

# Central University of South Bihar

(Established under Central Universities Act, 2009)

CUSB/RS/ 172/2016

Date: 23.08.2016

## NOTIFICATION

Often duty leave applications from faculty are received for purposes not covered under duty leave causing delay / difficulty in sanction of leave. Hence, in the context of Duty Leave, I have been directed to communicate the following:

1. The Faculty Members of the University will be entitled for Duty Leave limited to 30 days in a calendar year, with immediate effect, for following purposes:
  - 1.1. Attending Conferences, Congresses, Symposia and Seminars on behalf of the University or with the permission of the Vice-Chancellor within India or abroad;
  - 1.2. Visits to Academic Institutions, Universities, National / International Labs for research purpose;
  - 1.3. Delivering lectures in Institutions / Universities at the invitation of such Institutions received by the University/individual and accepted by the Vice-Chancellor;
  - 1.4. Working in another Indian or Foreign Institute / University, any other Agency / Organization when so deputed by the University;
  - 1.5. Participating in a Delegation or working on a Committee approved by the Central / State Govt., UGC, Central /State Universities / Institutions or any other Govt. academic body;
  - 1.6. For attending meetings of Expert Committees / Selection Committees of Govt. Departments like DST, DRDO, CSIR, DAE, DOS etc., Govt. Autonomous bodies, Public Sector Undertakings, Regulatory bodies like UGC, AICTE, Educational / Professional Institutions of repute of private sector etc.;
  - 1.7. To Inspect Academic Institutions on behalf of statutory bodies like UGC, AICTE etc. as a Member of Committee nominated by them;
  - 1.8. For Research, Sponsored Research or Consultancy related work in Industry, Academia, Technical Labs, Govt. Departments etc.;
  - 1.9. To act as a Member of other Academic / Administrative Committee at any Organization / Institute approved by Central or State Government;
  - 1.10. For Practical Training within or out of India deputed by the University;
  - 1.11. For visits in connection with the Consultancy /Testing in the Industry or project work or presentation of proposal or progress of the sponsored project before a committee outside the University;
2. Further, the Faculty Members going to a reputed Academic Institutions or Research Laboratory / establishment for research/collaborative work in India or abroad in summer vacation period, will be entitled to Duty Leave not exceeding 60 days in one spell in a year. However, before leaving the University, the Faculty Member concerned shall ensure that his/her all academic work has been completed and there will be no significant effect on Examination, Results etc. of the students during his absence. Such Faculty Members will be treated as consuming 15 days out of normal 30 days Duty Leave.
3. Each Department/ School will maintain record of Duty Leave in respect of all Faculty Members of the Department/ School. Duty Leave applications of Faculty Members will be forwarded by the concerned HoDs. Duty Leave in respect of HoD's will be forwarded by the Dean. The Dean's will send application directly to the Hon'ble Vice-Chancellor. In all cases, the Duty Leave shall be sanctioned by the Hon'ble Vice-Chancellor.

4. In general, be it Duty Leave or Leave of any nature, the alternate arrangement for the engagements of classes will be made so that the routine academic activities will not be affected in any manner.
5. All the Deans and HoD's are requested to follow these Guidelines while forwarding the Duty Leave applications.

This issues with the Orders of the Hon'ble Vice-Chancellor.

**(Dr. Gayathri Vishwanath Patil)**  
Registrar

Copy forwarded to the following for information & necessary action:-

1. All the Deans and HoDs, CUSB
2. The Registrar, CUSB
3. The Joint Registrar(Admn.), CUSB
4. All the Dy. Registrars, CUSB
5. All the Assistant Registrars, CUSB
6. The Section Officer, CUSB
7. PS to Hon'ble Vice-Chancellor, CUSB
8. By e-mail to all faculty members.
9. Guard File
10. System Analyst to place on University Website.