



# श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University, Katra

SMVD University, Katra – 182 320 (J&K)

Email: [registrar@smvdu.ac.in](mailto:registrar@smvdu.ac.in)

No. SMVDU/Adm/Estt.-FA/24/ 754-756

Dated: 22<sup>nd</sup> May, 2024

## CIRCULAR

In order to streamline the process of submission of requests by faculty members for attending Conference / Congress / Seminar / Symposium / Workshop / FDP / FIP / Training Programme / Invited Lecture / Orientation Programme / Refresher Course / Research Methodology and other alike events or courses and applying for the kind of leave admissible / due, it is notified for the information of all faculty members to apply for approval of the Competent Authority well in advance before proceeding for attending the aforesaid events with mandatory submission of their alternate leave arrangement (in the enclosed format) w.r.t. academic / administrative responsibility / lab duty in their respective School to avoid teaching loss to the students and for smooth administrative functioning of the respective School / Section and the University and in no case, a faculty member shall leave the station (i.e. SMVDU Campus) without prior approval of the Competent authority.

It is further enjoined upon all the faculty members to strictly comply with the leave rules of SMVD University and ensure that their applications are submitted & forwarded through their concerned Heads / Deans at-least 07 days in advance on Samarth Portal to the registry for approval in strict compliance to the leave rules applicable on faculty members.

All the Dean's / HoD's shall identify the Conference / Congress / Seminar / Symposium / Workshop / FDP / FIP / Training Programme / Invited Lecture / Orientation Programme / Refresher Course / Research Methodology/ workshops and other alike event as per their National / International importance and recognition in their related field, in order to consider the faculty member eligible for grant of Duty Leave for attending the same. Also faculty member shall avoid applying for leave visiting/ attending above events at a University/ Institution(s) more than once in semester, except the Institute of National Importance. **For delivering lectures in institutions the faculty member shall be deputed by Vice Chancellor, only upon receipt of invitation from such institutions or universities directly by Registrar and accepted by the Vice Chancellor. In no case such invitations be accepted directly by faculty member.**

The Dean's/ HoD's shall carefully endorse their specific recommendation on the application of the faculty member that the Duty Leave/ Special casual leave is admissible for the event prescribed in leave rules applicable on Faculty members. Date of 'to & fro' travel may also be mentioned to enable sanction of total period of Duty Leave. **However, 'To & fro' travel days shall not be included in the total period of Special Casual Leave.**

Faculty members are advised to attend FDP's, Orientation / Refresher Course, etc. for duration of more than 05 no. of days during Vacation period only, so that this may not hamper their academics work at their School.

Faculty members shall not apply long leaves (Earned Leave / Duty Leave etc.) during the first two weeks of the Academic Semester to ensure smooth academic activities in the School.

Further, no post-facto approval(s) shall be granted for attending such events as mentioned above and for grant of leaves.

This issues with the approval of the Competent Authority.

Registrar

### Copy to:

1. All Deans/HoDs, for information and for circulation among their concerned faculty members.
2. AR (VC Sect.), for the information of Hon'ble Vice-Chancellor.
3. I/c Website for uploading on the University Website.
4. Office Order/ Circular file.