



Ref.: No.: U-07/SVSU/2022/1062

Date: 14-12-2022

OFFICE ORDER

Sop for the Employees Who Take Admission in any Regular Course

It has been observed that some employees are interested in improving their academic status therefore they want to do some additional course in the University. The courses are either full time or distance courses. The candidate can do distance course remaining in the job. However, in case the employee wants to do a full time course, he/she cannot do both the things together i.e. studying in a regular course and also doing the full time job.

I am directed to state that the Hon'ble Vice-Chancellor has decided to clarify the regulation in this reference. The same is mentioned herein below:

1. A candidate who is working on any post in the University, if gets selected in any course, will submit an application for study leave to the Hon'ble Vice-Chancellor through the head of the department and the Unit head.
2. The same will be considered by the Hon'ble Vice-Chancellor, who may accept the same.
3. After approval from the Hon'ble Vice-Chancellor the candidate will be considered on study leave.
4. If such a person wants to do part time job, he will give another application addressed to the head of the department/unit where he wants to work through his HOD and the Unit head.
5. The Unit head where the employee wants to do part time job, will forward the application with his/her remarks to the Hon'ble Vice-Chancellor.
6. If the request is accepted by the Hon'ble Vice-Chancellor the candidate will be allowed to work for the specified number of hours per day.
7. The candidate will be given stipend on hourly basis.
8. The candidate will not be entitled for any leaves or any other benefits of the previous job.


Registrar

Copy to:

1. Hon'ble Vice-Chancellor
2. Chief Executive Officer
3. Pro Vice-Chancellor
4. Executive Officer
5. Head of Institutions - SMC/SDC/SNC/Physiotherapy/KSCP/SITE/ /SIL/Mgmt./HotelMgt./JMC /FineArts /Yoga/Education /Science/ Buddhist Studies/ Polytechnic/Arts & Social Sciences
6. HOD (Home Science/Lib. Science/ Para-MedicalSciences)/
7. Director Research / Director- DDE / Director-Defence Academy
8. Controller of Examination
9. Finance Officer
10. Director- IQAC/ISGR/Placement
11. CTO
12. Addl. Registrar (General/M/NM/Academic)
13. Administrative Officer
14. Dy. Registrar -NT
15. Asstt. Director- Admission
16. Staff Welfare Officer- Teaching and NT
17. University Notice Board

Registrar

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