



# MAHAVEER

## INSTITUTE OF SCIENCE & TECHNOLOGY

Approved by AICTE, Affiliated to JNTU, Hyderabad.  
Vyasapuri, Bandlaguda, Post: Keshavgiri, Hyderabad-500005.



### **EMPLOYEE BENEFITS:**

MIST is committed to being a preeminent and global Institution. To achieve this goal, MIST promotes various benefits to the employees to create and improve sound and healthy employee relations, to boost up employee morale, to motivate the employees by identifying and satisfying their unsatisfied needs, to provide security to the employees against social risks like medical and maternity benefits, to protect the health of the employees and to provide safety to the employees against accidents and above all, to create a sense of belongingness among employees and to retain them.

This includes statutory benefits like Maternity Leaves, Medical Leaves, etc. Being apart, MIST encourages the fringe benefits to all its faculties/staff like Laptop and Mobile facility to eligible staff, Group Mediclaim Policy, Group Personal Accidental Policy, Periodical Health Checkup, Reimbursement for attending International / National Conferences and Workshops, Reimbursement for meeting Medical Emergencies, Paternity Leaves, Marriage Leaves, Special Leaves meeting emergency requirements, etc.

  
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### LEAVE RULES

#### KINDS OF LEAVES

The following kinds of leaves shall be admissible to employees of the Guru Nanak Institutions:

1. Casual Leave
2. Special Casual Leave
3. Compensatory Casual Leave
4. Study/Sabbatical Leave
5. Medical/ Sick Leave
6. Duty Leave (OD)
7. Maternity/Paternity Leave
8. Summer Vacation

Leave cannot be claimed as a matter of right. When the exigencies of the services so require, discretion to refuse or cancel leave of any description is reserved with the authority empowered to grant it.

The nature of leave due and applied for by an employee cannot be altered at the option of the sanctioning authority.

  
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### 1. CASUAL LEAVE

- A. Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not interrupted. The maximum numbers of casual leaves in a calendar year are 12.
- B. Sundays and ot holidays may be prefixed, Inter-fixed and suffixed with the casual leaves.her
- C. Casual leave cannot be combined with any other kind of leave.

### 2. SPECIAL CASUAL LEAVE

- A. Paid Marriage Leave of Six day can be Availed by an employee, only if the leave application is supported by wedding Invitation.
- B. Employees pursuing Higher studies (M.Tech / Ph.D) will be benefited with 10 academic leaves per annum for attending course work sessions, related exams etc. subject to submission of relevant documentary evidence.

### 3. COMPENSATORY CASUAL LEAVE

- A. Compensatory Casual Leave may be granted to the employees in lieu of working on closed day(s) and can be availed within 30 days of working.

### 4. MEDICAL/SICK LEAVE

- A. Six days special leave can be granted / availed in case of accident, hospitalization or getting operated due to serious illness of employee.
- B. This leave can be availed only on medical grounds i.e. hospitalization or serious



ESTD : 2001

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illness for more than three days.

- C. Proper documentary evidence is required to avail this leave.
- D. Sickness of general short-time duration (not more than 3 days) is expected to be covered under CL/EL.
- E. This leave can be combined with CL/EL for hospitalization or serious illness.

### 5. DUTY LEAVE (ON DUTY)

- I. Granting special (OD) leaves for valuation of exam answer scripts at JNTUH spot valuation centre.
- II. On duty may also be granted to visit faculty programs, observer duty etc. on the behest of the management of the institution.
- III. Where the staff is proceeding on a training program duly sponsored by the institution, the entire period will be treated as on duty and he/she will be eligible for the pay and perquisites though he is not working in the college during such period.
- IV. On duty may also be granted to the staff members who are pursuing their higher studies at the maximum limit of 6 days in a calendar year for their examinations. They should submit a proof of examination for applying OD along with their application.

### 6. MATERNITY LEAVE/ PATERNITY LEAVE

- I. Women employees of MIST except those on casual basis may be granted maternity leave for a period of 3 months. Leave application is to be supported by a certificate of a qualified doctor (M.B.B.S./ M.D.).
- II. Maternity leave will not be debited to any other kind of leave.



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- III. Maternity leave may be combined with other kinds of leave except casual leave, but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate from a qualified doctor (MBBS./ M.D.).
- IV. The payment of maternity leave will only be released when the women employee re-joins on duty after availing the maternity leave.
- V. Maternity leave is to be granted to an employee provided she gives a certificate that she has less than two surviving children.
- VI. Maternity leave must be applied at least 3 months in advance.

### 7. SUMMER VACATION:

- I. A circular on Summer Vacation and its terms and condition shall be released every year for the Faculties/Staff of MIST. The vacation for such staff member may be applied well in advance to their respective Authorities with the consent of Director/Principal.
- II. In case of extension of leave, Summer Vacation may be clubbed only with EL which shall be intimated to the concerned authority well in advance.
- III. Employees who are eligible for additional vacation who travels to the distance above 1000 kms, the travel tickets of the same is to be submitted accordingly.

  
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### CUG SIM CARD POLICY:

MIST provides mobile usage allowances to those employees who are required to be in regular contact with the parents of students / staff / external agencies connected to the institutional requirements all the time. All employees are required to be professional and conscientious at all times when using institution phones.

The SIM Card (CUG) is provided to the employees as per the cadre.

Category	Ceiling Limit
HOD and Above	Rs.500/- & Above / Actuals as per their roles
Assistant Manger to General Manager	Rs.300/- to Rs.500/- as per their roles
OAs and AOs	Rs.250/- to Rs.300/- as per their roles

The respective employees should understand that the SIM Cards are issued for institution usage only. Employees are expected to make every effort to not exceed the contracted allowed minutes.

In view of poor economic status, all class IV employees were facilitated with mobile Phones by the Management.





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### **HEALTH CHECKUP POLICY:**

MIST aims to help employees to undergo a comprehensive health checkup every quarter and to foster preventive measures wherever required and to ensure physical and mental fitness in carrying out their roles effectively.

This policy applies to all the staff members who are experiencing any health issues during their employment. This periodical health check up will help them to manage their health. Sometimes, occupational health hazards are also diagnosed and treated through this.

  
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### **RELIEVING/RESIGNATION/TERMINATION:**

- I. Resignation will not be accepted during the academic session. It may be submitted on the last working day of the academic year i.e. 31<sup>st</sup> March except exceptional cases.
- II. Staff member recruited will be on probation for a period of one year. During this period if a staff member wants to resign or the authorities like to terminate his/her services, one month notice should be given from either side.
- III. Probation period is deemed to be over after the period of one year, unless otherwise extended or reduced by the management. After the probation period, if any faculty wants to resign three months notice should be given from either side or equivalent salary should be paid in lieu of notice period.
- IV. The Management reserves the right to waive-off / reduce the notice period.

  
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### **TRANSPORT FACILITY**

The institute buses are running on “No Profit No Loss” basis. For the smooth running of buses, please follow the instructions:-

- I. Free Transport for all Staff and faculty
- II. All faculty and staff should reach the designated boarding point before 5 minutes of the scheduled time to board the bus to avoid inconvenience to self and others.
- III. All faculty and staff should board / drop the bus at designated boarding/dropping points only.

  
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### **DOs & DON'Ts FOR FACULTY**

Some of the DO's and DON'Ts for faculty members are enumerated below. These are to be strictly followed for achieving academic excellence.

#### **DO'S**

- Be at College before 09:15 AM. Sign attendance register by 09:20 AM.
- Strictly obey the instructions and circular issued by the institution's from time to time.
- Be in time for all classes and leave classes exactly in time after completion of session.
- Take attendance at start of class.
- Insist on timely submission and accuracy of lab records.
- Timely submission of all tasks allotted and proper feedback.
- Be ethical, thorough professional and a good teammember.
- Academic excellence through continued self education (M.Tech & Ph.D)
- Contribute in academic and administrative activities.

#### **DONT's**

- Don't avail leave without prior sanction (In emergency only, inform HoD timely).
- Don't absent from Lab or classes on any pretext.
- Don't avoid feedback.
- Don't get into altercation with seniors and students.
- Don't give lame excuses for not doing a job in time.
- Avoid Grape Wine Communication, discuss technology instead.
- Don't spread rumors or accept them.
- Don't be disgruntled.
- Avoid unethical exit.