

**Galgotias College of Engineering & Technology**  
**Plot No.1, Knowledge Park-II, Greater Noida**

**Service, Leave and Conduct Rules**

**Definitions:**

- a. **'Society'** - shall mean the Smt. Shakuntla Educational & Welfare Society.
- b. **'Board'** – shall mean the Board of Governors (BOG) for the Galgotias College of Engineering & Technology (GCET) run by the Society
- c. **'College'** – shall mean Galgotias College of Engineering & Technology (GCET).
- d. **'Management'** – shall mean Society/Board and/or its Chairman or his/her nominee acting on their behalf or any other person authorized in this regard. Wherever the word 'Chairman' occurs in these rules. It shall include the Vice-Chairman.
- e. **'Director'** – shall mean a person being the Head of the College and be called either by this designation or by any other designation as may be fixed by the Management.
- f. **'Teaching Staff'** – shall mean the staff engaged in act of teaching.
- g. **'Non-Teaching Staff'** – shall mean the staff engaged in activities other than teaching.
- h. **'Administrative Staff'** - shall mean the person working in administrative capacity.
- i. **'Superannuated Staff'** – shall mean the person appointed on contract basis after having attained the age of superannuation/already superannuated. Such persons shall not have any substantive right to the post and other rights/privileges otherwise admissible to other employees except casual/sick and earned leave.
- j. **'Employees'** – shall mean the staff in the definition point no. e, f, g & h.

**1. General**

- 1.1 These rules shall be called the Galgotias College of Engineering & Technology (GCET) Service, Leave and Conduct Rules.
- 1.2 These rules shall come into force w.e.f. 3<sup>rd</sup> January 2018 and shall apply to all the employees in the service of Galgotias College of Engineering & Technology, Greater Noida.
- 1.3 The Board of Governors (BOG) of Galgotias College of Engineering & Technology reserves to itself the right without notice to amend, alter or add to any of these rules in conformity with the existing norms set by the AICTE/Affiliating University/Govt. of U.P., and to bring such amendments, alterations into effect from the prescribed date.
- 1.4 Such amendments and additions shall become binding on all the institute employees when notified.
- 1.5 All the employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners committed to their care.
- 1.6 The employees are expected to behave according to the ideals of National Integration showing love, concern, and respect to all without any discrimination of caste, creed or community, any act or speech against this rule will be considered as a serious breach of discipline and will be dealt with accordingly.

  
DIRECTOR

- 1.7 Every employee shall strive to inculcate in the students a high sense of values, social conscientiousness, pride in their institution and loyalty to the country. It is the sacred duty of the employees to work for the intellectual, moral, social, and physical development of every student,

## 2. Appointments

- 2.1 The positions in the college shall be created on Ad-hoc, Temporary, Regular and Permanent basis by the BOG as per the requirement of actual human resource calculated on the basis of the norms of the AICTE. Additional positions as required for the extension, specific projects and production activities will also be created.
- 2.2 Eligibility criteria for the appointment of Director, Professors, Associate Professors, Assistant Professor, Adjunct Faculty and other Non-teaching & Administrative-Staff in the college shall be followed as per AICTE/State Govt. Norms applicable at the time of appointment.
- 2.3 Constitution of Selection Committee shall be as per the latest guidelines issued by the affiliating University/AICTE.
- 2.4 Appointment of the Director shall be made by the selection committee headed by the chairman himself or his nominee, and in case by the nominee, the action shall be subject to confirmation by the chairman.
- 2.5 All other appointments in the college shall be made by the Director with the approval of the chairman of the selection committee which shall be headed by the chairman himself or his nominee, and in case by the nominee, the action shall be subject to confirmation by the Chairman.
- 2.6 However, temporary/ad-hoc/fixed period/casual/part-time appointments may be made by the Director with the approval of the Chairman or his nominee.
- 2.7 All employees, excluding temporary/ad-hoc/fixed period/Part-time and casual basis, shall in the first instance, be appointed on probation for a fixed period as may be specified in the letter of appointment. This period may be extended from time to time at the discretion of the Management which would normally be up to a maximum period of two years. At the end of the probation period, no such employee shall automatically acquire any substantive right to the post unless confirmed in writing by the Chairman or his nominee or by the Director after getting approval from the Chairman or his nominee and in case by the nominee, the action shall be subject to confirmation by the Chairman.
- 2.8 An employee, if confirmed, may continue to hold office till the superannuation age of 65 years for teaching staff and 60 years for non-teaching staff subject to good conduct and discipline and the satisfaction of the Management. An employee shall stand relieved of his duties on the date of his attaining the age of superannuation. Thereafter, in suitable cases, he/she may be given fresh appointment as a superannuated person on contract basis for fixed period and on fixed remuneration after taking the approval of the Chairman or his nominee and in case by the nominee, the action shall be subject to confirmation by the chairman.
- 2.9 Every employee shall be required to produce the following certificates on appointment.
- Medical certificate of fitness from the Medical Officer. The employee shall pay the medical examination fee to the Medical Officer.

- ii. Original degree/diploma/certificates along with certificate(s) of experience, if any, with attested photo copies thereof. To establish the date of birth, certificate of matriculation examination or a certificate from a competent authority shall be produced by all employees.
- 2.10 All persons who are offered appointment shall be required to intimate acceptance in the prescribed form at the time of confirmation.
- 2.11 Appointments on Ad-hoc or temporary or contractual or part time will be made for specific tenure, period or durations and will be deemed to be extended for same time/period as per the original appointment till an order superseding the same are issued.

### 3. Pay Scale and Allowances

- 3.1 Scale of pay shall be as per regulations of AICTE/State Govt. Published time to time. Other allowances shall be discretion of the Management.
- 3.2 An employee shall receive his/her first increment in the pay scale on the basis of the record of his/her services during the past 12 months from the date when he/she first assumed charge of his/her duties of the post. In case an employee joins during the month on or before 15th the period of 12 months shall be counted from the 1<sup>st</sup> of that month; otherwise from the following month.
- 3.3 Where an efficiency bar is prescribed in a time-scale, the increment next above the bar will not be allowed automatically and as a matter of routine. The increment in such cases will be given with the specific sanction of the Management after considering the efficiency and performance of the individual concerned.
- 3.4 In special cases, at the discretion of the Management, an allowance/incentive may be paid to any member of the staff for extra work done in addition to normal duties.
- 3.5 The Management may withhold the grant of increment to members of the staff for reasons of financial stringency.
- 3.6 Leave without pay for a period exceeding 15 days in a year shall not be counted as service for increment and summer vacation pay.

### 4. Provident Fund and Other Benefits

- 4.1 All employees shall subscribe to the Provident Fund by contribution to be deducted from their salary in accordance with the P.F. act and Rules. The Institute shall contribute in accordance with P.F. Act and Rules as applicable from time to time.
- 4.2 The employee shall be eligible for claiming gratuity after getting relieving from the College only when he/she has completed 5 years of service as permanent employee.
- 4.3 The college shall be following ESI coverage to the employees as per the rules under ESIC Act 1948 and subsequent amendments.

  
DIRECTOR  
Galgotias College of Engineering & Technology  
1, Knowledge Park II, Greater Noida-201310 U.P.

## 5. Leave

Leave rules shall be followed as per leave rule published on 01.01.2018 (Annexure-I).

## 6. Performance Appraisal

- 6.1 Performance appraisal for teachers including self appraisal of performance as per UGC or AICTE guidelines, as the case may be, shall be written in the Performa prescribed for the purpose. Performance appraisal shall be a mandatory part of the Career Advancement scheme / Annual Increment.
- 6.2 The performance appraisal reports shall be submitted to the reviewing and accepting authorities as decided by the Chairman.

## 7. Annual Increments

Teachers may be eligible for an annual increment on completion of every year of service. Number of increments shall be decided by the Chairman based on the recommendations of his/her Head of Department (HoD) and Director. It will be effective from 1st day of the month in which it falls due unless it is with-held. An increment may be with-held if his/her conduct has not been good or his/her work has not been satisfactory. In the opinion of the Chairman.

## 8. Career Advancement

The Career Advancement Scheme shall be as per regulations / guidelines issued by AICTE/UGC.

## 9. Punctuality

- 9.1 All Employees shall mark their attendance through biometric machine in the morning & evening (Except the Director). Head of the Department whose names are approved by the Director shall be exempted from biometric attendance.
- 9.2 Two late coming (30 minutes up to 60 minutes) shall call for half-day leave. Half-day Leave will be adjusted automatically from the entitled Casual Leave/Sick Leave/Earned Leave. In case, no leave is due, half day wage shall be deducted @ Total Salary divided by 26 days for one day wage.

## 10. Superannuation

Retirement age for teaching staff is 65 years and for non-teaching staff is 60 years. However, for outstanding individuals, the age limit may be extended to a stipulated period as decided by the Competent Authority.



DIRECTOR

Galgotias College of Engineering & Technology  
1. Knowledge Park II, Greater Noida-201310 U.P.

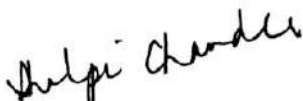
## 11. Code of Conduct

- 11.1** A person who chooses teaching as a career, assumes the obligation to conduct himself/herself at all times in accordance with the highest standards of the teaching profession aiming at quality and excellence in his/her work and conduct, setting an example which will command the respect of pupils, parents and his/her colleagues. Teaching, in its true sense, is not mere imparting of instruction, but he influences, impression and the impact created by the teacher. The teacher's duty is not merely to communicate knowledge in specific subject, but also to help children to grow to their fullest stature and unfold their personality. In this responsible task, what matters most is the personal example of the teacher.
- 11.2** Similarly, other employees are also expected to maintain high standards of efficiency, morality and integrity.
- 11.3** The following Code of Conduct is laid down for observance by the teachers/other employees:
- i. Shall, by perception and example, instil in the minds of pupils entrusted to his/her care, love of motherland and respect for law and order.
  - ii. Shall organize and promote all activities of the institution which foster a feeling of universal brotherhood, national integration and promote tolerance for all religions.
  - iii. Shall co-operate and secure the co-operation of other persons in all activities, which aim at improvement of moral, mental and physical well-being of pupils.
  - iv. Shall be strictly impartial in dealing with all his/her pupils. He/she should be sympathetic and helpful to all student particularly slow learners.
  - v. Must remain a learner throughout his/her life, not only to enrich his/her own life, but also of those who are placed directly under his/her care. He/she should plan out the work on approved lined and do it methodically eschew vigilantly all extraneous considerations.
  - vi. Shall have an exemplary moral character, should be temperate and moderate in his/her habits and should scrupulously avoid undesirable habits at all times, more so in the college.
  - vii. Shall take pride in his/her calling and try to promote the dignity and respect of the profession.

## 12. Termination of Services:

- 12.1** in case of temporary/ad-hoc/fixed period/part-time employee, services may be terminated by either side without assigning any reason before the expire of the stipulated period by giving to the other party one month's notice or one month's salary in lieu thereof. This notice period shall, however, be reduced if the service is to be terminated within one month from the date on which the stipulated period of appointment expires. However, on the expiry of the stipulated period/work, services of an employee shall automatically come to an end.
- 12.2** During the period of probation/extended period of probation, services of an employee may be terminated by either side without assigning any reasons by

- giving one month's notice in writing or one month's salary in lieu thereof. This notice period shall, however, be reduced if the service is to be terminated within one month from date on which the stipulated period of probation expires. However, on the expiry of the period of probation services of an employee shall automatically come to an end unless the employee on the expiry of the period of probation is conformed in writing.
- 12.3** The services of a permanent employee maybe terminated by either side without assigning any reasons by giving three months' notice or three months' salary in lieu thereof.
- 12.4** It shall be lawful for management at any time, if satisfied on medical evidence, that by reasons of ill health an employee is unfit to discharge his/her duties and likely to continue to be so for a considerable period, to determine his/her service by giving him/her three months notice or three months' salary in lieu of in case of other employees except casual. The decision of management as to the fitness of such an employee shall be final conclusive.
- 12.5** The management shall be competent to discharge/terminate the services of an employee also in case of exigencies arising out of abolition, reduction in class, section, subject, activity/facilities etc. Wholly or partially of the Society/ Institution run by the society, by giving three months notice or three month's salaries in lieu thereof in case of other employees except casual.
- 12.6** The service of an employee may also be terminated by the appointing authority or an authority higher than him or account of any serious/grave misconduct, insubordination, neglect of duty, etc.

  
Director (HR)

  
Suneel Galgotia  
Chairman  
Galgotias Educational Institutions

  
DIRECTOR  
Galgotias College of Engineering & Technology  
1. Knowledge Park II, Greater Noida-201310 U.P.

# Galgotias College of Engineering & Technology

Plot No.1, Knowledge Park-II, Greater Noida

## Policy Guidelines to Support the Faculty for Attending Conferences in India and Abroad<sup>1</sup>

### 1. Eligibility

All faculty members who have successfully completed one year of service will be eligible to apply for travel support for attending conferences and professional development activities.

#### (a) Frequency of Support

- Not more than one National / International Conference / Seminar per year within India.
- Not more than once every two years for conferences abroad.
- These privileges are not meant to be accumulative. In other words, a faculty member applying for support to attend an international conference should not have received such support during the two years prior to the dates of the proposed conference.

#### (b) Level of Conferences / Seminars

- The Conferences/Seminars must be organized by an established and reputed Institution/Professional society.

#### (c) Eligibility for Support

- The Paper should have been accepted for presentation
- The applicant is invited to present the paper(s) by the Organizing Committee of the conference
- The Paper must be reviewed in the Department to ensure that it is of sufficiently high quality.
- The applicant has been invited to chair one or more sessions
- The applicant has been invited to deliver a keynote/plenary paper

### 2. Financial Support

GCET will provide partial financial support covering the following expenses:

- Full Registration Fee
- 50% of travel expenses and daily allowance

<sup>1</sup> Filing a request and meeting all the eligibility requirements under this scheme does not guarantee approval. Approval is also contingent upon availability of funds.

### 3. Financial Support

GCET will provide partial financial support covering the following expenses:

- Full Registration Fee
- 50% of travel cost and daily allowance

### 4. Complementary Support

Several organizations support participation in Conferences/Seminars being held abroad such as DST, INSA, UGC, CSIR, DBT, AICTE, Affiliating University, etc. Faculty members are encouraged to apply for complementary financial support from these organizations.

### 5. Procedure

The following documents will be forwarded through the HoD for approval of the Director at least three months in advance to give time for proper processing:

- (a) Name, Department, and Date of Joining of the applicant
- (b) Details of all prior conference travel support in the past two years.
- (c) Abstract and a copy of the paper accepted for presentation.
- (d) Certificate from the author about originality of paper and "No Objection" Certificate from the Co-Authors, if any
- (e) Brochures of the Seminar/Conference or the website address
- (f) Letter of Acceptance/Invitation from the organizers
- (g) Detailed information about the organizers of the International Conference/Seminar
- (h) Details of the Expected Expenditure as under:
  - 1) Registration Fee
  - 2) Fare
- (i) Recommendation of the Head of the Department.
- (j) 3 Copies of application or plans for seeking complementary financial support<sup>2</sup>

### 6. Undertaking for Continued Service

The faculty who is sanctioned financial support for conferences/seminars abroad is also required to furnish an appropriate undertaking for continued service for at least six months in the College after returning from the conference/seminar.

### 7. Duty Leave

Faculty Member(s) attending Conferences/Seminars will be granted "Duty Leave" for the period of Conferences/Seminars and actual travel period.


*<sup>2</sup>The applicants must inform the Director when complementary support has been secured. If the support has been denied, then also the applicants must inform the Director with a statement if they still wish to attend the conference.*



**DIRECTOR**  
Galgotias College of Engineering & Technology  
1. Knowledge Park II, Greater Noida-201310 U.P.

8. In exceptional cases, if recommended, the Chairman may waive certain conditions for granting permission and financial support

  
Director (HR)

  
Suneel Galgotia  
Chairman  
Galgotias Educational Institutions

  
DIRECTOR  
Galgotias College of Engineering & Technology  
1. Knowledge Park II, Greater Noida-201310 U.P.

**SERVICE RULES**

**LEAVE RULES FOR ACADEMIC EMPLOYEES**

As the name denotes 'ACADEMIC EMPLOYEES' will be those whose main job function are to impart class room teaching and include Director of Galgotias College of Engineering & Technology, Galgotias Institute of Management & Technology, and Galgotias College of Pharmacy.

These rules shall be effective from 01-01-2018 and applicable to all regular academic employees of Galgotias Educational Institutions. These leave rules supersede all previous rules and these may be amended or modified in future as per business exigencies.

**GENERAL LEAVE RULES GUIDELINES**

1. Leave is not a right but a privilege to be taken in a planned way only with the permission of the Competent Authority.
2. For leaves, calendar year shall be followed.
3. Leave shall be granted according to the exigencies of service at work. This being the case, the management may refuse, revoke or curtail any prior sanctioned leave.
4. All employees proceeding on leave shall mention their contact address and telephone/mobile number in the application form and shall also handover charge to another member of the staff as per the rules. Application for leave must be submitted and got sanctioned before proceeding on leave.
5. For leave during teaching days all the teaching staff are requested to arrange their lectures by providing alternate faculty with consent on the leave application form, before getting their leave sanctioned. In case of emergency leave during teaching days, the faculty is required to inform the Head of Department immediately specifying alternate arrangements of his/her classes. The concerned Head of Department shall arrange to fill the leave application with details of alternate faculty arrangements made and forwarded the leave application to the Director under his/her signatures. The faculty may get the leave sanctioned by the Director the next day.
6. Categories of Leave:
  - a. Casual Leave
  - b. Medical Leave
  - c. Maternity Leave – Only applicable to women employees
  - d. Special Academic Leave
  - e. Vacation Leave
  - f. On duty Leave

a. **CASUAL LEAVE**

- i. 10 days casual leave shall be admissible in a calendar year.
- ii. Casual Leave cannot be combined with any other type of leave.



- iii. Casual Leave cannot be taken for more than 3 days continuously.
- iv. Casual Leave cannot be en-cashed, accumulated or carried over to the next calendar year. All un-availed Casual Leave shall lapse at the end of the calendar year.
- v. Employees joining in the mid of the calendar year shall be entitled to Casual Leave on a pro-rata basis.
- vi. Casual Leave can be pre-fixed and suffixed with the weekly offs or any holiday subject to the condition that number of days do not exceed 5 days at a time.
- vii. To the extent possible employees should get prior approval of the Casual Leave or inform the competent authority over telephone so that alternate teaching arrangements can be made. In any case, Casual Leave must be got approved on the day employee resumes duty after availing Casual Leave.

**b. MEDICAL LEAVE**

- i. 10 Days medical leave shall be admissible during a calendar year after the completion of one year in the institute.
- ii. Medical Leave for more than three days shall be allowed only on submission of medical certificate from a MBBS Doctor.
- iii. Sunday-Saturday and Holidays shall be counted as Medical Leave intervening the Medical Leave period.
- iv. Medical Leave can be carried forward to the next calendar year and can be accumulated up to 40 days at full pay.
- v. Employees must note that Medical Leave is a contingency based leave i.e., for recouping from any illness. Therefore, medical leave must be availed only for genuine reasons. Any malingering shall be viewed as misconduct and may invite disciplinary action.

**c. MATERNITY LEAVE (Only Female Employees)**

- i. All women employees will be admissible to Maternity Leave as per provisions of the Maternity Benefit (Amendment) Act, 2017 i.e., a Maternity Leave for a maximum period of 26 weeks up to and including the day of delivery, with full wages/salary.
- ii. A woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of 12 weeks paid leave from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- iii. A woman who is the mother of 2 or more children is eligible for 12 weeks of maternity leave.
- iv. Every women employee will be entitled to maternity leave upon completion of 80 working days or one year, whichever is earlier.
- v. Maternity Leave shall be admissible only two times during the entire service career. Female employees at the time of joining, will have to furnish a



DIRECTOR

declaration that they have not availed any maternity leave from their previous employer.

**d. SPECIAL ACADEMIC LEAVE**

- i. Special Academic Leave not exceeding 15 days a year can be given by the recommendation of the Head of the Department.
- ii. A department with 360 students (2nd to 4th year) can approve one faculty at a time for this type of leave.
- iii. The leave could be taken for the following purposes:
  - To attend/present paper in a National/International Conference/Workshop conducted by AICTE/AKTU/other Govt. Technical Bodies, for not exceeding three days during the semester & otherwise if required.
  - Applicable for higher studies such as M. Tech/Ph.D./Special in line course exceeding 3 months duration.
  - One faculty in a department (of 360 students) will be allowed/Semester to attend AICTE/other Govt. Bodies, faculty development program like QIP (5 to 10 days during vacation).

**e. VACATION LEAVE**

- i. Academic employees are allowed 30 calendar days vacations in summer and up to 10 days in winter, after teaching two full semesters.
- ii. Academic employees not having taught two full semesters will be allowed 15 days summer vacations and 5 days winter vacation after teaching one full semester. (75% class teaching days will be full semester for this purpose).
- iii. No vacation leave is permissible for part semester teaching.
- iv. Normally 30 days summer vacations shall be taken at a stretch in one of the slots decided for the year. This is to be planned by Head of Departments, got approved from the Director and released by the Registrar in a year.
- v. Dates for the slots shall be released by Dean Academic (GCET), No vacation will be allowed for period other than slots.
- vi. Faculty for duty during his/her approved vacation days on recommendations of HOD and approved by the Director shall be entitled for one day Special Earned Leave against 2 days of official work.
- vii. Special Earned Leave can be taken on non-teaching days only in the same calendar year and can be carried up to next semester, if required as a special case.
- viii. Vacations shall be planned by the HOD's in one of the slots decided for the year approved by the Director and released for all faculty member by the Registrar, keeping in mind minimum faculty required for duty during summer vacations for planning the new session counselling for fresh intake, vacations shall be separately approved for individual faculty members.

  
DIRECTOR

Jalgotias College of Engineering & Technology  
1, Knowledge Park II, Greater Noida, U.P.

**f. ON DUTY LEAVE**

- i. Deputation for University Duty shall not be more than 10 days in a year. Other deputations for official work shall not be more than 5 days in a year. Cumulatively both kinds of deputation shall not be exceeded 15 days in a year.

**LEAVE RULES FOR NON-ACADEMIC EMPLOYEES**

These rules shall be effective from 01-01-2018 and applicable to all regular non-academic employees of Galgotias College of Engineering & Technology, Galgotias Business School, Galgotias Institute of Management & Technology. These leave rules supersede all previous rules and these may be amended or modified in future as per business exigencies.

**GUIDELINES FOR GENERAL LEAVE RULES**

1. For leaves calendar year shall be followed.
2. Leave shall be granted according to the exigencies of service at work. This being the case, the Management may refuse, revoke or curtail any prior sanctioned leave.
3. All employees proceeding on leave shall mention their contact address and telephone/mobile number in the application form and shall also handover charge to another member of the staff in the manner directed by the Management. Application for leave must be submitted and got sanctioned before proceeding on leave.
4. Categories of Leave:
  - a. Casual Leave
  - b. Medical Leave
  - c. Maternity Leave – Only applicable to women employees
  - d. Earned Leave

**a. CASUAL LEAVE**

- i. 10 days casual leave shall be admissible in a calendar year.
- ii. Casual Leave cannot be combined with any other type of leave.
- iii. Casual Leave cannot be taken for more than 3 days continuously.
- iv. Casual Leave cannot be en-cashed, accumulated or carried over to the next calendar year. All un-availed Casual Leave shall lapse at the end of the calendar year.
- v. Employees joining in the mid of the calendar year shall be entitled to Casual Leave on a pro-rata basis.
- vi. Casual Leave can be either pre-fixed or suffixed with the weekly offs or any holidays. Both pre-fixation and suffixation will not be allowed.
- vii. To the extent possible employees should get prior approval of the Casual Leave. In any case, Casual Leave must be got approved on the day employee resumes duty after availing Casual Leave.

  
DIRECTOR  
Galgotias College of Engineering & Technology  
1. Knowledge Park II, Greater Noida-201310 U.P.

**b. MEDICAL LEAVE**

- i. 10 days medical leave shall be admissible during a calendar year.
- ii. Medical Leave for more than three days shall be allowed only on submission of medical certificate from a MBBS Doctor.
- iii. Sunday-Saturday and Holidays shall be counted as Medical Leave intervening the Medical Leave period.
- iv. Medical Leave can be carried forward to the next calendar year and can be accumulated up to 40 days at full pay.

**c. MATERNITY LEAVE (Only Female Employees)**

- i. All women employees will be admissible to Maternity Leave as per provisions of the Maternity Benefit (Amendment) Act, 2017 i.e., a Maternity Leave for a maximum period of 26 weeks up to and including the day of delivery, with full wages/salary.
- ii. A woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of 12 weeks paid leave from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- iii. A woman who is the mother of 2 or more children is eligible for 12 weeks of maternity leave.
- iv. Every women employee will be entitled to maternity leave upon completion of 80 working days or one year, whichever is earlier.
- v. Maternity Leave shall be admissible only two times during the entire service career. Female employees at the time of joining, will have to furnish a declaration that they have not availed any maternity leave from their previous employer

**d. EARNED LEAVE**

- i. 30 days Earned Leave will be admissible in a calendar year.
- ii. Earned Leave shall accrue only after employees completing one year of service.
- iii. Earned Leave is to be planned and got sanctioned at least 15 days in advance before proceeding on earned leave.
- iv. Earned leave cannot be taken more than three times in a year.
- v. Sunday-Saturday's and Holidays are counted if falling in between the Earned Leave period.
- vi. Earned Leave can be accumulated up to 150 days.
- vii. Accumulated Earned Leaves can be encashed (a) after completion of 5 years of continuous service or (b) on separation from service after reducing the notice period days or on superannuation as the case may be.
- viii. Earned leave encashment will not be allowed in case an employee is terminated from service on account of committing misconduct.

  
DIRECTOR

Galgotias College of Engineering & Technology  
1. Knowledge Park II, Greater Noida-201310 U.P.

## LEAVE SANCTIONING AUTHORITY

S. No.	Employee	Sanctioning Authority
1	Director / Principal / Dean (Academics)	Chairman/His Nominee
2	Head of Department (Administration)	Director (Administration)
3	Head of Department (Academics)	Director
4	Faculty	Through : HOD To: Director
5	Technical Staff (Non-Teaching)	Through: HOD To: Director
6	Subordinate / Support Staff (Administrative & Academic)	Through: Supervisor/In-charge To: Registrar

## COMPENSATORY OFF/LEAVE

1. Employees in category III (given below) are entitled for compensatory off/leave in lieu of full day working (not less than 6 hours) on holidays/weekly offs.
2. One compensatory leave in a week is allowed to all employees only if there is no off during the week i.e., Saturday & Sunday are duty days and the no holidays in the week.
3. Faculty on examination duty on Saturday/Sunday/Holidays shall be entitled for one day compensatory off against that full day duty.
4. Compensatory off can be availed with prior approval of the Director in a calendar year.
5. Employees', working on weekly offs as explained vide points 1-3 shall **Compensatory Off form** (Annexure I) and deposit the same at registrar Office duly filled up and approved by the HOD latest by next day of such working.

## CATEGORY OF EMPLOYEES

CATEGORY	NOMENCLATURE/DESIGNATION
Head of Institution and above	Director/Principal/Vice Principal
Executives	Deans/Head of Department/Professors/Registrar/GM (F)
I	CAO/Associate Professor/Assistant Professor/Deputy Registrar/Librarian
II	Senior Lecturer/Lecturer/Librarian/Sports Officer/AO/AR
III	PA/ Steno/Store Keeper/Lab Technician or Equivalent

  
**DIRECTOR**  
Galgotias College of Engineering & Technology  
1. Knowledge Park II, Greater Noida-201310 U.P.

# Galgotias Educational Institutions

## SERVICE RULES

### LEAVE RULES FOR ACADEMIC EMPLOYEES

Further to Leave Rules effective dated 01.01.2018, it has been decided by the Management that the Leave Rules as mentioned therein shall also be applicable in respect of Non-Teaching/Administrative Staff.

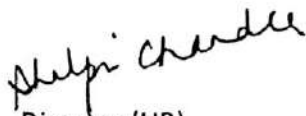
It is further clarified under the head "EARNED LEAVE" as follows:


**Clause 4.6:** Earned Leave can be accumulated up to a maximum period of 150 days during the entire service. Any leave beyond 150 days shall automatically stand lapsed in case it is not availed/encashed in the ensuing year.

Leave standing to the credit of the employees beyond 150 days prior to 01.01.2011 shall remain as such and shall not lapse.

**Clause 4.7:** Accumulated Earned Leave can be encashed only

- (a) After completion of 5 years of continuous service & beyond 150 days of accumulated leave by way of maximum of 15 days in a calendar year. The employee may either avail the balance leave of 15 days or it will automatically lapse.
- (b) Accumulated Earned Leave can also be encashed up to 150 days on Superannuation/separation of 5 years of completed service. No encashment will be permissible in case the employees has not completed 5 years of service either before attaining superannuation or otherwise abounding the service of his own.
- (c) Earned Leave encashment will not be allowed in case an employee is terminated from service on account of committing misconduct.

  
Director (HR)

  
Suneel Galgotia  
Chairman  
Galgotias Educational Institutions

  
DIRECTOR  
Galgotias College of Engineering & Technology  
1. Knowledge Park II, Greater Noida-201310 U.P.