



Sulochana Belhekar Samajik Va Bahu Uddieshiya Shikshan Sanstha

DNYANESHWAR POLYTECHNIC



BELHEKAR
GROUP OF INSTITUTES

Prof. Ahire H.J
Principal

Dr. Belhekar S.P.
President

AICTE, DTE Approved and MSBTE Mumbai Affiliated DTE-5248, MSBTE-1174
Email- 1174principal@msbte.ac.in; Web- <https://belhekargroupofinstitute.in/>

Bhanashivre, Tal: Newasa, Dist: Ahilyanagar (Maharashtra) 414609 Phone/Fax- (02427) 297099; 8830443056

SBSBSS/DP/2025-26

Date: 01/07/2025

COMMON TIME OFFICE GUIDELINES

- 1) Staff members should report in between 9.50 am to 10.00 am after which he/she will be marked late. The staff members having lecture/practical's at 10.00 am should positively report before 10.00 am. If he or she fails to do so disciplinary action will be taken.
- 2) If any one report between 10.10 am he/she will be marked late and he/she should sign in the late muster present in the department and the responsibility lies with the HOD.
- 3) If any staff member has reported late consecutively more than two times one casual leave will be deducted from his/her leave account.
- 4) Every staff member is entitled to avail 12 casual leaves for the academic year (01st July to 30th June)
- 5) Pre intimation has to be given to the HOD before availing any of the Casual/Earned/Medical leave. Failing which he will be marked LWP. (Leave without pay). In case of medical leave intimation over the phone will be considered and medical leave will be granted for maximum 02 days. In case of critical sickness, the leave will be granted after submitting the hand written application along with the medical certificate by a certified medical practitioner.
- 6) While granting CL/EL the HOD's should take note that no institutional activity suffers due to the leave of the concerned staff member. While sanctioning the leave the HOD's should verify emergency of the circumstances.
- 7) Maximum 05 days of leave can be availed at a single go. Joining weekends and public holidays. The staff members should be present before the start of leave or immediately after the end of leave. Failing which all the holidays will be marked as CL.
- 8) C.off should be availed in between 01st July to 30th June of the current academic year. C.off cannot be joined to any other leaves at the most 03 C.off can be availed at one instance. Earned leave should be sanctioned before going on leave.
- 9) Application for medical leave should be submitted to the Office through the HOD. Fitness certificate should be submitted by the staff before resuming his/her duties. The staff member should submit the leave application within 03 days of joining his/her duties.
- 10) Without the consent of the HOD of the department no leave shall be sanctioned by the administration.
- 11) Without sanction from the Principal leaves will not sanctioned to the HOD's.

