



Prof. Manish S. Chakraborty S. Appa
President
Shambasveswar Vidya Vardhak Sangha
Dharwad, Karnataka University



Prof. Doddappa Appa
President
Shambasveswar Vidya Vardhak Sangha
Kalaburagi



Lingappa Prodyogya Dr. Shambasveswar Appa
F. Mahatma Permathoth
Shambasveswar Sanghara
Fellow President
Shambasveswar Vidya Vardhak Sangha
Founder Chancellor, Shambasva University

Lingaraj Appa

Engineering College
Gornalli, Bidar-585 403
(Karnataka) - India



ಅಂಗರಾಜ ಅಪ್ಪಾ

ತಾಂತ್ರಿಕ ಮಹಾವಿದ್ಯಾಲಯ
ಗೋರನಳ್ಳಿ - ಬೀದರ-ಜಿಲ್ಲಾ ಕಂಡಾ
(ಕರ್ನಾಟಕ) - ಭಾರತ



Lingappa Prodyogya Doddappa
F. Mahatma Permathoth
Founder President
Shambasveswar Vidya Vardhak Sangha



Lingappa Prodyogya Ramanna Gollubai Anag
Founder President
Shambasveswar Vidya Vardhak Sangha

(AICTE Approved & VTU Affiliated)

(Under the aegis of Centenary Celebrated Sharnbasveshwar Vidya Vardhak Sangha)

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Institutions Run by Centenary Celebrated

Shambasveshwar Vidya Vardhak Sangha, Kalaburagi

Sharnbasva University, Kalaburagi

1. Shambasveshwar Vidya Vardhak Sangha, Kalaburagi	1903
2. Godutai Engineering College for Women, Kalaburagi	2011
3. Appa Institute of Engineering & Technology, Kalaburagi	2002
4. Appa Institute of Engineering Science & Technology M.Tech. in Comp. & Digital Electronics	2011
5. Veerappa Nistty Engineering College, Shorapur	2010
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14. Shambasveshwar Science College, Kalaburagi	1956
15. Post Graduate studies in Computer Science Shambasveshwar College of Science, Kalaburagi	2012
16. Post Graduate studies in Master of Tourism Administration 5 year integrated Course (MTA)	2007
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39. Shambasveshwar BCA College, Kalaburagi	2001
40. Muktabika Residential BBM College, Kalaburagi	2004
41. Shambasveshwar BBM College, Basavakalyan	2004
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43. Shambasveshwar B.Ed. (E.M.), Kalaburagi	2004
44. Godutai D.Ed. College for Women, Kalaburagi	2004
45. Komalata Resi. P.U. College for Girls, Basavakalyan	2006
46. Shambasveshwar Residential Public School, Basavakalyan	2006
47. Shambasveshwar D.Ed. College, Basavakalyan	2004
48. Doddappa Appa B.Ed. College, Basavakalyan	2004
49. Shambasveshwar Public Library, Kalaburagi	1918
50. Basavarajappa Appa Degree College of Commerce Hassanpur, Tq. Shorapur, Dist. Yadgi	2016

Ref. No. LAEC/BDR/OPF/2024-25/139

Date: 29/04/2024

Leave Policy

Policy Statement & Objective

The policy aims to encourage work-life balance for employees and provides details on leave entitlements for the year.

Applicability

These leave rules apply to all regular and contractual faculty, administrative, and technical staff of the University, based on the eligibility criteria specified for each category.

Right of Leave

Leave cannot be claimed as a right by any employee. When exigencies of work arise, leave may be refused, revoked, postponed, or reduced by the authority empowered to sanction leave.

General Rules

- Leave cannot be claimed as a right. The discretion to grant, refuse, or cancel leave is reserved with the Principal and HOD for teaching and non-teaching staff.
- Leave is accounted for on a calendar year basis, from January to December.
- All employees must be present on the last working day and the first working day of the academic term.
- Employees on leave are not permitted to take up any employment for profit or gain. If they do so, their services may be terminated without notice or pay, and all benefits accrued during their service may be forfeited.





Progya Manohar Dr. Dakshayani S. Appa
President
Sharnbasveshwar Vidya Vardhak Sangha
Chancellor Shantabasa University



Progya Doddappa Appa
President
Sharnbasveshwar Vidya Vardhak Sangha
Karnataka



Lingaraj Progya Dr. Sharnbasappa Appa
President
Sharnbasveshwar Vidya Vardhak Sangha
Former President
Sharnbasveshwar Vidya Vardhak Sangha
Founder Chancellor Shantabasa University

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Lingaraj Progya Doddappa
President
Sharnbasveshwar Vidya Vardhak Sangha



Lingaraj Progya Manohar Godduti Anjali
President
Sharnbasveshwar Vidya Vardhak Sangha

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15. Post Graduate studies in Computer Science Sharnbasveshwar College of Science, Kalaburagi	2012
16. Post Graduate studies in Master of Tourism Administration 5 year integrated Course (MTA)	2007
17. Post Graduate Studies in Master of Arts in Journalism & Mass Communication, Godduti College, Kib.	2009
18. Post Graduate Studies in Master of Fine Arts, Sharnbasveshwar Arts College, Kalaburagi	1957
19. Sharnbasveshwar Residential Public School, with State & CBSC Syllabus, Kalaburagi	1967
20. Sharnbasva Public School Residential Independent Junior Science College, Shorapur.	2011
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22. Sharnbasveshwar Antharwani Community Radio (FM) Kib.	2009
23. Mahadevi Girls Higher Primary School, Kalaburagi	1934
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25. Sharnbasveshwar Composite P.U. College, Kalaburagi	1949
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30. Godduti Doddappa Appa P.U. College for Women, Kalaburagi	1971
31. Godduti Doddappa Appa Arts & Commerce College for Women, Kalaburagi	1973
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35. Muktabika Residential Ind. P.U. Science College For Girls, Kalaburagi	1999
36. Godduti Doddappa Appa BCA College for Women, Kalaburagi	2001
37. Muktabika Residential BCA College for Women, Kalaburagi	2001
38. Doddappa Appa BCA College, Basavakalyan	2001
39. Sharnbasveshwar BCA College, Kalaburagi	2001
40. Muktabika Residential BBM College, Kalaburagi	2004
41. Sharnbasveshwar BBM College, Basavakalyan	2004
42. Godduti College of Education (B.Ed), Kalaburagi	2004
43. Sharnbasveshwar B.Ed. (E.M.), Kalaburagi	2004
44. Godduti D. Ed. College for Women, Kalaburagi	2004
45. Komalatai Resu. P.U. College for Girls, Basavakalyan	2006
46. Sharnbasveshwar Residential Public School, Basavakalyan	2006
47. Sharnbasveshwar D. Ed. College, Basavakalyan	2004
48. Doddappa Appa B. Ed. College, Basavakalyan	2004
49. Sharnbasveshwar Public Library, Kalaburagi	1918
50. Basavansappa Appa Degree College of Commerce Hemrajur, Tq. Shorapur Dist. Yadga	2016

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Date :

- v. Leave sanctioning authority may refuse or revoke any kind of leave.
- vi. Leave will not be granted to staff members who are under suspension.
- vii. Leaves should be applied at least one week in advance, except in emergency cases, and sanctioned after making alternative arrangements for the course work.
- viii. Absence from duty after completing the leave period will result in disciplinary action. Unauthorized absence will interrupt service.
- ix. Leave is a provision to stay away from office work for genuine reasons, with prior approval from authorities.
- x. Leave normally begins on the date it is taken and ends the day before duty is resumed.
- xi. No leave will be granted beyond the date an employee must compulsorily retire.
- xii. Employees resigning from the Institute are not eligible for any unused leave.
- xiii. Any type of leave will result in loss of pay from the full and final settlement salary.
- xiv. Leave accounts will be maintained separately for each employee.
- xv. Planned/unplanned leave during semester working days should be avoided, as it affects the academic process. In exceptional cases, approval may be granted if alternative arrangements are made.
- xvi. Leave should be availed only if necessary, rather than simply to complete the quota.
- xvii. Leave salary for earned leave will be full.
- xviii. Employees must ensure their duties are substituted while on leave. They must make up for lost classes/labs.
- xix. If an employee takes leave for more than 3 consecutive days, they must arrange for advance classes/labs to cover the missed work.



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Pradya Doddappa Dr. Pradya Doddappa
Shantabasveswar Vidya Vardhak Sangha
Founder President

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Shantabasveswar Vidya Vardhak Sangha
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Shantabasva University, Kalaburagi 2017

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2. Godutai Engineering College for Women, Kalaburagi 2011
3. Appa Institute of Engineering & Technology, Kalaburagi 2002
4. Appa Institute of Engineering Science & Technology 2011
5. M.Tech. in Comp. & Digital Electronics
6. Veerappa Nisthi Engineering College, Shorapur 2010
7. Lingaraj Appa Engineering College, Bidar 2011
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12. Lingaraj Appa Institute of MBA, Bidar 2011
13. Veerappa Nisthi Institute of MBA, Shorapur 2011
14. Appa Research Institute, Kalaburagi 2012
15. (Recognized by Mysore University, Mysore)
16. Shantabasveswar Science College, Kalaburagi 1956
17. Post Graduate studies in Computer Science 2012
18. Shantabasveswar College of Science, Kalaburagi
19. Post Graduate studies in Master of Tourism 2007
20. Administration 5 year integrated Course (MTA)
21. Post Graduate Studies in Master of Arts in 2009
22. Journalism & Mass Communication, Godutai College, Kib. 1957
23. Post Graduate Studies in Master of Fine Arts, 1957
24. Shantabasveswar Arts College, Kalaburagi
25. Shantabasveswar Residential Public School, 1967
26. with State & CBSE Syllabus, Kalaburagi
27. Shantabasva Public School Residential Independent 2011
28. Junior Science College, Shorapur.
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30. Junior Science College, Bidar 2011
31. Shantabasveswar Antranwani Community Radio, (FM) Kib. 2009
32. Mahadevi Girls Higher Primary School, Kalaburagi 1934
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34. Shantabasveswar Composite P.U. College, Kalaburagi 1949
35. Shantabasveswar Ind. P.U. College of Science, Kalaburagi 1956
36. Shantabasveswar College of Commerce, Kalaburagi 1961
37. with Post-Graduate Diploma in Business Management
38. SSK, Basveswar College of Arts & Science, Basavakalyan 1967
39. Shantabasveswar Printing & Publication, Kalaburagi 1969
40. Godutai Doddappa Appa P.U. College for Women, Kalaburagi 1971
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45. Doddappa Appa Residential P.U. Science College, Kalaburagi 1999
46. Multitambika Residential Ind. P.U. Science College 1999
47. For Girls, Kalaburagi
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57. Komakata Resi. P.U. College for Girls, Basavakalyan 2006
58. Shantabasveswar Residential Public School, Basavakalyan 2006
59. Shantabasveswar D.Ed. College, Basavakalyan 2006
60. Doddappa Appa B.Ed. College, Basavakalyan 2006
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62. Basavaraopappa Appa Degree College of Commerce 2016
63. Hanapur, Tq. Shorapur, Dist. Yadgi

Ref. No.

Date :

- xx. In case of late arrival, permission must be obtained from the respective HOD and the Principal of the Institute should be informed with a permission letter.
- xxi. Once the employee has clocked in, they are expected to remain at their designated location unless written permission is obtained from the reporting authority. If permission is not obtained, the reporting authority will decide whether to consider the absence or mark it as a half-day/leave of absence.
- xxii. Public holidays for the next year will be announced at the beginning of the academic year.
- xxiii. Holidays are determined by the Management, which may change holidays as circumstances require.
- xxiv. Holidays for students, teachers, HOD, Principal and administrative staff may differ and will vary by department.
- xxv. If a public holiday falls on a Sunday, no adjustments will be made for that day.
- xxvi. Employees may be required to attend official work, examinations, meetings, workshops, or other activities on holidays, regardless of their entitlement to holiday leave.
- xxvii. Unforeseen events like heavy rains, floods, riots, strikes, etc., will not be treated as holidays unless officially declared by the Institute. In such cases, the lost holiday must be compensated by working on another holiday, as decided by the Management.

Responsibilities of Employees Before Going on Leave

- i. Employees must inform the Head of Department and the Principal of the Institute of their contact details during leave for emergency purposes.
- ii. If leave needs to be extended, the employee must seek approval from the HOD and inform the Principal either via mail or in writing, before the





Poorna Manish Dr. Chakravarthy S. Appa
President
Sharnbasveshwar Vidya Vardhak Sangha
Charitable Societal University



Poorna Doddappa Appa
F. Munadaswara Perhatpath
Sharnbasveshwar Sanshodhana
Karnatak



Lingaraj Poorna Dr. Sharnbasveshwar Appa
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Funder President
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Lingaraj Poorna Doddappa
F. Munadaswara Perhatpath
Sharnbasveshwar Sanshodhana
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Lingaraj Poorna Manish Dr. Sharnbasveshwar Appa
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Hassanpur Tq. Shorapur Dist. Yadga

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- leave expires. Any unapproved extra leave will be treated as leave without pay.
- iii. If the leave extension is for medical reasons, it must be supported by a certificate from a medical practitioner specifying the illness and expected recovery period.
 - iv. The HOD of the respective department will inform the employee whether the leave extension is approved and how it will be categorized.

Types of Leave

The following Table 1 presents the types of holidays and leaves.

Table 1: Types of holidays and leaves

Type of Leave/Holiday	On roll Staff Functional Heads		Probation Period Staff	
	Teaching	Non-Teaching	Teaching	Non-Teaching
General Holiday	As Per Institute Calendar of the Year	As Per Institute Calendar of the Year	As Per Institute Calendar of the Year	As Per Institute Calendar of the Year
Public Holiday	As Per SVVS	As Per SVVS	As Per SVVS	As Per SVVS
Casual Leave (CL)	12	12	12	12
Compensatory Off Leave (Comp Off)	-	-	-	-
Vacation Leave (VL)	30 Days in	-	15 Days in	-



Prof. Dr. S. Narayana S. Appa
President
Shantabeswar Vidya Vardhak Sangha
Chancellor, Shantabeswar University



Prof. Dr. D. D. Appa
President
Shantabeswar Vidya Vardhak Sangha
Karnatag



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ಅಂಗರಾಜ ಅಪ್ಪಾ

ತಾಂತ್ರಿಕ ಮಹಾವಿದ್ಯಾಲಯ
ಗೋರನಳ್ಳಿ - ಜೀದರ-೫೮೫ ೪೦೩
(ಕರ್ನಾಟಕ) - ಭಾರತ



Lingaraj Appa Dr. D. D. Appa
President
Shantabeswar Vidya Vardhak Sangha
Former President
Shantabeswar Vidya Vardhak Sangha
Founder Chancellor, Shantabeswar University



Lingaraj Appa Dr. S. Narayana S. Appa
President
Shantabeswar Vidya Vardhak Sangha
Chancellor, Shantabeswar University

(AICTE Approved & VTU Affiliated)

(Under the aegis of Centenary Celebrated Shantabeswar Vidya Vardhak Sangha)

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Institutions Run by Centenary Celebrated

Shantabeswar Vidya Vardhak Sangha, Kalaburagi

Shantabeswar University, Kalaburagi

2017

- Shantabeswar Vidya Vardhak Sangha, Kalaburagi 1903
- Godutai Engineering College for Women, Kalaburagi 2011
- Appa Institute of Engineering & Technology, Kalaburagi 2002
- Appa Institute of Engineering Science & Technology 2011
- MTech. in Comp. & Digital Electronics 2010
- Veerappa Nist Engineering College, Shorapur 2011
- Lingaraj Appa Engineering College, Bidar 1999
- Doddappa Appa Institute for MCA, Kalaburagi 1998
- Doddappa Appa Institute of MBA, Kalaburagi 2007
- Appa Institute of MBA (VTU) Kalaburagi 2011
- Godutai Institute of MBA (For Women) Kalaburagi 2011
- Lingaraj Appa Institute of MBA, Bidar 2011
- Veerappa Nist Institute of MBA, Shorapur 2012
- Appa Research Institute, Kalaburagi (Recognized by Mysore University, Mysore) 1956
- Shantabeswar Science College, Kalaburagi 2012
- Post Graduate studies in Computer Science Shantabeswar College of Science, Kalaburagi 2007
- Post Graduate studies in Master of Tourism Administration 5 year integrated Course (MTA) 2009
- Post Graduate Studies in Master of Arts in Journalism & Mass Communication, Godutai College, Kib. 1957
- Post Graduate Studies in Master of Fine Arts, Shantabeswar Arts College, Kalaburagi 1967
- Shantabeswar Residential Public School, with State & CBSC Syllabus, Kalaburagi 2011
- Shantabeswar Public School Residential Independent Junior Science College, Shorapur 2011
- Shantabeswar Public School's Residential Independent Junior Science College, Bidar 2009
- Shantabeswar Anthraneni Community Radio (FM) Kib. 1934
- Mahadevi Girls Higher Primary School, Kalaburagi 1960
- Mahadevi Girls High School, Kalaburagi 1949
- Shantabeswar Composite P.U. College, Kalaburagi 1956
- Shantabeswar Ind. P.U. College of Science, Kalaburagi 1961
- Shantabeswar College of Commerce, Kalaburagi with Post-Graduate Diploma in Business Management 1967
- SSK, Basveswar College of Arts & Science, Basavakalyan 1969
- Shantabeswar Printing & Publication, Kalaburagi 1971
- Godutai Doddappa Appa P.U. College for Women, Kalaburagi 1973
- Godutai Doddappa Appa Arts & Commerce College for Women, Kalaburagi 1978
- Shantabeswar Granthavishwa Vidya Nilaya, Kalaburagi 1996
- Shantabeswar College of BBM, Kalaburagi 1999
- Doddappa Appa Residential P.U. Science College, Kalaburagi 1999
- Muktambika Residential Ind. P.U. Science College For Girls, Kalaburagi 2001
- Godutai Doddappa Appa BCA College for Women, Kalaburagi 2001
- Muktambika Residential BCA College for Women, Kalaburagi 2001
- Doddappa Appa BCA College, Basavakalyan 2001
- Shantabeswar BCA College, Kalaburagi 2004
- Muktambika Residential BBM College, Kalaburagi 2004
- Shantabeswar BBM College, Basavakalyan 2004
- Godutai College of Education (B.Ed.), Kalaburagi 2004
- Shantabeswar B. Ed. (E.M.), Kalaburagi 2004
- Godutai D. Ed. College for Women, Kalaburagi 2006
- Kornatati Res. P.U. College for Girls, Basavakalyan 2006
- Shantabeswar Residential Public School, Basavakalyan 2006
- Shantabeswar D. Ed. College, Basavakalyan 2004
- Doddappa Appa B. Ed. College, Basavakalyan 1918
- Shantabeswar Public Library, Kalaburagi 2016
- Basavakalyan Appa Degree College of Commerce Hassanpur, To Shorapur, Dist. Yadga

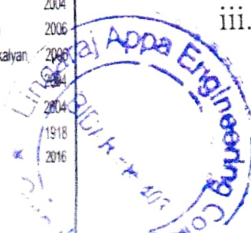
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Date :

	a year		a year	
	10 days		5 days	
	after Even		after Even	
	Semester		Semester	
	& 20 days		& 10 days	
	after odd		after odd	
	Semester		Semester	
On Official Duty	Maximum	Maximum	-	-
Leave (DL)	10 Days	10 Days	-	-
Maternity Leave	30	30	-	-
(DL)				
Matrimonial/ Marriage Leave	6	6	4	4

Casual Leave

- Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as right and is subject to a maximum of 12 (Twelve) days in a calendar year quarterly prorated basis. (3 CLs per Quarter)
- Employees on contractual basis will be entitled for 16 days (Monthly One and & Quarterly one) of casual leave on prorated basis. (i.e prorated from January to December)
- CL can be suffixed or prefixed with Special Casual Leave and holidays but not with any other kind of leave.





Pooja Nistya Dr. Lakshmy & Anji
President
Shrambasveshwar Vidya Vardhak Sangha
Channarayana Shrambasveshwar University



Pooja Doodappa Appa
President
Shrambasveshwar Vidya Vardhak Sangha
Kalaburagi



Lingaraj Pooja Dr. Shrambasveshwar Appa
President
Shrambasveshwar Vidya Vardhak Sangha
Channarayana Shrambasveshwar University
Former President
Shrambasveshwar Vidya Vardhak Sangha
Founder Chancellor Shrambasveshwar University

Lingaraj Appa

Engineering College
Gornalli, Bidar-585 403
(Karnataka) - India



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Lingaraj Pooja Doodappa
President
Shrambasveshwar Vidya Vardhak Sangha
Channarayana Shrambasveshwar University



Lingaraj Pooja Nistya
President
Shrambasveshwar Vidya Vardhak Sangha
Channarayana Shrambasveshwar University

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Institutions Run by Centenary Celebrated

Shrambasveshwar Vidya Vardhak Sangha, Kalaburagi
Shrambasva University, Kalaburagi 2017

1. Shrambasveshwar Vidya Vardhak Sangha, Kalaburagi	1903
2. Godutai Engineering College for Women, Kalaburagi	2011
3. Appa Institute of Engineering & Technology, Kalaburagi	2002
4. Appa Institute of Engineering Science & Technology MTech. in Comp. & Digital Electronics	2011
5. Veerappa Nistya Engineering College, Shorapur	2010
6. Lingaraj Appa Engineering College, Bidar	2011
7. Doodappa Appa Institute for MCA, Kalaburagi	1999
8. Doodappa Appa Institute of MBA, Kalaburagi	1998
9. Appa Institute of MBA (VTU) Kalaburagi	2007
10. Godutai Institute of MBA (For Women) Kalaburagi	2011
11. Lingaraj Appa Institute of MBA, Bidar	2011
12. Veerappa Nistya Institute of MBA, Shorapur	2011
13. Appa Research Institute, Kalaburagi (Recognized by Mysore University, Mysore)	2012
14. Shrambasveshwar Science College, Kalaburagi	1956
15. Post Graduate studies in Computer Science Shrambasveshwar College of Science, Kalaburagi	2012
16. Post Graduate studies in Master of Tourism Administration 5 year integrated Course (MTA)	2007
17. Post Graduate Studies in Master of Arts in Journalism & Mass Communication, Godutai College, Kib.	2009
18. Post Graduate Studies in Master of Fine Arts, Shrambasveshwar Arts College, Kalaburagi	1957
19. Shrambasveshwar Residential Public School, with State & CBSC Syllabus, Kalaburagi	1967
20. Shrambasva Public School Residential Independent Junior Science College, Shorapur.	2011
21. Shrambasva Public School's Residential Independent Junior Science College, Bidar	2011
22. Shrambasveshwar Anthranwan Community Radio (FM) Kib.	2009
23. Mahadevi Girls Higher Primary School, Kalaburagi	1934
24. Mahadevi Girls High School, Kalaburagi	1960
25. Shrambasveshwar Composite P.U. College, Kalaburagi	1949
26. Shrambasveshwar Ind. P.U. College of Science, Kalaburagi	1966
27. Shrambasveshwar College of Commerce, Kalaburagi with Post-Graduate Diploma in Business Management	1961
28. SSK, Basveshwar College of Arts & Science, Basavakalyan	1967
29. Shrambasveshwar Printing & Publication, Kalaburagi	1969
30. Godutai Doodappa Appa P.U. College for Women, Kalaburagi	1971
31. Godutai Doodappa Appa Arts & Commerce College for Women, Kalaburagi	1973
32. Shrambasveshwar Granthavishwa Vidya Nilaya, Kalaburagi	1978
33. Shrambasveshwar College of BBM, Kalaburagi	1996
34. Doodappa Appa Residential P.U. Science College, Kalaburagi	1999
35. Muktabika Residential Ind. P.U. Science College For Girls, Kalaburagi	1999
36. Godutai Doodappa Appa BCA College for Women, Kalaburagi	2001
37. Muktabika Residential BCA College for Women, Kalaburagi	2001
38. Doodappa Appa BCA College, Basavakalyan	2001
39. Shrambasveshwar BCA College, Kalaburagi	2001
40. Muktabika Residential BBM College, Kalaburagi	2004
41. Shrambasveshwar BBM College, Basavakalyan	2004
42. Godutai College of Education (B.Ed.), Kalaburagi	2004
43. Shrambasveshwar B.Ed. (E.M.), Kalaburagi	2004
44. Godutai D.Ed. College for Women, Kalaburagi	2004
45. Komalata Resi. P.U. College for Girls, Basavakalyan	2006
46. Shrambasveshwar Residential Public School, Basavakalyan	2006
47. Shrambasveshwar D.Ed. College, Basavakalyan	2004
48. Doodappa Appa B.Ed. College, Basavakalyan	2004
49. Shrambasveshwar Public Library, Kalaburagi	1916
50. Basavajappa Appa Degree College of Commerce Hasnur, Tq. Shorapur Dist. Yadga	2016

Ref. No.

Date :

- iv. Normally only three days CL will be sanctioned in a month during working semesters. Availing CL more than 3 (three) consecutive days is not entertained.
- v. CL shall not be granted for more than 3 (three) days in a month, Incase more than Three CL are availed, it would be considered as EL or LOP or as the case may be.
- vi. CL is calculated on a calendar year (January to December) basis for regular and contractual employees.
- vii. CL cannot be carried forward to subsequent years or to the next calendar year.

Vacation Leave

- i. Only teaching staff employees are eligible to avail vacation leave.
- ii. Vacation leave can be availed only during the vacation period. The vacation period will be declared by the competent authority.
- iii. Vacation leave is further bifurcated into odd and even semester. For Teaching staff who have successfully completed two semesters are eligible for 10 days and 20 days during odd and even semesters, respectively. For Teaching staff who have not completed two semesters are eligible for 5 days and 10 days during odd and even semesters, respectively.
- iv. Holidays falling between the vacation period including Sundays or any other declared holidays would be considered as part of the vacation period.
- v. Vacation leave starting or ending with Sunday or any other declared holiday would be treated as vacation leave only





Pooja Ramani D. Chakraborty S. Appa
Founder
Sharnbasveshwar Vidya Vardhak Sangha
Chartered Shantabasa University



Pooja Doddappa Appa
President
Shantabasa University
Kulaburg



Lingaraj Pooja Dr. Shantabappa Appa
F. Mahasweta Prathibha
Shantabeshwar Sanshodhan
Former President
Shantabeshwar Vidya Vardhak Sangha
Founder Chartered Shantabasa University

Lingaraj Appa

Engineering College
Gornalli, Bidar-585 403
(Karnataka) - India



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(ಕರ್ನಾಟಕ) - ಭಾರತ



Lingaraj Pooja Doddappa
F. Mahasweta Prathibha
Former President
Shantabeshwar Vidya Vardhak Sangha



Lingaraj Pooja Ramani
Gulabha Sangha

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Institutions Run by Centenary Celebrated

Sharnbasveshwar Vidya Vardhak Sangha, Kalaburagi

Sharnbasva University, Kalaburagi 2017

1. Sharnbasveshwar Vidya Vardhak Sangha, Kalaburagi 1903
2. Goduta Engineering College for Women, Kalaburagi 2011
3. Appa Institute of Engineering & Technology, Kalaburagi 2002
4. Appa Institute of Engineering Science & Technology 2011
5. M.Tech. in Comp. & Digital Electronics
6. Veerappa Nistya Engineering College, Shorapur 2010
7. Lingaraj Appa Engineering College, Bidar 2011
8. Doddappa Appa Institute for MCA, Kalaburagi 1999
9. Doddappa Appa Institute of MBA, Kalaburagi 1998
10. Appa Institute of MBA (VTU) Kalaburagi 2007
11. Goduta Institute of MBA (For Women) Kalaburagi 2011
12. Lingaraj Appa Institute of MBA, Bidar 2011
13. Veerappa Nistya Institute of MBA, Shorapur 2011
14. Appa Research Institute, Kalaburagi 2012
15. (Recognized by Mysore University, Mysore)
16. Sharnbasveshwar Science College, Kalaburagi 1956
17. Post Graduate studies in Computer Science 2012
18. Sharnbasveshwar College of Science, Kalaburagi
19. Post Graduate studies in Master of Tourism 2007
20. Administration 5 year integrated Course (MTA)
21. Post Graduate Studies in Master of Arts in 2009
22. Journalism & Mass Communication, Goduta College, Kib.
23. Post Graduate Studies in Master of Fine Arts, 1957
24. Sharnbasveshwar Arts College, Kalaburagi
25. Sharnbasveshwar Residential Public School, 1967
26. with State & CBSC Syllabus, Kalaburagi
27. Sharnbasva Public School Residential Independent 2011
28. Junior Science College, Shorapur.
29. Sharnbasva Public School's Residential Independent 2011
30. Junior Science College, Bidar
31. Sharnbasveshwar Anthranwani Community Radio (FM) Kib. 2009
32. Mahadevi Girls Higher Primary School, Kalaburagi 1934
33. Mahadevi Girls High School, Kalaburagi 1960
34. Sharnbasveshwar Composite P.U. College, Kalaburagi 1949
35. Sharnbasveshwar Ind. P.U. College of Science, Kalaburagi 1956
36. Sharnbasveshwar College of Commerce, Kalaburagi 1961
37. with Post-Graduate Diploma in Business Management
38. SSK, Basveshwar College of Arts & Science, Basavakalyan 1967
39. Sharnbasveshwar Printing & Publication, Kalaburagi 1969
40. Goduta Doddappa Appa P.U. College for Women, Kalaburagi 1971
41. Goduta Doddappa Appa Arts & Commerce 1973
42. College for Women, Kalaburagi
43. Sharnbasveshwar Granthavishwa Vidya Nilaya, Kalaburagi 1978
44. Sharnbasveshwar College of BBM, Kalaburagi 1996
45. Doddappa Appa Residential P.U. Science College, Kalaburagi 1999
46. Muktabika Residential Ind. P.U. Science College 1999
47. For Girls, Kalaburagi
48. Goduta Doddappa Appa BCA College for Women, Kalaburagi 2001
49. Muktabika Residential BCA College for Women, Kalaburagi 2001
50. Doddappa Appa BCA College, Basavakalyan 2001
51. Sharnbasveshwar BCA College, Kalaburagi 2001
52. Muktabika Residential BBM College, Kalaburagi 2004
53. Sharnbasveshwar BBM College, Basavakalyan 2004
54. Goduta College of Education (B.Ed.), Kalaburagi 2004
55. Sharnbasveshwar B.Ed. (E.M.), Kalaburagi 2004
56. Goduta D.Ed. College for Women, Kalaburagi 2004
57. Komalata Resi. P.U. College for Girls, Basavakalyan 2006
58. Sharnbasveshwar Residential Public School, Basavakalyan 2006
59. Sharnbasveshwar D.Ed. College, Basavakalyan 2004
60. Doddappa Appa B.Ed. College, Basavakalyan 2004
61. Sharnbasveshwar Public Library, Kalaburagi 1918
62. Basavara Appa Degree College of Commerce 2016
63. Hassanpur, Tq. Shorapur, Dist. Yadgi

Ref. No.

Date :

- vi. Any holiday and study leave falling with in vacation leave will be considered as part of vacation leave. Vacation leave cannot be prefixed or suffixed with any kind of leave. To consider the same, approvals required from Principal /HOD.
- vii. The vacation salary shall be payable only on the condition that the Faculty/staff is present on the last working day before the vacation and the first working day after the vacation.
- viii. The employee will not be eligible for vacation pay if he/she is serving the notice period.
- ix. Vacation period will not be considered as notice period for the separating employees.
- x. Vacation leave may be taken in two stretches if required during the vacation period.
- xi. Institute may call the staff during vacation leave, if his/her services are required. In such case, that day will not be considered as part of vacation leave.

On Official Duty-OOO

Any employee is sent for official work by Institute, sanctioned by with the concerned authority/Principal/ HOD will be considered as OOD.

Maternity Leave

- i. This facility is given twice in the entire service with LAEC spacing 3 years from the rejoining date of first maternity leave.
- ii. The staff should have completed probation period and continuous service with college.





Progya Manohar D. Dandekar, President
Shambasveshwar Vidya Vardhak Sangha
Channarayana University



Progya Doddappa Appa, Former President
Shambasveshwar Samithi
Kalaburgi



Lingappa Progya D. Shambasveshwar Appa, Founder President
Shambasveshwar Vidya Vardhak Sangha
Channarayana University

Lingaraj Appa

Engineering College
Gornalli, Bidar-585 403
(Karnataka) - India



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(ಕರ್ನಾಟಕ) - ಭಾರತ



Lingappa Progya Doddappa, 7th Mahadevi Prathidipathi
Founder President
Shambasveshwar Vidya Vardhak Sangha



Lingappa Progya Manohar Dandekar, Founder President
Shambasveshwar Vidya Vardhak Sangha

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Institutions Run by Centenary Celebrated

Shambasveshwar Vidya Vardhak Sangha, Kalaburagi

Shambasva University, Kalaburagi

1. Shambasveshwar Vidya Vardhak Sangha, Kalaburagi	2017
2. Godutai Engineering College for Women, Kalaburagi	1903
3. Appa Institute of Engineering & Technology, Kalaburagi	2011
4. Appa Institute of Engineering Science & Technology M.Tech. in Comp. & Digital Electronics	2002
5. Veerappa Nisly Engineering College, Shorapur	2011
6. Lingaraj Appa Engineering College, Bidar	2011
7. Doddappa Appa Institute for MCA, Kalaburagi	1999
8. Doddappa Appa Institute of MBA, Kalaburagi	1998
9. Appa Institute of MBA (VTU) Kalaburagi	2007
10. Godutai Institute of MBA (For Women) Kalaburagi	2011
11. Lingarajappa Institute of MBA, Bidar	2011
12. Veerappa Nisly Institute of MBA, Shorapur	2011
13. Appa Research Institute, Kalaburagi (Recognized by Mysore University, Mysore)	2012
14. Shambasveshwar Science College, Kalaburagi	1956
15. Post Graduate studies in Computer Science Shambasveshwar College of Science, Kalaburagi	2012
16. Post Graduate studies in Master of Tourism Administration 5 year integrated Course (MTA)	2007
17. Post Graduate Studies in Master of Arts in Journalism & Mass Communication, Godutai College, Kib.	2009
18. Post Graduate Studies in Master of Fine Arts, Shambasveshwar Arts College, Kalaburagi	1957
19. Shambasveshwar Residential Public School, with State & CBSC Syllabus, Kalaburagi	1967
20. Shambasva Public School Residential Independent Junior Science College, Shorapur	2011
21. Shambasva Public School's Residential Independent Junior Science College, Bidar	2011
22. Shambasveshwar Antharmani Community Radio, (FM) Kib.	2009
23. Mahadevi Girls Higher Primary School, Kalaburagi	1934
24. Mahadevi Girls High School, Kalaburagi	1960
25. Shambasveshwar Composite P.U. College, Kalaburagi	1949
26. Shambasveshwar Ind. P.U. College of Science, Kalaburagi	1956
27. Shambasveshwar College of Commerce, Kalaburagi with Post-Graduate Diploma in Business Management	1961
28. SSK, Basaveshwar College of Arts & Science, Basavakalyan	1967
29. Shambasveshwar Printing & Publication, Kalaburagi	1969
30. Godutai Doddappa Appa P.U. College for Women, Kalaburagi	1971
31. Godutai Doddappa Appa Arts & Commerce College for Women, Kalaburagi	1973
32. Shambasveshwar Granthavishwa Vidya Nilaya, Kalaburagi	1978
33. Shambasveshwar College of BBM, Kalaburagi	1996
34. Doddappa Appa Residential P.U. Science College, Kalaburagi	1999
35. Muktabika Residential Ind. P.U. Science College For Girls, Kalaburagi	1999
36. Godutai Doddappa Appa BCA College for Women, Kalaburagi	2001
37. Muktabika Residential BCA College for Women, Kalaburagi	2001
38. Doddappa Appa BCA College, Basavakalyan	2001
39. Shambasveshwar BCA College, Kalaburagi	2001
40. Muktabika Residential BBM College, Kalaburagi	2004
41. Shambasveshwar BBM College, Basavakalyan	2004
42. Godutai College of Education (B.Ed.), Kalaburagi	2004
43. Shambasveshwar B.Ed. (E.M.), Kalaburagi	2004
44. Godutai D.Ed. College for Women, Kalaburagi	2004
45. Komalata Res. P.U. College for Girls, Basavakalyan	2004
46. Shambasveshwar Residential Public School, Basavakalyan	2008
47. Shambasveshwar D.Ed. College, Basavakalyan	2004
48. Doddappa Appa B.Ed. College, Basavakalyan	2004
49. Shambasveshwar Public Library, Kalaburagi	1918
50. Shambasveshwar Appa Degree College of Commerce Shorapur & Shorapur Dist. Shorapur	2016

Ref. No.

Date : , ,

- iii. Maternity leave is permitted as per the norms with full salary for 30 days.
- iv. Extension of Maternity leave is not allowed, only on medical grounds. The extension of maternity leave is considered as leave without pay.
- v. Maternity Leave in combination with any other type of leave (Ex.: EL, SCL, CL) is not permitted. It must be maternity leave only.
- vi. Employee should apply for maternity leave at least 3 months in advance, to make necessary arrangements for the smooth running of the classes/curriculum.

Matrimonial/Marriage Leave

- i. Employees in both Teaching & Non-Teaching who are getting married are eligible for Marriage leave of Four (4) days only. The Leave application should be submitted atleast a month before enclosing the Marriage Invitation Card for sanction.
- ii. The faculty should make alternative arrangement for entrusting his/her teaching responsibility to any other faculty and he/she has to make up that subject teaching before the Last working day.
- iii. Principal and HOD is the authority to sanction the leave.

Leave Encashment

- i. No encashment is allowed on General Holiday, Restricted Leave, Casual Leave Compensatory



Pooja Kishor D. Shambhavi S. Appa
President
Shambasveshwar Vidya Vardhak Sangha
Chancellor, Shambasava University



Pooja Doddappa Appa
President
Shambasveshwar Vidya Vardhak Sangha
Kadurug



Lingaraj Pooja Dr. Shambasveshwar Appa
President
Shambasveshwar Vidya Vardhak Sangha
Former President
Shambasveshwar Vidya Vardhak Sangha
Founder Chancellor, Shambasava University

Lingaraj Appa

Engineering College
Gornalli, Bidar-585 403
(Karnataka) - India



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Lingaraj Pooja Doddappa
President
Shambasveshwar Vidya Vardhak Sangha



Lingaraj Pooja Ramesh Gadda Appa
President
Shambasveshwar Vidya Vardhak Sangha

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Institutions Run by Centenary Celebrated

Sharnbasveshwar Vidya Vardhak Sangha, Kalaburagi
Sharnbasva University, Kalaburagi 2017

1. Sharnbasveshwar Vidya Vardhak Sangha, Kalaburagi	2003
2. Godutai Engineering College for Women, Kalaburagi	2011
3. Appa Institute of Engineering & Technology, Kalaburagi	2002
4. Appa Institute of Engineering Science & Technology M.Tech. in Comp. & Digital Electronics	2011
5. Veerappa Nisly Engineering College, Shorapur	2010
6. Lingaraj Appa Engineering College, Bidar	2011
7. Doddappa Appa Institute for MBA, Kalaburagi	1999
8. Doddappa Appa Institute of MBA, Kalaburagi	1998
9. Appa Institute of MBA (VTU) Kalaburagi	2007
10. Godutai Institute of MBA (For Women) Kalaburagi	2011
11. Lingarajappa Institute of MBA, Bidar	2011
12. Veerappa Nisly Institute of MBA, Shorapur	2011
13. Appa Research Institute, Kalaburagi	2012
(Recognized by Mysore University, Mysore)	
14. Sharnbasveshwar Science College, Kalaburagi	1956
15. Post Graduate studies in Computer Science Sharnbasveshwar College of Science, Kalaburagi	2012
16. Post Graduate studies in Master of Tourism Administration 5 year integrated Course (MTA)	2007
17. Post Graduate Studies in Master of Arts in Journalism & Mass Communication, Godutai College.Kb	2009
18. Post Graduate Studies in Master of Fine Arts, Sharnbasveshwar Arts College, Kalaburagi	1957
19. Sharnbasveshwar Residential Public School, with State & CBSC Syllabus, Kalaburagi	1967
20. Sharnbasva Public School Residential Independent Junior Science College, Shorapur.	2011
21. Sharnbasva Public School's Residential Independent Junior Science College, Bidar	2011
22. Sharnbasveshwar Antharvani Community Radio, (FM) Kb.	2009
23. Mahadevi Girls Higher Primary School, Kalaburagi	1934
24. Mahadevi Girls High School, Kalaburagi	1960
25. Sharnbasveshwar Composite P.U. College, Kalaburagi	1949
26. Sharnbasveshwar Ind. P.U. College of Science, Kalaburagi	1956
27. Sharnbasveshwar College of Commerce, Kalaburagi with Post-Graduate Diploma in Business Management	1961
28. SSK. Basveshwar College of Arts & Science, Basavakalyan	1967
29. Sharnbasveshwar Printing & Publication, Kalaburagi	1969
30. Godutai Doddappa Appa P.U. College for Women, Kalaburagi	1971
31. Godutai Doddappa Appa Arts & Commerce College for Women, Kalaburagi	1973
32. Sharnbasveshwar Granthavishwa Vidya Nilaya, Kalaburagi	1978
33. Sharnbasveshwar College of BBM, Kalaburagi	1996
34. Doddappa Appa Residential P.U. Science College, Kalaburagi	1999
35. Multitambika Residential Ind. P.U. Science College For Girls, Kalaburagi	1999
36. Godutai Doddappa Appa BCA College for Women, Kalaburagi	2001
37. Multitambika Residential BCA College for Women, Kalaburagi	2001
38. Doddappa Appa BCA College, Basavakalyan	2001
39. Sharnbasveshwar BCA College, Kalaburagi	2001
40. Multitambika Residential BBM College, Kalaburagi	2004
41. Sharnbasveshwar BBM College, Basavakalyan	2004
42. Godutai College of Education (B.Ed), Kalaburagi	2004
43. Sharnbasveshwar B.Ed. (E.M.), Kalaburagi	2004
44. Godutai D.Ed. College for Women, Kalaburagi	2004
45. Komalatai Resi. P.U. College for Girls, Basavakalyan	2006
46. Sharnbasveshwar Residential Public School, Basavakalyan	2006
47. Sharnbasveshwar B.Ed. College, Basavakalyan	2004
48. Doddappa Appa B.Ed. College, Basavakalyan	2004
49. Sharnbasveshwar Public Library, Kalaburagi	1918
50. Basavanasappa Appa Degree College of Commerce Hemapur, To, Shorapur Dist. Yadgi	2016

Ref. No.

Date :

- i. Leave, Vacation Leave and Special Casual Leave. Encashment is allowed only on EARNED LEAVE.
- ii. Confirmed employees have the option of encashing his/her accumulated EL more than 240 days.
- iii. This encashment will happen on his/her current BASIC salary pay only.
- iv. A minimum balance of 240 EL has to be maintained all time up to such accumulation before encashing it.
- v. Maximum of 30 EL can be encashed on BASIC pay at a time.
- vi. EL encashment to be done considering the base as 30 days in a month.
- vii. EL encashment is allowed to both Teaching and Administration staff during a year.
- viii. Employees eligible for EL encashment should submit the EL encashment application atleast one month in advance.
- ix. The ceiling limit for EL accumulation is 240 days.
- x. During separation if the employee has more than 90 days EL at credit, 50% basic salary will be paid for the days at credit beyond 90 days.

Separation/Relief

- i. Staff members, desirous of resigning their post/position, have to necessarily to give NOTICE period of ONE FULL MONTH, in case he/she is on probation period and THREE FULL MONTHS, in case he/she has completed probation period and is a confirmed employee of LAEC.





Prof. Dr. Chaitanya S. Appa
President
Shambasveshwar Vidya Vardhak Sangha
Channarayana Shantabasa University



Prof. Dr. Dodappa Appa
V. Mahadeva Prathapathi
Shambasveshwar Samithi
Kalaburagi



Prof. Dr. Shantabasa Appa
Former President
Shambasveshwar Vidya Vardhak Sangha
Founder Chancellor Shantabasa University

Lingaraj Appa

Engineering College
Gornalli, Bidar-585 403
(Karnataka) - India



ಅಂಗರಾಜ ಅಪ್ಪಾ

ತಾಂತ್ರಿಕ ಮಹಾವಿದ್ಯಾಲಯ
ಗೋರನಳ್ಳು - ಬೀದರ-೫೮೫ ೪೦೩
(ಕರ್ನಾಟಕ) - ಭಾರತ



Lingaraj Pradya Daddappa
V. Mahadeva Prathapathi
Former President
Shambasveshwar Vidya Vardhak Sangha



Lingaraj Pradya Daddappa
V. Mahadeva Prathapathi
Former President
Shambasveshwar Vidya Vardhak Sangha

(AICTE Approved & VTU Affiliated)

(Under the aegis of Centenary Celebrated Shantabasa Vardhak Sangha)

☎ : 8792506036, 8296628553 • email : lingarajappaengg@gmail.com • www.lingaraj-appaec.in

Institutions Run by Centenary Celebrated

Shantabasa Vardhak Sangha, Kalaburagi

Shantabasa University, Kalaburagi

2017

1. Shantabasa Vardhak Sangha, Kalaburagi 1903
2. Goduta Engineering College for Women, Kalaburagi 2011
3. Appa Institute of Engineering & Technology, Kalaburagi 2002
4. Appa Institute of Engineering Science & Technology 2011
- MITech in Comp. & Digital Electronics
5. Veerappa Nisdy Engineering College, Shorapur 2010
6. Lingaraj Appa Engineering College, Bidar 2011
7. Doddappa Appa Institute for MCA, Kalaburagi 1999
8. Doddappa Appa Institute of MBA, Kalaburagi 1998
9. Appa Institute of MBA (VTU) Kalaburagi 2007
10. Goduta Institute of MBA (For Women) Kalaburagi 2011
11. Lingaraj Appa Institute of MBA, Bidar 2011
12. Veerappa Nisdy Institute of MBA, Shorapur 2011
13. Appa Research Institute, Kalaburagi 2012
- (Recognized by Mysore University, Mysore)
14. Shantabasa Vardhak Sangha College, Kalaburagi 1956
15. Post Graduate studies in Computer Science 2012
- Shantabasa Vardhak Sangha College of Science, Kalaburagi
16. Post Graduate studies in Master of Tourism 2007
- Administration 5 year integrated Course (MTA)
17. Post Graduate Studies in Master of Arts in 2009
- Journalism & Mass Communication, Goduta College, Kib
18. Post Graduate Studies in Master of Fine Arts, 1957
- Shantabasa Vardhak Sangha College, Kalaburagi
19. Shantabasa Vardhak Sangha Residential Public School, 1967
- with State & CBSE Syllabus, Kalaburagi
20. Shantabasa Vardhak Sangha Residential Independent 2011
- Junior Science College, Shorapur
21. Shantabasa Vardhak Sangha Residential Independent 2011
- Junior Science College, Bidar
22. Shantabasa Vardhak Sangha Antharwani Community Radio, (FM) Kib. 2009
23. Mahadevi Girls Higher Primary School, Kalaburagi 1934
24. Mahadevi Girls High School, Kalaburagi 1960
25. Shantabasa Vardhak Sangha Composite P.U. College, Kalaburagi 1949
26. Shantabasa Vardhak Sangha P.U. College of Science, Kalaburagi 1956
27. Shantabasa Vardhak Sangha College of Commerce, Kalaburagi 1961
- with Post-Graduate Diploma in Business Management
28. SSK, Basaveshwar College of Arts & Science, Basavakalyan 1967
29. Shantabasa Vardhak Sangha Printing & Publication, Kalaburagi 1969
30. Goduta, Doddappa Appa P.U. College for Women, Kalaburagi 1971
31. Goduta, Doddappa Appa Arts & Commerce 1973
- College for Women, Kalaburagi
32. Shantabasa Vardhak Sangha Granthavishwa Vidya Nilaya, Kalaburagi 1978
33. Shantabasa Vardhak Sangha College of BSM, Kalaburagi 1996
34. Doddappa Appa Residential P.U. Science College, Kalaburagi 1999
35. Muktabika Residential Ind. P.U. Science College 1999
- For Girls, Kalaburagi
36. Goduta, Doddappa Appa BCA College for Women, Kalaburagi 2001
37. Muktabika Residential BCA College for Women, Kalaburagi 2001
38. Doddappa Appa BCA College, Basavakalyan 2001
39. Shantabasa Vardhak Sangha BCA College, Kalaburagi 2001
40. Muktabika Residential BSM College, Kalaburagi 2004
41. Shantabasa Vardhak Sangha BSM College, Basavakalyan 2004
42. Goduta College of Education (B.Ed), Kalaburagi 2004
43. Shantabasa Vardhak Sangha B.Ed. (E.M.), Kalaburagi 2004
44. Goduta D.Ed. College for Women, Kalaburagi 2004
45. Komalata Res. P.U. College for Girls, Basavakalyan 2006
46. Shantabasa Vardhak Sangha Residential Public School, Basavakalyan 2006
47. Shantabasa Vardhak Sangha D.Ed. College, Basavakalyan 2004
48. Doddappa Appa B.Ed. College, Basavakalyan 2004
49. Shantabasa Vardhak Sangha Public Library, Kalaburagi 1918
50. Basaveshwar Appa Degree College of Commerce 2016
- Residential P.U. Shorapur Dist. Yagchi

Ref. No.

Date :

immediate supervisor at least one hour before the scheduled reporting time, and the same must be recorded in the Leave form immediately upon resuming duty.

- v. Employees wishing to take Earned Leave must apply in writing to the Reporting Officer through the Leave form and submit it to the HOD. Such applications should normally be made at least 15 days before the leave commencement date, except in urgent or unforeseen circumstances where advance notice may not be possible.
- vi. Leave for both teaching and non-teaching staff in various departments must be first forwarded by HOD and approved by Principal, before it is availed.
- vii. For a Principal, the leave application must be approved by Secretary of Institute.


PRINCIPAL
Lingaraj Appa Engineering College
Gornalli-Bidar