

# Central University of South Bihar

(Established under Central Universities Act, 2009)

UNIVERSITY OF SOUTH BIHAR  
Date: 15/05/2024

## NOTIFICATION

Often duty leave applications from faculty are received for purposes not covered under duty leave (teaching duty / difficulty in operation of leave / absence in the context of Duty Leave). I have been directed to communicate the following:

1. The Faculty Members of the University will be entitled to 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 purposes.
  - 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 India or Foreign Institute / University, any other Agency / Organization when so required by the University.
  - 1.5. Participating in a Delegation or working in 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 House Committees / Section Committees of Govt. Departments like DIT, DDO, CDR, GAD, GDS 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 required by the University.
  - 1.11. For work in connection with the Consultancy Training in the Industry or project work or presentation of program 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 administrative/teaching work in India or abroad in summer vacation period, will be entitled to Duty Leave not exceeding 30 days in one spell in a year. However, before leaving the University, the Faculty Member concerned shall ensure that teacher of 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 Faculty. Duty Leave in respect of faculty will be forwarded to the Dean. The Dean 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.