

10.1.3 SABBATICAL LEAVE:-

This leave is granted for either research or special project or personal development that benefits the Institution and the maximum duration for which this could be availed is six months.

- During Sabbatical leave, the staff will be on the rolls of the Institution but not on the Pay rolls.
- The Institution will not be responsible for any untoward incidents like health, life insurance, medical expenses, legal issues nor will it be responsible for the personal property of the staff kept at the Institution premises.
- During this period, employees are expected to keep away from any infringements of the law or moral ambiguities which would cause any damage to the Institution and if involved, the Institution reserves the right to terminate employment without giving any notice period.
- In the event employee leaves the country, he should intimate the Institution about the complete details of the travel, stay and purpose of visit.
- Employees on Sabbatical will not be considered for promotions and there will be a break in the service record.
- On resuming duty either the same cadre or alternate will be offered at the discretion of the Institution management based on internal requirement.

10.1.4 SPECIAL CASUAL LEAVE:

- Special casual leave is sanctioned for participation in sports & educational programmes (e.g. Seminar/ Conferences/Workshops), events of University/State/National and other extracurricular and co-curricular activities, on prior approval of HOD / Principal.
- Special casual leave not exceeding thirty days (30) in each calendar year may be granted to the employees who are chosen by any university for attending the examination work like evaluation work , lab exams, projects/thesis evaluation, research work (documents to be attached). They will not be eligible for TA & DA from the institution.
- Sundays and other holidays intervening the period of special casual leave admissible for participation in sports events are counted as special casual leave and are not excluded from the admissible limit of special casual leave. However, Sundays and Holidays can be prefixed and suffixed to the special Casual Leave.

10.1.5 VACATION LEAVE: -

Vacation leaves can be availed at the end of each semester as prescribed by the Institution from time to time. In the event of any urgent official work shall be attended during the vacation.

10.1.6 MATERNITY LEAVE:-

All Female Employees are entitled for Maternity leave as per Maternity Benefit Act 1952 and its amendments.

Extension of maternity leave is at the discretion of the Management.

10.1.7 COMPENSATORY CASUAL LEAVE:

Compensatory Casual Leave is in lieu of working on declared Holidays. Such leaves could be compensated on working days at the discretion of the Principal/Vice

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principal. This leave should be availed within a month from date of work.

10.1.14 SICK LEAVE:

All Employees are eligible for 14 days of sick leave annually with pay. Surrender of leave for monetary benefit is not allowed.

10.1.9 ON OFFICIAL DUTY (OOD):

Employees can avail OOD for any work assigned by the Institution or representing the Institution for the University work/Admissions/Purchase/Meetings with prior permission from Principal/Vice principal. Payment of TA/DA will be as per Institution norms. All leaves / permission should have prior approval from HOD, Principal, and Vice-Principal; otherwise the leave will be treated as absence with loss of pay.

10.2 Employee Provident Fund Scheme:

The Employees appointed are covered by the Employee's Provident Fund and miscellaneous provisions act 1952 & its amendments. The applications of these rules are mandatory to all the employees. According to these rules the employee shall contribute towards PF Contribution at the rates prescribed in the rules and matching share of contribution shall be paid by the Management and both shares of PF contributions shall be remitted to the regional provident fund Commissioner, Karnataka, Bangalore every month towards crediting the amount to PF account and pension fund account. The payment of contributions shall cease on the employee leaving the service either on resignation, termination or by retirement. The accumulated PF Contribution will be paid to the employee directly by the Regional provident fund Commissioner, Karnataka, Bangalore. For details with regard to PF and pension benefits, the employee's provident fund and miscellaneous provisions Act 1952 be referred.

10.3 Employee State Insurance Act:

The Employees appointed are covered by the Employee's State Insurance Act 1948 & its amendments, The application of these rules are mandatory to all the employees whose monthly salary does not exceed INR 21000 are eligible to avail medical care and cash benefits in the contingencies of sickness, maternity, disablement and death under the act.

10.4 Payment of Gratuity Act:

The employees appointed are covered under Payment of Gratuity Act 1972 & its amendments, the applicability of these rules are applicable to employees who have completed 5 years of uninterrupted service.

10.5 Group Personal Accident Insurance:

The employees are covered under Institute's Group Personal Accident policy where employees are entitled for accidental death benefit paid to the nominee, compensation for temporary / permanent disablement.

10.6 Transportation and canteen Facility

The employees are entitled for transportation and canteen facility at subsidised rates.

Faculty Development Policy

Dr. TTIT encourages and facilitates its faculty members through a well structured Faculty Development Policy. The details of the policy are as follows.

13.1 Faculty Development Scheme

Dr. TTIT has introduced Faculty Development Scheme for regular appointment to take care of research and development of faculty members.

13.1.1 Research Financial Support Scheme

The institute encourages faculty members to carry out high quality research and publish in classified journals. The research support scheme is intended to fund research proposal with well defined deliverables from regular faculty member of Dr. TTIT. Faculty members have to submit a detailed proposal of their project to avail this scheme.

13.1.2 Incentives to Pursue Higher Education

Faculty members are encouraged to pursue higher education viz., M.E. / M.Tech / Ph.D. programme under the following scheme.

- i. M.E. / M.Tech Part-time – Evening class.
- ii. M.E. / M.Tech Part-time – Week end days classes
- iii. Ph.D. – Part-time programme.

13.1.3 O.D Facilities to Pursue Higher Education

- i. M.E. / M.Tech – O.D. to attend class on week end Saturdays.
- ii. M.E. / M.Tech – O.D. to write University Exam on week days.
- iii. Ph.D. – O.D. to attend course work on week days.
- iv. Reduced work load for teachers pursuing P.G. programme

13.1.4 Financial Assistance

- i. Interest free education loan to pursue M.E. / M.Tech
- ii. Tuition fee paid by the college for Ph.D
- iii. Half-pay-leave for six months to complete Ph.D. Thesis writing.

13.1.5 Faculty Development Programme, Workshops and Conferences Etc.

- i. Faculty members are encouraged to attend Faculty Development Programme, Seminars, Symposia, Workshops and Technical meets to improve their technical skills. The Registration fee, TA and DA and other expenses are borne by the college.

Faculty members are encouraged to present papers in National and International Conferences. In addition, to Registration fee, TA, DA, cash awards are given to the faculty members.