



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009

(Formerly Delhi College of Engineering)

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042

File No. 1/DTU/Leave (T)/Estt./2017/424

Dated the 10 January, 2018

Notification

In exercise of powers conferred under sub-clause 3 of Clause 10 of the Delhi Technological University (First) Statutes 2009 notified vide Gazette Notification No. F1 (1050)/2009-SB/591-597 dated 13.08.2009 and in pursuance of the provisions of section 33 of Delhi Technological University Act, 2009 (Delhi Act 06 of 2009), the Board of Management, Delhi Technological University in its 26th meeting held on 08.12.2017 vide Agenda Item No. 26.8 has approved the Regulations relating to Leave as applicable to permanent Teachers appointed by the DTU.


(Prof. Samsher)
Registrar

Copy to:-

1. PA to VC.
2. PA to Pro VC-I.
3. PA to Pro VC-II.
4. All Deans & HODs
5. Registrar
6. All DRs/ARs
7. Sr. Librarian
8. OIC (GA/B. Tech. (Eve.)/S&P)
9. Head, Computer Centre for uploading the Notification on university website.

Delhi Technological University
Shahabad Daulatpur, Bawana Road, Delhi-110042

In pursuance of the provisions of section 33 of Delhi Technological University Act, 2009 (Delhi Act 06 of 2009), the Board of Management, Delhi Technological University hereby makes the following regulations relating to Leave as applicable to the permanent teachers appointed by the University subject to the provisions of the Act, Statutes and Ordinances of the University.

Leave Rules applicable to permanent teachers

1. A. These Leave Rules shall come into force with effect from the date of approval of the Board of Management.
- B. Leave of any kind cannot be availed as a matter of right. It may be refused or revoked by the competent authority empowered to grant it without assigning any reason, in the interest of the University. Leave shall always be got sanctioned in advance, except in case of urgency.
- C. Subject to the above, the permanent teachers shall be eligible for the following kinds of leave:
 - i) **Leave treated as duty -**
 - Casual Leave
 - Special Casual Leave
 - Duty Leave
 - ii) **Leave earned by duty -**
 - Earned Leave
 - Half Pay Leave
 - Commuted Leave
 - iii) **Leave not earned by duty -**
 - Extraordinary Leave
 - Leave Not Due
 - iv) **Leave not debited to leave account-**
 - a) **Leave on grounds of health -**

Maternity Leave
Paternity Leave
Adoption Leave
Child Care Leave

b) Leave for academic pursuits -

Study Leave
Sabbatical Leave

The Board of Management may, in exceptional cases, grant, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

2. Casual Leave:

- (i) Total Casual Leave granted to a teacher shall not exceed $8+2=10$ (ten) days in an academic year. This include 02 (two) days Casual Leave in lieu of 02 (two) Restricted Holidays. The two days additional Casual Leave is in lieu of two Restricted Holidays which are converted into Casual Leave.
- (ii) Casual Leave shall not be combined with any other kind of leave except Special Casual Leave. However, Casual Leave may be combined with holidays including Saturdays/Sundays. Holidays or Saturdays/Sundays falling within the period of Casual Leave shall not be counted as Casual Leave.

3. Special Casual Leave:

- (i) Special Casual Leave, not exceeding 15 days in an academic year, may be granted to a teacher;
 - (a) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and
 - (b) To inspect academic institutions attached to a statutory body, etc.
 - (c) To participate in a literary, scientific or educational conference, symposium or seminar or cultural or athletic activities conducted by bodies recognized by the university authorities;
 - (d) To participate in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, AICTE, NAAC, NBA, a university or any other academic body; and
 - (e) To attending meetings in the UGC, AICTE, NAAC, NBA, DST, etc. where a teacher is invited to share expertise with academic bodies, Government or NGO.

- (f) To attend meeting of the selection committee or any similar work
- (g) To do such other work as may be approved by the Vice Chancellor as academic work.
- (ii) In computing the 15 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, Special Casual Leave to the extent mentioned below, may also be granted;
 - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 06 (six) working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
- (iv) 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;

4. Duty Leave:

- i. Duty Leave may be granted if a person is deputed by the University for the following:
 - (a) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;
 - (b) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
 - (c) For performing any other duty for the university.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii. The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned Duty Leave on reduced pay and allowances.
- iv. Duty Leave may be combined with Earned Leave, Half Pay Leave or Extraordinary Leave.

5. Earned Leave:

(1) Earned Leave admissible to a 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.

(2) (a) The Earned Leave of 12 days shall be credited in advance to the leave account of a teacher on the first January every year.

(b) If a teacher has availed of leave other than Casual Leave, Special Casual Leave or Duty Leave, or the period of his/her absence has been treated as dies non during the previous year, the credit to be afforded to his leave account shall be reduced by 1/30th of the period of such leave or absence.

(c) The credit of Earned Leave for the calendar year in which a teacher is appointed, shall be at the rate of one day for each completed calendar month of service which he/she is likely to render in that year.

(d) The credit of earned leave for the calendar year in which a teacher retires or resigns from service shall be at the rate of one day for each completed calendar month upto the date of retirement or resignation.

(e) When a teacher is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of one day per completed calendar month up to the end of the preceding calendar month in which he/she is removed or dismissed from service or dies in service.

(3) Earned Leave due to retention during vacation:

The following faculty will be deemed to be retained during the vacations. However, in case of any leave during the vacation that will be subtracted for the duration of retention.

- i. All Deans
- ii. All HoDs
- iii. Chief Warden
- iv. Chairman, Board of Discipline
- v. Director, IQAC
- vi. HoD (T&P)

- vii. Associate Deans
- viii. Associate Heads
- ix. OIC, B.Tech (Eve)
- x. Chief Vigilance Officer
- xi. Security Officer
- xii. Transport Officer
- xiii. OIC (Hostel)
- xiv. OIC (Guest House)
- xv. All Wardens
- xvi. Any other teacher who is in the administration with the approval of Vice-Chancellor.

Further, for smooth functioning of the University and departments, the faculty members may be retained to carry out the following responsibilities:-

- i. University Admission Committees make admissions during the summer vacations. For the admissions which are made centrally, the Chairman Admission Committee shall make the proposal for retention of faculty members required for such admissions alongwith the specific dates and schedule of admissions and obtain approval from the Vice Chancellor.

The admission which are made at the department level, the HoD concerned shall constitute a committee for such admissions and take prior approval of the Vice Chancellor for specific days and schedule of the admissions. Further, the Committee for admissions conducted by departments shall have three members for every program and one additional member for additional program in the department concerned. HoD shall be the Chairman of the Committee.

- ii. **Time table preparation:** Retention for maximum 2 weeks one faculty member per program conducted in the concerned department with a maximum of two faculty members.

Further, Dean, Acad (UG) will constitute a Central Time Table Committee for first year UG engineering programs as per practice with the approval of the Vice Chancellor and the Committee will be retained for a period of two weeks.

In order to synchronize, the faculty members of central time table as well as departmental time table shall be retained for first two weeks of the vacations.

- iii. **Stock verification:** Two faculty members for 3 days per Lab be retained by the concerned HODs. The report of verification be submitted to Registrar within two weeks from the date of verification.
- iv. Any other work assigned to the faculty members with the prior approval of the Vice Chancellor.
- v. The retention of faculty members for following activities will not be considered for calculating the earned leave :
 - (a) Examination work, evaluation and other activity related to examinations.
 - (b) M.Tech and Ph.D guidance, lab developments and purchasing of equipments.
 - (c) Attending Faculty Development Programs, Workshop, Seminar, Orientation Programs. The retention will not be considered for earned leave.
- vi. However, the Vice Chancellor may retain any faculty member for any purpose/activity in the interest of the University.
- vii. Every teacher shall get Earned Leave of 12 days per year which shall be credited to in advance to the leave account of a teacher on the first January every year. Therefore, a teacher shall get maximum Earned Leave of 18 days against the retention of faculty during vacations.
- viii. Duration of vacations in an academic year-
Summer vacations: the university shall observed six weeks off for summer vacations and two weeks off for winter vacations. Dates for summer as well as winter vacations shall be notified in the academic calendar of every year.

- (4) Earned leave at the credit of a teacher 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 case of higher study or training or leave on medical ground or when the entire leave or a portion thereof is spent outside India.

Note:

1. 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.
2. In cases 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.
3. Encashment of earned leave shall be allowed to teaching staff as applicable to the employees of the Central Government.

6. Half-pay Leave:

- i) Every permanent teacher shall be credited with half pay leave in advance, in two installments of ten days each on the first day of January and July of every calendar year. Such leave may be availed on medical grounds, for private affairs or for academic purposes.

A "completed year of service" means continuous service of specified duration under the University and includes periods of absence from duty as well as leave including extraordinary leave.

- (ii) (a) The leave shall be credited to the said leave account at the rate of $5/3$ days for each completed calendar month of service of the year in which the teacher is appointed.
- (b) The credit for the year in which a teacher is due to retire or resigns from the service shall be allowed at the rate of $5/3$ days per completed calendar month upto the date of retirement or resignation.
- (c) When a teacher is removed or is dismissed from service or dies while in service, credit of half pay leave shall be allowed at the rate of $5/3$ days per completed calendar month upto the end of the preceding calendar month in which he/she is removed or dismissed from service or dies in service.

7. 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:

- (i) Commuted Leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When Commuted Leave is granted, twice the amount of such leave shall be debited against the Half-Pay Leave due; and
- (iii) 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 rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

8. 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 certificates;
 - (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/her 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.

9. 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 Board of Management.

Provided that the Board of Management 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.

10. Maternity Leave:

- (i) Maternity Leave on full pay may be granted to a 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.

- (ii) 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.

11. Paternity Leave:

Paternity Leave of 15 days may be granted to male teachers during the confinement of their wives, and leave shall be granted only upto two children.

12. Adoption Leave:

- (i) A female teacher, with fewer than two surviving Children, on valid adoption of a Child below the age of one year may be granted Child Adoption Leave, by an authority competent to grant leave, for a period of 180 days immediately after the date of valid adoption.
- (ii) During the period of Child Adoption Leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (iii) Child Adoption Leave may be combined with leave of any other kind.
- (iv) In continuation of 'Child Adoption Leave' a female teacher on valid adoption of a child may also be granted, if applied for, leave of the kind due and admissible (excluding Leave Not Due and Commuted Leave not exceeding 60 (sixty) days without production of Medical Certificate) for a period upto one year reduced by the age of the adopted child on the date of valid adoption, without taking into account the period of Child Adoption leave.

Provided that this facility shall not be admissible to an adoptive mother already having two surviving children at the time of adoption.

The maximum period of one year leave of the kind due and admissible (including Leave Not Due and Commuted Leave upto 60 days without production of Medical Certificate), will be reduced by the age of the child on the date of adoption without taking into account Child Adoption Leave as in following illustration :

- If the age of the adopted child is less than one month on the date of adoption leave upto one year may be allowed.
- If the age of child is six months and above but less than seven months, leave upto 6 months may be allowed.
- If the age of the Child is 9 months and above but less than 10 months, leave upto 3 months may be allowed.

(v) Child Adoption leave shall not be debited against the leave account.

13. Child Care Leave:

Women teachers having minor children may be granted leave upto two years for taking care of their minor children. Child Care Leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. During the period of Child Care Leave, the woman teacher shall be granted at 100% of leave salary equal to the pay drawn immediately before proceeding on leave, for the first 365 days and 80% of salary for the next 365 days.

In the cases, where the Child Care Leave is granted more than 45 days, the University may appoint a part time / guest substitute teacher.

14. Study Leave:

- (i) The Scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarships of stipend (by whatever nomenclature used) for pursuing further studies leading to Ph. D./Post Doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by the University. The awarded shall be paid salary for the entire duration of fellowship/scholarship, provided of course he/she does not take up any other remunerative jobs like teaching, in the host country.
- (ii) A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. He/she

shall, however, be allowed to accept a fellowship or a research scholarship or an *ad hoc* teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, provided that the Board of Management of the University may, if it so desires, sanction Study Leave on reduced pay and allowance to the extent of any receipt in this regard, in lieu of teaching etc., which may be determined by the University.

- (iii) Study Leave may be granted to entry-level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports (other than an Associate Professor of the University, who is otherwise eligible for Sabbatical Leave) after a minimum of three years of continuous services, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University organization and methods of education giving full plan of work. The three years minimum period of continuous service may be reduced by the Vice Chancellor to two years as per merit of the case.
- (iv) Study Leave shall be granted by the Board of Management on the recommendations of the Vice-Chancellor. Study Leave shall not be granted for more than three years in one spell, save in very exceptional cases, in which the Board of Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- (v) 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.
- (vi) Study Leave may be granted not more than twice during one's career. However, under no circumstances, shall the maximum period of Study Leave admissible during the entire service exceed five years.
- (vii) Study Leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of Study Leave. For subsequent spell of Study Leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of Study Leave.

- (viii) 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 permission of the Board of Management. In the event of the course of study falls short of Study Leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Board of Management to treat the period of short fall as Extraordinary Leave has been obtained.
- (ix) 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. When Study Leave is taken in continuation of vacation, the period of Study Leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during Study Leave, shall be placed in that position and shall get the higher scale only after joining the post.
- (x) The period of Study Leave shall count as service for the purposes of retirement benefits (pension/contributory provident fund), as the case may be, provided the teacher joins the University on the expiry of his/her Study Leave, and serves for the period for which the bond has been executed.
- (xi) Study Leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction, provided that where Study Leave granted has been so cancelled, the teacher may apply again for such leave.
- (xii) 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 after the expiry of the Study Leave.
- (xiii) A teacher –
 - (a) Who is unable to complete his/her studies within the period of Study Leave granted to him/her, or

- (b) Who fails to rejoin the service of the University on the expiry of his/her Study Leave, or
- (c) Who rejoins the service of the University but leaves the service without completing the prescribed period of services after rejoining the service, or
- (d) Who, within the said period, is dismissed or removed from the service by the University

shall be liable to refund to the University, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study approved by the Board of Management.

Explanation:

If a teacher asks for extension of Study Leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these rules.

Notwithstanding the above, the Board of Management may order that nothing in these rules shall apply to a teacher who, within three years of return to duty from Study Leave is permitted to retire from service on medical grounds, provided further that the Board of Management may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these rules.

- (xiv) 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 para (xi) above and give security of immovable property to the satisfaction of the Finance Division of the University or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of who permanent teachers for

the amount which might become refundable to the University in accordance with para (xi) above.

- (xv) The teacher on Study Leave shall submit to the Registrar of the University 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. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (xvi) The teacher on Study Leave shall submit a comprehensive report on the completion of the Study Leave period. A copy of the research document/monograph/academic paper produced during the period of Study Leave shall be put in the public domain, perfectly on the website of the University.

15. Sabbatical Leave:

- (i) Permanent, whole-time teachers of the university who have completed seven years of service as Associate Professor or Professor may be granted Sabbatical Leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university 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, further 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 one year or more.
- (iv) A teacher shall, during the period of Sabbatical Leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on Sabbatical Leave.
- (v) 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, however, be allowed to accept a fellowship or a research scholarship or *ad hoc*

teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, *provided* that in such cases the Board of Management may, if it so desires, sanction Sabbatical Leave on reduced pay and allowances.

- (vi) 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 pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.

16. Leave for faculty members deployed under Special Mode of Recruitment/Re-employed after superannuation/Adjunct Faculty/ Chair Professor/Professor Emeritus shall be as under-

- (i) Casual Leave: At par with regular faculty, i.e., 10 (ten) days in an academic year.
- (ii) Special Casual Leave: At par with regular faculty, i.e., not exceeding 15 days in an academic year for the purpose is given in clause 3 of these rules.
- (iii) Winter and Summer vacations: At par with regular faculty.
- (iv) These faculty members are not entitled for Earned Leave.

17. Authorities Empowered to Sanction Leave:

The authorities specified in column (2) of the table below, are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Board of Management. Before sanctioning the leave, the sanctioning authority shall ensure that leave asked for is admissible and is at the credit of the teacher concerned.

Kind of Leave	Sanctioning Authority	Extent of Powers
i. Casual/Special Casual Leave to:		
a. Deans/HODs	Vice-Chancellor	Full
b. Other teachers	HODs	Full
ii. Duty Leave to:		
a. Deans/HODs	Vice-Chancellor	Full
b. Other teachers	Vice Chancellor	Full
iii. Earned Leave /Half Pay Leave/Commuted Leave/Maternity leave/Child Care Leave		
Paternity leave/Adoption Leave to:		
a. Deans/HODs	Vice-Chancellor	Full
b. Other teachers	Vice Chancellor	Full

iv) Sabbatical Leave/ Study Leave	Vice-Chancellor	Full
v) Extraordinary leave		
a. Deans/HODs	Vice-Chancellor	Full
b. Other teachers	Vice Chancellor	Full
Provided that where leave involves visit abroad, the competent authority shall be the Vice-Chancellor.		
vi) Child Care Leave	Vice-Chancellor	Full

18. Power to Relax:

Where University is satisfied that the operation of any of these rules causes undue hardship in any particular case, the University, may by order, for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner with the approval of the Board of Management.