



Khandesh College Education Society's

# INSTITUTE OF MANAGEMENT & RESEARCH

NAAC Accredited 'A' Grade, (CGPA 3.17) | NBA Accredited "MBA Program"  
Recognized By (AICTE) New Delhi


An Autonomous Institute Affiliated to KBC North Maharashtra University, Jalgaon

## Staff Leave Policy

1. Total number of Casual leaves (CL) applicable for the academic year shall be 12.
2. Total number of Medical leaves (ML) applicable for the academic year shall be 15 with medical certificate from certified medical practitioner.
3. Duty Leave (DL) and Study Leave (SL) will be granted to faculty members with prior permission from the Director of the Institute
4. Maternity leave shall be provided for 03 months.
5. No faculty member will leave campus during office hours without prior written permission of the Director.
6. 03 Late marks will be counted as  $\frac{1}{2}$  Casual leave(CL).

Date: 01/11/2024



  
Prof. B. V. Pawar  
Director