UNIVERSITY OF JAMMU

C I R C U L A R

It is notified for information of all the concerned Heads/Directors/Rectors of the Teaching Departments/Offsite campuses, University of Jammu that child care leave cases of teachers of their respective departments shall be forwarded to the Registry for sanction only, after fulfilment of the following conditions by the concerned teacher, as recommended by the Committee constituted for the purpose:

1. All the applications for the child care leave should be submitted duly recommended the DAC of the department concerned.
2. The applicant in consultation with the Head of the department will identify a scholar (preferably NET/JRF) or teaching faculty as an alternate arrangement for meeting the teaching requirements in her place.
3. Any record in the official custody of the applicant must be handed over properly so that the work of the department does not suffer for the same.
4. The applicant shall have to attend office as and when required (if the need so arises) unless otherwise the applicant is out of station.
5. Leave must be applied for the shortest possible span, if possible.
6. The teacher (applicant) will continue to provide supervision for Masters (Dissertation, Project)/M.Phil/Ph.D programme even during her leave period.

REGISTRAR

No: Adm/TW/16/ 4430 –79

Dated: - 26 .12.2016

Copy to: -

1. Spl. Secretary to the Vice-Chancellor
2. P. S. to the Dean Academic Affairs
3. P.A to the Dean Research Studies.
4. Sr. P.A. to the Registrar/the Controller of Examinations.
5. Director, DDE/ DIQA /DLL/Computer Centre/Physical Education/HRDC/ Centre for Studies in Museology /CSRS/ Centre for History of Culture of Jammu & Ladakh Region/CHTM/ICCCR&HRM/ Centre for New Literatures, Culture & Communication/SVAPADA/Disaster Management/Centre for IT enabled Services & Management.
6. All Rectors /Directors of the various Campuses of the University
7. Dean Students Welfare/Provosts (Boys'/Girls' Hostels)
8. All Heads of the Teaching Departments of the University
9. I/C Librarian, Dhanvantri Library
10. Joint Registrar (Finance)
11. President, JUTA.
12. I/c Website for uploading the same in the University website.
13. Guard file