



**Avinashilingam Institute for Home Science and Higher Education for Women**  
(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)  
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC  
Coimbatore - 641 043, Tamil Nadu, India

AIHS&HE/FS/2024-25/5452

19.07.2024

**CIRCULAR**

Sub: Gratuity, Casual Leave, Earned Leave and other benefits applicable to Teaching and Non-Teaching staff working under Self Supporting Programmes – Reg.

All the Teaching and Non-Teaching staff working under Self Supporting Programmes of the Institute are eligible to avail the following benefits

1. **Holidays:** He / She will be eligible for the declared holidays of the Institution applicable for the Teaching and Non – teaching staff, during the period of his/her employment.
2. **Gratuity:** Payment of Gratuity will be as per the provisions of the Payment of Gratuity Act.1972.
3. **Leave:**
  - (i) **Casual Leave:** He / She will be eligible for one day casual leave on completion of 30 days during the period of employment. Un-availed leave can be accumulated not more than 3 days. Sanction of leave will be subject to approval by his/her reporting authority.
  - (ii) **Earned Leave:** Earned Leave is applicable after completion of one year service in this Institution. One day EL for every 30 days of service and maximum accumulation of EL during the service shall be restricted to only 240 days. EL shall be availed with prior permission of the concerned authority. The leave is not encashable.
  - (iii) **Maternity Leave(For Women):**
    - a. **ESI Beneficiaries:** The staff who have completed at least one year of continuous and satisfactory service, is eligible for Maternity leave for maximum of 180 days without salary, subject to prior approval of the Head of the Department/ Dean and Registrar supported with a medical certificate. Maternity leave is applicable only for the first and second delivery.
    - b. **ESI Non Beneficiaries:** The Staff who are not eligible for the ESI benefits while they are on maternity leave, for the two eldest surviving children only except when the number of children exceeds two due to second child birth resulting in multiple birth subject to the following conditions.
      - Maternity Leave is granted to the staff with not less than one year service in the Institute prior to the commencement of such leave.
      - Granted with a consolidated salary of Rs.21,000/- per month for a period of three months. If required, the leave may be extended for another three months without salary.

- Miscarriage/ Abortion (induced or otherwise): Leave is allowed for total of 45 days in the entire service with the consolidated salary of Rs.21,000/- per month. Application should be supported by a certificate from a Registered Medical Practitioner.
  - An employee, who after availing of maternity leave resigns from service or otherwise, quits within two years after return to duty or does so without returning to duty at all from maternity leave, should refund 50% amount of the salary drawn during the maternity leave period. An undertaking to this effect has to be submitted by the concerned employee.
4. **Restriction of Alternative Employment:** This position has been planned based on the human resource requirements of the Institution. Hence, he/she will not seek or take up any other employment during the period.
  5. **Confidentiality of Information:** He / She shall not divulge any information critical to the Institution or pass on any document relating to the Institution without explicit written permission of the Management. Breach of this condition will be construed as serious misconduct and will entail legal action as deemed fit.
  6. **Termination of services:**
    - a) Either party may terminate the employment by giving one month notice in writing or payment of one month basic pay with allowances/one month consolidated salary in lieu of notice on either side without assigning any reason.
    - b) He / She will not be permitted to leave in the middle of the semester under any circumstances. But, if the authority may be consider, the request favorably as special case.
  7. **Joining Procedure:** While joining, he/she will be required to submit two passport size photographs and originals of his/her educational certificates along with two sets of photocopies of all certificates (Qualification, Experience, Community, Date of Birth, ID proof, Resident proof, Relieving order & Salary certificate of last employer etc). His / Her monthly salary shall be paid through the bank, for which he/she has to open a savings bank account in the Indian Bank, ADUC Branch. He / She will also produce copy of PAN card and AADHAAR card after joining duty and if he / she is not having one, he / she has to apply for it and submit a photocopy to the concerned section.
  8. **EPF/ESI:** It may be noted that the appointment will be confirmed only from the date of completion of EPF/ESI formalities. Hence, it may be ensured that the copies of Indian Bank Pass book, Aadhaar, Aadhaar of nominee(s), PAN Card, along with the duly filled up form are submitted immediately on joining.

**For Teaching Staff only:**

1. **Period of Probation:** The period of probation is one year with effect from the date of joining. The period of probation can be extended or confirmed in the above position based on the performance.
2. **General Rules & Regulations:** Staff will abide by the rules and regulations of the Institution as applicable to teaching staff from time to time. Notwithstanding during the period of probation, the Institution will have the right to terminate the employment for breach of trust, violation of rules and regulations of the Institution and any act of indiscipline. In case of termination of the employment for the above reasons the Institution shall not be liable for any compensation whatsoever.

3. **Performance Evaluation:** The Institution believes in maintaining a high performance team. The staff will be required to maintain high level performance during the service with us. The performance will be subject to evaluation at the end of each semester as per the policy of the Institution. After completing one year of probation period an assessment will be made and if satisfactory they will be continuing for another two years following. A 1+2 year pattern for renewal of appointment after appraisal will be followed. At the end of the third year a Performance Based Appraisal will be done, and if found satisfactory, the appointment will be continued for another three years. If the performance is found to be unsatisfactory, suitable steps will be taken including discontinuation of the services.
4. **Termination of services:**
- Either party may terminate the employment by giving one month notice in writing or payment of one month basic pay with allowances/one month consolidated salary in lieu of notice on either side without assigning any reason.
  - The staff will not be permitted to leave in the middle of the academic year under any circumstances.**
  - If the staff has taken up Ph.D. supervision, shall not be relieved until the candidate(s) under the supervision completes Ph.D. or an alternative supervisor is available.
  - Similarly if the staff is granted project (in-house and extra mural), will be relieved only after the final UC(Utilisation Certificate) is submitted.

  
REGISTRAR(i/c)

Copy to:

1. Vice Chancellor's Office
2. Registrar's Office
3. Finance Officer(i/c)
4. Controller of Examinations
5. Assistant Registrar(Administration)
6. Assistant Registrar(Academic)
7. All Deans & Directors
8. All HODs
9. Library
10. Engineering Section
11. IQAC
12. Consultant, Public Relations
13. Computer Centre
14. University Website