

08.12.2025

Policy Directive Circular on Leave & Permission Policy Changes **effective 01.01.2026**

Having conducted a substantive review of the existing leaves & permission policy, the pattern of their usage and feedback from heads of department and other leave approving authorities, the following changes to the existing policy will be adapted effective 01.01.2026.

- The current practice of granting ½ day leaves will be discontinued. Where we essentially have regular working hours of 9:00 AM to 4:00 PM with lunch break in-between and provision for a 2-hour permission, it is clearly an anachronism and has no logical basis to exist now.
- Permissions are not an entitlement to be carried forward for next month. Permissions are an on-critical-need facility extended for our staff who have an urgent need to take out for a couple of hours for some exigency. In fact, if asked by the approving authority post-facto, the reasons have to be given and recorded and if reasons found to be non-satisfactory, Principal would have the discretion to reject the permission and consider it as a leave. For any permission, the entry/exit times need to be registered in biometric and failure to do so means the day will have to be considered a leave unless Principal approves it being considered a permission.



- Late coming of more than 5 minutes past 9:00 AM or early leaving before 3:55 PM would by default be considered as permission, and if the maximum allowed permissions for month have been exceeded, will have to be considered as leave unless Principal approves an exemption.
- Casual leaves are entitlement but information to the leave approving authority is a must in person (if possible and known/planned) the previous day, or through a phone call/message on the day (in case it was sudden requirement) and adjustment of pre-scheduled work is the responsibility of the employee availing casual leave.

Ideally, we would not want to give such algorithmic and rigid definitions but such, but the pattern of use and feedback suggests we have reached a situation where it is now required.




P. S. Sitharama Raju
Director
MVGR College of Engineering (Autonomous)
DIRECTOR
MVGR College of Engineering (A)
VIZIANAGARAM-535 005

Copy to:

1. Principal, MVGR College of Engineering (Autonomous)
2. All Staff, MVGR College of Engineering (Autonomous)