



SRI SARADA COLLEGE FOR WOMEN
(An Autonomous Institution)
(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
Institution recognised u/s 2(f) and 12(B) of UGC & Reaccredited with "A" grade by NAAC
(A branch of Sri Ramakrishna Tapovanam, Tirupparaithurai)
Ariyakulam, Thoothukudi NH, Maharaja Nagar Post,
TIRUNELVELI 627011
Website: www.srisaradacollege.org; email: srisaradatv1@gmail.com



Guidelines for sabbatical leave:

1. For those TS / NTS who aspire and appear for higher education examinations for additional qualification – 50 % of examination days may be availed. It is applicable to those who have completed 3 academic years of service in this institution.
2. 3 days funeral leave may be availed for those who bereaved direct members of the family.
3. For PhD aspiring faculty members 3 days may be availed (one day for pre-viva presentation and 2 days for viva preparation formalities at University and on viva date)

Guidelines for Academic concession for staffs' Children:

1. 50% concession for NTS and 40% concession for TS can be availed.
2. Applicable to TS / NTS staff of School / College / B.Ed. College to admit and avail above concessions at all the three institutions.

Guidelines for availing On Duty:

1. For External Valuation / Conference - Presentation / Participation : 15 days/year
3. For accompanying the team 2 days / Semester

Compensatory leave: (can be considered as EL)

1. To be availed by office people for any emergency works/preparations – Commissions, Inspection Visits etc., with information/knowledge to the management.
2. To be availed by the personnel from the Office of CoEA – for the work done on non working days.
3. The utilisation of the compensatory leave may either by taking leave or by surrender.
4. The leave may be accumulated as long as the staff continues to serve.

M. Malavishi

PRINCIPAL
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