

OFFICE OF THE REGISTRAR
MAHAPURUSHA SRIMANTA SANKARADEVA
VISWAVIDYALAYA

[Established under the Assam Act No. XIX of 2013]

HALADHAR BHUYAN PATH, KALONGPAR, NAGAON, PIN-782001 : ASSAM : INDIA

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LEAVE RULES

Leave applicable to regular teachers/officers of MSSV (Except Vice-Chancellor):

The following kinds of leave would be admissible to permanent teachers/officers:

- I. Leave treated as duty, viz., Casual Leave and Duty Leave.
- II. Leave earned by duty, viz. ; Earned leave;
- III. Extraordinary leave.

The Governing Body may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

Casual Leave:

Total casual leave granted to a teacher shall not exceed **8 (Eight) days** in an academic year. Casual leave cannot be combined with any other kind of leave.. It may be combined with holidays including Sundays. Holidays and Sundays falling within the period of casual leave shall not be counted as casual leave.

Special Casual Leave:

Special casual leave, not exceeding **five days** in a academic year, may be granted to a teacher/officer:

- a) To conduct examination of the University;
- b) To inspect academic institutions attached to MSSV

In computing special casual leave, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

Duty Leave:

The duty leave may be granted to teacher/officer for:

- a) Attending Conferences, Congresses, Symposium and Seminars on behalf of the University or with the permission of the MSSV where the person is presenting a research paper or chairing a session.
- b) Delivering lectures in institutions and universities in the invitation of such institutions or universities received by the university, and accepted by the Vice-chancellor and approved by the Board of Management, MSSV..
- c) Working in any other University/Foreign University, when so deputed by the G.B. of MSSV. While stating date and time it shall be notified that the academic programme of the University is in no way affected. The interest of the MSSV shall be of prime importance.
- d) Participating in a delegations or working in a Committee appointed by Govt of India/State Govt./UGC.

- e) For performing other duties as assigned by the University.
- f) The duration of leave should be such as may be considered necessary by the sanctioning authority. The leave may be granted on full pay. Duty leave may be combined with earned leave or extra-ordinary leave.
- g) The application for Duty Leave shall have to be submitted to the Registrar, MSSV ten days before the date for which leave is applied.
- h) The applicant and HOD concerned shall have to state about the alternative arrangements made to run the classes and other activities in the Department.
- i) If the duty leave is granted to HOD/HOD i/c of the Department, he/she shall assign the charge of Department to the next senior teacher.
- j) Considering the greater interest of the University, Duty Leave will not be granted time and again to a teacher within semester/Academic session
- k) The maximum duty leave entitled to a teacher/officer/employee shall not be more than **10 days (actual working days)** in a semester.
- l) For duty leave the concerned person must apply in the prescribed format of the MSSV.

Earned Leave:

Earned leave to a regular officer/teacher/employee shall be 1/30th of actual service including vacation; plus 1/3rd of the period, if any, during which he/she is required to perform duty during vacation. For purposes of computation the period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded. Earned leave at the credit of teacher/officer shall not accumulate beyond 300 days period of service. The maximum earned leave that may be sanctioned at a time shall not exceed sixty days.

Extra-ordinary leave:

A teacher/officer/employees may be granted extra-ordinary leave when no other leave is admissible. Extra-ordinary leave always be without pay and allowance. The period of extra-ordinary leave shall not be counted for actual period of service and it is subject to the approval of Governing Body of MSSV.

Leave applicable to Contractual Teacher/Officers/Employees

Teachers/officers/employees appointed on contract basis will be eligible for availing casual leave, duty leave and extra-ordinary leave, but they will not be entitled the earned leave. Similar rules as given above shall be applicable for Casual Leave, Duty leave and Extra Ordinary Leave

Sd/-

R. C. Borah
Registrar
MSSV, Nagaon