

Service Rules

Introduction

These rules are referred to as OGI Employees Service Rules and shall come into force with effect from 1-6-2018

Unless otherwise specifically mentioned, these rules shall apply to all the employees of OGI. It shall include all the employees who are on the Pay rolls of OGI as well as those who may have been appointed on Contract basis. This will include Teaching, Non Teaching, Technical and Administrative employees of OGI

Governing Norms – General

Working Days and Timings

*The institutions function from Monday to Saturday. The staffs have to report for duty at 8.30 AM on all working days and should remain in the Institution till 4.30PM on all days.

*First Saturday of the month is a holiday

*The class timings are from 9.00 AM. Lunch break of one hour can be availed between 12.30 to 2.00PM. A staff member shall not leave the work place earlier than the prescribed working hours.

*If for any unavoidable reason, one has to leave the work place earlier, prior permission should be obtained from the concerned HOD/Director

*The holidays for important festivals / National Holidays etc will be notified in advance by the office of HR. Only such of those days notified as Holidays shall be availed by the Staff

Maintenance of Attendance Register

All the Faculty / Staff members should sign in the attendance Register, before 8.45 AM on all working days of OGI. All non teaching staff should also sign in the attendance register before the reporting time on all working days. Not signing in the attendance Register shall be treated as absence

Late Attendance with Permission

Normally permission for coming late is allowed provided prior permission is taken from the appropriate authorities of OGI. The request for permission in writing shall be submitted to Head of the Department / Director on the previous day itself and shall be availed only after getting prior approval from the cited authorities. In these cases, while closing the attendance, office shall mark 'P' against the name of the staff member. When the staff member reports for duty, the member shall sign in the late attendance register kept in the office mentioning the time of signing the attendance. The individual will also indicate whether prior permission has been obtained from the appropriate higher authorities. However, the veracity of such a claim will be verified by the office.

The permission shall not be granted as a matter of routine. Only in exceptional cases permission will be given

Late Attendance without Permission

The staff members are required to be prompt in reporting for work. Only those who are held up due to unforeseen circumstances will be allowed to sign the late Attendance Register till 9-00 AM. Reporting thirty minutes later than the scheduled time will be treated as leave for that day.

Regulations of Late Attendance

- a) Three days late with permission per month - Half a Day Leave
- b) Three days late without permission per month – Three days Leave

If any member is found to be late frequently, besides regulating the period as leave, disciplinary action will be also initiated.

In order to maintain the discipline and promptness in attending the OGI's work, all the staff members are requested to cooperate with the Authorities and Management of OGI by following the rules in full spirit and dedication.

Appointments

*The Selection Committee will be constituted for each post as per regulations

*No person will be appointed in OGI unless he/she possess the minimum required qualifications and experience as notified for each post as per relevant regulations or in the advertisement

*The vacant posts will be advertised / published in National News Papers and the applications will be invited from the candidates as per instructions notified for each post by a specific date.

*OGI will scrutinize the applications of the candidates for various posts according to the eligibility criterion and prepare a consolidated summary showing the details of the qualifications, experience, publications and research work of the candidate for placing it before the Selection Committee

*Each eligible/shortlisted candidate will be called for interview before the Selection Committee on a specified date after giving a proper notice to the candidate called for interview

*The selection Committee will examine the candidate's performance in the interview based on his/her qualifications, experience, research work, publications or any other parameters as applicable and set by the committee. The Selection Committee will recommend the names of the suitable candidates in order of preference and considering their suitability for the post.

*If necessary, a waiting list may also be prepared of prospective candidates by the Selection Committee. The recommendations of the Committee will be kept in a sealed envelope and will be submitted for approval by Chairman and subsequent ratification by BOG

Composition of the Selection Committee

Asst Professor

Director + HOD +1 Subject Expert from OCT

Deans/Professors

Director + Deans + 1 Subject Expert from RGPV/DTE

Recruitment process aimed specifically at the selection of female faculty or those belonging to reserved category, shall have an expert belonging to reserved category or a female as member of the selection committee

General Conditions of Appointment

- The selected candidate will be required to report to the authority/officer as mentioned in the appointment letter and will be required to perform all duties as decided and entrusted to him/her
- The employees may be required to be transferred from one institution to the other running under the control of the same Society

- The employees will maintain absolute integrity and confidentiality of information about their job
- The employees will be responsible for assisting in the development of the concerned department/institution
- Each employee is expected to assist in solving administrative problems, maintain discipline and to encourage the students in all academic matters as well as other extracurricular activities
- The employees will have to devote entire time of their work
- The employees will be governed by the rules and regulations of OGI
- The employees will draw salary in accordance with the terms and conditions of the appointment

Joining

The appointing authority will permit the candidate selected for appointment to resume duties after completion of the required joining formalities

Every staff member, while joining OGI shall

- 1) Submit the following to Admin Officer
 - (a) Joining Report
 - (b) Photo copy of His / Her Degree Certificates, Experience Certificates etc.
 - (c) Passport size Photographs (for His / Her Personal File) and
 - (d) One Stamp Size Photograph (for ID card)

The staff member shall furnish his / her temporary / permanent address along with the contact phone number, if any, to the administrative office. As and when there is any change in the address / contact phone number the same has to be notified to the office immediately.

Probation

Normally no person in OGI service shall be eligible for appointment as a permanent employee of OGI service without being on probation for a period of 12 months as stipulated by the authorities

In case of employees who have put in more than three years continuous service in any Institution, approved by RGPV/AICTE, the probation period shall be suitably reduced

In the cases of appointments for non teaching positions, the experience of the employees in State or Central Government or Statutory Corporations also shall be taken into consideration while deciding about their probation period

The probation period may be changed as per the discretion of the competent authorities in special circumstances of the individual case

Date of Commencement of Probation of Employees first Appointed Temporarily

If a person having been appointed temporarily to a post is subsequently appointed on probation against a permanent post in the same cadre, he/she shall commence his/her probation from the date of such subsequent appointment or from such earlier date as the appointing authority may determine

Unsatisfactory Performance during Probation

If at any time during or at the end of probation period, it is reported by the competent authority that the performance of an employee has not been satisfactory, the Appointing authority may

- a) Extend his/her period of probation period by a specified period not exceeding one year or

- b) In the case of a person appointed by promotion revert him/her to the post held by him/her prior to promotion or
- c) In the case of a person appointed by direct recruitment, terminate his/her service under OGI rules without any notice
- A person whose probation period is extended shall be informed of the reasons for the same but he/she shall have no right of appeal against it
- If a person whose probation period has been extended still fails to perform his/her duties satisfactorily and / or to fulfill the prescribed conditions, he/she will be liable to be discharged from such post in the same manner as a probationer or reverted to a lower post if any to which he/she may be entitled
- Notwithstanding the provisions of sub rule (a) above, if a probationer is placed under suspension or disciplinary proceedings are contemplated or started against him/her, the period of his/her probation may be extended till such time as the Appointing Authority thinks fit under the circumstances
- A probationer reverted or removed from service during or at the end of the period of probation under the above rules shall not be entitled for any compensation

Confirmation

A probationer shall be confirmed in his/her appointment on satisfactory completion of the period of his/her probation and fulfilling other requirements, i.e., a good feedback or passing of a Test laid down for confirmation etc, (if any). The confidential recommendation of the reporting and reviewing officers shall be reviewed by the Chairman for the closure of the probation. Chairman shall decide the extension of probation or the termination of the service as the case may be

Promotion

- An employee of OGI may be promoted to a higher post in substantive / temporary / officiating capacity by the appointing authority if he/she fulfills the eligibility criterion of the regulating authorities like RGPV/AICTE, required for that post and is found suitable by the higher authorities based on seniority, suitability and performance / feedback of the employees concerned
- The promotion may also be made either temporarily for a limited period against leave vacancy or on contract basis as the case may be
- The work and conduct of a promoted employee will be assessed by the higher authorities and if it is found later on that he/she does not deserve promotion, the appointing authority may revert him/her to the original post. However it will be done only after issuing such employee a show cause notice and providing him/her an opportunity to defend his/her case in person before the appointing authority or a committee appointed by it
- A promoted employee shall draw the salary in accordance with the rules of fixation of salary on promotion
- A promoted employee does not have any right to work on a promoted post if the appointing authority issues orders otherwise

Age of Superannuation

The age of superannuation shall be 65 years for faculty and for other staff, it shall be 62 years.

Increments

Increments and other performance based incentives will be at the discretion of BOG of OGI

as per the broad provisions of Performance Based Appraisal System (PABS) of OGI
However the following guidelines shall count for increments in a time scale

All duty whether temporary and / or on probation in a post on a time scale counts for increments in that time scale

Service in another post, whether in a substantive or officiating capacity, service on deputation and leave other than extra ordinary leave, count for increments in the time scale. However if the extra ordinary leave is taken on account of illness or for any other cause beyond the control of OGI employee or when taken by a permanent employee of OGI for the purpose of study with a view to improve his/her professional qualification and knowledge, he/she may be considered for increment upon producing satisfactory evidence towards the same

Benefits Extended to the Staff Members

Salary

Monthly salary will be paid as per OGI norms

Suitable Dearness Allowance (DA) and House Rent Allowance (HRA) will be paid to staff members who are on time scale of pay. The DA will be revised whenever announced by the Management. Annual increments will be sanctioned to all staff members upon reviewing their performance.

Disbursement of Salary

Salary of each staff member will be directly deposited in the Staff member's account in Oriental Bank branch. Staff members should give his/her account number to the Accounts Officer. Income tax, if any, will be deducted from the salary and remitted to the Government.

Medical Facilities

OGI has arrangements with specific medical environments, within the campus reach, round the clock to address the medical emergencies

Other facilities

Bank with ATM facilities, Courier Services, Stationery shop and other facilities for daily need are within the reasonable reach from the Campus.

Promotion Rules

Eligibility norms for promotion to higher scale / category of post are shown below

A staff member is required to inform the Director / Chairman through HOD's about his / her acquiring higher qualification, as it may be useful for his / her promotion. While informing the Director/ Chairman, the individual should also submit a copy or provisional or degree certificate or any other relevant document.

While considering for promotion, the eligibility and the performance of a staff member will be taken into account. The decision of the Management is final.

Performance Appraisal of Teaching Staff

The Appraisal of teaching staff is based on the following score points

	POINTS
a) Based on the Results of the Students	30
b) Based on the Feedback of the Students	20
c) Based on Self-Appraisal	10
d) Based on the Appraisal by the HOD	10
e) Based on the Peer Group	10
f) Based on the Academic Performance	20

TOTAL	100

Rules Governing Resignation / Termination

- *If any staff member wants to resign from the job, the concerned staff member shall give a minimum of 30 days advance notice about his/her intention to leave the job to the HOD / Director through HOD in writing.
- *In case the faculty is unable to give 30 days' notice to OGI, prior to his / her resignation, he / she should surrender 1 month salary in lieu of the same. The accumulated Leave at the credit of the staff member will not be adjusted towards the notice period.
- *If the Management wants to terminate the services of a staff member, 30 days notice or one month salary shall be given to him / her by the Management.
- *While getting relieved, files, materials, documents etc. entrusted to him / her, shall be handed over to the person nominated by the HOD / Director with proper acknowledgement.
- *The staff members can apply for his / her financial dues and the relieving order from OGI only after the production of “**No Dues Certificate**” in the prescribed form along with a copy of the handing over charge record.
- *If a staff member desires to pursue higher studies, the “No dues Certificate” shall be obtained from the Director in advance by applying for the same through proper Channel.
- *In the case of an employee of OGI on leave, the notice prior to resignation shall not be brought into operation until the leave period expires
- *In case a faculty member tenders his/her resignation before completion of a particular semester, it shall be the discretion of the Management to accept the resignation and relieve the faculty member after the completion of the academic work of a particular semester. In such a case the Management shall have the right to relieve a particular faculty, keeping in view the needs of OGI
- *In case the services of an employee is terminated on grounds of inefficiency, misconduct, ill health, false information and misrepresentation of facts, no notice will be served or salary in lieu thereof shall be paid by OGI
- *The services of an employee may be dispensed with on completion of the period of contract without assigning any notice or reasons thereof
- *The appointing authority shall be the competent authority to accept the resignation / termination of the services for the above, as the case may be
- *In special circumstances and in individual cases which are not covered here, the decision of the BOG of OGI is final and binding on the employee

Retirement / Terminal Benefits for an Employee

- *Age of superannuation is 62 years for all employees - both teaching and non teaching
- *Faculty with PhD degree and actively engaged in research, consultancy and other academic development activities the age of retirement can be extended up to 65 years subject to the approval of BOG
- *If any faculty without PhD who is exceptionally capable in administration, teaching, content development and other academic oriented activities, he/she can be reappointed with a fixed salary on contract basis. This position is renewable once in a year up to a maximum age of 65 years
- *If any PhD faculty is exceptionally good in research, consultancy and academic administration and also is a visionary leader, they can be considered for reappointment to function at the level of Dean / Professor Emeritus / Chair Professor with a financial return as approved by BOG. This appointment can be extended on contract basis renewable once in two years up to the maximum age of 70 years
- *Financial returns at the time of retirement on reaching the age of superannuation shall be Proceeds of PF, if any and a memento with an appreciation letter in the form of citation
- *For employees who leave OGI before the age of superannuation but would have completed

5 years continuous service excluding probation period, the financial returns shall be proceeds of PF if any and a memento with an appreciation letter

*For an employee who has served for a minimum of 5 years of continuous service in OGI excluding the period of probation but removed from the service for unsatisfactory performance the financial returns will be proceeds of PF if any

*For an employee who has served for a minimum of 5 years of continuous service in OGI excluding the period of probation but removed from the service on disciplinary grounds, the financial returns will be proceeds of PF if any

*All re appointments, extension of service, removal / retrenchment of services of all cadres shall be as per the decision of Chairman/BOG of OGI

Suspension

An employee of OGI may be placed under suspension by the Appointing Authority based on the following

*In case of criminal prosecution, an employee shall be suspended of the charge against him/her is such that on being found guilty of it, he/she is likely to be sentenced to a term of imprisonment or on which he/she would be dismissed or removed from service in a departmental enquiry or if he/she has been refused bail by the court and committed to prison

*In case of gross misconduct, bribery or corruption, the question of suspension shall be considered with reference to the prima facie evidence available

*In all cases where there are reasons to believe that the OGI employee if allowed to continue in active service, might attempt to tamper with evidence, he/she shall be required to proceed on such leave as may be due and admissible to him/her or if there is no leave at his/her credit or if he/she refuses to proceed on leave, he/she may be suspended

*The amount of subsistence allowance per month shall in each case be decided by the authority ordering the suspension but in no case such allowances should exceed half of the monthly pay of the employee at the time of suspension

*An employee of OGI shall be deemed to have been placed under suspension by an order of appointing authority

- With effect from the date of his/her detention, if he/she is detained in custody whether on a criminal charge or otherwise for a period exceeding 48 hours
- With effect from the date of his/her conviction if in the event of a conviction for an offence, he/she is sentenced to a term of imprisonment exceeding 48 hours

Disciplinary Proceedings

A detailed procedure will be followed in dealing with disciplinary action on any employee.

The concerned employee will be informed in writing by the HOD / Director with regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he or she may wish to make it in person orally or in writing.

Such representations, if any, are taken into consideration by the authority competent to impose penalty.

Disciplinary Punishments and Appeals

The following penalties may, for sufficient reason be imposed upon the employees of OGI namely;

- Censure
- Fine
- Withholding of Increments / Promotions

- Reverting to a lower grade or a lower post in the time scale
- Recovery from any of the whole or part of any pecuniary loss caused to OGI by negligence or breach of orders.
- Suspension
- Compulsory retirement
- Removal from the service
- Dismissal from the service.

Authorities Who Impose Penalties and the Appellate Authority

Penalties/ Punishments	Authority who impose Fine / Punishment			
	Teaching/ Executive	Non Teaching	Below Rank of LDC	Appellate Authority
Censure	HOD	Director	Director	Chairman
Fine	Director	Director	Director	Chairman
Withholding Increment	Chairman	Chairman	Chairman	Chairman
Withholding Promotion	Chairman	Chairman	Chairman	Chairman
Removal from Service	Chairman	Chairman	Chairman	Chairman
Suspension	Chairman	Chairman	Chairman	Chairman
Dismissal	Chairman	Chairman	Chairman	Chairman

Whenever it is proposed to impose, on an employee, any of the penalties specified, he or she would be given opportunities to make his / her representations and those representations shall be taken into consideration before imposing penalty by an office order issued by Chairman of OGI. A show cause notice may be given before any penalty is imposed

No employee of OGI shall be dismissed or removed or compulsorily asked to retire or the age of retirement is reduced except after an enquiry in which he / she has been informed of the charges against him/her and he/she is given a reasonable opportunity of being heard in respect of these charges and the penalties/punishments are imposed only on the basis of the evidence during such an enquiry

The enquiry shall be made by the Disciplinary Committees constituted for the purpose. Chairman shall constitute the board.

Every employee of OGI shall be entitled to appeal once with respect to order imposing on him / her any of the penalties specified by the Appellate Authority. In case of appeal, the decision of Appellate authority is final.

Issue of Service Certificate

A service certificate shall be issued on request from a staff, at the time of discharge or termination of service, resignation or retirement from OGI.

Seniority

Seniority shall be determined by the merit order assigned by the Management.

Record of Age / Date of Birth

Every staff shall declare on his / her first appointment, in OGI, or on being required to do so by the Management at any time, his / her date of birth according to Christian era and produce confirmatory documentary evidence thereof. Examples are School Leaving Certificate or

birth Certificate by the Municipality and in the absence thereof, such evidence, as may be acceptable to the Management.

Conduct Rules for Teaching & Non Teaching Staff Members

- The staff members shall not engage themselves either directly or indirectly in conduct of any business, trade, running of educational institutions, engaging in private tuition, part time job in any other Institutions / Organizations either Private or Government.
- The staff members shall not involve themselves in activities not related to their work during working hours of OGI and this has to be avoided at all costs.
- The faculty members shall not engage in private tuition. In exceptional cases, the prior permission of Chairman should be obtained.
- Staff members are strongly encouraged to take up consultancy projects. However permission of the Management should be obtained for the same.
- The staff members are prohibited from accepting valuable gifts in any form from the students / parents / companies having business transaction with OGI.
- The salary / perks received from OGI shall be treated as confidential.
- The staff members shall not interfere in any matter not connected to their job requirement while employed with OGI.
- The details of student feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.

Leave Rules – Teaching & Non Teaching Staff

Application

These rules are applicable to all the employees on the pay rolls of OGI. These rules do not apply to the employees of OGI who are on the pay rolls of the Contractors or Agencies, authorized to carry out specific tasks in the Campus by the Management of OGI. These rules are also not applicable to visiting / guest faculty who shall be visiting the Institute as experts on non regular basis.

General Conditions for the Grant of Leave

- Leave is only a privilege and cannot be claimed as a right
- Grant of leave is not a matter of routine. Grant of leave is subject to exigencies of service. It may be Curtailed / refused / withheld / postponed if the leave sanctioning authority is satisfied that recourse to such an action is justified in the interests of the Department / Institutions
- All kinds of leave are to be availed with prior sanction only; exceptions are described in the Leave Rule Policies framed by OGI.
- In case of any doubt or ambiguity, the clarification / decision given by the leave sanctioning authority is final and there can be no further appeal in the matter.
- These rules come into effect from 1-1-2019 as stated elsewhere and the leave entitlements of the employees who were in service on that day and continuing to be in service of OGI will be computed with effect from that day
- Past cases of entitlements will be reviewed on case to case basis
- Leave Applications are not to be forwarded to the leave sanctioning authority directly. They are to be forwarded through the respective Heads of Departments /institutions who would endorse their recommendations on the leave application before they are forwarded to the leave sanctioning authority. The Teaching Staff have to entrust their teaching load or other assignment to his / her colleagues before applying for leave and

such alternative arrangements made by them should be indicated in the leave application duly approved by the recommending authority. The person who has been assigned the alternative arrangement should also indicate acceptance to the alternative arrangements so made.

- As a rule, no leave is to be combined with the vacation (either summer or the winter vacations). In order to be eligible to draw the vacation salary all employees have to be present on the first working day after the vacation. Authorities should be satisfied about the genuineness of the reasons for the absence on the first working day mentioned above for condonation and payment of vacation salary.

I Casual Leave

- All faculty and Staff of the Institute are eligible to avail 12 days Casual Leave, herein after referred to as CL in an academic year.
- The Leave period starts from 1st Jun of every year and ends on 31st of May of the next year
- They can take a maximum of 3 days CL at a time
- Intervening Sunday and other holidays are not included while sanctioning the CL
- Unused CL in an academic year [item(1) of this note] are not allowed to carry forward to the next academic year
- There is no encashment allowed for unused CL in an academic year
- Faculty has to mandatorily make the alternative class arrangement before availing the CL. Leave applications without alternative arrangements will not be entertained.
- Non teaching technical and administrative Staff also should make alternative arrangements so that the work will not suffer in their absence.
- CL should be applied in advance. The exceptions to this condition are medical and immediate family exigencies and emergencies.
- Freshly joined faculty / staff, till such time they complete their probation are entitled for one day CL, upon the completion of one month service i.e., they are eligible for one day CL after the first month, 2 days after two months and so on, but conforming to the earlier conditions.
- Faculty and Staff are requested to avoid taking CL for long duration(Three days at a time) especially during the academic session since making the alternative arrangements in such a situation are difficult
- Authorities of the Institute have the right to call back any faculty/Staff who is on CL, if there is an emergency in the Institute.
- CL can be clubbed with OOD leave and this is as per the discretion of higher authorities of the institute.

II On Official Duty (OOD) Leave

- Faculty and Staff, desirous of availing OOD should furnish appropriate proof supporting their request if it is of personal nature; say for attending conferences, for presenting papers and so on based on personal invitations.
- If faculty or staff is required to perform certain tasks relating to the institute, higher authorities shall sanction OOD.
- If the assigned tasks are expected to be completed during regular timings of the institute, faculty and staff can record their movements in the movement register and their absence shall be regularised.
- If the situation is such that some specific tasks which could be completed by the faculty/Staff either before coming to the institute in the morning or by going early in the

afternoon/evening – basically related to logistics and time optimisation, the late coming or early going shall be treated as absence with permission and their absence shall be regularised provided they have permission to do so by their higher authorities and which is also reflected in the movement register

- Faculty/Staff wanting to avail OOD shall duly fill in the form available for the purpose and attach it with necessary supporting documents before submitting to their respective HOD before getting it sanctioned by the authorities of the Institute. The hierarchy for doing so is Faculty/Staff – HOD – Director
- Chairman/CEO is the sanctioning authority for OOD of senior officials of the Institute.
- Faculty/Staff are clearly advised to avail the OOD after getting it sanctioned. They are strictly advised not to avail the OOD upon attending/addressing the activities as far as possible.
- Faculty/Staff availing the OOD should make alternate arrangements, if it is during the course of the Semester and it is limited to two requests per semester.
- OOD for Staff is need based and the decision of the authorities of Institute is final in the matter.
- Maximum of three days OOD can be availed by the Faculty at a time which limit can be altered / changed by the discretion of the authorities.

Guidelines for Sanctioning of OOD Leave to Faculty and Staff of OGI

- Faculty and Staff desirous of availing OOD should furnish appropriate proof supporting their request if it is of personal nature say for attending conferences, for presenting papers and so on based on personal invitations.
- If Faculty or staff are required to perform certain tasks benefiting OGI, higher authorities shall sanction OOD
- If the assigned tasks are expected to be completed during regular timings of OGI, faculty and staff can record their movements in the movement register and their absence shall be regularized.
- If the situation is such that some specific tasks which could be completed by the faculty/Staff either before coming to OGI in the morning or by going early in the afternoon/evening – basically related to logistics and time optimization, the late coming or early going shall be treated as absence with permission and their absence shall be regularized provided they have permission to do so by their higher authorities and also reflected in the movement register
- Faculty/Staff wanting to avail OOD shall duly fill in the form available for the purpose and attaching it with necessary supporting documents permitted by their respective HOD before getting it sanctioned by the authorities of OGI. The hierarchy for doing so is Faculty/Staff – HOD – Director – CEO-Chairman
- CEO/Chairman is the sanctioning authority for senior officials of OGI.
- Faculty/Staff are clearly advised to avail the OOD after getting it sanctioned. They are strictly advised not to avail the OOD upon attending/addressing the activities which have a relevance to OGI
- Faculty/Staff availing the OOD should make alternate arrangements while availing it, if it is during the course of the Semester and it is limited two requests per semester.
- OOD for Staff is need based and the decision of the authorities of OGI is final in the matter

- Maximum of Three days OOD can be availed by the Faculty at a time which limit can be altered / changed by the discretion of the authorities.
- The guidelines suggested here are dynamic in nature, subject to changes depending on the exigencies favouring the prospects of OGI and changes shall be incorporated as and when required and the decision of the Management is final

III Special Casual Leave

- Special casual leave, not exceeding 10 days in an academic year, shall be granted to a faculty to address the following:
 - a) To conduct examination at an University/public Service Commission/Board or other similar bodies/institutions
 - b) To inspect academic institutions attached to a statutory board etc.
 - c) To address any tasks assigned by the authorities of the Institution.
- In computing the 10 days leave admissible, the days of actual journey, if any, to and from the places where activities specified as above take place, will be exempted.
- Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except causal leave. It may be granted in combination with holidays or vacation by the sanctioning authority at his/her discretion.

IV Compensatory Leave

- Faculty and staff working on Sundays, holidays of the institute, to carry out and / or complete specific tasks of the institute as per the instructions of his / her authority are entitled to avail compensatory leave.
- Compensatory leave has to be availed within 60 days of its entitlement.
- Compensatory leave cannot be accumulated, carried forward to next academic year and is also not encashable.
- Compensatory leave cannot be clubbed with any other types of leave defined in this document.

V Maternity Leave

Female faculty and staff employed with the institute are extended with the benefit of maternity leave. The following guidelines and conditions are applicable while granting the maternity leave.

- Female faculty and staff would be granted the maternity leave for a maximum of 90 days.
- The maternity leave claim should be supported by authorized and valid certificate and documents issued by a registered medical practitioner.
- They would be paid half the salary of their regular salary drawn by them before availing the maternity leave during the period of Maternity Leave.
- Maternity leave is allowed to be combined with only vacation, in case if it is declared in that particular semester.
- Maternity leave shall not be sanctioned to those female faculty and staff who already have two children.
- Discretion of the Management is final in sanctioning the maternity leave and it is binding on the part of employees.

VI Half Pay Leave

Faculty and staff who have completed more than 15 years of continuous service with the institute are eligible to avail this leave. Following are the guidelines for sanctioning Half Pay Leave.

- Half Pay Leave, limited to a maximum duration of 10 days for every completed year of service for an employee who has completed more than 15 years of continuous service with the institute are eligible to avail this leave.
- This leave can be availed upon meeting the criterion in item (1) by furnishing some kind of supporting document for getting sanctioned the leave.
- Continuous service means, an employee serving the institute without a break excepting specific types of authorized absence treated as leave.
- Half Pay Leave is not a matter of right or privilege and can be sanctioned only at the discretion of the authorities.
- The decision of the authorities are non contestable.

VII Study Leave

- Study Leave may be granted for the entry level appointees such as Assistant Professor/Assistant Librarian/ Assistant Director of Physical Education and Sports and who have completed a minimum of three years of continuous service, to pursue a special line of study or research directly related to his / her work in the Institute or to make a special study of the various aspects of institute/organization and methods of education.
- With respect to granting study leave with pay for acquiring Ph.D in a relevant discipline while in service, the number of years to be put in after entry would be decided by the authorities on case to case basis., keeping in mind the availability of vacant positions for teachers and others cadres in the institution, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.
- The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department, provided that the management may, in special circumstances, waive the condition of two years service being continuous.

VIII Vacation

Institute conducts its academic programs on semester basis. There would be holidays for students upon completing their end semester examinations and no academic activities in the form of teaching learning process take place during this short interval of time. Faculty and staff of the institute are entitled to use this period for being away from work and this is termed as Semester Vacation. Quantum of vacation leave is dynamic in nature and shall be decided on semester to semester basis by the authorities of the institute. Vacation is not mandatory in nature and it is being noticed and sanctioned by the authorities at their discretion. The following are the guidelines for availing Vacation..

- Notifying and sanctioning vacation is not mandatory and shall be declared by the discretionary powers of the authorities.
- One week each at the end of an odd or an even semester shall be the vacation period, if it is declared.
- Quantum of leave in a maximum of 7 days vacation shall be based on the service period of the faculty/staff in the institute and also at the discretion of the authorities.

- Faculty/staff who are sanctioned vacation are expected to complete all their pending tasks of that semester including examination valuation work, if any.
- Institute has the right to call back any faculty/staff on vacation to address the exigencies of the institute, decided by the authorities.
- Vacation can neither be accumulated nor combined with any other leave – which case can be altered appropriately by the authorities by the institute that too on case to case basis and does not carry any precedence.
- Faculty/staff availing vacation have to be present in the institution on the last day before going on vacation as well as on the first day after vacation unless permitted by the authorities to address any emergencies, to be eligible to draw the salary for that month.
- Minimum number of faculty who are permitted to avail the vacation at a time shall be decided by the HOD's in consultation with their colleague faculty.
- The decision of the authorities of the institute is final with respect to vacation and it is not contestable.

Guidelines for Sponsoring Faculty and Staff to Co-Curricular Activities

- Only one author of a research paper, accepted for presentation / publication in a professional program shall be extended with full financial assistance which includes registration, TA and DA. In order to avail this benefit, the beneficiary author's affiliation should be with OGI.
- Maximum number of sponsorships is limited to 4 per year i.e., one International conference and three National conferences.
- Full financial assistance, limited to a maximum of two per year is also extended to faculty for participating in activities which are held in India and scheduled during vacation period of OGI.
- Faculty desirous of attending participating in more than two such activities in a year are eligible only for the prescribed registration fee of the activity, ascertained from the publicity material of that activity and also on the recommendations of HOD and discretion of the authorities of the Institute.
- Faculty and staff, who want to attend / participate in a professional activity, held in our country without any contribution, are requested to be cautious in the selection of such activities. HOD has to duly ascertain the importance of participation in such an activity before recommending his/her request.
- Non-teaching technical and non-technical staff shall also be sponsored for activities related to their spheres of activities in the institute and are limited to two per year. Preference shall be given to those relevant activities scheduled during vacation period of the institute. Staff, who wants to avail this benefit should have to necessarily complete all their assigned tasks besides designating appropriate colleagues to handle the routine activities in their absence. They are also expected not to lock their almirahs and cupboards containing important files related to addressing the routine activities of the department / institute.
- Financial support for faculty / staff for participation in such activities in a year should not exceed 20% of their annual gross salary or Rs. 1,00,000/- whichever is less in case of senior faculty. It is 10% of the annual gross salary or Rs. 50,000/- whichever is less in case of others.
- These policies are dynamic in nature and are subject to change at a short notice.
- Management decisions in faculty selection for such activities, sponsorship are final and binding on every employee of the institute.
- Faculty participating in such activities is extended with duty leave as defined earlier in this document.