farewell function permissible only on superannuation.

XVII. EXCLUSIVITY:

1. Being in full-time employment the Faculty is expected to devote themselves exclusively to the work of Sadhu Vaswani College of Nursing, and not take up any other assignment / gainful activity outside the College either on Part Time OR Full Time Basis OR work in a advisory capacity to any other Organization / Trust without prior written consent of Trustees / Management of Sadhu Vaswani Mission. Any such activity will result in termination of their service forthwith. They shall honestly, conscientiously and faithfully deliver their professional efforts to the Organization and endeavor to promote activities of the Sadhu Vaswani College of Nursing.
2. Conducting Private Tutions Or Private Coaching Classes in any form is strictly prohibited.
3. The Faculty will not accept any contribution OR otherwise associate with raising of any funds or make any other collection whether in cash or kind, in pursuance of any object whatsoever. A General Welfare Fund may be created to add as Corpus Fund for the purpose of undertaking Sewa Activities/Welfare of students and proper accounting will be maintained by the Principal and perused by Director Academics. Faculty to voluntarily contribute to this fund and students may raise contribution for other sources.
4. The faculty will carry out all duties assigned to them by the Management diligently and faithfully. In addition to duties assigned to them they may be called upon at any time to discharge any other duties which in the opinion of the Management OR within their capacity to discharge and they will forthwith undertake to discharge those duties with diligence and care.

XVIII. CONFIDENTIALITY:

1. During the course of engagement at Sadhu Vaswani College of Nursing they will acquire, have access to or develop confidential and proprietary information concerning the College & its stake holders and will also develop relationship of special trusts and confidence with the College Students, their parents, employees and associates. Such confidential and proprietary information is for the College exclusive benefit and that either during their services and all times thereafter they will not directly or indirectly disclose, divulge or make public any such confidential matter except for the sole benefit and with the written consent of the Management of Sadhu Vaswani College of Nursing.
2. The Faculty shall not at any time during the continuance or after termination of their employment hereunder, divulge either directly to any person, firm or college or used for their or another any knowledge, information, formulae, process, methods, composition, ideas or documents concerning the business and affairs of the College or any office dealings, transactions or affairs which they may acquire or have to their knowledge during the course of and incidental to their employment.
3. The Faculty shall acquire any professional skill / skills as may be required from time to time during the course of their employment for the satisfactory discharge of their duties. All programs, system logins, manuals, literatures etc, developed by them while in College Service will at all times be deemed to be the sole property of the College. The College will also at all times have the sole proprietary right in any system which the Faculty develops while in College service.
4. They are expected to show due diligence in handling the information about the College and its activities. The ownership of all properties including perquisites and benefits, not being monies, provided to them by the Management shall vest with the Management and used exclusively by them unless specifically transferred in writing by the Management Authorities.
5. Post their separation and for a period of three years thereafter they shall not approach directly or indirectly the existing teachers / staff / employees / College associates for alternate employment / contract elsewhere.
6. They shall observe all rules and regulation of the Nursing College issued from time to time as also the standing orders as applicable. They shall follow the ideals of Sadhu Vaswani Mission outlined hereunder.

Personal - Professional Commitment

1. Rev.Dada J.P.Vaswani often refers to all those who have dedicated themselves here as 'Labourers in the Vineyard of the Master' and it is in this context we expect that the Faculty would imbibe and confirm to the following tenets of the Sadhu Vaswani Mission which includes:

2. Bringing of and /or consumption of non-vegetarian food, alcoholic drinks, chewing of tobacco / pan and smoking, is prohibited on the premises of the Sadhu Vaswani College of Nursing and its residential quarters;
3. Those related to non-discrimination, sexual harassment, confidentially, board memberships and inside information;
4. One of the mandatory ideals of Sadhu Vaswani Mission's Institutions is that under no circumstances, the teacher would inflict corporal punishment in any form. All Faculty members will ensure that no infringement of this rule ever occurs in the College.
5. The above ideals being founded by the Sadhu Vaswani Mission are to be strictly adhered to and violation of the above tenets in any form would result in termination of service forthwith.
6. Sadhu Vaswani College of Nursing being an integral part of the Sadhu Vaswani Mission, we expect active participation in the Organization of all events of the Mission as well as motivate the College students and all the Teachers / Staff to participate in them.
7. Revered Dada J.P.Vaswani emphasizes that it is "Love and Compassion" that Nurses must imbibe, and work with a spirit of "Caring and Sharing" while treating the sick and alike, character building being the primary role of Teachers at Sadhu Vaswani College of Nursing. The Faculty are therefore expected to help in running the College as a 'Temple of Healing' and it is expected that the Teachers to be friends, philosophers and guides in nurturing our students to bring out the best in them in serving the sick and the infirm.

XVIII. Management reserves the right to revise and adopt new Rules / Regulations from time to time. In any case Management's decision will be final and binding.

This supersedes SVMMC/SVCON- Policy dated 28th August, 2017


HON. MANAGING TRUSTEE

Distribution:

**Director (Academics)
Principal, Sadhu Vaswani College of Nursing**

**LIST OF FORMATS
AS PER MUHS DIRECTION 1 OF 2017**

- (I) Format of selection committee Report (See Appendix - I (A), I (A-1), (B), (B-1) and I (C))
- (II) Format of Gradation or Marking system for selection of the candidate (Appendix II)
- (III) Checklist of Documents (Appendix III)
- (IV) Format of Appointment Order for Principal, Dean, Director or teacher of the affiliated college or recognized institution (Appendix IV)
- (V) Format of acceptance of the appointment (Appendix V)
- (VI) Format of joining report (Appendix VI)
- (VII) Format of assessment report (Appendix VII)
- (VIII) Format of undertaking to be given by the teacher, Principal, Dean or Director (Appendix VIII)
- (IX) General Instructions for affiliated colleges or recognized institutions for appointments or teachers, Principals, Dean or Directors, (Appendix IX)
- (X) Guidelines for the Vice - Chancellor's nominee member (Appendix X)
- (XI) Guidelines for the Vice-Chancellor's nominee member from reservation (Appendix XI)
- (XII) Guidelines for the member subject expert's (Appendix XII)
- (XIII) Undertaking to be submitted by the Principal, Dean, Director or Chairman and selection of the concerned college or recognized institution (Appendix XIII)
- (XIV) Format of Affidavit
- (XV) Format of Experience Certificate
- (XVI) Proforma of application for validation of unapproved teaching experience
- (XVII) Format of application for recognition of Post Graduate teacher.

PRINCIPAL COPY

**PROCEDURE FOR APPOINTMENT OF
NON-TEACHING STAFF
&
CRITERIA GOVERNING
TERMS & CONDITIONS OF THEIR
SERVICE**

**SADHU VASWANI MISSION'S MEDICAL COMPLEX
SADHU VASWANI COLLEGE OF NURSING**

**10-10/1, Koregaon Park,
Pune : 411001**

(Signature)
23/12/17

TERMS AND CONDITIONS OF APPOINTMENT OF
NON-TEACHING STAFF
SADHU VASWANI COLLEGE OF NURSING

1. Salary : As per scale
2. Mode of appointment : 2 years on probation
: On satisfactory completion of probation, they will be Confirmed in service.
3. Security Deposit : 1 month's gross salary
4. Provident Fund : If the basic is below Rs 15000/-pm then @ 12%
5. Leave : 21 days on pro-rata basis
6. Other Holidays : As declared by the College.

Leave entitlement is for a calendar year. The entitled leave will be calculated on pro-rata basis for each completed month of service. Any leave applied for "over and above" the entitlement will be treated as **Leave without Pay.**

7. PROCEDURE FOR APPLYING FOR LEAVE AS UNDER WILL BE STRICTLY IMPLEMENTED:

- It is mandatory to apply for leave on the leave card issued to them.
- After the leave card is filled up it will be put up to the Administrative Officer for his / her recommendation and thereafter, the leave is to be sanctioned by the Principal. In case of Administrative Officer he / she will put up the leave card for sanction to the Principal. The Sanctioning Authority for Duty Leave will be Director Academic duly recommended by the Principal.
- The individual will not proceed on leave unless the leave is sanctioned by the Principal on the leave card.
- Leave can be granted in spells of ½ day at a time to a maximum of 8 times in a calendar year. Leave will be applied for atleast as many days in advance as the number of days leave applied e.g. for 2 days leave, to be applied 2 days in advance. However, in case of leave beyond 4 days, it has to be applied for atleast 07 days in advance.

- i. Forfeiture of maximum of one day's leave for three occasions in that month.
- ii. In case the individual continues to report late then the remaining period of late entry / early exit, will be liable for deduction of gross salary on pro-rata basis from the salary of that month.
- iii. Despite the above actions, if any individual continues to be late, then the management shall take appropriate disciplinary action.

11. **MATERNITY LEAVE:**

1. A female employee shall be eligible for Maternity leave only after completion of probation period of 1 year from the Date of Approval of the Appointment. However the Employee Appointed on Permanent or Temporary (Probation) shall have to submit the Undertaking (**On Stamp Paper**) to the Employer that after resuming from Maternity Leave she shall not leave the Service for the period of next two years, otherwise the Salary received during the period of Maternity Leave shall be ceased, or recovered if already paid.
1. The maternity leave shall be granted upto two living children. Entitlement of such leave shall be based on the number of living children and not on the number of deliveries. A female employee giving birth to twins in the first delivery shall not be entitled for the maternity leave for a second delivery. However, a female employee with one living child from the first delivery shall be eligible for the maternity leave, even if she gives birth to twins in the second delivery. The maximum period of entitlement for maternity leave shall be 180 days with full pay and allowances subject to production of Medical certificate from Obstetrician and Gynecologist of Inlaks & Budhrani Hospital mentioning the expected date of delivery. (42 days prenatal followed by 138 days post-natal following the date of delivery). In Case of early/delayed delivery, the cumulative entitlement of paid maternity leave will be 180 days from the day of commencement of pre-natal leave.
3. In case of miscarriage or medical termination of pregnancy, for her health or for the health of the offspring, a female employee on production of specific proof by the Medical Board of Inlaks & Budhrani Hospital Pune shall be entitled to 90 days leave with pay and allowances, immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only twice in the entire service span of an employee. In such cases the entitlement of maternity leave of 180 days shall not be admissible to such employees.
1. A female employee suffering from illness arising out of pregnancy or delivery or premature birth of child or miscarriage or medical termination

of pregnancy shall be entitled to one month leave with pay and allowances on production of medical certificate. Such medical certificate shall be subject to the Scrutiny of Medical Board of Inlaks & Budhrani Hospital, Pune.

Note: Leave will be proportionately reduced on pro-rata basis

12. GRATUITY:

Gratuity shall be payable to the Confirmed Employee, after he / She has rendered continuous Service for not less than five years. Provided that, the completion of service of five years shall not be necessary where the termination of the service of any Employee is due to death or disablement. The rates of Gratuity and other provision mentioned in the Payment of Gratuity 1972 shall be applicable in this regard.

13. Separation

: 1 month's notice on either side or one month's gross Salary in lieu of notice period. Part notice will not be accepted in which case one full month's gross salary will be payable by either party. No leave is permissible during the notice period.

: In case they are found to be involved in any unethical functioning / Gross negligence / undesirable activities or any act of indiscipline the Management reserves the right to terminate their service immediately without any notice with forfeiture of their Security Deposit.

14. Management reserves the right to revise and adopt new Rules / Regulations from time to time. In any case Management's decision will be final and binding.


HON. MANAGING TRUSTEE

DATE: 23RD Dec.2019

Distribution:

**Director (Academics)
Principal, Sadhu Vaswani College of Nursing**

1st January 2020

SUB: AMENDMENT TO SADHU VASWANI COLLEGE OF NURSING POLICY DATED 23RD DECEMBER 2019 WITH EFFECT FROM 1.1.2020:

I. TEACHING STAFF:

A. Casual Leave (CL) :

- 8 days Casual Leave on pro-rata basis
- Half day Casual Leave can be availed.
- Not more than 4 days Casual Leave is to be granted at a time.
- Casual Leave cannot be combined with any other Leave except Duty leave.
- Casual Leave can either be Prefixed or Suffixed with Day off but not both (Except Public Holiday).
- Public Holiday / Sunday interposing during the period of Casual leave shall also be counted as Leave. (Only in exceptional circumstance Casual leave can be extended upto 7 days).
- In case the faculty is unable to attend her duty for reasons of Natural Calamity, the Competent Authority shall sanction the same as Casual leave.

B. Encashment:

- Unavailed Casual Leave will be encashed at the end of each calendar year.

II. CONFIRMED NON VACATIONAL TEACHERS (PRINCIPAL / VICE PRINCIPAL):

A. Casual Leave (CL) :

- 8 days Casual Leave on pro-rata basis
- Half day Casual Leave can be availed.
- Not more than 4 days Casual Leave is to be granted at a time.
- Casual Leave cannot be combined with any other Leave except Duty leave.
- Casual Leave can either be Prefixed or Suffixed with Day off but not both (Except Public Holiday).
- Public Holiday / Sunday interposing during the period of Casual leave shall also be counted as Leave. (Only in exceptional circumstance Casual leave can be extended upto 7 days).
- In case the faculty is unable to attend her duty for reasons of Natural Calamity, the Competent Authority shall sanction the same as Casual leave.

For staff information
Received on 11/1/2020

B. Encashment:

- Unavailed Casual Leave will be encashed at the end of each calendar year.

C. Earned Leave (EL):

- Half day Earned Leave will not be permitted.
- Not less than 3 days Earned leave will be granted at a time.
- Public Holiday & Sunday falling within the Earned leave will also be treated as leave.
- Earned Leave and Casual leave can be clubbed.
- Where Extension of Earned Leave is required, a written request must reach the Management atleast one week in advance.
- Earned Leave in excess of 30 days at the end of each calendar year shall lapse.
- All Earned leave must be consumed prior to Superannuation.

D. Other Rules regarding Study Leave / Duty Leave / Special Leave / Sick Leave / Maternity Leave / LWOP / Earned Leave / Extra-Ordinary Leave Without Pay / Public Holidays / Policy for Late Entry & Early Exit and Recommending / Sanctioning Authority remains unchanged.

III. NON TEACHING STAFF:

Instead of 21 days Leave revised Leave Entitlement will be on pro-rata basis as under:

- 08 days Casual Leave
- 15 days Earned Leave
- Other Holidays as declared by the College.
- Unavailed Casual Leave / Earned Leave will not be carried forward to next calendar year.

A. Casual Leave (CL) :

- Half day Casual Leave can be availed.
- Not more than 4 days Casual Leave is to be granted at a time.
- Casual Leave can either be Prefixed or Suffixed with Day off but not both (Except Public Holiday).
- Intervening Public Holiday / Sunday will also be counted towards Casual Leave.

B. Earned Leave (EL) :

- Half day Earned Leave will not be permitted.
- Not less than 3 days Earned leave will be granted at a time.

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- Application for EL for 3 to 7 days must be made atleast 7 days in advance and for more than 7 days 15 days in advance.
- Day off & Public Holiday falling within the Earned leave will also be treated as Earned leave.
- Earned Leave and Casual leave can be clubbed.
- Where Extension of Earned Leave is required, a written request must reach the Management atleast one week in advance.

C. Encashment:

- Unavailed Earned Leave / Casual Leave will be encashed at the end of each calendar year.

D. Other Rules regarding Earned Leave / Duty Leave / Maternity Leave / Leave Without Pay / Public Holidays / Policy for Late Entry & Early Exit and Recommending / Sanctioning Authority remains unchanged.

MW 1.1.2020
HON. MANAGING TRUSTEE

Copy To:
Director Academics

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**SADHU VASWANI MISSION'S MEDICAL COMPLEX
INLAKS & BUDHRANI HOSPITAL
M.N.BUDHRANI CANCER INSTITUTE**

12th May 2022.

To,
The Principal
Sadhu Vaswani College of Nursing

**SUB : AMENDMENT TO EARNED LEAVE VOCATIONAL
TEACHERS PARA 2 OF PAGE 16 OF SVMCM/SVCON/POLICY
DATED 23RD DEC, 2019.**

Madam,

1. The Vocational Teacher shall be entitled to vacation as governed by MUHS Statute No. 6/2000 Point No. 2 to 5.
2. Every year vacation is declared as per Annual Academic Calender issued by MUHS, Nashik.
3. Vocational Teacher will avail only 50% of the vacation as mandated by Annual Academic Calender.
4. However, if they are required to work during the vacation they will be entitled to proportionate leave (treating her total allowed vacation period for that Academic year) for the period they are required to work.

MW 12.5.22
Hon. Managing Trustee

Distribution :

- Director (Academics)
- Principal, Sadhu Vaswani College of Nursing

Faculty for information
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Noted
SVMH
19/5/2022

Sr.No.	Name of Faculty	Sign.
1	Dr. Manisha R. Kadam	<i>M. Kadam</i>
2	Mrs. Jaya John Varghese	<i>J. Varghese</i> 26/5/22
3	Mrs. Namita T. Pathak (Ghorpade)	<i>N. Pathak</i>
4	Ms. Jasmine Jesy J.	<i>J. Jesy</i>
5	Mrs. Ujjwala D. Murkute	<i>U. Murkute</i>
6	Mrs. Anita S. Khandgale	<i>A. Khandgale</i>
7	Dr. Madhavi Ghorpade	<i>M. Ghorpade</i>
8	Dr. Samruddhi S. Bhakare	<i>S. Bhakare</i>
9	Mrs. S. Prema	<i>S. Prema</i>
10	Mrs. Jyoti V. Kanade (Devare)	<i>J. Kanade</i>
11	Ms. Ashwini Shahaji Mane	<i>A. Mane</i>
12	Ms. Rupali Anup Ladke	<i>R. Ladke</i> 26/5/22
13	Mrs. Rupali P. Shinde	<i>R. Shinde</i>
14	Ms. Supriya Chakre	<i>S. Chakre</i>
15	Mrs. Chingakhm Nanditadevi	<i>C. Nanditadevi</i>
16	Mrs. Shobha M. Patil	<i>S. Patil</i>
17	Ms. Namrata Khandagle	<i>N. Khandagle</i>
18	Ms. Smita Madhukar Padale	<i>S. Padale</i>
19	Ms. Supriya Sonawane	<i>S. Sonawane</i> 26/5/22
20	Ms. Christina M. Tekwani	<i>C. Tekwani</i> 26/5/22
21	Ms. Santosini Sabot	<i>S. Sabot</i>
22	Ms. Vanshika Joshi	<i>V. Joshi</i>
23	Ms. Neha Bite	<i>N. Bite</i>
24	Mrs. Jessy Joseph	<i>J. Joseph</i>
25	Ms. Poonam Haribhau Dhaigude	<i>P. Dhaigude</i>
26	Ms. Ujjwala Uttam Veer	<i>U. Veer</i> 26/5/22
27	Ms. Sneha Rajendrakumar Kakade	<i>S. Kakade</i>
28	Ms. Nikhila Baban Kharat	<i>N. Kharat</i> 26/5/22
29	Mrs. Vidya D. Adhav	<i>V. Adhav</i>