



THE ASSAM
ROYAL GLOBAL UNIVERSITY
GUWAHATI

CRITERION 6

GOVERNANCE, LEADERSHIP and MANAGEMENT

METRIC NO.
6.3.1

**Policies Reflecting
Welfare Measures**



Policy on Research

Preamble

The Assam Royal Global University, established by an Act of the Legislative Assembly of Assam in 2013, is a premiere private University of the North-East India. The University became functional in the year 2017. As a modern University, the Assam Royal Global University (RGU) is conscious of its roles and responsibilities in the knowledge economy for a sustainable world. The RGU believes in research and innovation that are evidence based, goal oriented and translatable. Research and innovation at RGU are premised on strong ethics and is driven towards sustainable development and environment for the state, the nation, and the world.

Rationale

Universities are the institutions where critical inquiries and investigations are made on questions relating to every sphere of human knowledge. Universities are the drivers of the knowledge-based economy for a sustainable world. The research and Innovation policy of the RGU is premised on this central objective that is at the core of its functioning. Research and innovation aimed at generation of new knowledge for the benefit of the society and for enriching human understanding of the world is the *raison d'etre* of the Assam Royal Global University.

The RGU has the deepest conviction in the infinite creative and imaginative potential of its students and the faculty members. The underpinning philosophy of the RGU policy on Research and Innovation is that of a broad and liberal approach allowing freedom and liberty to the University community for intellectual engagement in any field of inquiry with uncompromising ethics.

Objectives

The Research and Innovation policy of RGU is envisaged with the following basic objectives.

- To create a culture of research and innovation with a motivation for harnessing the imaginative and intellectual potential of the students, faculty members and the non-teaching members of the University.
- To actively promote and support research and innovation by the faculty members.
- To promote basic and applied research through multidisciplinary approaches.
- To encourage collaborative research within the University and with external institutions of repute.
- To emphasize on quality and original research work.
- To facilitate goal oriented, contextual and evidence driven research and innovation.

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- To coordinate and promote research activities in the identified thrust areas of research of the University in alignment with the regional and national research areas of focus.
- To ensure stringent ethical principles in conceptualization, methodology, biosafety, and publication of research work undertaken at the University
- To facilitate student research and innovation amongst the postgraduate and graduate students.
- To encourage women faculty members, students and non-teaching staff in research engagement.
- To attract senior eminent scholars and scientists to the University to facilitate good research work.
- To create state of the art research infrastructure to support research and innovation by the students, faculty members and non-teaching staff.
- To disseminate the knowledge produced through research for the benefit of the society.
- To promote translational research through innovation based on the generated knowledge to address local, regional, and national problems.
- To safeguard the Intellectual Property Rights of the faculty members, students and non-teaching staff for their generated knowledge and innovation.
- To encourage earning funding for extra mural projects from Government and Non-Government research funding agencies.
- To develop and upgrade human resource for enhancing research aptitude and skill through workshops, Faculty Development Programs, and seminars, etc., for the faculty members and non-teaching staff.
- To incentivize research and innovation of the faculty members and students through transparent and objective mechanism.
- To promote generation of revenue through the research generated knowledge through consultancy.

Incentives for promotion of good research

The Assam Royal Global University actively encourages quality research by faculty members and students. Defining quality and determining the yardsticks for objective assessment of the standards of research work is of critical importance. The RGU has a policy of incentivization of good quality research by its faculty members. Towards this, certain quality parameters like publication in peer reviewed indexed journals with cite scores and drawing equivalence of journals in terms of cite scores have been worked out to provide objectivity and precision in assessing.

Definitions:

- **Indexed journals:** An indexed journal means that the journal has gone through and passed a review process of certain requirements done by a journal indexer.
- **Elsevier** is a Netherlands-based publishing company specializing in scientific, technical, and medical content.



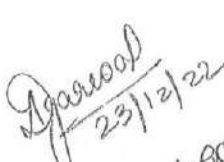
- **Scopus** is Elsevier's abstract and citation database launched in 2004. **Scopus index** is used to measure the importance or rank of a journal by calculating the times its articles are cited.
- **Web of Science** is a website that provides subscription-based access to multiple databases that provide comprehensive citation data for many different academic disciplines.
- **SSCI:** The **Social Sciences Citation Index (SSCI)** is a commercial citation index product of Clarivate Analytics. The Social Sciences Citation Index is a multidisciplinary index and indexes over 3,000 social sciences journals from 1985 to present.
- **SCI/SCIE:** The **Science Citation Index (SCI)** is a citation index originally produced by the Institute for Scientific Information (ISI) and created by Eugene Garfield. The larger version (**Science Citation Index Expanded**) covers more than 9,200 notable and significant journals, across 178 disciplines, from 1900 to the present. These are alternatively described as the world's leading journals of science and technology.
- **AHCI:** The **Arts & Humanities Citation Index (A&HCI)**, also known as **Arts & Humanities Search**, is a citation index, with abstracting and indexing for more than 1,700 arts and humanities journals, and coverage of disciplines that includes social and natural science journals. Subjects covered are the Arts, Humanities, Language (including Linguistics), Poetry, Music, Classical works, History, Oriental Studies, Philosophy, Archaeology, Architecture, Religion, Television, Theater, and Radio.

UGC CARE: UGC has established "**Consortium for Academic and Research Ethics**" (CARE) for creation and maintenance of "Reference List of Quality Journals".

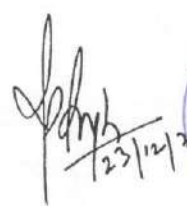
- **Cite Score:** The Cite Score of a journal is the number of citations, received in that year and previous 3 years, for documents published in the journal during that period (four years), divided by the total number of published documents.

$$\text{Citescore}_y = \frac{\text{citations}_y + \text{citations}_{y-1} + \text{citations}_{y-2} + \text{citations}_{y-3}}{\text{publications}_y + \text{publications}_{y-1} + \text{publications}_{y-2} + \text{publications}_{y-3}}$$

For example:

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*Citescore*₂₀₁₉

$$= \frac{\text{citations}_{2019} + \text{citations}_{2018} + \text{citations}_{2017} + \text{citations}_{2016}}{\text{publications}_{2019} + \text{publications}_{2018} + \text{publications}_{2017} + \text{publications}_{2016}}$$

Numerator | Citations to articles, reviews, conference papers, book chapters and data papers published in 2016-2019.

Note: The Cite Scores of the list of Journals of various subjects considered showing the three clusters (series) are in the Annexure I where the series 1 represented in the Y axis (indicated by the blue colour) reflects the range of the cite scores of the journals of the subjects and the series 2 (indicated by the brown colour) are indicative of the highest cite scores of the journals of each subject. The Annexure II presents the three series as explained in graphic form.

Denominator | Articles, reviews, conference papers, book chapters and data papers published in 2016-2019

Outlier: The outlier journal is defined based on the percentage of difference between the cite score of the journal listed at the top of the 30 selected journals and the cite score of the journal beyond the listed journals. If the difference is more than 30%, the journal will be counted as an outlier. For example, for the subject of Social Science, 19.1 is the highest cite score amongst the 30 selected journals in the list and the journals beyond these 30 journals in the list with cite scores of 34.4, 68.4 and 125.5 are considered as outliers, because the percentage of differences in the cite scores are more than 30%.

$$\left(\% \text{ of difference} = \frac{34.4 - 19.1}{19.1} \times 100 = 80.1 \right)$$

For objective assessment of the published research work of the faculty members to decide on incentives the following parameters are considered.

- Quality of the research work will be counted only if the Journal is in the UGC CARE/SCOPUS/Web of Science /AHCI/SCIE/SSCI/SCI (**only in case of single author or main author**).
- Papers in conference proceedings shall not be considered.
- A Journal without cite score will be counted as zero cite score. So, research work published in such journals will not be counted.
- The highest cite score will be assumed the same for all sub-domains of a subject. For example, with respect to the subject of Chemistry the same cite score shall be applicable for the sub-domains of Physical Chemistry, Organic Chemistry, and Inorganic Chemistry.
- The highest cite score of the journals for a department will be calculated out of top 30 relevant journals as per the Scopus list excluding the outlier journals.

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- The number of Outlier Journals shall not be more than five (05) out of total 30 top listed journals.

Method

For awarding selection of the good research publications of the faculty members the four bands of the normalised journals shall be the basis. However, this will be done by committees to be constituted for specific domains of research.

In exceptional cases, depending on the nature of the subject of research and its importance, the domain specific committee shall make its own assessment irrespective of status of the journal in terms of the normalization process by proper justification about the concerned work/journal.

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ANNEXURE I

JOURNAL CITE SCORE

SN	Departments	Bar Diagram representing highest score for each subject/course (Series 0)	Series 1	Series 2	Series 3	Series 4
		CITE SCORE	CITE SCORE	75%	Mid points (50%)	25%
1	ENGLISH	3.1	3.1	2.325	1.55	0.775
2	ARCHITECTURE	5.8	5.8	4.35	2.9	1.45
3	NURSING	6.3	6.3	4.725	3.15	1.575
4	History	8.2	8.2	6.15	4.1	2.05
5	Journalism	10.2	10.2	7.65	5.1	2.55
6	COMMERCE	10.3	10.3	7.725	5.15	2.575
7	PHYSIOTHERAPY	10.5	10.5	7.875	5.25	2.625
8	EVS	11.3	11.3	8.475	5.65	2.825
9	ZOOLOGY	11.7	11.7	8.775	5.85	2.925
10	GEOGRAPHY	12.4	12.4	9.3	6.2	3.1
11	TTM&HM	12.8	12.8	9.6	6.4	3.2
12	FINE ARTS	13.1	13.1	9.825	6.55	3.275
13	CE	14.5	14.5	10.875	7.25	3.625
14	Geology	15.1	15.1	11.325	7.55	3.775
15	Sociology	16	16	12	8	4
16	Political Science	16	16	12	8	4
17	Economics	16.8	16.8	12.6	8.4	4.2
18	LAW	17	17	12.75	8.5	4.25
19	Social Science	19.1	19.1	14.325	9.55	4.775
20	Psychology	19.4	19.4	14.55	9.7	4.85
21	ME	20.5	20.5	15.375	10.25	5.125
22	MATHEMATICS	21.7	21.7	16.275	10.85	5.425
23	BUSINESS	22.1	22.1	16.575	11.05	5.525
24	BOTANY	22.5	22.5	16.875	11.25	5.625
25	CSE	23.4	23.4	17.55	11.7	5.85
26	EE	23.4	23.4	17.55	11.7	5.85
27	ECE	23.4	23.4	17.55	11.7	5.85
28	PHYSICS	23.5	23.5	17.625	11.75	5.875
29	BIOCHEMISTRY	31.3	31.3	23.475	15.65	7.825
30	BIOTECHNOLOGY	31.5	31.5	23.625	15.75	7.875
31	Pharmacology	35.5	35.5	26.625	17.75	8.875
32	MICROBIOLOGY	36.9	36.9	27.675	18.45	9.225
33	CHEMISTRY	41.1	41.1	30.825	20.55	10.275
34	Fashion Design	not available				
35	Social work	not available				

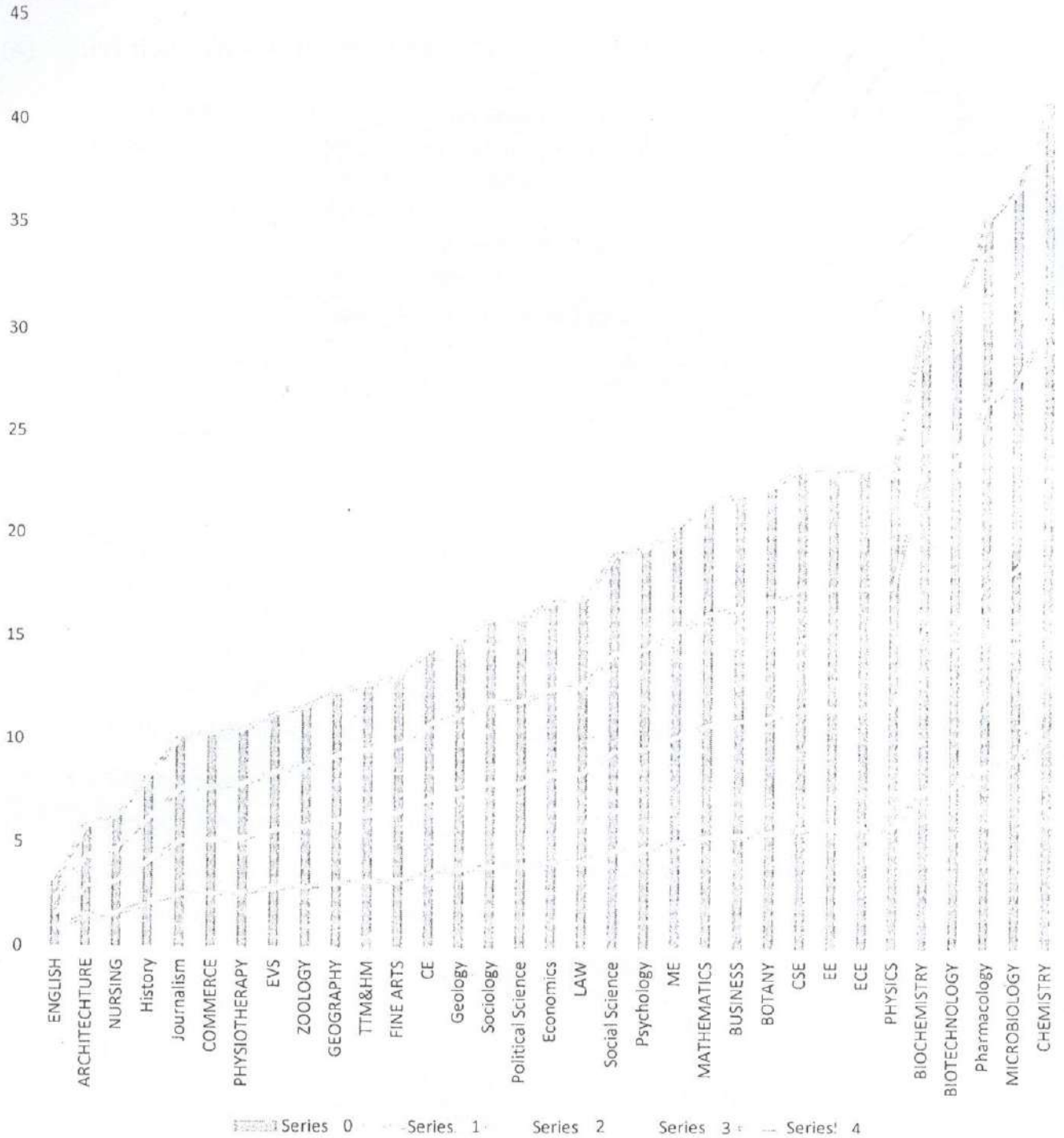
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EQUIVALENCE GRAPH OF CITE SCORES



Approval
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Dr. Jini

Dr. Jini
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Annexure II

(A) Incentive / Financial Award for Publication of Research Papers

Category	Cite Score	Financial Incentive
Category A	falling between Series 1 to 2 / above series 1, as per Annexure I	Rs. 20,000/- per paper
Category B	falling between Series 2 to 3 as per Annexure I	Rs. 10,000/- per paper
Category C	falling between Series 3 to 4 as per Annexure I	Rs. 7,500/- per paper
Category D	falling below Series 4 as per Annexure I	Rs. 5,000/- per paper

Note: [

- Quality of the research work will be counted only if the Journal is in the UGC CARE/SCOPUS/Web of Science /AHCI/SCIE/SSCI/SCI (**only in case of single author or main author**).
- Papers in conference proceedings shall not be considered.
- A Journal without cite score will be counted as zero cite score. So, research work published in such journals will not be counted.
- The highest cite score will be assumed the same for all sub-domains of a subject. For example, with respect to the subject of Chemistry the same cite score shall be applicable for the sub-domains of Physical Chemistry, Organic Chemistry, and Inorganic Chemistry.

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Promotion of Student Research

RGU appreciates the innate creative, imaginative, and innovative faculties of the young students. Therefore, the University promotes research activities amongst its students at the Graduate and Post Graduate levels. The following mechanisms are in place to encourage and ensure effective student research activity at RGU.

- Student research at the RGU is carried out in the forms of Project work or Dissertation, Case Studies, etc. These provisions are embedded in the syllabi of the various academic programs of the University.
- Student Project Work, Dissertation, Case Studies are worked out in the respective departments by the faculty members with the guidance of the Deans of the Schools.
- Each student is assigned such work in the stipulated semester (s).
- A faculty member is assigned to every student to extend constant guidance in carrying out the allocated research work by the student.
- Students are also facilitated to present their research work in conferences and seminars within and outside the University.
- There is a strong emphasis on student publication in peer reviewed journals- especially for the post graduate students.
- The RGU has an Institutional Innovation Council (IIC) established under the aegis of the Ministry of Education, Government of India to promote innovation and research and to create an ecosystem of entrepreneurship development. All RGU students are motivated to participate in the activities of the IIC which include Hackathon, Ideation, Model making, software development, etc, under the supervision of faculty members.

This policy will be effective retrospectively from AY 2019-20 onwards (as the incentive policy was approved in the 11th Board of Management meeting, held on 10th May 2019.)

Approved by - Hon'ble Vice-Chancellor and Hon'ble Chancellor

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THE ASSAM

ROYAL GLOBAL UNIVERSITY

RCCR INCENTIVE SCHEME FOR FACULTY & STAFF MEMBERS

INTRODUCTION:

The placement of final year students of an academic institution plays a vital role for the future of the students and progress of the University. The main objective of any University Placement Cell is to bridge the gap between the industry and academia and thus train and support the students to hone their skills and showcase their abilities in the best possible way for the corporate sector. However, the onus of providing placement opportunities rests not only on the placement office but on every member of the University. It should be the common objective of each and every member of the University to support the placement team with corporate contacts for better placement prospect for the students. In this regard, RGU has proposed a policy 'RCCR Incentive Scheme for its faculty & staff members'.

This scheme is proposed to reward those faculty/staff members, who will introduce companies for recruitment drives for RGU final year students, from their personal contacts.

A. Steps for sharing contacts - The steps to be followed are as follows -

- 1) All are advised to share their industry/corporate contacts with Royal Centre for Corporate Relations - RCCR (the training & placement team of RGU) team, prior to approaching them, to ensure that RCCR team is already not in active touch with that company for placements and to ensure that the referred company is relevant for placement of our students.
- 2) The faculty/staff member has to follow-up with the referred company directly and can take support from RCCR team as and when required, and convert the same into a recruitment drive for RGU students.

B. DETAILS OF INCENTIVES:

Category of recruiters*	Financial Incentive
1. Fortune 500 companies	Rs. 10,000/- per recruitment process
2. Reputed National-level MNCs	Rs. 4,000/- per recruitment process Plus Rs. 3,000/- on successful placement of minimum 1 student and acceptance by the student
3. Local organizations	Rs. 5,000/- per recruitment process when minimum 1 student is placed and have accepted the offer

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* If the number of students placed are more than 10 in any organization introduced by the faculty/ staff, during first placement drive, then the University Authorities may further incentivize the concerned faculty/staff, on case to case basis.

C. Eligibility/ General Terms & Conditions:

- a) Incentive will be awarded only upon successful completion of the assignment undertaken.
- b) Incentive will be awarded only for new contacts and only once for that company. In future, if the same companies will come for placement drives, then no incentives shall be awarded.
- c) RCCR team is already in contact with many companies who have been conducting drives for our students. In case, the shared contact is already listed with RCCR team, then the same will not be considered for the incentive.
- d) Each department should have a placement cell comprising of a faculty placement coordinator and student representatives. The departmental placement team may coordinate with companies for conducting recruitment processes. Under such condition, the incentive amount may be shared by the team on successful selection of students through the recruitment process. The HOD of the respective department along with the faculty placement coordinator is authorized to take a decision in this regard. The RCCR team should be kept informed in advance regarding the companies to be approached to avoid any repetition of contacts.

This policy will be effective from1st Sept 2021.....

Drafted by - Dipika T. Agarwal, Asstt. Registrar (HR & RC), RGU and Ms. Pahi B., Sr. Manager, RCCR

Approved by - Hon'ble Vice-Chancellor and Hon'ble Chancellor

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INCENTIVE SCHEME FOR ACADEMIC STAFF MEMBERS

INTRODUCTION:

Faculty & Academic Staff members are the backbone of any University and in order to sustain the growth of the University further, the faculty members should be more involved in research, patents and other academic tie-ups. In order to facilitate and to undertake such activities, RGU has proposed a policy '**Incentive Scheme for Academic Staff members**' over and above the regular appraisal process.

This scheme is proposed to reward those faculty members who exhibit extraordinary contribution/performance towards research related activities, co-guiding Ph.D scholars or establishing other academic collaborations etc.

DETAILS OF INCENTIVES:

- (A) **Publication of Research Papers – new policy (signed as addendum/Research policy in December 2022 to be referred).**
- (B) **Guiding research scholars for Ph.D (not applicable on Co-guides) :** Rs. 5,000/- for each Ph.D. awarded from The Assam Royal Global University.
- (C) **On being granted a patent:** Rs. 15,000/-
- (D) **Academic tie-ups/signing-of MoUs with National institutions of repute through personal resources (after successful signing only):** 5,000/-
- (E) **Academic tie-ups/signing-of MoUs with Inter-National institutions of repute through personal resources (after successful signing only):** 10,000/-
- (F) **Getting Sponsored Projects:** An amount equivalent to 1% (one time) of the total project amount
- (G) **Editor for inhouse journal/magazine:** Rs. 2,500/- per annum
- (H) **Editor for national journal/magazine:** Rs. 5,000/- per annum
- (I) **Editor for inter-national journal/magazine:** Rs. 7,500/- per annum
- (J) **For attending seminar/conference/workshop and other similar academic events:**

Under the changing environment of academic, technological and scientific innovation, existing theories, ideas and concepts are getting replaced or modified by new ones. In order to keep pace with the changing scenario, an educational institution has to continuously upgrade its curriculum and pedagogy. Consequently, the teachers also have to update their knowledge and expertise. New inventions, discoveries and knowledge are disseminated through seminar/conference/workshop and other similar academic events. Thus, contribution to and participation in the seminar/conference/workshop etc. are necessary for the teachers, the academic administrator and others associated with







educational institutions. Accordingly, the following rules has been proposed for attending seminar/conference/workshop and other similar academic events by the members of faculty, academic administrators and others.

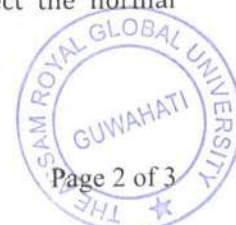
Scope of financial assistance:

Sl. No	Category of Staff	Max. No. of seminar/conference/workshop etc. within the country per academic year	Max. No. of seminar/conference/workshop etc. outside the country per academic year	Max. limit for total financial assistance per year within the country	Max. limit for total financial assistance per year outside the country	Academic Leave granted for attending such academic events (in an academic year i.e. July to June)#
1.	Vice-Chancellor/Registrar/Director / Principal/ Dean/ Professor Emeritus/ Professor & equivalent	2	1	a) Rs. 15000.00 for presentation of paper or chairing session b) Rs. 10000.00 for participation only	Rs. 25000.00 for presentation of paper or chairing session only	10
2.	Associate Professor/ Deputy Registrar and equiv.	2	1	a) Rs. 10000.00 for presentation of paper or chairing session b) Rs. 7000.00 for participation only	a) Rs. 20000.00 for presentation of paper or chairing session only	8
3.	Assistant Professor / Assistant Registrar and equiv.	2	1	a) Rs. 5000.00 for presentation of paper or chairing session b) Rs. 3000.00 for participation only	a) Rs. 15000.00 for presentation of paper or chairing session only	6
4.	Other Academic/Adm in staff	1	0	a) Rs. 1500.00 for presentation of paper or chairing session b) Rs. 1000.00 for participation only		5

for detailed policy on Academic leave, clause 11 of leave policy must be referred.

J. Eligibility/ General Terms & Conditions:

- This reward scheme is open for all faculty members across all constituent schools/departments of the University and other academic staff members.
- Incentive will be awarded only upon successful completion of the assignment undertaken.
- Any projects/consultancies/publications etc. undertaken must not affect the normal teaching load of the faculty as has been specified by the university.



- d) In case of any grievance, the decision of Hon'ble Vice-Chancellor/Chancellor shall be final.
- e) The above incentives/financial assistance will be provided along with funds (if any) from other sources like UGC, DST, CSIR and other financing organization/institutions.
- f) Letter of Invitation: Letter of Invitations/participation/grant of projects/ approval/ others in the name of the awardee is essential for financial assistance/incentive from the University.
- g) Certificate of participation/Certificate of successful completion of project/ research paper/ workshop/ conference etc.: Certificate of participation/certificate of successful completion is required in all the cases.
- h) Recommendations from the superior authority: Participation/involvement in any of the academic events is in the academic interest of the University as well for the faculty and should be relevant to his/her teaching and research. Such proposals (except for point 'j' above) must be vetted by Royal Research & Development Cell (RRDC)/Royal Centre for Research, Publications, Projects & Patents (RCRPPP), forwarded by IQAC, and finally approved by Hon'ble Vice-Chancellor. For point 'j' above, such proposals must be routed through the HoD/Coordinator and Dean/HoS followed by final approval of Registrar and Hon'ble Vice-Chancellor
- i) Bills, Vouchers and Receipts: The above financial assistance (only for point j above) is available by re-imburement on submission of item-wise statement of expenses duly supported by bills/vouchers/receipts in original. Where a financial receipt is not available, like local conveyance, a declaration by the participant giving relevant details is necessary. For incentives, documentary proof of the total expenses project cost has to be submitted.
- j) Eligibility criteria and not a matter of claim: The above rules are criteria for eligibility and do not constitute a claim for financial assistance or leave. Approval for financial assistance and leave will depend upon relevant inputs including spare-ability of the person during the material period without affecting the work of the University.
- k) Submission of report: After completion of the above academic events/publication of research papers etc. the participant has to submit a report on the proceedings along with a copy of the paper, if any, presented by him/her, for perusal by the management and also for putting on record in his/her personal file.
- l) **Any teaching/non-teaching staff members actively involved in research/projects/publications/any other academic activities as mentioned above, shall also get a relaxation in teaching load upto two hours/per week. However, the decision of competent authority in this case shall be final.**

This policy will be effective from AY 2019-20 with immediate effect.

Drafted by - Dipika T. Agarwal, Asstt. Registrar (HR & RC), RGU

Approved by - Hon'ble Vice-Chancellor and Hon'ble Chancellor

Date:

Approved in - 11th Board of Management meeting, held on 10th May 2019.



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INCENTIVE SCHEME FOR ACADEMIC STAFF MEMBERS

INTRODUCTION:

Faculty & Academic Staff members are the backbone of any University and in order to sustain the growth of the University further, the faculty members should be more involved in research, patents and other academic tie-ups. In order to facilitate and to undertake such activities, RGU has proposed a policy '**Incentive Scheme for Academic Staff members**' over and above the regular appraisal process.

This scheme is proposed to reward those faculty members who exhibit extraordinary contribution/performance towards research related activities, co-guiding Ph.D scholars or establishing other academic collaborations etc.

DETAILS OF INCENTIVES:

- (A) **Publication of Research Papers/Case studies etc. in UGC referred journals (only in cases of single author or main author). Papers in conference proceedings shall not be considered:**

Category of publication*	Financial Incentive
1. International Peer Reviewed Journals (Impact Factor of above 10)	Rs. 20,000/- per paper
2. International Peer Reviewed Journals (Impact Factor of above 05-10)	Rs. 10,000/- per paper
3. Category 'A' (impact factor between 03-05)	Rs. 7,500/- per paper
4. Category 'B' (impact factor between 01-03)	Rs. 5,000/- per paper

* The category of publications w.r.t. impact factor for different subjects/courses/disciplines will be further scaled down by a committee of senior professors of the University, which shall be notified in due course of time.

- (B) **Guiding research scholars for Ph.D (not applicable on Co-guides) :** Rs. 5,000/- for each Ph.D. awarded from The Assam Royal Global University.
- (C) **On being granted a patent:** Rs. 15,000/-
- (D) **Academic tie-ups/signing-of MoUs with National institutions of repute through personal resources (after successful signing only):** 5,000/-
- (E) **Academic tie-ups/signing-of MoUs with Inter-National institutions of repute through personal resources (after successful signing only):** 10,000/-
- (F) **Getting Sponsored Projects:** An amount equivalent to 1% (one time) of the total project amount

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- (G) **Editor for inhouse journal/magazine:** Rs. 2,500/- per annum
- (H) **Editor for national journal/magazine:** Rs. 5,000/- per annum
- (I) **Editor for inter-national journal/magazine:** Rs. 7,500/- per annum

(J) **For attending seminar/conference/workshop and other similar academic events:**

Under the changing environment of academic, technological and scientific innovation, existing theories, ideas and concepts are getting replaced or modified by new ones. In order to keep pace with the changing scenario, an educational institution has to continuously upgrade its curriculum and pedagogy. Consequently, the teachers also have to update their knowledge and expertise. New inventions, discoveries and knowledge are disseminated through seminar/conference/workshop and other similar academic events. Thus, contribution to and participation in the seminar/conference/workshop etc. are necessary for the teachers, the academic administrator and others associated with educational institutions. Accordingly, the following rules has been proposed for attending seminar/conference/workshop and other similar academic events by the members of faculty, academic administrators and others.

Scope of financial assistance:

Sl. No	Category of Staff	Max. No. of seminar/conference/workshop etc. within the country per academic year	Max. No. of seminar/conference/workshop etc. outside the country per academic year	Max. limit for total financial assistance per year within the country	Max. limit for total financial assistance per year outside the country	Academic Leave granted for attending such academic events (in an academic year i.e. July to June)#
1.	Vice-Chancellor/Registrar/Director / Principal/ Dean/ Professor Emeritus/ Professor & equivalent	2	1	a) Rs. 15000.00 for presentation of paper or chairing session b) Rs. 10000.00 for participation only	Rs. 25000.00 for presentation of paper or chairing session only	10
2.	Associate Professor/ Deputy Registrar and equiv.	2	1	a) Rs. 10000.00 for presentation of paper or chairing session b) Rs. 7000.00 for participation only	a) Rs. 20000.00 for presentation of paper or chairing session only	8

Approved
3/9/19

W. S. Chatterjee

Approved
28/1/23

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3.	Assistant Professor / Assistant Registrar and equiv.	2	1	a) Rs. 5000.00 for presentation of paper or chairing session b) Rs. 3000.00 for participation only	a) Rs. 15000.00 for presentation of paper or chairing session only	6
4.	Other Academic/Adm in staff	1	0	a) Rs. 1500.00 for presentation of paper or chairing session b) Rs. 1000.00 for participation only	-	5

for detailed policy on Academic leave, clause 11 of leave policy must be referred.

J. Eligibility/ General Terms & Conditions:

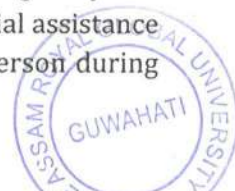
- a) This reward scheme is open for all faculty members across all constituent schools/departments of the University and other academic staff members.
- b) Incentive will be awarded only upon successful completion of the assignment undertaken.
- c) Any projects/consultancies/publications etc. undertaken must not affect the normal teaching load of the faculty as has been specified by the university.
- d) In case of any grievance, the decision of Hon'ble Vice-Chancellor/Chancellor shall be final.
- e) The above incentives/financial assistance will be provided along with funds (if any) from other sources like UGC, DST, CSIR and other financing organization/institutions.
- f) Letter of Invitation: Letter of Invitations/participation/grant of projects/ approval/ others in the name of the awardee is essential for financial assistance/incentive from the University.
- g) Certificate of participation/Certificate of successful completion of project/ research paper/ workshop/ conference etc.: Certificate of participation/certificate of successful completion is required in all the cases.
- h) Recommendations from the superior authority: Participation/involvement in any of the academic events is in the academic interest of the University as well for the faculty and should be relevant to his/her teaching and research. Such proposals (except for point 'j' above) must be vetted by Royal Research & Development Cell (RRDC)/Royal Centre for Research, Publications, Projects & Patents (RCRPPP), forwarded by IQAC, and finally approved by Hon'ble Vice-Chancellor. For point 'j' above, such proposals must be routed through the HoD/Coordinator and Dean/HoS followed by final approval of Registrar and Hon'ble Vice-Chancellor
- i) Bills, Vouchers and Receipts: The above financial assistance (only for point J above) is available by re-imburement on submission of item-wise statement of expenses duly supported by bills/vouchers/receipts in original. Where a financial receipt is not available, like local conveyance, a declaration by the participant giving relevant details is necessary. For incentives, documentary proof of the total expenses project cost has to be submitted.
- j) Eligibility criteria and not a matter of claim: The above rules are criteria for eligibility and do not constitute a claim for financial assistance or leave. Approval for financial assistance and leave will depend upon relevant inputs including spare-ability of the person during the material period without affecting the work of the University.

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- k) Submission of report: After completion of the above academic events/publication of research papers etc. the participant has to submit a report on the proceedings along with a copy of the paper, if any, presented by him/her, for perusal by the management and also for putting on record in his/her personal file.
- l) **Any teaching/non-teaching staff members actively involved in research/projects/publications/any other academic activities as mentioned above, shall also get a relaxation in teaching load upto two hours/per week. However, the decision of competent authority in this case shall be final.**

This policy will be effective from AY 2019-20 with immediate effect.

Drafted by - Dipika T. Agarwal, Asstt. Registrar (HR & RC), RGU

Approved by - Hon'ble Vice-Chancellor and Hon'ble Chancellor

Date: 03/9/19

Approved in - 11th Board of Management meeting, held on 10th May 2019.

Agarwal
3/9/19

Chancellor

Agarwal
28/4/19



[Signature]



THE ASSAM

ROYAL GLOBAL UNIVERSITY

Concession in Ph.D. fee for the University faculty & staff members

INTRODUCTION:

Faculty & Academic Staff members are the backbone of any University and in order to sustain the growth of the University further, there is an urgency therefore to make strategic efforts to create and augment the culture of research in the Universities. This is possible only with a greater number of Doctorate and Post-Doctorate faculty members at The Assam Royal Global University.

UGC has also stated that 'The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021' - Clause 3.10 of the UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018.

Apropos to this notification, The Assam Royal Global University (RGU) has advised all its faculty members (who are without Ph.D. degrees) to get themselves enroll into Ph.D. programme in any University of India, including RGU. **To facilitate the same, the University authorities have introduced this policy of 'Ph.D. Fee Concession' for its faculty and staff members which will motivate its faculty members (without Ph.D) and other staff members to 'pursue Ph.D. from RGU, while working in RGU'.** Any faculty or staff member who will avail this policy shall be hereby known as 'Internal Scholar'.

- 1.1. PURPOSE** - The purpose of this policy is to promote scholarly activities amongst employees of RGU, with twin objectives of career advancement and to preserve, transmit and advance knowledge.
- 1.2. APPLICABILITY** - this policy will be applicable on all full-time employees of RGU except who are employed on a per diem or hourly rate and work on an as needed basis (i.e., Visiting faculty etc.).
- 1.3. DETAILS OF POLICY/CONCESSIONS** - The following concessions will be provided to the internal scholars of RGU.
 - 1.3.1. All internal scholars will have to pay only 50% of the semester/annual/course fee and the rest 50% will be waived off/given as concession. Also, the admission fee, and the registration fee will be given as concession.
 - 1.3.2. This 50% of the semester/annual/course fee can be paid either as per University schedule of payment of Ph.D. fee or can be adjusted from the monthly salary of the internal scholar in instalments (on discretion of the University authorities). Caution Money (refundable) has to be given at the time of admission.
- 1.4. APPLICATIONS** - The University shall accept applications from intending internal scholars before the last date of submission of applications fixed by The Assam Royal Global University.

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4/8/2020

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4/8/2020

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1.5. SELECTION & ADMISSION – Selections and Admissions shall be conducted in prescribed manner as per the University Ordinance and Regulations.

1.6. DURATION & MODE OF PH.D. – all full time employees of RGU can only apply for part time Ph.D., in which the duration of Ph.D. thesis submission shall be minimum 4 years, subject to change by notification of UGC/regulatory bodies.

1.7. BOND – the internal scholars shall have to abide by the RGU prescribed rules & regulations, which may be further amended, subject to approval of authorities. They will have to submit a bond (an affidavit on 100/- stamp paper) agreeing to the following points, without which they will not be allowed to pay the concessional fee–

1.7.1. Performance of normal duties – while the internal scholars are expected to exert their best in research, under no circumstances, their normal academic duties should suffer, and they will have to devote additional hours to pursue their Ph.D. work, as and when required.

1.7.2. Assurance – the internal scholars shall have to give an assurance that they would try and complete their Ph.D. programme within the stipulated time. However, in case the duration is extended beyond 4 years, there shall be no fee concession and the full course fee shall be charged from the fifth year.

1.7.3. Three years' clause – the internal scholar will undertake to serve the University for three consecutive years after the award of the degree of Ph.D. However, if there is no vacancy/no requirement in the University, the University authorities may decide to relieve the concerned faculty/staff on an earlier date. Any internal scholar, leaving before completion of 3 years post award of Ph.D. degree, will have to pay the total exempted fee of their Ph.D (applicable to the external scholar).

1.7.4. Discontinuation from the Ph.D. programme – in the event of discontinuation of the Ph.D. programme midway by any internal scholar or resignation from any such staff member, the internal scholar will have to pay the total exempted fee till the date of exit from the programme.

1.8. The Assam Royal Global University reserves the rights to discontinue the benefits awarded to internal scholar at any moment of time, without any notice, to irregular and nonperforming faculty/staff or on record/report of insincerity in Ph.D. work/indiscipline etc.

This policy is effective from AY 2017-18.

Drafted by – Ms, Dipika T. Agarwal, Asstt. Registrar, RGU

Approved by –

Date: 4/8/2020

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4/8/2020
M. L. Misra
4/8/2020
10/8/20

Additional Allowance for pursuing Ph.D. - reg

Dipika Tulshyan <dtagarwal@rgu.ac>

Tue 4/25/2023 1:53 PM

To: Faculty <faculty.g@rgu.ac>; rgu head of departments <hod@rgu.ac>; Deans <deans@rgu.ac>; Administrative Staff <Admin@rgi.edu.in>; Technical <Technical@rgi.edu.in>

Cc: Vice Chancellor <vice-chancellor@rgu.ac>; Ankur <ankur@rgi.edu.in>; Registrar <registrar@rgu.ac>; Prof. Rohit Singh <rsingh@rgu.ac>; Dr. Ankur Ganguly <aganguly@rgu.ac>; Jayshree Saikia <jsaikia2@rgu.ac>; Nabanita Hazarika <nhazarika@rgu.ac>; Manashi Das <mdas6@rgu.ac>

Respected all,

With a view to motivate all our teaching and non-teaching staff members to pursue Ph.D., the University had earlier implemented a policy where a faculty/staff member gets a 50% rebate on Ph.D. fee for taking admission in the Ph.D. course offered by RGU, and the remaining fee paid will be refunded back in case they continue their job in the University for 3 years post awarding of Ph.D.

To further promote Ph.D., the university authorities have now decided to offer additional allowance of Rs. 3,000/- (Rupees three thousand only) per month, to all young teaching/non-teaching staff members who have registered/enrolled for Ph.D. programme.

However, this policy will not be applicable for RGU Professors/Associate Professors/ Assistant Professors drawing salary with full benefits of sixth pay commission (having DA component in their salary).

All eligible faculty/staff members, enrolled in Ph.D., are requested to collect the letter of additional allowance from the HR section, from today 3:00 PM onwards (if not yet collected).

This policy is effective from 01.04.2023.

Warm regards,

Dipika Tulshyan Agarwal

Assistant Registrar, HR & Regulatory Compliance

The Assam Royal Global University

Betkuchi, NH 37

Guwahati 781035

www.rgu.ac



LEAVE POLICY

Version	Status
1.6	Current
Intended Recipients	
All staff members of RGU (except support staff)	
Approved by:	
Date issued	21.01.2020
Effective date	01.01.2020

REGULATIONS GOVERNING THE KIND OF LEAVE AND OTHER CONDITIONS FOR GRANT OF LEAVE TO VACATION AND NON-VACATION STAFF

1. SHORT TITLE AND COMMENCEMENT

These Regulations shall be called "LEAVE RULES FOR REGULAR EMPLOYEES" and shall come into force from 01/01/2021.

2. APPLICABILITY

These Regulations shall apply to all regular employees of RGU, other than the following:

- Adjunct faculty
- Visiting faculty
- Honorary advisors to the University
- Whose terms of appointment do not include the benefit of leave

3. DEFINITIONS

- 'Competent authority' means the Vice-Chancellor or any other authority specifically empowered by him to sanction leave to the employee concerned.
- 'Year' means calendar year (January to December), except for Academic Leave which is maintained on basis of Academic Year (July to June)
- 'Month' means calendar month, provided that for reducing credit of Casual Leave or Earned Leave or Medical Leave on account of Leave Without Pay availed by an employee, every shall month shall be deemed to have 30 days.
- 'Vacation Staff' includes the teaching staff viz. Professors, Associate Professors, Assistant Professors, any other teaching positions and Laboratory Instructors. 'Non-

M. K. Saha
28/11/23

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09/1/2021



Vacation Staff' includes Vice-Chancellor, Directors, Principals, Vice-Principals, Associate Directors, Deans of Schools and administrative staff. Any other teaching staff holding full time administrative responsibilities will also be included in the Non-Vacation Staff.

4. KINDS OF LEAVE

- (a) Casual Leave
- (b) Medical Leave
- (c) Earned Leave
- (d) Vacation Leave
- (e) Academic Leave
- (f) On-Duty Leave
- (g) Maternity Leave
- (h) Extra-ordinary leave (with lien)
- (i) Short Study Leave
- (j) Any other kind of leave, as approved by the competent authority from time to time

5. DISCRETION TO GRANT OR REVOKE LEAVE

Leave cannot be claimed as a matter of right. Discretion is reserved to the authority empowered to sanction leave, to refuse or revoke leave at any time according to the exigencies of the Institution's work.

6. GENERAL CONDITIONS FOR LEAVE

- 6.1 Any holiday, Saturday and Sunday falling between any of leaves/leave without pay will be treated as a part of the leave/ leave without pay, as applicable.
- 6.2 An employee, on leave, cannot take up any service or employment elsewhere.
- 6.3 Unauthorized absence from duty after expiry of leave renders an employee liable for disciplinary action.
- 6.4 No employee shall leave the station without the prior permission of the competent authority. The employee shall inform the authorities about his/her address and contact phone number during the days of absence.
- 6.5 In case of an employee leaving the country during the leave period, sanction of the Vice-Chancellor/Chancellor will be required, irrespective of the type or duration of leave.
- 6.6 All leave rules shall be in reference to a calendar year.
- 6.7 All leave rules shall remain suspended once/after an employee submits his/her resignation/notice of resignation or gets such a notice from the University.

7. CASUAL LEAVE (CL)

Vacation Staff & Non-vacation Staff
4 days per half year (Total - 8 days per calendar year)

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Approval
05/12/2021

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- 7.1 In respect of a new joinee who joins the service of the University, the CL entitlement during the first year of his employment, will be determined on the pro-rata basis of period of service rendered by him/her from the date of joining.
- 7.2 Regular employees stationed outside Guwahati will also be granted CL @ 4 days per half year.
- 7.3 CL is intended for short duration. **It cannot be granted for more than 2 (two) days at a time / maximum twice in a month.**
- 7.4 CL may be taken in terms of ½ day, for the first or the second half of a day, the first half ending with the conclusion of the lunch interval and the second half beginning with the commencement of the lunch interval.
- 7.5 **CL cannot be combined with any other type of leave, but can be prefixed or suffixed with holidays/vacation/weekly-offs of duration of not more than 3 (three) days.**
- 7.6 Unavailed CL cannot be carried forward to the next calendar year and cannot be encashed. The CL not availed upto 31st December, will lapse.

8. MEDICAL LEAVE (ML)

Vacation Staff & Non-Vacation Staff
6 days per year (Total - 6 days)

- 8.1 In respect of a new joinee who joins the service of the University, the ML entitlement during the first year of his employment, will be determined on the pro-rata basis of period of service rendered by him/her from the date of joining.
- 8.2 **ML application for beyond 2 (two) days, will be accompanied by a medical certificate from a registered medical practitioner.** Sanctioning authority may take second medical opinion if it is necessary.
- 8.3 **ML can be taken in combination with EL only, in case of emergencies.**
- 8.4 ML may be taken in terms of ½ day, for the first or the second half of a day, the first half ending with the conclusion of the lunch interval and the second half beginning with the commencement of the lunch interval.
- 8.5 Unavailed ML cannot be carried forward to the next calendar year and cannot be encashed. The ML not availed up to 31st December, will lapse.
- 8.6 Hostel wardens are not eligible for ML.

9. EARNED LEAVE (EL)

Vacation Staff	Non-Vacation Staff	Hostel Wardens
5 days per half year (Total - 10 days)	15 days per half year (Total - 30 days)	8 days in the 1 st half year and 7 days in the 2 nd half year (Total - 15 days)

- 9.1 EL @ 10 days, 30 days and 15 days for Vacation Staff, Non-Vacation Staff and Hostel Wardens respectively shall accrue from the date of joining of service but shall be credited and be available from the date of completion of regular service of one year. Again, EL will be credited on next 1st day of January or July proportionately at the

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- above rate. Subsequently the leave will be credited @ 5 days, 15 days, and 8 days/7 days respectively on subsequent 1st January or 1st July on half yearly basis.
- 9.2 50% of the EL accrued in a year shall be carried forward next year, if not availed and can be accumulated upto 30 days for Vacation Staff and 90 days for Non-Vacation Staff. Therefore, in case of Vacation Staff and Non-Vacation Staff, the carried forward leave will be equal to maximum 5 days per year and maximum 15 days per year respectively.
- 9.3 EL will be granted for a maximum of 60 (sixty) days per year and **not more than 3 times** in a year except on medical ground/special circumstances as considered by the competent authority.
- 9.4 **EL should be applied minimum 15 days before the date of leave with proper approval and for a minimum of 3 (three) days at a time.**
- 9.5 EL cannot be suffixed or prefixed with holidays/vacation/week-off of duration of more than 3 (three) days. In case EL is applied either in prefix or suffix, the entire duration of holidays/vacation/week-off shall be included as a part of the earned leave itself.
- 9.6 EL can be taken in combination with any other kind of leave, except CL.
- 9.7 Encashment of EL will be on retirement, termination or on resignation after 2 (two) years of minimum service/confirmation of an employee, whichever is later, and the encashment of EL will be calculated only on the component of basic pay of the gross salary.
- 9.8 Earned Leave due to regular employee (who is not on probation) on the date of termination of employment may be allowed to be encashed. Provided that in the case of termination as a disciplinary measure, the authority imposing the penalty shall pass orders as to whether such encashment may be allowed.
- 9.9 EL cannot be adjusted against the notice period.
- 9.10 **Earned Leave will NOT be granted during the ongoing classes (in case of faculty members)/ during peak season (for non-teaching staff) except in cases of extreme emergencies.**

10. VACATION LEAVE

Vacation Staff	Non-Vacation Staff
15 days of Summer Vacation 6 days of Winter Vacation (Total - 21 days)	Not applicable

- 10.1 Vacation leave will be notified on the basis of the academic calendar and day of reopening of new sessions.
- 10.2 The Summer Vacation will be availed in two phases and the Winter Vacation will also be availed in two phases.
- 10.3 **Vacation Staff shall have to be present for duty on the last day preceding the vacation and on the first day following the vacation**, failing which, the entire vacation period may be treated as absence from duties (Leave Without Pay) unless proper justification acceptable to the competent authority, are forthcoming.
- 10.4 Vacation cannot be combined with any other kind of leave.

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09/01/2024



11. ACADEMIC LEAVE

S. No.	Cadre	No. of days
1	Vice-Chancellor/Registrar/Director/Principal/Dean/Professor Emeritus/Professor & equivalent	10
2	Associate Professor & equivalent	8
3	Assistant Professor & equivalent	6
4	Other academic/admin staff	5

- 11.1 The competent authority may grant Academic Leave to attend an academic conference/workshop/seminar etc.
- 11.2 This leave will be calculated on the basis of Academic Year i.e. July – June.
- 11.3 Maximum number of leaves shall be restricted to **5 (five) days at a time.**
- 11.4 **Availing of such leave shall be subject to the following conditions:**
- **With prior approval through proper channel in the prescribed format.**
 - **Submission of a copy of invitation letter/e-mail from the host organization.**
 - **In case of paper presentation at a national or international conference, the employee shall be required to submit a copy of the full text paper accepted. And shall submit a report on resumption of duties.**
- 11.5 Academic leave can be taken for **maximum 3 times in a year in the ratio of 2:2:1 days or once availing full 5 days**
- 11.6 For reimbursement of expenses/registration etc., the Reimbursement Policy may be referred to.

12. ON-DUTY LEAVE

- 12.1 The competent authority may grant On-Duty Leave to perform such duties as under:
- To perform work of academic or technical nature such as evaluation of answer scripts or conduct of viva-voice or sports activities like training, coaching etc. (for sports personnel)
 - To chair a session in a seminar/conference/workshop or represent the University in a meeting as a moderator
 - To deliver academic lectures at a University or College or any professional institution.
 - To attend meetings of any committee/board constituted by the University / Government / Professional Bodies.
- 12.2 **On-Duty/ special casual leave may be granted on full pay, provided that if the employee receives an honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she will have to give 50% of the amount to the University on a working day. On a non-working day 30% will be given to the university, excluding the conveyance allowance & TDS (if**

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- deducted). In case, no revenue sharing is done, then these leaves shall be treated as LWP
- 12.3 Maximum number of leaves shall be restricted to 5 (five) days at a time within India and 10 days abroad (to be approved by the Vice-Chancellor)
- 12.4 Availing of such leave shall be subject to the following conditions:
- With prior approval through proper channel in the prescribed format
 - Submission of a copy of invitation letter/e-mail from the host organization
- 12.5 These leaves, if not availed, will be lapsed & shall not be carried forward.

13. MATERNITY LEAVE

- 13.1 Regular female employees after completion of 2 (two) years of service may be granted Maternity Leave with full pay for the first 45 days and half pay for the next 45 days. Such leave for the same duration would, however, be admissible on not more than two occasions in the entire service, provided the number of surviving children does not exceed two.
- 13.2 Maternity Leave shall be granted on production of requisite medical certificate.
- 13.3 The Maternity Leave can be combined with Medical Leave (ML) and Earned Leave (EL).
- 13.4 The leave may also be availed in two phases i.e. in pre-natal period and post-natal period.
- 13.5 Vacation Leave overlapping with any portion of Maternity Leave shall be counted as Maternity Leave.
- 13.6 Maternity Leave is not debitible in the leave account. However, a record of such leave will be maintained in the personal file of the staff concerned.
- 13.7 If the employee is entitled to benefits under the ESIC, the leave salary will be reduced by the amount payable by the ESIC for which documentary proof shall be mandatory or a self-declaration
- 13.8 Maternity Leave for 15 days only (with full pay) may also be granted in case of miscarriage only after the first trimester. The application for leave has to be supported by a medical certificate. This leave will be granted maximum twice in whole career but not more than once in 3 years.

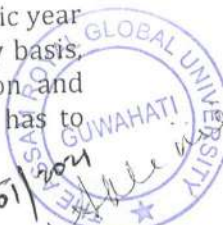
14. EXTRA-ORDINARY LEAVE (WITH LIEN) DURING EMPLOYMENT/STUDY LEAVE

- 14.1 Extraordinary leave (with lien), if sanctioned by the employer as per set procedure, will assure the beneficiary (employee on leave) the same position in the University on which he/she has been granted leave, after his/her rejoining the University.
- 14.2 An employee may be granted Extra Ordinary leave (with lien) to acquire higher qualifications or pursue a special line of study or to undertake study or research or other academic pursuit solely with the object of increasing their proficiency and usefulness to the University and education system.
- 14.3 An employee, after confirmation of service, may be granted Extra Ordinary Leave (with Lien), subject to proper process and subsequent approvals from the competent authorities of the University. This leave shall be leave without pay.
- 14.4 This leave will be granted to an employee for an initial period of one academic year only (ending 30th June), which may further be extended/renewed on yearly basis, subject to receipt of application from the employee requesting extension and subsequent approval of the competent authorities. The employee on lien has to

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28/11/23

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05/01/2024



submit the application for continuity atleast 10 days prior to 30th June / end of leave period. However, in no case, the extension of leave shall be granted beyond 3 years.

- 14.5 If an employee remains absent beyond the period of leave originally sanctioned (which shall automatically expire on 30th June every year) or subsequently extended period, he/she shall lose his/her lien on his/her appointment unless he/she - (a) returns within ten days of the expiry of the leave, and (b) explains, to the satisfaction of the University, his/her inability to return on expiry of his leave.
- 14.6 In case of extra ordinary circumstances, if an employee wishes to take lien again after completion of 03 years, the second lien may be granted only when he/she rejoin the university and completes the cooling period of one year, post which the leave can further be extended.
- 14.7 This leave may be granted not more than twice during the employee's career. However, the maximum period of Leave admissible during the entire service shall not exceed 5 (five) years.
- 14.8 This Leave shall not be granted to an employee who is due to retire within 3 (three) years from the date on which he/she is expected to return after the expiry of this Leave.
- 14.9 The last month salary or the security deposit or the EL encashment, whichever is higher, shall be kept as a deposit during the entire period of leave. In case, the lien is terminated by either the employee or the University before its completion, the amount kept as deposit may be released, subject to approval and clearance of no dues certificate.
- 14.10 Where Extraordinary Leave with Lien or Study Leave precedes and/or follows Saturday (where it is not working day)/Sunday or any other off-day applicable to the employee concerned/University's holiday, then such Saturday/Sunday/Holiday, etc. will be treated as part of this Leave.
- 14.11 The increment for the lien period will only be considered if it is decided by the management that the increment may be granted as per guidelines of Government/statutory bodies.
- 14.12 In case, it is found that this leave is wrongly utilized or has been taken against false reasons, the leave shall immediately be terminated by the University, which shall lead to termination of the employee. In such cases, the management/University shall not be liable to pay/clear the dues/deposit of the employee.

15. SHORT STUDY LEAVE

- 15.1 Short Study Leave, for not more than 5 (five) days in one calendar year may be granted to an employee for completing work related to Ph.D. subject to submission of corroborating evidence from the concerned university or a certificate from the guide.
- 15.2 The leave may be considered only upon the written recommendation through proper channel after ensuring that all classes/work are adjusted against the faculty/employee and that academic calendar/work is not disturbed.
- 15.3 The employee availing such leave shall not be eligible for any other leaves during the approved leave period.
- 15.4 Incase Short Study Leave is exhausted, the additional days may be adjusted against EL, CL (in the same order).

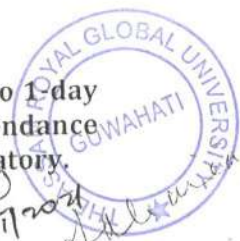
16. LATE ARRIVAL/EARLY DEPARTURE

- 16.1 Late arrival to the office (post 9:05AM) for 3 days in a month leads to 1 day LWP. Therefore, adherence to the office timings and marking of attendance (log in and log out) in the biometrics and turnstile entry gate is mandatory.

Approved
28/11/23

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25/11/2023



- 16.2 All faculty & staff members of RGU are allowed early departure only twice a month. Early departure means leaving one hour prior to the scheduled time, in case of emergencies. **However, prior approval must be taken from Hon'ble Vice-Chancellor for the same else the early departure will not be allowed, and will be adjusted against half day leave/leave without pay, as applicable.**
- 16.3 It is mandatory to also mark attendance (like regular days) in the biometrics in case of late arrivals/biometrics. In case, an employee departs early for more than 2 days in a month will have to apply for half day leave for that particular day(s).
- 16.4 An employee leaving early without prior information will be marked as LWP for the day.
- 16.5 **The early departure & late arrival policy is only given as a facility in case of emergencies.** It should not be treated as a right.

17. LEAVE APPLICATION PROCESS

- 17.1 Subject to the terms and conditions of appointment, employees will be eligible for leave in accordance with these Rules, as amended from time to time.
- 17.2 **An employee who desires to proceed on leave shall apply in the ERP/hard copy leave application prior to availing the leave. In extraordinary cases where for reason beyond his/her control, it is not possible to obtain prior sanction, the employee will seek telephonic sanction from the competent authority; and on resumption of duty, apply in the ERP/hard copy leave application within next three working days.** In case the application for post-facto sanction is not submitted and/or sanctioned, the salary for the leave period will be deducted even if the employee has sufficient leave balance in his/her credit.
- 17.3 **The steps to apply for leave are as under -**
- The leave application is to be filled in by an employee (available with HR deptt.), preferable before availing leave (for CL & ML only) or preferably within 3 working days post availing the leave. For EL/Academic/other categories of leave, time frame mentioned under the specific leaves are to be followed.
 - To be brought to the HR deptt. for filling up of 'Leave Status' between 3:00 PM to 5:00 PM.
 - To be forwarded by department coordinator/HoD/Hol/Section Heads (as applicable), latest within 2 working days. In case of schools/departments where both HoDs & Hols are available, then the application has to be forwarded by both. In case of administrative staff members, it has to be signed by the Registrar, post forwarding by the sectional head.
 - To be submitted to the HR department for final approval of Hon'ble Vice-Chancellor. Once approved, it shall be informed to the faculty members via official email.
- 17.4 **KINDLY NOTE**
- These steps are applicable for only those staff members of RGU who are covered under the leave policy & benefits of RGU
 - Before the final submission of the application to Hon'ble Vice-Chancellor for approval, the leave status should be filled-in and signed by the HR department.

M. K. Barua
25/11/23

[Signature]

[Signature]
05/11/2021



- This process is applicable for all teaching & non-teaching staff members, except Professor, Professor Emeritus, Deans & Principals. The senior staff members, as mentioned, may send their leave applications through peons/assistants and do not have to come personally to submit the forms.
- This application has to be filled in advance, i.e. before taking a leave. In case of extreme emergencies, it should be filled up within next three working days.
- For earned leaves, the form has to come 15 days in advance (as per the leave policy of RGU).
- This form is not meant to apply for any Academic Leave.

18. RESTRICTED HOLIDAY

- 18.1 Only one restricted holiday is allowed per member of RGU in one calendar year.
- 18.2 All employees will have to make alternate arrangements for their classes/duties. In case, the person assigned responsibility need to take an emergency leave, the RH will be postponed till further alternate arrangements are done.
- 18.3 RH will be allowed after 6 months from the date of joining.
- 18.4 Only full time regular employees of RGU will be eligible for RH.
- 18.5 The leave applications should be submitted to respective HoDs/coordinators/Hols/Section Heads by the notified dates every year, after which the applications will not be entertained.
- 18.6 Any further change in the approved restricted holiday can only be done with prior written approval of Registrar madam and Hon'ble Vice-Chancellor sir.
- 18.7 **No other leave/s can be prefixed or suffixed with RH. In case any other leave is applied for, the RH will also be treated as a part of the same leave.**

Signature
25/11/2021

Administer
Member
28/11/23

Signature



Leave P



LEAVE POLICY

Version	Status
1.7	Current
Intended Recipients	
All staff members of RGU (except support staff)	
Approved by:	
Date issued	05.01.2023
Effective date	01.01.2023

REGULATIONS GOVERNING THE KIND OF LEAVE AND OTHER CONDITIONS FOR GRANT OF LEAVE TO VACATION AND NON-VACATION STAFF

1. SHORT TITLE AND COMMENCEMENT

These Regulations shall be called "LEAVE RULES FOR REGULAR EMPLOYEES" and shall come into force from 01/01/2023.

2. APPLICABILITY

These Regulations shall apply to all regular employees of RGU, other than the following:

- Adjunct faculty
- Visiting faculty
- Honorary advisors to the University
- Whose terms of appointment do not include the benefit of leave

3. DEFINITIONS

- 'Competent authority' means the Vice-Chancellor or any other authority specifically empowered by him to sanction leave to the employee concerned.
- 'Year' means calendar year (January to December), except for Academic Leave which is maintained on basis of Academic Year (July to June)
- 'Month' means calendar month, provided that for reducing credit of Casual Leave or Earned Leave or Medical Leave on account of Leave Without Pay availed by an employee, every shall month shall be deemed to have 30 days.
- 'Vacation Staff' includes the teaching staff viz. Professors, Associate Professors, Assistant Professors, any other teaching positions and Laboratory Instructors, Non-



Vacation Staff includes Vice-Chancellor, Deans/Heads of Schools, Directors, Principals, Vice-Principals, Associate Directors, Office of Controller of Examinations and administrative staff. Any other teaching staff holding full time administrative responsibilities will also be included in the Non-Vacation Staff.

4. KINDS OF LEAVE

- (a) Casual Leave
- (b) Medical Leave
- (c) Earned Leave
- (d) Vacation Leave
- (e) Academic Leave
- (f) On-Duty Leave
- (g) Maternity Leave
- (h) Extra-ordinary leave (with lien)
- (i) Short Study Leave
- (j) Any other kind of leave, as approved by the competent authority from time to time

5. DISCRETION TO GRANT OR REVOKE LEAVE

Leave cannot be claimed as a matter of right. Discretion is reserved to the authority empowered to sanction leave, to refuse or revoke leave at any time according to the exigencies of the University's work.

6. GENERAL CONDITIONS FOR LEAVE

- 6.1 Any holiday, Saturday and Sunday falling between any of leaves/leave without pay will be treated as a part of the leave/ leave without pay, as applicable.
- 6.2 An employee, on leave, cannot take up any service or employment elsewhere.
- 6.3 Unauthorized absence from duty after expiry of leave renders an employee liable for disciplinary action.
- 6.4 No employee shall leave the station without the prior permission of the competent authority. The employee shall inform the authorities about his/her address and contact phone number during the days of absence.
- 6.5 In case of an employee leaving the country during the leave period, sanction of the Vice-Chancellor/Chancellor will be required, irrespective of the type or duration of leave.
- 6.6 All leave rules shall be in reference to a calendar year.
- 6.7 All leave rules shall remain suspended once/after an employee submits his/her resignation/notice of resignation or gets such a notice from the University.

7. CASUAL LEAVE (CL)

Vacation Staff & Non-vacation Staff
4 days per half year (Total - 8 days per calendar year)

Approved

10/1/23

Account Member
10.1.23

[Signature]



- 7.1 In respect of a new joinee who joins the service of the University, the CL entitlement during the first year of his employment, will be determined on the pro-rata basis of period of service rendered by him/her from the date of joining.
- 7.2 Regular employees stationed outside Guwahati will also be granted CL @ 4 days per half year.
- 7.3 CL is intended for short duration. **It cannot be granted for more than 2 (two) days at a time / maximum twice in a month.**
- 7.4 CL may be taken in terms of ½ day, for the first or the second half of a day, the first half ending with the conclusion of the lunch interval and the second half beginning with the commencement of the lunch interval.
- 7.5 **CL cannot be combined with any other type of leave, but can be prefixed or suffixed with holidays/vacation/weekly-offs of duration of not more than 3 (three) days.**
- 7.6 Unavailed CL cannot be carried forward to the next calendar year and cannot be encashed. The CL not availed upto 31st December, will lapse.

8. MEDICAL LEAVE (ML)

Vacation Staff & Non-Vacation Staff
6 days per year (Total - 6 days)

- 8.1 In respect of a new joinee who joins the service of the University, the ML entitlement during the first year of his employment, will be determined on the pro-rata basis of period of service rendered by him/her from the date of joining.
- 8.2 **ML application for beyond 2 (two) days, will be accompanied by a medical certificate from a registered medical practitioner.** Sanctioning authority may take second medical opinion if it is necessary.
- 8.3 **ML can be taken in combination with EL only, in case of emergencies.**
- 8.4 ML may be taken in terms of ½ day, for the first or the second half of a day, the first half ending with the conclusion of the lunch interval and the second half beginning with the commencement of the lunch interval.
- 8.5 Unavailed ML cannot be carried forward to the next calendar year and cannot be encashed. The ML not availed up to 31st December, will lapse.
- 8.6 Hostel wardens are not eligible for ML.

9. EARNED LEAVE (EL)

Vacation Staff	Non-Vacation Staff	Hostel Wardens	Outstation Employees / Royal Information Centre (RIC)
5 days per half year (Total - 10 days)	15 days per half year (Total - 30 days)	8 days in the 1 st half year and 7 days in the 2 nd half year (Total - 15 days)	0 days




- 9.1 EL @ 10 days, 30 days and 15 days for Vacation Staff, Non-Vacation Staff and Hostel Wardens respectively shall accrue from the date of joining of service but shall be credited and be available from the date of completion of regular service of one year. Again, EL will be credited on next 1st day of January or July proportionately at the above rate. Subsequently the leave will be credited @ 5 days, 15 days, and 8 days/7 days respectively on subsequent 1st January or 1st July on half yearly basis.
- 9.2 50% of the EL accrued in a year shall be carried forward next year, if not availed and can be accumulated upto 30 days for Vacation Staff and 90 days for Non-Vacation Staff. Therefore, in case of Vacation Staff and Non-Vacation Staff, the carried forward leave will be equal to maximum 5 days per year and maximum 15 days per year respectively.
- 9.3 EL will be granted for a maximum of 30 (thirty) days for vacation staff, or 60 (sixty) days for non-vacation staff and 15 days for hostel wardens per year and **not more than 3 times** in a year except on medical ground/special circumstances as considered by the competent authority.
- 9.4 **EL should be applied minimum 15 days before the date of leave with proper approval and for a minimum of 3 (three) days at a time.**
- 9.5 EL cannot be **suffixed or prefixed with holidays/vacation/week-off of duration of more than 3 (three) days.** In case EL is applied either in prefix or suffix, the entire duration of holidays/vacation/week-off shall be included as a part of the earned leave itself.
- 9.6 EL can be taken in combination with any other kind of leave, except CL.
- 9.7 Encashment of EL will be on retirement, termination or on resignation after 2 (two) years of minimum service/confirmation of an employee, whichever is earlier, and the encashment of EL will be calculated only on the component of basic pay of the gross salary.
- 9.8 Earned Leave due to regular employee (who is not on probation) on the date of termination of employment may be allowed to be encashed. Provided that in the case of termination as a disciplinary measure, the authority imposing the penalty shall pass orders as to whether such encashment may be allowed.
- 9.9 EL cannot be adjusted against the notice period.
- 9.10 **Earned Leave will NOT be granted during the ongoing classes (in case of faculty members)/ during peak season (for non-teaching staff) except in cases of extreme emergencies.**

10. VACATION LEAVE (Based on scope/availability as per the academic calendar)

Vacation Staff	Non-Vacation Staff
15 days of Summer Vacation	Not applicable
6 days of Winter Vacation	
(Total - 21 days)	

- 10.1 Vacation leave will be notified on the basis of the academic calendar and day of reopening of new sessions.
- 10.2 The Summer Vacation will be availed in two phases and the Winter Vacation will also be availed in two phases.

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- 10.3 Vacation Staff shall have to be present for duty on the last day preceding the vacation and on the first day following the vacation, failing which, the entire vacation period may be treated as absence from duties (Leave Without Pay) unless proper justification acceptable to the competent authority, are forthcoming.
- 10.4 Vacation cannot be combined with any other kind of leave.

11. ACADEMIC LEAVE

S. No.	Cadre	No. of days
1	Registrar/Director/Principal/Dean/Professor Emeritus/ Professor & equivalent	10
2	Associate Professor & equivalent	8
3	Assistant Professor & equivalent	6
4	Other academic/admin staff	5

- 11.1 The competent authority may grant Academic Leave to attend an academic conference/workshop/seminar etc.
- 11.2 This leave will be calculated on the basis of Academic Year i.e. July - June.
- 11.3 Maximum number of leaves shall be restricted to **5 (five) days at a time.**
- 11.4 **Availing of such leave shall be subject to the following conditions:**
- With prior approval through proper channel in the prescribed format.
 - Submission of a copy of invitation letter/e-mail from the host organization.
 - In case of paper presentation at a national or international conference, the employee shall be required to submit a copy of the full text paper accepted. And shall submit a report on resumption of duties.
- 11.5 Academic leave can be taken for **maximum 3 times in a year in the ratio of 2:2:1 days or once availing full 5 days**
- 11.6 Any weekend/holiday falling in between the academic leave shall not be counted as a part of the leave.
- 11.7 For reimbursement of expenses/registration etc., the Reimbursement Policy may be referred to.

12. ON-DUTY LEAVE

- 12.1 The competent authority may grant On-Duty Leave to perform such duties as under:
- To perform work of academic or technical nature such as evaluation of answer scripts or conduct of viva-voice or sports activities like training, coaching etc. (for sports personnel)
 - To chair a session in a seminar/conference/workshop or represent the University in a meeting as a moderator
 - To deliver academic lectures at a University or College or any professional institution.
 - To attend meetings of any committee/board constituted by the University / Government / Professional Bodies.



- 12.2 On-Duty/ special casual leave may be granted on full pay, provided that if the employee receives an honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she will have to give 50% of the amount to the University on a working day. On a non-working day 30% will be given to the university, excluding the conveyance allowance & TDS (if deducted). In case, no revenue sharing is done, then these leaves shall be treated as LWP
- 12.3 Maximum number of leaves shall be restricted to 5 (five) days at a time within India and 10 days abroad (to be approved by the Vice-Chancellor)
- 12.4 Availing of such leave shall be subject to the following conditions:
- With prior approval through proper channel in the prescribed format
 - Submission of a copy of invitation letter/e-mail from the host organization

13. MATERNITY LEAVE

- 13.1 Regular female employees, after completion of 1 (one) year of minimum service, may be granted Maternity Leave with full pay for the first 45 days and half pay for the next 45 days. Such leave for the same duration would, however, be admissible on not more than two occasions in the entire service, provided the number of surviving children does not exceed two.
- 13.2 Maternity Leave shall be granted on production of requisite medical certificate.
- 13.3 The Maternity Leave can be combined with Medical Leave (ML) and Earned Leave (EL). However, the payment of Earned Leave / Medical Leave shall be given post joining.
- 13.4 The leave may also be availed in two phases i.e. in pre-natal period and post-natal period.
- 13.5 Vacation Leave overlapping with any portion of Maternity Leave shall be counted as Maternity Leave.
- 13.6 Maternity Leave is not debitable in the leave account. However, a record of such leave will be maintained in the personal file of the staff concerned.
- 13.7 If the employee is entitled to benefits under the ESIC, the leave salary will be reduced by the amount payable by the ESIC for which documentary proof shall be mandatory or a self-declaration
- 13.8 Maternity Leave for 15 days only (with full pay) may also be granted in case of miscarriage only after the first trimester. The application for leave has to be supported by a medical certificate. This leave will be granted maximum twice in whole career.

14. PATERNITY LEAVE

- 14.1 Regular male employees, after completion of 1 (one) year of minimum service, may be granted Paternity Leave with full pay for a maximum of 7 days. Such leave, however, be admissible on not more than two occasions in the entire service, provided the number of surviving children does not exceed two.
- 14.2 Paternity Leave shall be granted on production of requisite medical certificate.
- 14.3 The Paternity Leave cannot be combined with any other leave.
- 14.4 Vacation Leave overlapping with any portion of Paternity Leave shall be counted as Paternity Leave.



- 14.5 Paternity Leave is not debitable in the leave account. However, a record of such leave will be maintained in the personal file of the staff concerned.

15. EXTRA-ORDINARY LEAVE (WITH LIEN) DURING EMPLOYMENT/STUDY LEAVE

- 15.1 Extraordinary leave (with lien), if sanctioned by the employer as per set procedure, will assure the beneficiary (employee on leave) the same position in the University on which he/she has been granted leave, after his/her rejoining the University.
- 15.2 An employee may be granted Extra Ordinary leave (with lien) to acquire higher qualifications or pursue a special line of study or to undertake study or research or other academic pursuit solely with the object of increasing their proficiency and usefulness to the University and education system.
- 15.3 An employee, after confirmation of service, may be granted Extra Ordinary Leave (with Lien), subject to proper process and subsequent approvals from the competent authorities of the University. This leave shall be leave without pay.
- 15.4 This leave will be granted to an employee for an initial period of one year only, which may further be extended/renewed on yearly basis, subject to receipt of application from the employee requesting extension and subsequent approval of the competent authorities. The employee on lien has to submit the application for continuity atleast 10 days prior to end of leave period. However, in no case, the extension of leave shall be granted beyond 3 years.
- 15.5 If an employee remains absent beyond the period of leave originally sanctioned or subsequently extended period, he/she shall lose his/her lien on his/her appointment unless he/she - (a) returns within ten days of the expiry of the leave, and (b) explains, to the satisfaction of the University, his/her inability to return on expiry of his leave.
- 15.6 In case of extra ordinary circumstances, if an employee wishes to take lien again after completion of 03 years, the second lien may be granted only when he/she rejoin the university and completes the cooling period of one year, post which the leave can further be extended.
- 15.7 This leave may be granted not more than twice during the employee's career. However, the maximum period of Leave admissible during the entire service shall not exceed 5 (five) years.
- 15.8 This Leave shall not be granted to an employee who is due to retire within 3 (three) years from the date on which he/she is expected to return after the expiry of this Leave.
- 15.9 The last month salary or the security deposit or the EL encashment, whichever is higher, shall be kept as a deposit during the entire period of leave. In case, the lien is terminated by either the employee or the University before its completion, the amount kept as deposit may be released, subject to approval and clearance of no dues certificate.
- 15.10 Where Extraordinary Leave with Lien or Study Leave precedes and/or follows Saturday (where it is not working day)/Sunday or any other off-day applicable to the employee concerned/University's holiday, then such Saturday/Sunday/Holiday, etc. will be treated as part of this Leave.
- 15.11 In case, it is found that this leave is wrongly utilized or has been taken against false reasons, the leave shall immediately be terminated by the University, which shall lead to termination of the employee. In such cases, the management/University shall not be liable to pay/clear the dues/deposit of the employee.

16. SHORT STUDY LEAVE

- 16.1 Short Study Leave, for not more than 5 (five) days in one calendar year may be granted to an employee for completing work related to Ph.D. subject to submission



of corroborating evidence from the concerned university or a certificate from the guide.

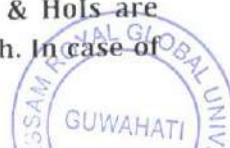
- 16.2 The leave may be considered only upon the written recommendation through proper channel after ensuring that all classes/work are adjusted against the faculty/employee and that academic calendar/work is not disturbed.
- 16.3 The employee availing such leave shall not be eligible for any other leaves during the approved leave period.
- 16.4 In case Short Study Leave is exhausted, the additional days may be adjusted against EL, CL (in the same order).

17. LATE ARRIVAL/EARLY DEPARTURE

- 17.1 **Late arrival to the office (post 9:05AM) for 3 days in a month leads to 1-day LWP. Therefore, adherence to the office timings and marking of attendance (log in and log out) in the biometrics (face attendance) is mandatory.**
- 17.2 All faculty & staff members of RGU are allowed early departure only twice a month. Early departure means leaving one hour prior to the scheduled time, in case of emergencies. **However, prior approval must be taken from Hon'ble Vice-Chancellor for the same else the early departure will not be allowed, and will be adjusted against half day leave/leave without pay, as applicable.**
- 17.3 It is mandatory to also mark attendance (like regular days) in the biometrics in case of late arrivals/biometrics. In case, an employee departs early for more than 2 days in a month will have to apply for half day leave for that particular day(s).
- 17.4 An employee leaving early without prior information will be marked as LWP for the day.
- 17.5 **The early departure & late arrival policy is only given as a facility in case of emergencies. It should not be treated as a right.**

18. LEAVE APPLICATION PROCESS

- 18.1 Subject to the terms and conditions of appointment, employees will be eligible for leave in accordance with these Rules, as amended from time to time.
- 18.2 **An employee who desires to proceed on leave shall apply in the hard copy leave application/ERP prior to availing the leave. In extraordinary cases where for reason beyond his/her control, it is not possible to obtain prior sanction, the employee will seek telephonic sanction from the competent authority; and on resumption of duty, apply in the hard copy leave application/ERP within next three working days. In case the application for post-facto sanction is not submitted and/or sanctioned, the salary for the leave period will be deducted even if the employee has sufficient leave balance in his/her credit.**
- 18.3 **The steps to apply for leave are as under -**
 - **The leave application is to be filled in by an employee (available with HR deptt.), preferably before availing leave (for CL & ML only). For EL/Academic/other categories of leave, time frame mentioned under the specific leaves are to be followed.**
 - **To be brought to the HR deptt. for filling up of 'Leave Status' between 3:00 PM to 5:00 PM.**
 - **To be forwarded by department coordinator/HoD/HoI/HOS/Section Heads (as applicable), latest within 3 working days post availing the leave. In case of schools/departments where both HoDs & HoIs are available, then the application has to be forwarded by both. In case of**



administrative staff members, it has to be signed by the Registrar, post forwarding by the sectional head.

- To be submitted to the HR department for final approval of Hon'ble Vice-Chancellor. Once approved, it shall be informed to the members via official email.

18.4 KINDLY NOTE

- These steps are applicable for only those staff members of RGU who are covered under the leave policy & benefits of RGU
- Before the final submission of the application to Hon'ble Vice-Chancellor for approval, the leave status should be filled-in and signed by the HR department,
- This process is applicable for all teaching & non-teaching staff members, **except Professor, Professor Emeritus, Deans & Principals. The senior staff members, as mentioned, may send their leave applications through peons/assistants and do not have to come personally to submit the forms.** However, it is expected that they will allot alternative arrangements of their classes/extra responsibilities if any.
- In cases of emergencies, the leaves (CL/ML only) may be applied within 3 working days post availing the leave.
- **For earned leaves, the form has to come 15 days in advance (as per the leave policy of RGU).**
- There is a separate form to apply for any Academic Leave.

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- 19.1 Only one restricted holiday is allowed per member of RGU in one calendar year.
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- 19.3 RH will be allowed after 6 months from the date of joining.
- 19.4 The leave applications should be submitted to respective HoDs/coordinators/Hols/Section Heads by the notified dates every year, after which the applications will not be entertained.
- 19.5 Any further change in the approved restricted holiday can only be done with prior written approval of Hon'ble Registrar and Hon'ble Vice-Chancellor.
- 19.6 **No other leave/s can be prefixed or suffixed with RH. In case any other leave is applied for, the RH will also be treated as a part of the same leave.**

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