



# SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

UG Block Vensai Projects, Kompally, Secunderabad, Telangana - 500100.



## Cycle-1 NAAC Accreditation 2023

### Criteria 6 - Governance, Leadership and Management

#### 6.3 Faculty Empowerment Strategies

*6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff*

Submitted to



**National Assessment and Accreditation Council**

# Leave Policy



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

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(Affiliated to Osmania University)

## Faculty Empowerment Strategies

### 6.3.1 The institution has effective welfare measures and Performance

#### Appraisal System for teaching and non-teaching staff

### LEAVE POLICY

We are providing leaves for concerned reasons. The following are the categories of leaves.

#### 1. Casual Leave (CL) :

Casual leave refers to the paid leave granted to employees for personal reasons.

Casual Leave of 12 days are allotted per year for each faculty.

#### 2. Maternity Leave:

Maternity Leave is a paid leave/absence from work provided by an employer to a woman employee for the period before and after childbirth. Maternity is used by new mothers to take care of her and her child's health. We are providing 45 days of maternity leave .

#### 3. Special Leave :

Special leave is an arrangement granted to an employee who needs to be absent from the work during working hours which do not come under other types of leave. During covid days, we provided special leaves with pay. Special leaves are allotted during the time of natural disasters including heavy rain and flood.



*Mamatha*

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**PRINCIPAL**

**Siva Sivani Degree College**  
Kompally, Medchal-Malkajgiri (Dt)-500100



Leave -Application Forms

**Siva Sivani Degree College**

**LEAVE APPLICATION FORM**

Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Casual leave/leaves required: \_\_\_\_\_  
Purpose: \_\_\_\_\_  
Letter Submission Date: \_\_\_\_\_

**Details of Submission: -**

Date	Period	Class	Assigned to	Signature of concerned Faculty

Signature of the Applicant

Principal



*Mamatha*

**PRINCIPAL**

**Siva Sivani Degree College**  
Kompally, Medchal-Maikajiri(Dt)-500