



SOCIAL WELFARE RESIDENTIAL Government Degree College (G) Kanchikacherla

Website:swrgdckch.ac.in

Email:jkc.swrgdckkanchikacherla2013@gmail.com

Cell No: 9440276133 or 9705798900

Dr.Valluru.Neeraja , M.Sc Ph.D Principal

Leave Policy

Objectives:

- Leave is a provision to stay away from work ,for genuine reasons with prior approval of competent authority.

Code of Conduct : All the teaching non teaching staff must submit the leave letter before 24 Hours with class work adjustment.

LEAVE OF ANY DESCRIPTION MAY BE REFUSED OR REVOKED BY THE LEAVE SANCTIONING AUTHORITY INSIGHT OF STUDENT WELFARE.

This policy shall apply to all staff members with FRS leave application.


Rules of Attendance policy :

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Government of Andhra Pradesh. Leave of any description may be refused or revoked by the leave sanctioning Authority

The employees are entitled for the following types of leave:

- Casual leave
- Special casual leave
- Leave on loss of pay
- Maternity/Paternity leave
- Child care leave
- Earned leave
- Study leave
- Half pay leave
- Extrordinary Leave
- OnDuty Leave
- Extra Five Casual leaves for women.


IQAC Co-Ordinator
S.W.R.G.D.C. FOR GIRLS
KANCHIKACHERLA.


PRINCIPAL
S.W.R.G.D.C FOR GIRLS
KANCHIKACHERLA.



Signatures of Staff :

1. Dr.K.Balakrishna -Vice Principal
2. Sri M.Aruna - IQAC Co-Ordinator
3. Dr.P.Dhana Lakshmi – Lec. In Commerce
4. Dr.K.Sudha Rani - Lec. In Commerce
5. Smt.P.Satyavani - - Lec. In Commerce
6. Smt.Lavanya – Lec. In Comp.Science
7. Dr.T.Naga Lakshmi - Lec. In Comp.Science
8. Sri PNV.Prasada Rao -- Lec. In Mathematics

9. Dr.Y.Sumithra - - Lec. In Commerce

10. Smt.P. Sadhana – Senior Assistant