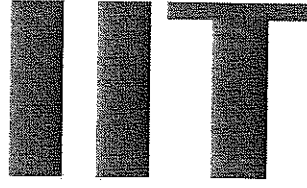




भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

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Ref. No. IIT(BHU)/FA/Leave/755

Date: 26.07.2018

To

All the Heads of Departments,
All the Coordinators of Schools,
IIT(BHU), Varanasi

Sub: Modified Leave Provisions of Regular Faculty Members.

The Leave provisions of Faculty members were circulated to all concerned vide letter No. IIT(BHU)/FA/Leave/17849 dated 27.12.2017 on receipt of the First Statutes of the Institute as well as on approval of the Chairman, BoG, vide order dated 19.12.2017.

2. The Board of Governors, at its meeting held on 25.05.2018, ratified the above order of the Chairman, BoG and also considered some modifications in the leave provisions vide Resolution No. 7.33.

3. In view of the above, I am directed to notify the following provisions in the light of BoG Resolution No. 7.33 dated 25.05.2018 to be applicable **with immediate effect** in supersession of our earlier letter No. IIT(BHU)/FA/Leave/17849 dated 27.12.2017:

(I) SPECIAL CASUAL LEAVE:

- (A) Faculty members of the Institute will be entitled for Special Casual Leave for the following purposes in addition to the purposes mentioned at Leave Provision 15(1) (i) & (ii) in the light of provisions contained in 15(1) (iii) under Schedule-E of the First Statutes of the institute. The period of such leave admissible in a calendar year shall ordinarily not exceed fifteen days but should, however, be sufficient to cover the period of absence necessary:
- Visits to academic Institutions, Universities, national/international labs for research purpose;
 - Working in another Indian or Foreign Institute/University, any other agency/organization when so deputed by the Institute;
 - For research, sponsored research or Consultancy related work in industry, academic, technical labs, Govt Departments etc;
 - For practical training within or out of India deputed by the Institute;
 - For visits in connection with consultancy/testing in the Industry or project work;

- (f) To act as examiner in the Educational/Professional Institutions of repute of private sector or to act as an expert in Selection Committees in such Institutions;
- (g) To visit various embassies for interview to get VISA regarding proposed journey for several academic and research purposes.

(B) The faculty members, going to a reputed academic Institution or research laboratory/establishment for research/collaborative work in India or abroad in summer vacation period as well as winter vacation period, may be entitled to Special Casual Leave not exceeding 60 days in one spell in a year. However, before leaving the Institute, the faculty member concerned shall ensure that his all academic work has been completed and there will be no significant effect on exams, results etc. of the students during his absence. 1/4th days of such period will be debited against the normal entitlement of Special Casual Leave in a year. Only one such long absence during the year for this purpose will be permitted.

(II) ON DUTY:

It has also been decided that Faculty Members going for following purposes will be treated as "On Duty". Absence from the Institute for such purposes will be limited to 30 days in a Calendar year:

- (a) Participating in a delegation or working on a committee approved by the Central/State Govt, UGC, Central/State Institutions or any Universities or any other Government recognised bodies;
- (b) For attending meetings of expert committees/selection committees of Government departments like DST, DRDO, CSIR, DAE, DOS etc, Govt Autonomous bodies, Government Institutes/Universities, Public Sector Undertakings, Regulatory bodies like UGC, AICTE, etc.
- (c) To inspect academic Institutions on behalf of statutory bodies like UGC, AICTE etc. as a member of committee nominated by them;
- (d) To act as a member of other academic/administrative committee at any Organization/institute of the Central or State Government;
- (e) Any other deputation made by the Institute.
- (f) To attend meeting of sponsoring agencies for defending/discussing proposals/work related to research projects.
- (g) For attending meeting/delivering lecture/research work in the Professional Societies or the Institutions of reputed as well as with whom MoUs have been signed by the institute.
- (h) To act as Examiner for Ph.D./M.Tech., etc. in Central/State Government/Institutes/academic bodies/research establishments or any Universities.
- (i) For visits in connection with receiving State/National/International level prestigious awards from various institutions/organisations/academies/societies, etc.

However, to avail such facility, faculty members will have to take prior permission and an approval in this regard will be issued by the office of Faculty Affairs as per their request on the basis of invitation/deputation letter, duly forwarded by the concerned Head/Coordinator.

(III) The journey days for International Travel will be excluded from the actual count of Special Casual Leave/"On duty" purpose.

4. Apart from the Para 3 above, Faculty Members will be entitled for other leave as mentioned in the First Statutes of the Institute.

5. Applications for all types of leave except Casual Leave (CL) and Special Casual Leave (SCL) of faculty members will be processed by the Office of the Faculty Affairs. Hence, you are requested to forward the same well in advance to the Office of the Faculty Affairs and while forwarding the same it must be ensured that all supporting documents are attached with the application. Any leave/absence exceeding 30 days must be supported with DFAC recommendation.

6. Normally, Casual Leave (CL) and Special Casual Leave (SCL) of faculty members will be sanctioned by the respective Head/Coordinator and each Department/School will maintain record thereof. However, applications for Casual Leave (CL) and Special Casual Leave (SCL) of Deans/HoDs/CoSs are to be forwarded to the Office of the Faculty Affairs by the Head/Coordinator concerned for processing and maintaining record thereof.

7. Faculty members going abroad on any type of leave will have to submit application in the office of Faculty Affairs through their Head/Coordinator to take prior permission from the Director.

Yours faithfully,


Assistant Registrar (FA)

Ref. No. IIT(BHU)/FA/Leave/ 755

Date: 26.07.2018

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Copy forwarded to the following for information & necessary action:

1. All the Deans
2. The Registrar
- ✓ 3. The Chairman, Web Management & Email Services Committee
3. The Joint Registrar (Admin)
4. The Dy. Registrar (Accounts)
5. All the Assistant Registrars
6. PS to the Director
7. PA to the Registrar


Assistant Registrar (FA)