

NO: CU/Rules/002/2013

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RULES FOR DUTY LEAVE / SPECIAL CASUAL LEAVE


Faculty members of the C. U. Shah University are invited by Government / Other Universities / Colleges to help them in one or more of the following activities:

- Vice Chancellor Nominee.
- Expert on Selection Committee.
- Admission related work.
- Examination related work
- Member of Board of Study / Academic Council
- Course Curriculum related work
- Any other work of similar nature

Such activities can be of mandatory nature, obligatory nature or routine nature. Depending on the type of work, the faculty member is expected to visit a place for such work. On the other hand, nobody can ignore the work of our own college / university.

The University has, therefore, framed the following rules:

1. No faculty member will be given more than 10 days duty leave / special casual leave in an academic year.
2. Faculty member will ask for such leave at least one week in advance in the prescribed format of the University.
3. The faculty member, while asking for such leave, should ensure that the college / university work which he is supposed to carry out on the day of demanded leave does not suffer.
4. No faculty member will be granted such leave, on the working day of our University, for the selection committee work at other college.
5. In case, the faculty member is invited on selection committee as VC nominee from the other University, he / she should ask the University to arrange the committee meeting on Saturdays / holidays so that our University work does not suffer.
6. If possible, the faculty member should request the inviting authorities to arrange such work on Saturdays or the day when he / she does not have teaching work / any other work.
7. The Head of the Department should try to send any Associate or Assistant Professor, as far as possible, for University related official work in his / her place so that the departmental work does not suffer.
8. Granting of such leave will be at sole discretion of the University authority except for the Government work of mandatory nature.
9. In case of any emergency work, the faculty member may ask for the permission on the telephone, but should submit the form and complete the formality.
10. All the members should ensure that these rules are followed in true spirit and are not violated.


Dr. Ved Vyas Dwivedi
Pro Vice-Chancellor