

**BHARATI VIDYAPEETH DEEMED UNIVERSITY
DENTAL COLLEGE & HOSPITAL, PUNE**

Date: 14th May 2021

NOTICE (Reminder)

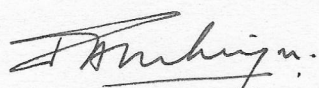
To

All Teaching Faculty

Certain guidelines have been drafted with regard to Leaves and Vacations for the smooth functioning of the departments and the administrative office. All teaching faculty are requested to abide by these guidelines. I am confident that the teaching faculty will support the initiative to ensure unhindered clinical, administrative and academic activities of the institute.

Guidelines regarding leaves and vacations for Teaching Faculty

	Type of Leave	Guidelines
1	Casual leave:	Leave application to be submitted one day prior to availing leave. In case of Emergency, Casual Leave will be permitted without a written application but with prior telephonic intimation to the HoD/Incharge and Principal.
2	Earned leave:	Leave application to be submitted a minimum of 7 days prior to leave. (Minimum 2 days of leave at any given application).
3	Medical leave:	Written application along with unfit certificate from doctor to be submitted when on leave. A facsimile (fax) or scanned copy by email is permitted. On joining Medical Leave Form with Fitness certificate to be submitted. (Minimum 1day of leave at any given application).
4	Duty leave:	Application to be submitted a minimum of 7 days before going on Duty Leave. Application must be accompanied by Photostat (Xerox) copies of the 'duty' being performed as well as Brochure& Registration Receipt when going for Conferences etc. After resuming duties attendance certificate should be submitted. Exceptions for the submission of application will be made in cases where the Teaching Faculty is being sent as an Inspector by the Dental Council of India or has been appointed as a substitute Examiner for UG or PG examinations. They will be permitted to submit the form 2 days prior to departure.
5	Vacation:	No leaves are permitted in continuation with vacation period. All teaching faculty must be present on Common Working Day. No leaves are permitted during the working half.


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Pune-Satara Road, Pune-411043.

6	Compensatory	<p>To be considered in most extraordinary circumstances.</p> <p>Will be based on excess working hours and at the discretion of the Principal.</p> <p>Approval signatures of the Head of Department and Principal must be obtained before submission to Office.</p> <p>Must be taken within 7 days of performance of excess working hours/days.</p>
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Instructions to HoDs / Incharges are instructed to ensure the following:

No more than 20% / two teaching staff (whichever is less) are on leave on a particular day.

Ensure that the leaves are approved as per the guidelines provided above.

Ensure that ALL LEAVE APPLICATIONS are submitted on or before 27th of every month.

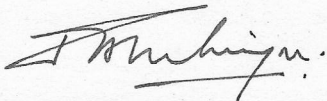
It is your duty to ensure adequacy of staff in your department.

It is the duty of HoD/Incharge to ensure that staff members are present in department premises during working hours.

Any disregard to the above guidelines should be reported in writing by HoD / Incharge to the Principal.

Suggestions for improvement are welcome.

I look forward to your cooperation in this regard.



Dr Rajesh Kshirsagar

Principal

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