



SHDCHE

SANT HARI DASS COLLEGE OF HIGHER EDUCATION

(RECOGNIZED BY NCTE, GOVT. OF INDIA, APPROVED BY DHE, GOVT. OF NCT OF DELHI & AFFILIATED TO GGSIPU, DELHI)



LEAVE RULES

All the Permanent (or Regular) Faculty/ Staff Members will be abided by the following Leave Rules:

1. **Casual Leave:** Each employee can avail 8 days paid leave in an Academic year. (4 days leave in each semester).
2. **Medical Leave:** Fifteen (15) days Paid Leave or Thirty (30) days half-paid Leave.
3. **Maternity Leave:** A woman employee of the Institution is eligible for Maternity Leave for a maximum period of Three (3) months.
4. **Paternity leave:** Paternity leave of 15 days may be granted to a male teacher with two or less than two surviving children.
5. **Study Leave:** A Faculty can avail Six (6) months paid Study Leave for his/her Higher Studies for the requisite duration of the Course.
6. **Leave for Evaluation/ Examination work:** Each Faculty Member can avail Four (4) days paid leaves per Semester for the purpose of Evaluation/Examination work of the University.
7. **Leave for U.R. Duty:** Each Faculty Member can avail Four (4) days paid leaves per Semester for the purpose of UR duty for GGSIP University Examination.
8. **Academic Leave:** Each Faculty Member can avail Five (5) days OD leave to participate in Seminars/ Workshops/ Conferences etc as approved by the Principal/ Director.
9. **Summer/ Winter Vacation:** As per University norms.
10. **Child Care Leave:** women employees having minor children may be granted leave up to 6 months for taking care of minor children.


Principal
Sant Hari Dass College of Higher Education
Bani Camp, Najafgarh, New Delhi-110043