



Ested.: 1983



DTE Code: EN6214, MB6214, MCA6214, BBA6214

K.E. Society's

RAJARAMBAPU INSTITUTE OF TECHNOLOGY

An Empowered Autonomous Institute

Approved by AICTE New Delhi DTE, Govt. of Maharashtra

NAAC Accredited 'A+' Grade NBA Accredited

Ref. RIT/

Date:

Leave / Vacation Policies

(w.e.f.25/12/2018)

TEACHING

Sr. No	Appointment Cadre Faculty	Casual Leave	Medical & Private Ground	First/ Third Saturday	Vacation
1.	University approved	08	*10	Yes (After completion of probation period and permission of higher Authority)	- After completion of one year & permission of higher authority, they can avail winter vacation of 7 days.
2.	Management Order	08	*10	Yes (After completion of probation period and permission of higher Authority)	- They can avail regular vacation after completion of probation and sanction by higher authority.
3	Adhoc Appointments				
a	Professor	08	#5 days (Special/Medical)	After completion of 1 year (As per permission of higher Authority)	After completion of one year & permission of higher authority, they can avail winter vacation of 7 days.
b	Associate Professor	08	#5 days (Special/Medical)	After completion of 1 year (As per permission of higher Authority)	
c	Assistant Professor	08	#5 days (Special/Medical)	After completion of 3 years continuous service in RIT (As per permission of higher Authority)	
d	HOD, Lecturer (Diploma)	08	#5 days (Special/Medical)	After completion of 3 years continuous service in RIT \$ (As per permission of higher Authority)	

* 5 days of Medical & Private ground leaves will be credited on 1st January and 1st July of every year.

5 days Special/Medical leaves of adhoc faculty are to be considered for marriage of employee/ sad demises of close relatives/ medical emergencies (hospitalized) of close (blood relation) relatives with prior sanction.

\$ The Saturday off facility will be implemented for the employee after the appraisal process of that year & also with the permission of higher authority.



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NON TEACHING

Sr. No.	Appointment Cadre STAFF	Casual Leave	Earn Leave and Medical & Private ground	2 nd / 4 th Saturday	Vacation	Special Leave
1	Regular Class – III & IV (Office / Library)	08	*30+10	**Yes	No	No
2	Regular Class – III & IV (Other Departments & Laboratory)	08	*0+10	**Yes	##Yes (Can avail 7 days winter vacation after permission of higher authority after 1 year and within probation}	No
3	Drivers	08	*0+10	**Yes		No
Adhoc Appointments						
Sr. No.	Appointment Cadre STAFF	Casual Leave	Earn Leave and Medical & Private ground	2 nd / 4 th Saturday	Winter Vacation (After Completion of Three Years)	
a	Class III & Class IV Office /Library/Hostel/COE	08	#5 days (Special/Medical)	No	Winter Vacation of 7 days can be availed after permission of higher authority.{ May not be in continuation)	
b	Class III & IV All Departments	08	#5 days (Special/Medical)	No	Winter Vacation of 7 days can be availed after permission of higher authority.	
d	Drivers	08	#5 days (Special/Medical)	No		

* 15 days of Earn Leaves and 5 days of Medical & Private ground leaves will be credited on 1st January and 1st July of every year.

5 days Special/Medical leaves to adhoc staff are to be considered for marriage of employee/sad demises of close relatives/ medical emergencies (hospitalized) of close (blood relation) relatives with prior sanction.

** 2nd & 4th / 1st & 3rd Saturday off will be considered after completion of probation period and approval of the committee.

Regular Vacations will be considered after completion of probation period and approval of the committee.

REGISTRAR

Updated on 01/07/2023



DIRECTOR

Guidelines for R&D Targets Based Annual Increment and Vacation Criteria for Faculty

To strengthen research culture and improve institutional standing in national rankings (NIRF)

1. Responsibilities by Designation:

- a) **Professors:** Professors hold the highest responsibility in advancing research and development (R&D) due to their relatively reduced academic workload. They are expected to lead research initiatives and drive innovation in their respective domains. At RIT, professors are entrusted with spearheading significant research and development (R&D) contributions, which include publishing high-quality research in reputable peer-reviewed journals to disseminate new knowledge and ideas. They are also encouraged to engage in industrial consultancy, offering expert solutions to practical challenges faced by industry. Additionally, securing external research funding is essential, as it helps sustain ongoing projects and create opportunities for future research.

2. Annual Targets for Professors:

1. Publish at least two research papers in non-paid, peer-reviewed journals indexed in SCI/Web of Science/Scopus (must be first, corresponding, or up to 3rd author).

OR

Secure external research funding exceeding ₹2,00,000.

OR

Publish a book with a reputed national or international publisher.

2. **Additionally:** Submit at least one proposal for external funding.

b) **Associate Professors:** Associate Professors hold responsibilities that are second only to those of Professors and are expected to actively contribute to the institute's research and development (R&D) ecosystem alongside their teaching duties. They should play a proactive role in publishing research in reputable journals, participating in industrial consultancy and securing external research funding. Their involvement is essential to fostering a culture of innovation and strengthening the institution's research profile.



3. Annual Targets for Associate Professors:

1. Publish at least one research paper in non-paid, peer-reviewed journals indexed in SCI/Web of Science/Scopus (first, corresponding, or up to 3rd author).

OR

Secure external research funding exceeding ₹1,50,000.

OR

Publish a book with a reputed national or international publisher.

2. **Additionally:** Submit at least one proposal for external funding.

4. Assistant Professors (More than 7 years' experience):

Publish at least one paper in a non-paid, peer-reviewed journal indexed in Scopus/Web of Science (first, corresponding or up to 3rd author).

OR

Secure external research funding exceeding ₹1,00,000.

OR

Publish a book with a reputed national or international publisher.

5. Assistant Professors (Less than 7 years' experience)

Publish at least one paper jointly between two faculty members in a non-paid, peer-reviewed journal indexed in Scopus/Web of Science.

OR

Secure external research funding exceeding ₹50,000.

OR

Publish a book with a reputed national or international publisher.

6. Criteria for Annual Increments:



To be eligible for the annual increment:-Faculty must meet the minimum threshold designation-wise in Category III of the current Academic Performance Indicator (API), specifically in the sub-criteria of research publications, funded projects, patents, consultancy, IRG, and book publications.

7. Criteria for Summer Vacation:

1. Professors

- **Get 100% vacation** if they publish **two research papers** as **first author, PG/Ph.D. guide, or corresponding author.**
- **75% vacation** for second author; **50% vacation** for third author.

2. Associate Professors

- **Get 100% vacation** for publishing **one paper** as first author, PG/Ph.D. guide, or corresponding author.
- **75% vacation** for second author; **50% vacation** for third author.
- Publishing **two papers** (up to third author) also qualifies for **100% vacation.**

3. Assistant Professors

- One paper as first/corresponding author = 100% vacation
- Second author = 75%, Third author = 50%
- Two papers (up to third author) = 100% vacation

4. Book Publication

- **100% vacation** for publishing a book (up to 2nd author) with a **reputed national/international publisher.**
- **No vacation** for book chapters.

5. Research Funding

- **100% vacation** if faculty (as **PI or Co-PI**) achieves **100% of the external funding target.**
- **75% vacation** for achieving **75%** of the target.
- **50% vacation** for achieving **50%** of the target.

6. Under Review Papers-25% vacation shall be given if technical paper is under review.



8. Criteria for 1st and 3rd Saturday OFF for Adhoc faculty:

Get 1st and 3rd Saturday OFF, if they publish two research papers as first author or Second author in SCI/Web of Science journal with an impact factor > 0.7 OR H-index >50.

9. R and D Performance Based Awards:

Apart from research paper incentives, following two types of awards shall be given:

1. High Volume Publication Award

For publishing more than four papers in SCI/Web of Science indexed journals (first, corresponding, or up to 3rd author). SCI impact factor of all journals must be greater than 0.6.

- Two faculty members will be awarded:
 - ₹25,000/- for highest number of papers
 - ₹20,000/- for second highest

2. High Impact Factor Award

For a paper in SCI/Web of Science journal with an impact factor > 5.0 (first, corresponding, or up to 2nd author).

- Three prizes will be awarded:
 - ₹20,000/-
 - ₹15,000/-
 - ₹10,000/-

A handwritten signature in blue ink, appearing to read "Dr. P. V. Kadole".

Dr. P. V. Kadole

Director

Leave Management TAB on ERP

You are signed in as E00541 x Faculty / Staff Attendance Master x Gmail x Staff Master x +

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Name : PAWAR AMOL LAXMAN
User Type: RFIDAdmin
Designation: JUNIOR CLERK
Department: Office
2021-2022

REPORT BUG ASK QUERY LOG OUT

Faculty Profile

Student Section

Web OPAC

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Leave Management

Establishment Section

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Elective Choice Report

Staff Attendance

Educational Videos

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CashBook

Student Scholarship

Faculty Performance Index

Inward/Outward

Type here to search

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Leave application with various types of leave

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Apps You are signed in as... RIT Contact Login Staff Increment Rec... JPG to PDF - Conve... Home Print Staff Annual A... Shivaji University, K... Reading list

Apply For Leave Home

Leave Application 2021-2022

Date of Application 18/01/2022

Employee Name E00541 PAWAR AMOL LAXMAN

Employee Email amol.pawar@ritindia.edu

Leave Type Please Select Leave

Date Range

Leave Requested

Comments

Adjustments

Balance Leave - Check All Leave Balance

Upload Document (if any) Choose File No file chosen

List department faculty Search & Select

Enter Lecture Hall No Enter Lecture Date

Click to Add Adjustment

Leave Reporting to PATIL PRAKASH LAXMAN

Note: Applying online for leaves doesn't mean that it is confirmed.

Submit Leave

Leave Name	Leave From	Leave To	Total Days	Leave Remark	Comments	Recommendation	RecommendedOn	Sanction_NotSanction	SanctionedOn
OD Full Day	11/06/2021	11/06/2021	1	_OD_	Submitted files at Shivaji University, K...	RECOMMENDED	02/07/2021	SANCTIONED	02/07/2021

Upload Document Delete

Rajaramnagar Autonomous College Dist. Sangli, M.S.

Leave application TAB for approval in concern authority

You are signed in as E00370 x Leave Details x Inbox (35) - pratash.pati@nitindia x Inbox (2) - saket@unishiraj.ac x +

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Apps E00370 AISHE AICTE FRA NIRF DTE RO PUNE CET CELL BC Cell राशन प्रयोग e-NBA SUK ABC Executive Summary... 2.7 UNIQUE SELLIN... 2.3 GOALS - Googl... Reading list

Apply For Leave Recommend & Sanction Leave Home

Leave Recommended / Not Recommended

Select Employee from List -

Leave From to Leave Type Leave Balance - 0%

Submit

Select	Emp id	Name	Leave From	Leave To	Total Days	Leave Name	Leave Code	Applicant Comment	ApplicationDate	View
Select	E01163	HANDAIKAR KAPIL PRASHAKAR	02/01/2022	05/01/2022	4	OO Full Day	_OO_	NAAC Workshop at Mumbai	07/01/2022	View
Select	E00541	POVAR ANIL LAXMAN	04/01/2022	04/01/2022	1	CL Full Day	_CL_	personal work	03/01/2022	View
Select	E01131	JAYHAR GANESH BALASO	04/01/2022	04/01/2022	0.5	OO Half Day (Afternoon)	_OOH_	Submission of Affiliation Documents at Shri Jagji University Kolhapur.	05/01/2022	View
Select	E01163	HANDAIKAR KAPIL PRASHAKAR	06/01/2022	06/01/2022	1	CL Full Day	_CL_	sick leave	07/01/2022	View
Select	E00591	SARDESA PRASAD DIGAUBER	07/01/2022	07/01/2022	1	Medical Leave	_MD_	personal reason	11/01/2022	View
Select	E01163	HANDAIKAR KAPIL PRASHAKAR	16/01/2022	16/01/2022	0.5	OO Half Day (Afternoon)	_OOH_	SHEJALI UNIVERSITY	16/01/2022	View
Select	E00591	SARDESA PRASAD DIGAUBER	22/01/2022	23/01/2022	1	OO Full Day	_OO_	Pay fixation work at Mumbai	27/01/2022	View
Select	E00591	SARDESA PRASAD DIGAUBER	24/01/2022	25/01/2022	2	Medical Leave	_MD_	Due illness I couldn't attend the institute	27/01/2022	View

Search Previous Record - Enter Emp id Show Record

You are signed in as E00370 x Leave Details x Inbox (36) - pratash.pati@nitindia x Inbox (2) - saket@unishiraj.ac x +

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172.22.4.62 says
Record Submitted Successfully...

OK

Executive Summary... 2.7 UNIQUE SELLIN... 2.3 GOALS - Googl... Reading list

