



# **GODAVARI FOUNDATION'S GODAVARI COLLEGE OF NURSING, JALGAON**



## **POLICY, RELATED FOR WELFARE MEASURE OF TEACHING AND NON-TEACHING STAFF**



  
PRINCIPAL  
GODAVARI COLLEGE OF NURSING  
JALGAON

### Casual Leave:

- Total 12 CL
- Maximum 3 CL can be taken together. More than 3 will be considered as EL.
- 3 CL can be taken in an emergency with intimation, remaining 9 have to be pre sanctioned.

### Earned Leave:

- Total 24 EL = 2 EL per month
- Only 12 days EL is allowed to take in the month of May. No leaves will be allowed when college working.
- Everyone has to utilize EL before the month of June. Out of 24 EL 12 have to be utilized before 15th July every year.
- Note- EL not carried forward to next year. No, EL encashment.

### Sick Leave:

- 10 days per year
- Sick leave is permitted for the new staff only after completion of 1-year uninterrupted service.
- EL & CL cannot be carried forward. Only sick leaves are allowed to be carried forward.

### Biometric Rules:

- Biometric recording is compulsory for everyone.
- College timing is from 9.00am to 5.00pm, from Monday to Friday, & Saturday half day .
- 10 mins late punching is permitted for 3 times a month & for the 4th late mark half day CL is deducted there after 5 to 8 late punching 2 CL will be deducted.
- Diwali & Christmas vacation can be extended by combining with EL.
- Concession for 2hrs in the morning or evening is permitted, with the consent from HOD & to be compensated within next 3 days immediately.
- In the emergency leave of absence, it is mandatory to inform in the official WhatsApp group and provision of your commitment of work should be mentioned.

### OTHER LEAVE RULES:

#### MATERNITY LEAVE RULES:

- 3 year and above service - 3 months full paid leave.  
Note - after taking a benefit of ML, staff have to serve the Institution for minimum one year.

#### ABORTION LEAVE RULES

- Staffs on completion of three years' service are entitled for two weeks paid medical leave, provided they submit the medical papers and on the final discretion of management.

#### MEDICAL LEAVE

- Medical leave will be sanctioned after submitting supporting documents and approval will



be completely at the discretion of the management.

### **COVID LEAVE:**

- If a staff is Covid positive, 14 days medical leave with full pay (depends upon case to case) will be granted after submission of the report.
- If the staff is at high risk exposure or in family quarantine protocol, then 5 days medical leave with Saturday and Sunday benefit is entitled.
- After 3 days if RT PCR value turns out to be negative, then can resume duty following all necessary COVID protocols.

### **RETIREMENT AGE:**

The age of retirement of service is at 63 years. Thereafter, based on the performance and considering the need of the department, the concerned Governing Body or Management of the college or the institution may extend the appointment of such superannuated teacher.

**Note - All leaves will be sanctioned depending on the Performance and dedicated work output for the Institution of the employee in the institute as well as sanctioned by the management and all leave rules are common for both teaching and non-teaching staff.**

### **RULES & REGULATIONS REGARDING ON DUTY LEAVE & DUTY LEAVE:**

- **Practical exam:** OD for 3 practical examination for summer and winter exam are allowed with the appointment of MUHS.
- **CAP theory paper:** OD for summer and winter exam are allowed with the appointment of MUHS.
- **Centre Observer:** summer and winter exam are allowed after submitting attendance letter from respective college/hospital.
- **On duty for Workshop:** Total 3 with full reimbursement
- **LIC inspection duty:** As per appointment of MUHS LIC inspector are liable for OD



## FINANCIAL IMPLICATIONS:

- **PROVIDENT FUND:** Initiated as per government rules for non-teaching staff.
- **INCREMENT AS PER PERFORMANCE APPRAISAL POLICY**  
Godavari college of Nursing has policy of performance appraisal based on principle of performance-based appraisal which includes academic performance of students and subject result, self-growth and support for institutional growth and any other extraordinary performance.

- **Members of committee-**

- i) Secretary from Management member
- ii) Executive Secretary
- iii) HOD/Principal of Nursing department

**Procedure-** performance appraisal happens in three phases

- **Self-assessment:**

Each candidate is given form in month of May which has a self-information area and candidate is given a chance to present their work for self-assessment.

- **Assessment through Vice Principal of College:**

The Vice principal enters remark about the whole year review of each candidate in part second.

- **Assessment through HOD/Principal of Nursing institute**

Finally, the Principal fills her area of assessment for each candidate.

### **Component of Performance appraisal-**

- Details of candidate
- Total year of experience
- Number of years serving for organization
- Subject teaching
- Result of subject
- Any publication/presentation/education program/conferences/seminar etc.
- Academic achievement
- Received any award
- Professional growth
- Special support for the organization

\* HOD/ Principal should inform about previous scale that candidate was withdrawing and earning and recommended grade for next academic year.



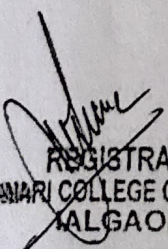
## STAFF WELFARE POLICIES:

- Teachers are invited to be a part of special events like Foundation Day, Teacher's Day and Women's Day celebration organized by management committee of the institute.
- Birthday celebration of each staff is done.
- Onam, Navratri, Sarasvati Pooja and Diwali celebration is done every year.
- Christmas celebration is done in the month of December.
- Staffs have access to the facilities like gym, meditation, nutrition consultation, canteen for refreshments and medical and legal counseling.
- Residential quarter are awarded for faculty
- Medical benefit with the 50% concession for the family members
- Children education only tuition fees no other special fees has to be paid.

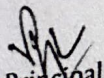
## CAREER ADVANCEMENT: STAFF DEVELOPMENT POLICIES

The institution has granted benefits for the development of the staff which is as follows.

- The staffs are allowed to attend various in-service programs conducted by the institute and outside the institute.
- Staffs are funded 100% of the remuneration for 3 national & international workshop & conference.
- OD for practical examinations and outside CAP theory paper, OD for Centre observer for each summer and winter exam, 3 OD for workshops, seminars, paper presentations etc. And OD for LIC inspection duty in academic year are provided by the institute.
- The staff is granted maternity leave and additional leaves like casual, earned and sick leaves.
- Staffs who have given more than 10 years of service to the institute are recognized by management committee of the organization.

  
REGISTRAR  
GODAVARI COLLEGE OF NURSING,  
JALGAON



  
Principal  
Godavari College of Nurs  
JALGAON

गोदावरी फाउंडेशन संचालित,

**गोदावरी कॉलेज ऑफ नर्सिंग**

नेशनल हायवे नं. ६, गट नं. ५७/१, ५७/२, खिर्डी शिवार,  
ता. जि. जळगांव-४२५३०९ (महाराष्ट्र) भारत



Godavari Foundation's

**GODAVARI COLLEGE OF NURSING**

NH-6, Gat No. 57/1, 57/2, Khirdi Shivar,  
Tal. & Dist. Jalgaon-425309 (Maharashtra) INDIA

(Reg. by INC, MSBPNE, MNC, MUHS, GOVT. of Maharashtra)

(Accredited by NAAC)

(नर्सिंग शिक्षा को संपूर्ण प्राप्त करने का प्रयास)

(Striving to Achieve Complete Nursing Education)

### On Other Duty (OD) Leave Policy

Hereby informed to all Teaching Faculty, from 01/01/2024 onwards "On Other Duty (OD) Leave" policy is implemented by the institution. Kindly take the note, read all the points carefully and do function accordingly.

Enclosure: Policy Details



PRINCIPAL

PRINCIPAL  
GODAVARI COLLEGE OF NURSING  
JALGAON



**GODAVARI FOUNDATION'S**  
**Godavari College of Nursing, Jalgaon.**

**Other Duty (OD) Leave Policy**

**OBJECTIVE**

To communicate the leave entitlements and provide guidelines for availing these leave.

**ELIGIBILITY & APPLICABILITY**

All Teaching Faculty on regular rolls of the Institute.

**GENERAL RULES AND REGULATION FOR LEAVE**

Godavari College of Nursing, Jalgaon, provides different kinds of leave to meet with the various eventualities of its employees. Availing of leave should be with proper notice so that the work of the organization does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the college.

Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Apply one day prior with proper rearrangements of duties and handover the responsibilities. Even for CLs, intimation by telephone, SMS or Email is to be given to the Head of the department/institution, if prior sanction cannot be obtained for justifying reasons.

Leave accounts of all staff members are maintained in the Administrative Office.

Sanctioning authority: Principal of the college is the competent authority to grant all kinds of leaves to all the teaching faculties. Principal may delegate this power to Heads for administrative convenience. Registrar of the college is the competent authority to sanction leave of the Principal.

All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules.



## OTHER DUTY (OD) LEAVE POLICY RULES AND REGULATION

The College can permit any faculty member to take special assignments with other Colleges, for specific period of time or to attend seminars/faculty development programmes/winter or summer examination with prior approval from the Head of the Department and Principal/designated authority.

Faculty can avail 37 days ON DUTY in an academic year for the purpose of External Examiner for practical examination, CAP, Centre observer in other colleges connected with university during the college working days.

### Details of allotted OD

- Faculty can avail 8 days ON DUTY for Summer practical examination and 8 days ON DUTY for Winter practical examination as a External Examiner.
- Faculty can avail 2 days ON DUTY for Summer CAP and 2 days ON DUTY for Winter CAP.
- Faculty can avail 7 days ON DUTY for Summer Centre Observer and 7 days ON DUTY for Winter Centre Observer.

(For Centre Observer, only two faculty can fill the Google link form for willingness and it should be in rotation form, No one can fill the form without informing authority).

- Faculty can avail 3 days ON DUTY to attend Seminars/Workshop/Conference/Faculty Development Programme.
- Faculty can avail 8 days OD at Centre of examination in other colleges (Within foundation) such as Homeopathy or Medical College as a Junior or Senior Supervisor.
- Faculty can take 8 days OD for GNM CAP at Government Hospital and it is also in Rotation so everyone can get an equal chance.

OD is to be ordinarily applied at least 2 days in advance with evidence through HOD to Principal. The classes and other duties, if any, are assigned to other staff is necessary.

OD taken without proper intimation and approval, shall be considered as leave with loss of pay.

If OD availed in excess, the excess days will be treated as loss of pay (LOP).

The Principal shall have the right to cancel the OD sanctioned earlier, for an emergency work in the college.



PRINCIPAL  
GODAVARI COLLEGE OF NURSING  
JALGAON