

(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.

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.

*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.*

15.11.02. In lieu of curtailment of vacation by 2 weeks, the teachers may be credited with 1/3rd of the period of Earned Leave.

PART-II

LEAVE RULES FOR TEACHERS OF THE UNIVERSITY

<p>15.12 Leave shall be of the following categories :</p> <ul style="list-style-type: none"> <li>(i). Casual leave;</li> <li>(ii). Privilege leave;</li> </ul>	<p>15.12 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>
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- (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; **08**
- (ii). Special Casual leave; **10**
- (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.

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:

- (1) 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 I.** 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 to inspect academic institutions attached to a statutory board, etc.

(ii) 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 or Privilege 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;

(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 its 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. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion. 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

spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.

(iv) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

(v) Study leave may be granted not more than twice during one's career.

*Provided* that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.

(vi) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Executive Council. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.

(vii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation,

*provided* that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

(viii) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on

study leave. No teacher shall however, be eligible to receive arrears of increments.

(ix) Study leave shall count as service for contributory provident fund and retiral benefits etc., provided the teacher joins the university on the expiry of his/her study leave.

(x) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

*Provided* that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(xi) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.

(xii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Finance Officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xi) above.

(xiii) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave.

#### 15.21 SABBATICAL LEAVE:

(i) Permanent and whole-time teachers who have completed seven years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to under take study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to



the institution and higher education system.

(ii). The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

(iii). A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

*Provided* that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.

(iv). A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of provident fund and retirement benefits.

(v).

*provided* that the teacher rejoins the institution on the expiry of his/her leave.

15.22

#### Half-pay Leave

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

#### *Explanation:*

A "completed year of service" means continuous service of specified duration under the university or the college and includes periods of absence from duty as well as leave including

extraordinary leave.

#### 15.23 Commuted Leave

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (a) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (b) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due and
- (c) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time.

*Provided* that no commuted leave shall be granted under these statutes unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

#### 15.24 Leave Not Due

- (i) Leave not due, may, at the discretion of the Vice Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently;
- (ii) 'Leave not due' shall not be granted, unless the Vice Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be

permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

*Provided that the Executive Council may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.*

15-25

**Maternity Leave**

(a) Maternity leave on full pay may be granted to a permanent woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

(b) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

15-26

**Child Care Leave**

(i) Women teachers having minor children may be granted leave on full pay upto two years (730 days) for taking care of their minor children. The leave shall be regulated on the same terms and conditions

**PART-III**  
**AGE OF SUPERANNUATION OF TEACHERS OF THE UNIVERSITY**

	<p>as are applicable to the State Government employees from time to time.</p> <p>(ii) In the cases, where the child care leave is granted for more than 45 days, the Institution may appoint part time / guest substitute teacher with intimation to the UGC.</p> <p>(iii) In the event of any doubt about the applicability of the leave, the decision of the State Government shall be final.</p> <p><b>15.27</b> <b>Other leaves</b></p> <p>Other leaves may be prescribed as per the Rules of the State Government.</p>
<p><b>15.23.</b> In this Part, the expression 'new scale of pay' means the scale of pay admissible to a teacher in accordance with the G.O. No. Shiksha-XI-9045/XV-(7)-73 dated December 28, 1974, as amended from time to time.</p> <p><b>15.24.</b> (1) Deleted</p> <p>(2) The age of superannuation of a teacher of the university shall be sixty two years.</p> <p>(3) No extension in service beyond the age of superannuation shall be granted to any teacher after the date of commencement of these Statutes:</p> <p><i>Provided</i> that a teacher whose date of superannuation does not fall on June 30, shall continue in service till the end of academic session, that is June 30 following and will be treated as on re-employment from the date immediately following the date of his superannuation till June 30, following--</p> <p><i>Provided</i> further that such physically and mentally fit</p>	<p><b>15.23.</b> Omitted</p> <p><b>15.24.</b> (1) The age of superannuation of a teacher of the University shall be sixty two years.</p> <p>(2) No extension in service beyond the age of superannuation shall be granted to any teacher--</p> <p><i>Provided</i> that a teacher whose date of superannuation does not fall on June 30, shall continue in service till the end of academic session that is June 30 following and will be treated as on re-employment from the date immediately following the date of his superannuation till June 30, following--</p> <p><i>Provided</i> further that a teacher, who is treated as on re-employment from the date immediately following date of his superannuation till June 30,</p>

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