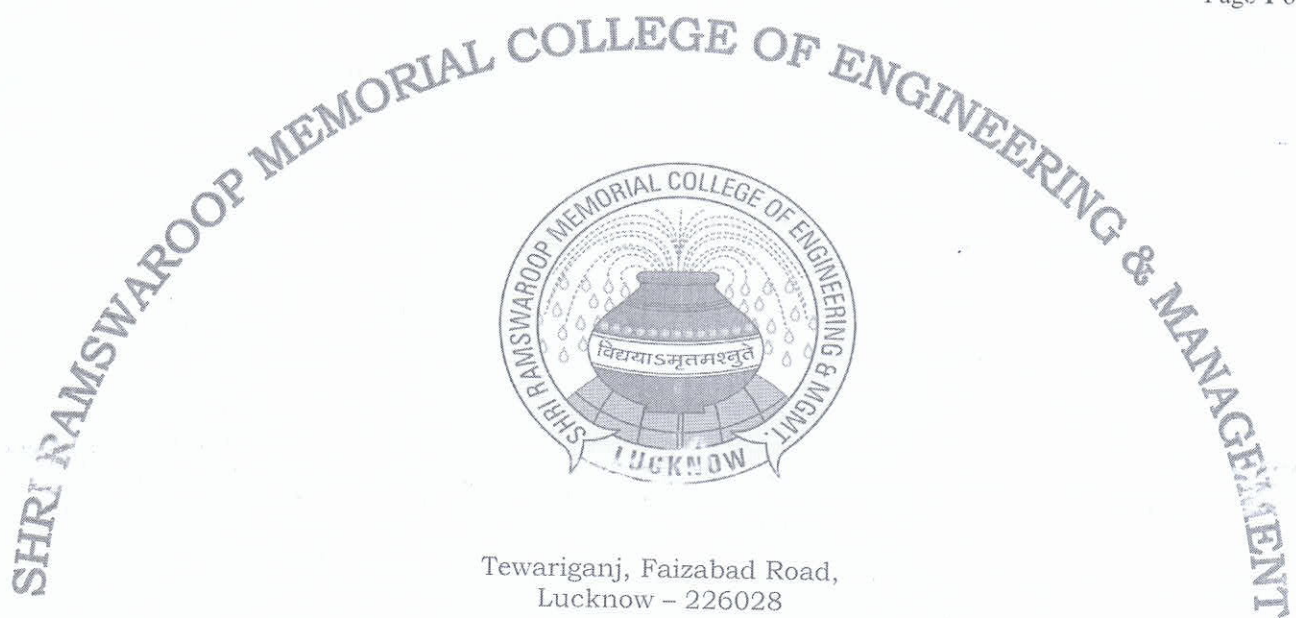




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LEAVE POLICY FOR EMPLOYEES STAYING IN CAMPUS/HOSTEL

Ref. No. SRMCEM/HR/Policy-Hostel/2023-24/01	Prepared By	Verified By	Approved By
Issue No.-02			
Date of Issue : 24 Nov. 2023	Dy. Registrar HR	Director	Executive Director/ Addl. Executive Director

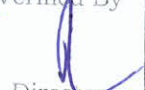
LEAVE POLICY FOR EMPLOYEE STAYING IN CAMPUS /HOSTEL

Introduction

1. Shri Ramswaroop Memorial College of Engineering & Management offers hostel facility (lodging and fooding both) for the employees (Faculty and Staff members). Some of them stay in the campus/hostel due to convenience and safe & secure environment provided in the campus/hostel. On the other hand, some of the employees are provided campus/hostel facility due to administrative reasons like Senior Hostel wardens/Hostel Wardens /Assistant Wardens/Caretakers / Nursing Assistant / Pharmacist / Resident Drivers / Poojari / Asst. Poojari / Helper.
2. Employees staying in the campus/hostel due to administrative reasons are eligible for leaves as per their entitlement and leave policy of the College. Since these employees carryout duties on Sundays/ holidays, the leave policy including compensatory leave policy for them would be different from others. The details have been discussed in succeeding paragraphs.

Senior Hostel Wardens / Hostel Wardens / Assistant Wardens/Caretakers / Nursing Assistant / Pharmacist / Resident Drivers / Poojari / Asst. Poojari / Helpers.

3. Sundays and Holidays are working day (24X7) for the Senior Hostel Wardens / Hostel Wardens / Assistant Wardens/Caretakers / Nursing Assistant / Pharmacist / Resident Drivers / Poojari / Asst. Poojari / Helpers.
4. (i) Chief Hostel Warden is the leave sanctioning authority Boys/Girls Hostel. Arrangement for leave replacement will be as under:-
 - (a) Boys / Girls Hostel- In the absence of Senior Hostel Wardens/Wardens/ Assistant Wardens will take the charge Caretakers (if any) must also be present.
 - (ii) Admin officer is the leave sanctioning authority (except Boys & Girls Hostel) / Nursing Assistant / Pharmacist / Resident Drivers/ Poojari / Asst. Poojari/Helpers.
5. **Boys/Girls Hostel/Guest House/Temple** – Senior Hostel Wardens / Hostel Wardens / Asst. Wardens/ Caretakers / Nursing Assistant / Pharmacist / Resident Drivers/ Poojari / Asst. Poojari / Helpers will be entitled to 02 days off every month (01PL & 01 CL). In addition, they will be provided 02 Sundays Off in a month. They are also entitled to the following leave (Subjected to the number of students present in the hostel):
 - (a) **Summer Break/Winter Break/Holi/Diwali break.** As per the notification issued by the college time to time the Senior Hostel Wardens / Hostel Wardens / Asst. Wardens/ Caretakers / Nursing Assistant / Pharmacist / Resident Drivers/ Poojari / Asst. Poojari / Helpers will leave one day after the break is notified and shall report to the campus one day prior to break ending date.
 - (b) **Compensatory Leave:** Based on the permissions given by competent authority if break not availed by them, then compensatory leave shall be provided to them (Holi/ Diwali/ Summer/ Winter Break any special event).

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Chief Hostel Warden (Faculty) will not be entitled for the above leave.

6. **Special / Maternity / Paternity / Medical Leave-** Like other employees, Senior Hostel Wardens / Wardens / Asst. Wardens / Caretakers / Nursing Assistant/ Pharmacist / Resident Drivers / Poojari / Asst. Poojari / Helpers are entitled to Special / Maternity / Paternity / Medical Leave as provisioned in the leave policy of the College.
7. A proper record of leave would be maintained in the hostel for hostel employees.
8. As mentioned in Para (3), Sundays/ Holidays are working days for all designated resident employees of SRMCEM. Therefore, No compensatory leave will be provided against Sundays/Holidays (except as mentioned in Para 5). However, anyone of designated employee of hostel may leave the campus on Sundays / Holidays with prior permission of Chief Hostel Warden. In this condition, Para (4) as mentioned above will be governed.
9. No leave other than as mentioned above will be applicable to them.
10. **Fooding Allowance in the duration of summer/winter break:** In view of closure of mess facility in campus, the hostel/guest house employee will be paid Rs. 150/- per day during the summer/winter break for administrative activities. This will be paid on the basis of attendance verified by the HR Office.
11. **Resident Drivers:** The minimum two Resident Drivers will be appointed specially for hostel duties (24x7) with free lodging & fooding. As mentioned above in Para (3), Sundays/Holidays are working day, therefore, No compensatory leave will be provided on Sundays/Holidays.

Admin Office would ensure that, minimum two Resident Drivers should be available in the campus during Sundays/Holidays. Resident Drivers are required to take prior approval of leave and at least one resident driver should be available in hostel.
12. **Chief Hostel Warden (Faculty):** A faculty member will be nominated for each hostels (Girls & Boys) as 'Chief Hostel Warden' in addition to the above mentioned designated staff of hostel. This responsibility will be in addition to his/her own duties. He/She will be compensated as per the existing policy. The leave of such faculty members will be governed as per Leave Policy of normal faculty members.

Punching on Holidays/Sundays:

13. For ensuring their presence in the campus during holidays / Sundays, the residing employees Senior Hostel Wardens / Wardens / Asst. Wardens / Caretakers / Nursing Assistant / Pharmacist / Resident Drivers/ Poojari / Asst. Poojari / Helpers would do punching twice a day on regular basis. Timings as mentioned below:

Morning Punching Time : 07:00am to 08:00am

Evening Punching Time : 06:00pm to 07:00pm

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