

months of the date of appointment.

**15.09** No teacher of the University shall draw for any duties performed in connection with any examination referred to in Section 34 (1) in any calendar year, any remuneration in excess of one-sixth of the aggregate of his salary in that calendar year or twelve thousand rupees, whichever is less.

**15.11.** The Executive Council shall fix a minimum number of days during which such teacher shall be available in the University for his academic duties :

*Provided* that where a teacher of the University is not so available because of the sessions of the Parliament or the State Legislature, he shall be treated on such leave, as may be due to him, and if no leave is due, then on leave without pay.

three months of the date of joining; such contract shall be duly stamped as per the rates applicable.

The self-appraisal or linked Performance Based Appraisal System (PBAS) methodology shall form part of the service contract/record.

**15.09** No teacher of the University shall draw for any duties performed in connection with any examination referred to in Section 34 (1) in any calendar year, any remuneration in excess of one-sixth of the aggregate of his salary in that calendar year or forty thousand rupees, whichever is less.

### **15.11 TEACHING DAYS**

**15.11.01.** (a) Subject to sub-clause (b), the University must adopt atleast 180 working days, i.e. there should be a minimum of 30 weeks of actual teaching in a (6-day) week. Of the remaining period, 12 weeks may be devoted to admissions and examination activities, and non-instructional (including preparation of examination) days for co-curricular, sports, college day, etc., 6 weeks for vacations and 4 weeks may be attributed to various public holidays.

The above is summarized as follows:-

<b>Categorization</b>	<b>Number of weeks</b>
Teaching and learning Process	30 (180 days)
Admissions preparation for examination	04 02
examination	06
Vacation	06
Public Holidays (to increase and adjust teaching days accordingly)	04
<b>Total</b>	<b>52</b>

	<p>(b) For the courses regulated by the National Council for Teacher Education, there shall be atleast 200 working days, each year exclusive of the period of preparation leave, examination and admission, out of which at least 40 days shall be for practice teaching or skill development in nearby schools. Adjustments shall be made accordingly.</p> <p>The institution imparting teacher education shall work for a minimum of 36 hours in a week, during which physical presence in the institution of all the teachers and student-teachers is necessary to ensure their availability for individual advice, guidance, dialogues and consultations as and when needed.</p> <p><i>Provided</i> that where a teacher of the University is not so available because of the sessions of the Parliament or the State Legislature, he shall be treated on such leave, as may be due to him, and if no leave is due, then on leave without pay.</p> <p><b>15.11.02.</b> In lieu of curtailment of vacation by 2 weeks, the teachers may be credited with 1/3rd of the period of Earned Leave.</p>
--	--

**PART-II**

**LEAVE RULES FOR TEACHERS OF THE UNIVERSITY**

<p><b>15.12</b> Leave shall be of the following categories :</p> <p>(i). Casual leave;</p> <p>(ii). Privilege leave;</p>	<p><b>15.12</b> Leave cannot be claimed as a matter of right. If the exigencies of the occasion demand, the sanctioning authority may refuse leave of any kind and may even cancel the leave</p>
--	--





- (iii). Sick leave;
- (iv). Duty leave;
- (v). Long term leave;
- (vi). Extraordinary leave;
- (vii). Maternity leave;

**15.13** Casual leave shall be on full pay for not more than seven days in a month or 14 days in a session and shall not accumulate. It will not ordinarily be combined with holidays, but in special circumstances the Vice-Chancellor may waive this condition for reasons to be recorded in writing.

**15.14** Privilege leave shall be on full pay for ten working days in a session and may accumulate upto 60 working days.

**15.15.** Sick leave shall be on the difference between the current rate of pay and the total cost of the leave arrangements, if any, with a minimum of half pay, for one month in a session and shall not accumulate.

**15.16** Duty leave upto 15 working days shall be on full pay for

attending meetings of any of the University bodies, adhoc Committees and Conferences of which a teacher may be ex-officio member or to which he may have been nominated by the University and for conducting examinations of the University.

**15.17.** Long-term leave, which shall be on half pay for one month in a session, and may accumulate upto twelve months, may be granted for reasons such as prolonged illness, urgent affairs, approved studies or preparatory to retirement :

already granted.

**15.13** The authority competent to grant leave will be the Vice-Chancellor except in the case of Half Pay leave, Commuted leave Study leave or extraordinary leave, which will be granted by the Executive Council.

**15.14** Leave shall be of the following categories :

- (i). Casual leave;
- (ii). Special Casual leave;
- (iii). Earned leave or Privilege leave
- (iv). Duty leave;
- (v). Extraordinary-leave;
- (vi). Study leave or Subbatical leave
- (vii). Half pay leave or Long-term Leave
- (viii). Commuted leave
- (ix). Leave not due ;
- (x). Maternity leave;
- (xi). Child Care leave;

(ii) The Executive Council may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

#### **15.15 CASUAL LEAVE**

Casual leave shall be granted to a permanent teacher on full pay for not exceeding 8 days in an academic year.

- a. Casual leave cannot be combined with any other kind of leave except Special Casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

#### **15.16 SPECIAL CASUAL LEAVE**

- (i) Special Casual leave, not exceeding 10 days in an academic year, may be granted to a permanent teacher:
  - (i). to conduct examination of a university/Public Service



Provided that such leave can be granted only after five years continuous service except in the case of prolonged illness:

Provided further that in case of prolonged illness, the leave may, at the discretion of the Executive Council, be on full pay for a period not exceeding six months.

Provided also that such teachers as are selected for "Teachers Fellowship" by the University Grants Commission or for training or study in a foreign country under any other scheme sponsored by the Commission, may be granted leave on full pay for the duration of such fellowship, training or study on such terms and conditions as may be specified by the State Government.

**15.18. Extraordinary leave** shall be without pay. It may be granted for such reasons as the Executive Council may deem fit for a period not exceeding three years initially but may be extended for a period not exceeding two years under special circumstances mentioned in Statute 15.10.

**Explanation 1.** A teacher who holds a permanent post or who being permanent on a lower post has been officiating on a higher post for more than three years, shall subject to the concurrence of the State Government, be entitled to count the period of extra ordinary leave sanctioned for undertaking higher scientific and technical studies towards his increment in the time.

**Explanation 2.** Subject to the concurrence of the State Government, a teacher who holds a temporary post and has been sanctioned such leave shall, on return from such leave, be entitled to get his pay fixed in accordance with Fundamental Rule 27 of

Commission/board of examination or other similar bodies/institutions; and

(ii). to inspect academic institutions attached to a statutory board, etc.

In computing the 10 days leave admissible under sub-clause (a) and (b) above, the days of actual journey, if any, to and from the places where activities specified above, take place, may be excluded.

(c) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and

(d) to a female teacher who undergoes non-puerperal sterilization.

(ii) Special Casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion;

#### **15.17 Earned Leave**

(i) Subject to the provisions contained in clause 15.11.02 earned leave admissible to a permanent teacher, shall be:

(a) 1/30th of actual service including vacation; *plus*

(b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation. For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

(ii) Earned leave at the credit of a teacher shall be on full pay and shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in

the Financial Hand Book, Volume II, Parts II to IV at such stage the time scale as he would have got, had he not proceeded on such leave provided that the study for which such leave was sanctioned was in the public interest.

the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For avoidance of doubt, it may be noted:

- (i). When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave..
- (ii). In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

#### **15.18 DUTY LEAVE:**

- (i) Duty leave of the maximum of 30 days in an academic year may be granted to a permanent teacher on full pay for the following:
  - (a) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;
  - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;
  - (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
  - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other academic body; and
  - (e) For performing any other duty for the university.

*Provided* that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the



**15.19.** Maternity leave on full pay to female teachers for a period which may extend up to three months from the date of its commencement or to six weeks from the date of confinement, whichever is earlier ;

**15.20.** Leave cannot be claimed as a matter of right. If the exigencies of the occasion demand, the sanctioning authority may refuse leave of any kind and may even cancel the leave already granted.

**15.21.** Sick leave or long term leave on account of prolonged illness can be granted on the production of a medical

certificate from a registered medical practitioner, In case of such leave exceeding 14 days the Vice-Chancellor shall be competent to call for a second certificate of a Registered Medical Practitioner approved by him.

amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- (vi) Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher invited to share expertise with academic bodies, government or NGO.

**15.19 Extraordinary-Leave**

(i) A permanent teacher may be granted extraordinary leave when:

- (a) no other leave is admissible; or
- (b) other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

(ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:

- (a) Leave taken on the basis of medical certificate;
- (b) Cases where the Vice Chancellor is satisfied that the

leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;

- (c) Leave taken for pursuing higher studies; and
- (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.

(iii) Extraordinary leave may be combined with any other leave except casual leave and Special Casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in

conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

**15.20. STUDY LEAVE:**

- (i) Study leave may be granted to a permanent and whole time Assistant Professor after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the institution or to make a special study of the various aspects of university organization and methods of education.

- (ii) The period of study leave may be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department.

*Provided* that the Executive Council may, in the special circumstances of a case, waive the condition of two years service being continuous.

**Explanation:** In computing the length of service, the time during which a person was on probation may be reckoned provided:

- (a) the person is a teacher on the date of the application;  
(b) there is no break in service; and  
(c) the leave is requested for undertaking the Ph.D. research work.

- (iii) Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one