



R.R. INSTITUTE OF MODERN TECHNOLOGY

NH-24, Bakshi Ka Talab, Sitapur Road, Lucknow-226201

RRIMT/DIR.POLICIES/2021/4

10th Aug 2021

OFFICE ORDER

Subject: Amendment in Service Book – Provision for Academic Leave and Medical Leave

In continuation of the Service Book in effect from 02 January 2021, it is hereby notified that the following amendments have been approved by the Board of Governors in its meeting on 07th Aug 2021 with respect to Academic Leave and Medical Leave for faculty members.

These provisions shall be applicable with immediate effect.

1. Academic Leave

Faculty members shall be entitled to 12 (twelve) days of Academic Leave in a calendar year.

- A maximum of 6 (six) days of Academic Leave may be availed in one semester.
- Academic Leave may be granted for the following academic and professional activities:
 - Participation in Faculty Development Programmes (FDPs)
 - Attendance at Workshops, Seminars, Conferences, and Symposia
 - Activities related to Ph.D. work, including coursework, research work, data collection, synopsis submission, viva-voce, or meetings with research supervisors
 - Delivering guest lectures, invited talks, or academic sessions at other institutions
 - Participation in academic training programs, orientation programs, or refresher courses
- Academic Leave must be applied for in advance and approved by the competent authority.
- Supporting documents such as invitation letters, registration proofs, or certificates of participation must be submitted after availing the leave.
- Unutilized Academic Leave shall not be carried forward to the next year.

2. Medical Leave

- Faculty members shall be entitled to 12 (twelve) days of Medical Leave in a calendar year.
- Medical Leave shall be permissible only after confirmation of service.
- If Medical Leave is availed for more than three (3) consecutive days, submission of a valid medical certificate is mandatory.
- Sundays and declared holidays falling during the period of Medical Leave shall be counted as part of the Medical Leave.



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- Medical Leave must be reported at the earliest possible time and regularized through proper application.
- Misuse of Medical Leave may invite disciplinary action as per institutional rules.

All faculty members are requested to take note of the above amendments and ensure strict compliance.

(Prof. (Dr.) Surya Prakash Tripathi)
Director

1. Hon'ble Chairman Sir-For your kind information.
2. Hon'ble Secretary Sir-For your kind information.
3. Hon'ble Joint Secretary Sir-For your kind information.
4. Registrar
5. All Deans
6. All HODs
7. All Faculty Members
8. Accounts.
9. Office Copy.

(Prof. (Dr.) Surya Prakash Tripathi)
Director