



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University

Kakryal-182320, Katra (J&K)

Duty Leave form for Faculty Members at SMVD University

1.(i) Name of the Faculty		1.(ii) Dt. of Joining	
1.(iii) Designation		1.(iv) Department	
2.(i) Dates of Leave From: _____ To _____		2.(ii) Balance available	
2.(iii) Reason for availing Leave [Tick whichever, is applicable]		Present a Paper / Chair a Session/ Invited Lecture / Attending Conf. /Workshop /Seminar /Symposium/Congress/Attending Academic Meetings/Working on a Committee appointed by Central Govt./State Govt./UGC/or a Statutory academic body /Orientation Course/ Refresher Course	
3.(i) Details of the event: (ii) Title:			
(iv) Venue:		(v)Dates:	
(vi) Organizers:			
3.(i) Address & Mobile no. during leave			
4. (i)Details of Financial assistance offered by organizers:		Registration Fee [Amount]	TA/DA
4. (ii)Details of Financial assistance Required [Please provide details]		Registration Fee [Amount]	TA/DA as per Rules
4. (iii)Source of Funding [Please Specify]			
5.(i) Arrangement of classes during leave period			
S.No.	Course No.	Substitute Faculty Name	Signature of Substitute Faculty
5.(ii) Arrangement for other Administrative Commitments			
(a)			
(b)			
(c)			
6. Signature of the Applicant		7.Date	
8. Recommended / Not Recommended by DoS in case of Warden/Jt.Warden		Signature with date:	
9.Recommended / Not Recommended, Signature of HoD with date:			
10. Recommended / Not Recommended, Signature of Dean with date:			
8.Observation / Remarks of AR[E]		Signature with date:	
9.Sanctioned / Not Sanctioned by the Registrar [in case Duty Leave is ≤ 5 in continuation, without Financial Assistance]		Signature with date:	

10. Recommended & Forwarded by the Registrar [in case of Duty Leave is ≤ 5 in continuation with financial assistance; and in all cases where Duty Leave is >5 in continuation with or without financial assistance]	Signature with date:
11. Sanctioned / Not Sanctioned by the Vice Chancellor	Signature with date:

Important Instructions:

1. All Duty Leaves must be accompanied with an Invitation / Acceptance Letter in case of Paper Presentation or Chairing a Session;
2. All Duty Leaves must be accompanied with a Conference Brochure in all instances of attending an academic event as detailed above.
3. The Source of Funding must be clearly mentioned and in case of projects / consultancy funds, a copy of the sanction letter may please be enclosed.
4. Alternate Teaching Arrangements may kindly be clearly specified.
5. In case the invitation is for paper presentation, a no-objection certificate by co-authors is a must in case of co-authored paper.
6. Anti-Plagiarism certificate.
7. In case financial assistance is required from PDA, all necessary documents including publication of three research papers in preceding three years be enclosed with the leave form.

a. Returned to Registrar / AR [Estab.] for further needful by VC Secretariat.
b. Photocopy to be sent to the HoD for records & intimation to the faculty concerned, in case no financial assistance required.
c. Issuance of Notification by establishment wing in case where either the Duty Leave is of longer duration and/or financial assistance is required.