



ON DUTY LEAVE

On Duty leave shall be taken in a planned way that will not disturb the academic program. Prior sanction from HOD is mandatory. Prior information of tentative dates availed as duty leave by staff to be submitted to Principal. Leave submission is to be done with supporting documents only. Leave approval will be done on the basis of certificate attached.

The On Duty Leave can be Examination Duty, and other assignments engaged by the University, Attending Conferences, workshops & FDPs, consultancy works. This is to be recorded by HOD and sanctioned at the discretion of the Head of the Institution.