SANTHIRAM ENGINEERING COLLEGE

(AUTONOMOUS)

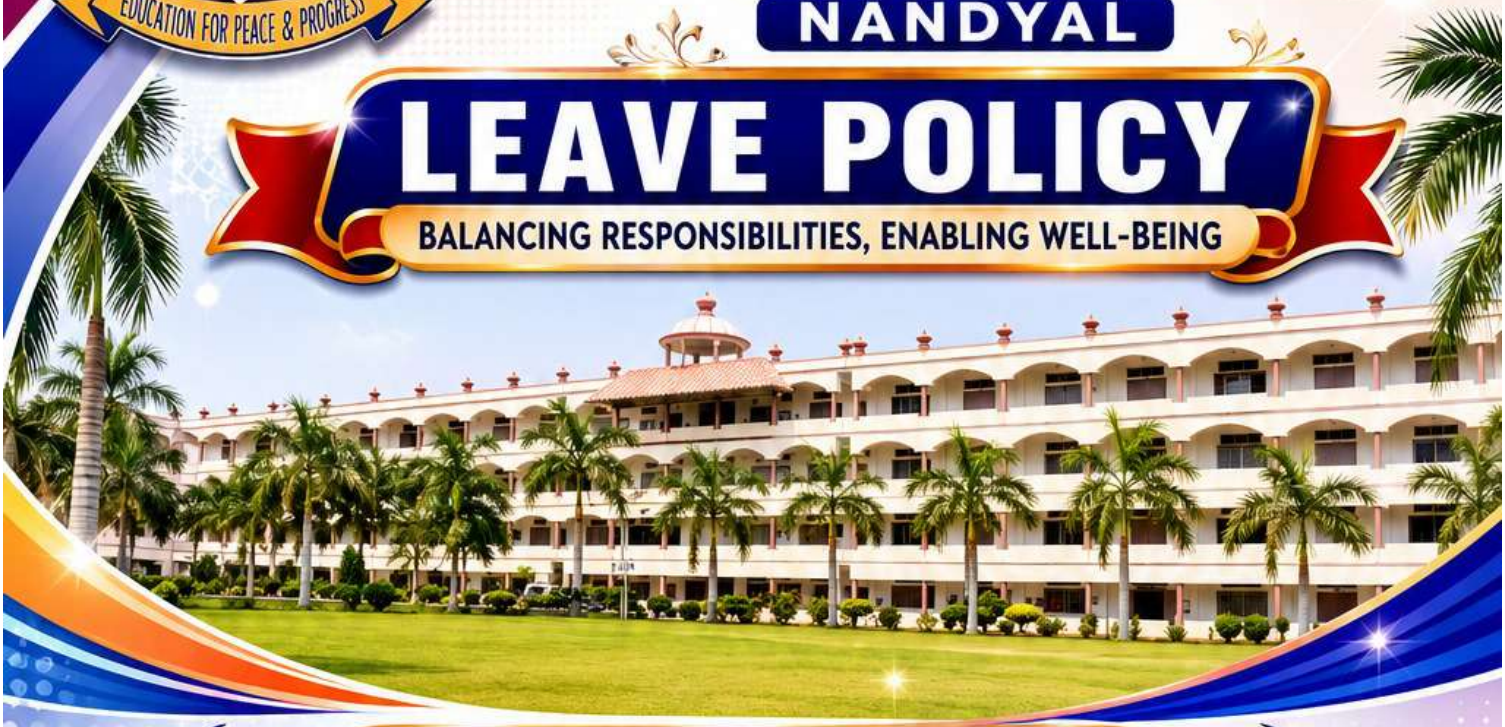
NANDYAL

ESTD - 2007

EDUCATION FOR PEACE & PROGRESS

LEAVE POLICY

BALANCING RESPONSIBILITIES, ENABLING WELL-BEING



We value the well-being of our students and staff.
Our Leave Policy ensures flexibility, support and balance for academic and personal growth.

01 CASUAL LEAVE

For short-term personal needs and unforeseen circumstances.

02 ACADEMIC LEAVE

For academic pursuits, examinations, projects and higher studies.

03 SPECIAL LEAVE

For special occasions and important commitments with prior approval.

04 MEDICAL LEAVE

For illness or health conditions with proper medical documentation.

05 MATERNITY LEAVE

For our women staff and students to support a healthy and happy motherhood.

Leave is not an absence,
but a step towards better presence.

EDUCATION FOR PEACE & PROGRESS

SANTHIRAM ENGINEERING COLLEGE:: NANDYAL
(AUTONOMOUS)
Approved by AICTE : New Delhi, 2(f) & 12(B) recognition by UGC Act, 1956
Accredited by NAAC (Grade-A), Accredited by NBA (ECE & CSE)
ISO 9001:2015 Certified Institution,
Permanently Affiliated to JNT University, Ananthapuramu.
NH-40, Nandyal Dist– 518501, A. P.

LEAVE RULES:

1. Any Leave shall not be availed as a matter of right. The competent authority alone shall have the right to sanction it.
2. For the purpose of the Leave Rules, the Employees shall be classified as Teaching and Non-Teaching. (Regular and Contract basis)
3. A Leave account shall be maintained for each Employee in the office.
4. Any kind of leave may be granted in combination with or in continuation with any other kind of leave except CL / CCL with prior approval of the principal.
5. Regular Employees who have put in less than one year of service are not eligible to avail the vacation.

Employees are eligible for sanction of the following.

CASUAL LEAVE:

1. The Institute usually works for 6 days in a week. All Employees of the Institute shall normally be entitled to 15 days of C.L per Calendar year subject to any changes from time to time approved by the Governing Body.
2. C.L. for Half a day can also be granted. Teaching staff when they go on C.L. should make alternative arrangement for their class work.
3. Normally not more than three days of C.L. can be availed in a month. However, at the discretion of the Principal and with prior permission, C.L. in excess of three days in a month may be availed.
4. Principal, at the discretion, may also permit C.L. to be suffixed, prefixed or sandwiched with other public holidays provided the total duration does not exceed 10 days. In case this stipulation of 10 days is exceeded, the

total period will be debited to other leave including Loss of Pay to which they are eligible.

5. For contract staff C.L. will be granted in proportion to their service put in.

COMPENSATORY LEAVE:

Teaching and Non-Teaching Staff including ministerial staff shall be entitled for Compensatory leave on the specific direction or recommendations of the Head of the Institute or Head of the Department whenever they are required to work on a Holiday / Holidays with prior approval, to a maximum of 6 days per Calendar year. Such leave will have to be utilized within 10 months from the date of working on the Holiday only with prior approval. This will not apply to the work of University Examinations / Other duty which is remunerative.

ACADEMIC LEAVE:

Teaching and Non-Teaching staff shall be entitled for academic leave on the specific direction or recommendations of the Head of the Institute or Head of the Department whenever they are required to attend for professional, administrative and evaluation processes with prior approval to a maximum of 6 days per Calendar year.

MEDICAL LEAVE (ML):

1. Teaching and non-teaching staff shall be entitled for medical leave (half pay leaves) on the specific direction or recommendations of the Head of the Institute as per the medical certificate provided for not more than 15 days when they met with an uncertain incident in an academic year.
2. Faculty More than 5 years of service is eligible to avail 3 half pay leaves per year. After 5 years only faculty is eligible to utilize half pay leave and maximum half pay leave in year is limited to 15 (irrespective of their service in SREC)
3. Medical certificate issued for diseases by Doctors who are not qualified or trained to treat will be rejected.

4. Medical Certificate must be addressed to the Principal or the Employer of the Institution and any Certificate addressed as ' Whomsoever' will be rejected.
5. Medical Certificate given from back date will not be approved. Fitness Certificate on Advance Date or Back Date will be invalid.
6. All Medical Certificates should be MCI certified with Registration No. of Doctor.
7. For specific sickness / disease only the concerned Physician can certify.
8. Any Medical Certificate is found to be forged or faulty presented for availing leave, will entail Disciplinary action.

VACATION:

Vacation generally as stipulated by the Head of the Institution and approved by the President, may be availed of in combination with or in continuation of any kind of leave except CL / CCL with prior approval of the principal. This vacation leave is based on the institute Academic calendar.

MATERNITY LEAVE:

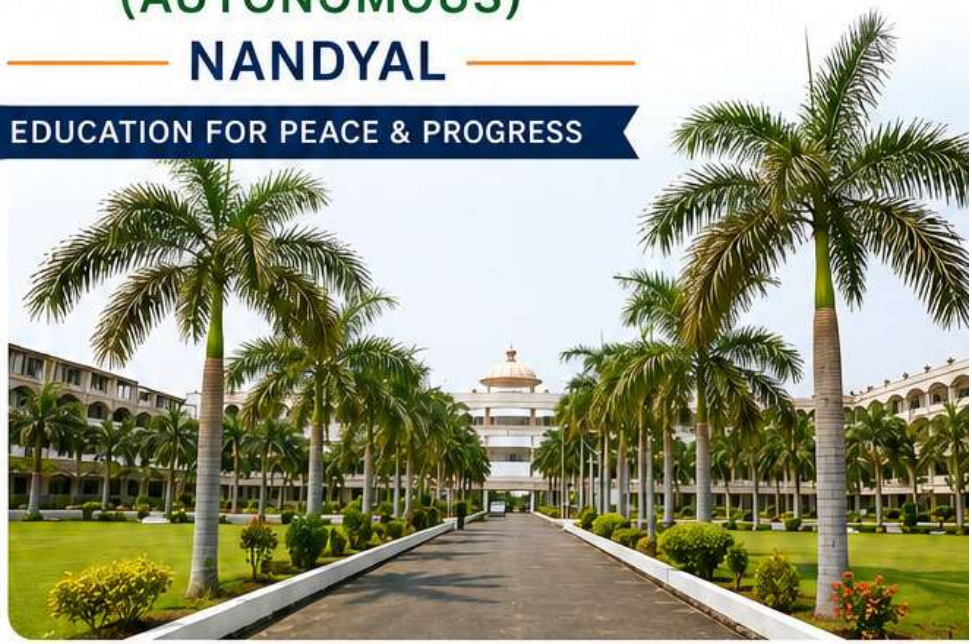
All Women Employees who completed a minimum of five years of service at SREC, are eligible for maternity leave. The women faculty can avail full pay of 1 month or half pay of 2 months of maternity leaves (as per their requirement). 5 full pay leaves or 10 half pay leaves will be added as per their experience after 5 years at SREC, up to a maximum of full pay of 2 months or half pay of 4 months.

SANTHIRAM ENGINEERING COLLEGE

(AUTONOMOUS)

NANDYAL

EDUCATION FOR PEACE & PROGRESS



COLLEGE VISION

To become a nucleus for pursuing technical education and pool industrial research and developmental activities with social-conscious and global standards.

COLLEGE MISSION

- To provide Advanced Educational Prams and prepare students to achieve success and take leading roles in their chosen fields of specialization by arising a self-sustained University
- To establish postgraduate programs in the current and Advanced Technologies.
- To establish an R & D Consultancy through developing Industry Institute Interaction, building up exceptional infrastructure
- To propel every individual, realise and act for the technical development of the society.

OUR DISTINCTIONS

AUTONOMOUS STATUS 2023	NAAC GRADE A (3.2 SCORE)	NBA ACCREDITED (ECE & CSE)
AICTE - CII SURVEY GOLD CATEGORY (2017 & 2018) PLATINUM CATEGORY (2019)	NPTEL NODAL CENTRE & SPOC (From 2017)	ISO 9001:2015 CERTIFIED

Excellence in Education, Commitment to Society, Leadership in Future

COLLEGE CREDENTIALS & RECOGNITIONS

- Received Best Engineering College with AA+ by Career 360 in year 2023, and **AAA** in year 2026.
- Conferred **Autonomous status in the year 2023.**
- Accredited by **NBA** (Dept of ECE & Dept of CSE) and **NAAC** Accreditation with **Grade A (3.2 score)**
- SREC is recognised as Q-Mentor College by APSCHE in 2022.
- Recognised Swachhta Action Plan Institution by MGNCRE in 2021
- SREC received "Certification of Appreciation" from HCL.
- Received "Best Fastest Growing Engineering College in Andhra Pradesh" award from Global Education Excellence Awards, New Delhi.
- SREC is recognized under GOLD CATEGORY by AICTE - CII Survey for the Year's 2017 and 2018, and PLATINUM CATAGORY in the year 2019.
- International Collaborative MOU with LINCOLN University, Malaysia in the year 2018.
- NPTEL Nodal Centre & SPOC from 2017
- 2(f) & 12 (B) of UGC Recognition in the year 2013
- ISO 9001:2015 certification
- Received All India Level ranks in the AICTE-Eduskills internships –
  - 22nd position in the year 2023
  - 6th position in the year 2024
  - 5th position in the year 2025
- Received GRADE-A certificate from NPTEL, and secured All India wide position, for completing
  - 167th position - 960+ MOOCS certifications during July-Oct, 2024.
  - 144th position - 980+ MOOCS certifications during Jan-Apr, 2025.
  - 195th position - 900+ MOOCS certifications during July-Oct, 2025.
  - 167th position - 1260+ MOOCS certifications during Jan-Apr, 2026.
- Received 4* rating from IIC, and became MENTOR INSTITUTE to 44 schools in and around Nandyal district, in the year 2025.

EDUCATION • INNOVATION • RESEARCH • DEVELOPMENT • SOCIETAL IMPACT