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Signature	H.V. - u - K		Leave
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Leave

APPLICABILITY

The provisions of this section shall apply to staff members of the Mody Education Foundation, Mody International School, Mody School and Mody University of Science and Technology.

1. Leave is a privilege and cannot be claimed as a matter of right. The leave sanctioning authority is fully competent to refuse leave applied for in the exigencies of the service or on administrative considerations. The mere fact that leave is available in one's credit does not, thereof confer any right that leave applied for will have to be sanctioned. University/Foundation employees are required to get their leave sanctioned well in advance.
2. Functional Heads such as Director, Dean Academic, Dean Admin, Registrar, Deans, Principals etc. will be the leave sanctioning authority for person reporting to them.
3. The Chairman-MC will be the leave sanctioning authority of President, Vice President & Director.

Leave year will be from 1st July to 30th June of the following year for all the employees of the University/Foundation. Proper leave record will be maintained in the leave register for each employee by various Divisions / Departments of the University/Foundation. The employee of the University/Foundation will be entitled for the following types of leave:

- i) Casual leave – Both Academic and Administrative staff members will be entitled to 12 days casual leave. It is not to be combined with any other leave and shall not be granted for more than 3 days at a time. The Casual leave will expire at the end of the year in which it is earned.

In case of academic units, the concerned faculty member will be responsible for making arrangements for the teaching for the period he/she intends to proceed on leave. No classes can be cancelled, re-scheduled, or postponed because of leave and the arrangements made must have the approval of the HoDs.

V. J. Ditt
01/12/2021
REGISTRAR
Mody University of Science and Technology
Lakshmangarh (Distt Sikar) 332311

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In case of the University/Foundation Officials, such as President, Vice-President, Deans, Principal-MS, Vice-Principal, Principal-SEFS, Registrar, GMs, COE and those who have officer in their title, if the unused casual leave which cannot be availed during the month of June of the leave year because of academic and admission requirements, it may be carried forward to the immediately succeeding 6 months, and it lapses automatically thereafter. In case of President, this will require MC Chairperson's permission and for all others, the President can approve such extensions.

- ii) Privilege leave - President, Director, Vice-President, Dean-Academics, Dean-Administration, Deans, Principal-MS, Vice-Principal, Principal-SEFS, Registrar, GMs, COE other Officers of the University/Foundation, Librarians, Lab Assistants & Other Administrative staff members will be entitled to 25 days Privilege Leave on pro-rata basis. Academic Staff are not entitled to PL as they are entitled to VL.
- iii) Vacation for the Faculty - Faculty members of Schools are authorized to take 30 days vacation leave and faculty members of Mody School are authorized for 30 days vacation leave in an Academic Year on pro-rata basis. The leave must be continuous and can be broken in parts only in exceptional cases with the permission from the concerned Dean/Principal. With the permission of Dean, a School faculty member can go on long breaks when the classes are not in session as per Academic Calendar of the University such as Holi, Diwali, and year end break (New Year). However all such leaves would be accounted for within the above 30 days vacation leave.

The Deans & Principals are authorized to retain any member of the teaching staff to remain on duty for such a period of vacation as may be considered necessary. The Deans & Principals may also recall to duty any member of the staff who has proceeded on vacation.

- iv) Maternity Leave - Maternity Leave on full pay may be granted to the teaching staff members on the recommendations of the competent medical authority for 8 weeks, 2 weeks prenatal and 6 weeks postnatal. The female faculty should have been in continuous service of the University/Foundation for not less than one year. The applicant shall be required to produce supporting medical certificate to establish that the leave applied for is for maternity reasons. Maternity leave can be availed

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of only twice during the service of the employees in the University/Foundation. The Dean and HoD for University, Principal for School will be responsible to make arrangements for teaching during this period.

- v) Leave Without Pay – An employee of the University/Foundation at the discretion of the leave sanctioning authority may be granted Leave Without Pay. The period of this Leave Without Pay will not be accounted for increment or other leave entitlements.
- vi) Unauthorized Leave – An employee who remains on unauthorized leave shall be treated absent and may attract disciplinary action against him / her as deemed fit.

An employee shall not take up or accept any employment with or without remuneration during the period of such leave / loss of pay / absence.

- vii) Special Academic Leave – Special Academic Leave may be granted to a faculty at the discretion of the Dean and the leave should not exceed 15 days in a calendar year. In case of Principals, Vice-Principal, Deans, Vice-President, Dean-Academics, Director and President it will require the President's and MC's Chairperson's approval, respectively. Special Academic Leave shall be subject to prior submission of relevant documents and specific sanction from the Dean. The Special Academic Leave may be used for the following purposes:
 - a) To attend examination work / BOS /Senate/Academic Council at other university
 - b) To attend professional / orientation courses / workshops
 - c) To attend official / professional / academic activities as directed or permitted by HoD / Dean
 - d) To attend sports meets / cultural events / election duties
- i) Special Academic Leave cannot be accumulated.
- ii) Special Academic Leave cannot be combined with any other form of leave.
- iii) Submission of Attendance certificate is mandatory.
- iv) Employees shall not claim TA / DA from the Home institution.
- v) Since Special Academic Leave involves financial outlay, this leave may be granted only after taking the corresponding financial sanction.

V. V. V. K.
01/12/2021
REGISTRAR

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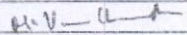
Leave : Others:

- (1) Nursing staff: 12 Casual Leave & vacation for 25 days or lesser duration as per requirement during Deepawali and Vacation.

ACCUMULATION: The administrative staff members of the University / Foundation are authorized to accumulate, Privilege Leave upto a maximum of 50 days.

LEAVE ENCASHMENT: The University/Foundation Administrative Staff members on retirement / resignation; retrenchment are entitled to the benefit of leave encashment of Privilege Leave only. Basic+DA will be encashed for number of Privilege Leave accumulated not exceeding 50 days.

COMBINATION OF LEAVE: Privilege Leave, Maternity Leave and Leave Without Pay may be taken in combination of any other kind of leave except Casual Leave.

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LEAVE SUMMARY DETAILS

S.NO.	TYPE OF LEAVE	President/ Director /Vice President/ Dean- Academics/ Deans/ Principal- SEFS	Princip al-MS/ Vice- Princip al-MS	Registrar / Dean- Administ ration/ COE/ GMs	Teaching Faculty Schools	Teaching Faculty (Mody School and Mody Internati onal School)	Assistant Librarian/ Technical Staff/ Administra tive Staff (University/ School)	Nursing staff
1	Casual Leave	12	12	12	12	12	12	12
2	Privilege Leave	25	25	25	----	----	25	----
3	Vacation for the Faculty	----	----	----	30	30	----	25
4	Maternity Leave	----	----	----	8 weeks	8 weeks	----	----
5	Leave Without Pay	Leave sanctioning authority may be granted Leave Without Pay. The period of this Leave Without Pay will not be accounted for increment or other leave entitlements						
6	Unauthorized Leave	unauthorized leave shall be treated absent and may attract disciplinary action against him / her as deemed fit						
7	Special Academic Leave	Yes	Yes	----	Yes	----	----	----
	Total	37	37	37	42	42	37	37

* 15 days in a calendar year, Special Academic Leave shall be subject to prior submission of relevant documents and specific sanction from the Dean for teaching staff.

* Except above mentioned 7 type of leaves, Festival/National Holidays as declared by the Institute in a academic year are also applicable to all Staff members.

CC: Chairman-MC, President, Director, Dean-Academics, Dean-Administration, All Deans, Principals, Registrar, All GMs, COE, EA to Hon'ble Chairman (Kolkata Office)