



M.I.E.T. ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)
UG - CSE, EEE & MECH Programs Accredited by NBA, New Delhi
Accredited with 'A+' grade by NAAC
An ISO 9001:2015 Certified Institution
Recognized by UGC under section 2(f) & 12(B) of UGC Act, 1956
Trichy - Pudukkottai Road, Tiruchirappalli - 620 007. Phone:0431-2660 303
Website:www.miet.edu, E-mail:principal@miet.edu, contact@miet.edu



6.3.1. The institution has effective Welfare Measures for Teaching and Non-Teaching Staff

Casual Leave

1. Faculty Members are eligible for 12 days casual leave in the calendar year. It should be availed only after getting the Leave sanctioned by the authority.
2. Members who have less than one year of service are eligible for one day casual leave for each completed month of service.
3. Members who have completed between one and five years of service, the casual leave will be split up as quarter. (Jan, Feb, Mar/Apr, May, Jun/Jul, Aug, Sep/Oct, Nov, Dec)
4. Members who have more than 5 years of service can avail 12 days of casual leave at any time in a calendar year.

Compensation Leave

Compensation leave will be given for Non-teaching staff only (No compensation leave for teaching staff). The Principal is the authority to sanction the compensation leave, which has to be availed within 30 days, (from the date of actual compensatory working day) with the prior permission of the sanctioning authority and the same to be maintained in the separate register.

Special Casual (compensation) Leave

Assigned staff members of University examination cell and admission cell are not able to avail stipulated vacation leave in a respective calendar year will be permitted to make use of 50% of vacation considered as "Special Casual Leave" (SCL) in the same academic year. The head of the institution is the authority to sanction the above without affecting the regular academic work.

Special Leave for Marriage

1. Special Leave for marriage of the staff members will be sanctioned for those who have completed minimum of one year service in the M.I.E.T. Educational Institutions on the date of availing special marriage leave.


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2. The marriage leave of the individual will be applicable to the maximum extent of 5 days at a stretch. (during the marriage date/period)
3. The individual request should be forwarded through the respective head of the institution to this office along with the marriage invitation.
4. This leave will be applicable for the teaching and Non- teaching staff of the M.I.E.T. Educational Institutions.
5. During summer and winter vacation period there is no special leave for marriage be allowed.

Maternity/Paternity Leave

Any employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity/Paternity Leave (ML/PL) for a maximum of 60 days for ML (Sixty days)/ 15 Days for PL (Fifteen Days)subject to prior approval of the Chairman.

1. An employee can avail maternity leave only on two (2) occasions in her entire service period.
2. The maternity leave sanctioned shall be availed on a continuous basis and cannot be availed in installments.
3. The decision of the Chairman will be final in sanctioning of maternity leave.

Medical Leave

1. Treatment and Hospitalization for serious complaints will be decided on the merit of Individual case.
2. For other ailments and hospitalization, the medical leave will be given on submission of medical certificate and discharge certificate from recognized hospital.


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Vacation Leave

Teaching Staff:

1. 40 days' vacation in an academic year is divided into two spells with the first spell extending up to 15 days in the winter session and the remaining 25 days in the summer session as the second spell.
2. The faculty member who has less than one year service can avail 7 day's vacation leave.

Non-teaching Staff:

1. Non-teaching staff other than Attenders:

More than 5 years of service	-	20 days
Between 1 & 5 years	-	15 days

2. Non-teaching staff Attenders:

More than 5 years of service	-	15 days
Between 1 & 5 years	-	10 days

Non-teaching staff that has less than one year service is not permitted to avail the vacation leave.

On-duty

Teaching Faculty:

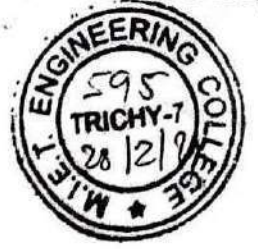
1. On duty for University Exams related duty – 20days per academic year.
2. Attendance sheet should be produced after the duty.
3. On duty for Research/Administration –As per recommendation from HOD & approval from Principal.
4. OD form should be produced before availing it.

Non - Teaching & Administration Staff members:

On duties for Administration staff will be provided for official works only. Every admin staff availing On Duty must submit the OD form to the office before availing the on duty or must get proper approval from Principal.


PRINCIPAL
M.I.E.T. ENGINEERING COLLEGE
DANDUR, TIRUCHIRAPPALLI-620 007.

27.02.2024



From,

Dr. S. JERLINE ZITA / AP / MATHS
E122706 (SAH).
M.I.E.T. Engineering College
Trichy.

To

The Chairman,
M.I.E.T. Engineering College,
Trichy.

1/2/24

yes
S
28.2.24

Respected Sir,

Sub: Requesting permission to provide maternity leave - Regarding.

I applied leave for 10 days from 10-2-2024 to 22.02.2024 in our college for taking medical treatment.

As I am on the family way and the doctor advised me to take rest and I have undergo further treatment.

Hence I request you to kindly sanction maternity leave for a period of six month from 28/2/24 to 28/8/24.

I assure that I will report for duty in the college at the time of any inspection held in our college during my leave period.

Thanking you.

Your's faithfully,

S. J. Zita
27/2/24.

Submitted to principal
3/2/24

Forwarded to
Chairman
A. J. J.

For
S. J. Zita

PRINCIPAL
M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007.

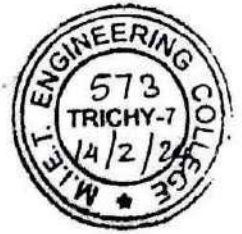
From

Dr. G. Pranesh,

Assistant Professor (E/21228)

DOJ: 15/04/2021

Department of Mechanical Engineering,
M.I.E.T. Engineering College,
Trichy - 620 007.



TO

The Chairman,
M.I.E.T. Engineering College,
Trichy - 620 007.



Through - The Principal & The HoD/mech

Respected Sir,

DOJ: 15.4.2021

Sub: Requisition letter to avail marriage leave - Res.

By the Grace of almighty & with the blessing of the management, my marriage is going to be held on 22/02/2024 at Theni. Hence I request you to kindly permit me to avail marriage leave from 15/02/2024 to 19/02/2024 (5 days).

may be permitted

[Signature]
14/2

Thanking You,

[Signature]
15/2/24

Date: 14.02.2024

Place: Trichy.

Forwarded to Principal
[Signature]
14/02/24

[Signature]
15.2.24

Yours Faithfully,

[Signature]

Dr. G. Pranesh

Forwarded to
Chairman
[Signature]
14/2/24

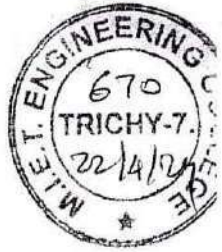
From

V. Keerthana, (E123401)

AP/ECE

M.I.E.T. Engineering College,

Trichy-07.



To

The Chairman,

M.I.E.T. Engineering College,

Trichy-12.



Sub: Submission of Joining Report.

Respected Sir,

With reference to my letter dated 1.4.24, I requested my medical leave upto 31.5.24. As I recovered from my illness, I request you to kindly permit me to join duty in our college on 22.4.24.

Thanking you.

Place : Trichy.

Date : 22.4.24.

Yours faithfully
V. Keerthana.

Forwarded to the principal

[Signature]

H. D. JELE

Forwarded to
Chairman

[Signature]
25/4/24

[Signature]
PRINCIPAL
M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007.

As discussed
with Principal
he may be
permitted to join
duty

[Signature]
22/04/24

From

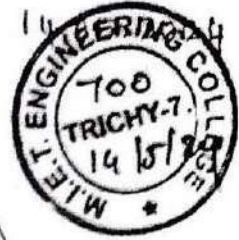
S. Abirami (E123514)

Assistant Professor

Department of computer science and Engineering

M.I.E.T Engineering college

Trichy - 07.



Handwritten signature and date 15/5/24

The chairman

M.I.E.T Engineering College

Trichy - 07



Through the Principal

Respected sir,

Handwritten date 12.5.23

Handwritten signature and date 15.5.24

Subject : Request for Maternity Leave

I have joined in our college on 10.10.2023 and working as an Assistant Professor in the Department of computer science and Engineering till date. I write this letter to inform you that I am pregnant and plan to take maternity leave. So I kindly request you to consider my leave upto due date (10.10.2024).

Thanking you,

Yours sincerely

S. Abirami

Forwarded to
Chairman

Forwarded to Principal

PRINCIPAL
M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007.

29/2/2024

From,

M. Mohamed Ibrahim (E12024H)
Assistant Professor,
Department of Mechanical Engineering
M.I.E.T. Engineering College
Trichy - 620007



To,

The Chairman
M.I.E.T. Engineering College
Trichy - 620007.



Through proper channel

DNS 27.7.22

Respected Sir,

Sub: Requisition letter to avail marriage leave - Reg

With the blessing of our management and by the grace of almighty, my marriage is planned to be held on 03.03.2024 at Thiruvembur.

Here I request you to kindly permit me to avail marriage leave from 04.03.2024 to 08.03.2024 (5 days)

Thank you

Forwarded to Principal
29/2/24

1.3.24

Yours faithfully

M. Mohamed Ibrahim

Forwarded to Chairman
29/2/24
[M. Mohamed Ibrahim]

A
ms
Jan 24
29/2/24

(B)

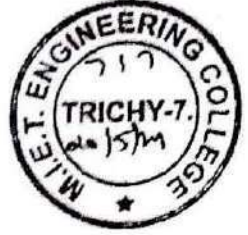
20/5/24

20/5/2024

From

20/5/24

Dr. R. Esthernimshi. E123709
Assistant Professor, Chemistry
Science & Humanities Department
M.I.E.T. Engineering College,
Trichy - 7



To

The Chairman
M.I.E.T. Engineering College,
Trichy - 7.



Through the Principal

B

Respected Sir.

Sub: Report for duty for leave - Reg

I applied medical leave in our college from 16/4/24 to 15/5/24 to undergo medical treatment. As I recover from my illness, I request you to kindly permit me to join my duty from 20/5/24 onwards.

Thanking you

Yours faithfully,
R. Esthernimshi

Submitted to the principal
20/5/24

Recommended to
Chairman

A. [Signature]
20/5/24

PRINCIPAL
M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007.

(2) 2/5/24

21/5/2024



From

S. Rasika banu
AP/ISE [1423009]
M.I.E.T engineering college
Trichy

TO

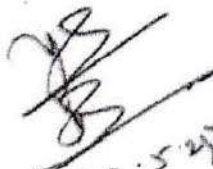
The chairman
M.I.E.T engineering college
Trichy

Through the Principal.

Respected Sir:

Hereby, I would like to apply for maternity
leave as I am due to deliver in the month of
November. And ask for this leave from the
May 21st, 2024. to 6 months.

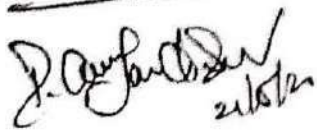
I request you to kindly approve my leave


22/5/24 Thanking you

Yours sincerely



forwarded to principal


21/5/24

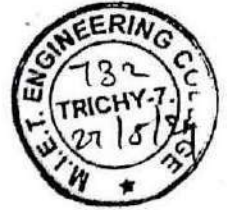
Forwarded to
Chairman


21/5/24

She is in A.S.
advised to avail 6 months leave
benefit in ~~3~~ A.S.
S. Rasika Banu
22/5


PRINCIPAL
M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007.

(2) 29/5



From

Mohamed Ilyas. A
M.E.S.T. Engg. College
Trichy-07



To

The CHAIRMAN
M.E.S.T. Educational Institutions
Trichy - 07
Through: The Principal, Engg. College

31/5/24

L.P.

Forwarded to
Chairman

30.5.24 7-11/24
27/5/24

Respected Sir,

I kindly thank to you for my occupation in this College for a past twenty years. On because of my health issues (Cervical Right side Neck Pain and body over heat issues due to Stone issues) I am advised to take regular physio exercises and treatments. So please permit me to avail medical leave from 28/05/24. As soon as my satisfied health, I will join my duties.

Note: MRI Scan Copy Attached

Thanking you

Yours faithfully

Date: 27/05/24
Place: Trichy: 07

Sud to Principal
Mudde
27/5/24

Ilyas

@ 2/24



20.05.2024
Monday

From

Dr. S. Saju

Associate Professor

Dept. of Biomedical Engineer

M.I.E.T. Engineering College

Trichy



Signature: 01.06.2024

To

The Principal

M.I.E.T. Engineering College

Trichy

Signature

Respected sir,

Sub: requisition to accept medical leave for 1 month - reg.

Due to my health condition I need a leave for the duration of 1 month. Kindly accept this as my formal leave letter and do the needful.

Thanking You

Your faithful

Discussed with Principal -
Considering to Affiliation process,
no. may be permitted
in LLP
or Remarks
Recommended to
Chairman
A. Subh
20/5/24

Principal
M.I.E.T. ENGINEERING COLLEGE
GUNDUR, TIRUCHIRAPPALLI-620 007.

Signature