



UNIVERSITY OF CALICUT

**Abstract**

School of Distance Education- Fixing of the duties and responsibilities, the terms and conditions for granting leave, Duty leave, Compensatory Off for other duty, and other service conditions of the Asst.Professors on contract engaged in the School of Distance Education - Sanctioned- Orders issued.

**School of Distance Education**

U.O.No. 12966/2018/Admn

Dated, Calicut University.P.O, 05.11.2018

- Read:-*
1. U.O.No.4787/2017/Admn dated 01.04.2017.
  2. U.O.No.4868/2017/Admn dated 04.04.2017.
  3. U.O.No.12788/2017/Admn dated 09.10.2017.
  4. U.O.No. 15142/2017/Admn Dated 06.12.2017.
  5. Minutes of the meeting of faculty/staff held in the chamber of the Director on 25.01.2018.
  6. The Extract of the minutes of the meeting of the Syndicate held on 26.09.2018, Starred item No. 2018-1032 \*

**ORDER**

- 1) As per the University order read as 1,2,3 and 4 above, 19 Assi Professors were appointed, as per the direction of the U G C, in the SDE and, as and when their term of appointment expired, Re-engagement of the Assistant Professors on contract in SDE were ordred.
- 2) Vide the paper read as 5 above, a meeting was convened by the Director with the Faculty/Staff of SDE to chalk out various matter with regard to the duties and resposibilities of Asst. Professors, their eligibility for claiming Casual Leave , Duty Leave & Compensatory off etc on 25.01.2018.
- 3) While considering the minutes of the above said meeting in detail, the Vice chancellor has ordered to place the matter before the Syndicate through Standing Committee on Staff. Later on, after including the suggestions/directions by the Director and Registrar, along with the minutes, a detailed note to Standing Committee on Staff was placed on 10.08.2018, for consideration.
- 4) As per the paper read as 6<sup>th</sup>, the Syndicate at its meeting held on 26.09.2018, has resolved to accept the recommendations of the meeting convened by the Director on 25.01.2018, vide item No. 2018-1032\*
- 5) The Vice chancellor has accorded sanction on 5-10-18 to implement the resolution of the Syndicate vide the Item No.2018.1032\*.
- 6) Therefore the resolution of the Syndicate vide the Item No.2018.1032\* to accept the recommendations of the meeting convened by the Director on 25.01.2018 which was placed before the Syndicate through the Standing Committee on Staff as detailed below with regard to the Duties, Responsibilities, eligiblity for the leave and other related matters in r/o Assistant Professors working in the School of Distance Education on Contract is implemented in the University.

1. Function as the Programme Co-ordinator for the respective Programmes in general.
2. Supervision of all the academic activities related to the conduct of the concerned Programme of School of Distance Education.
3. Engaging Contact classes.
4. Co-ordinating Contact classes and distribution of study materials.
5. Preparation of Study materials.
6. Organizing Seminars and Workshops.
7. Any other academic or administrative duties assigned by the Director, SDE/Unive sity authorities.
8. Eligible for 15 days casual leave to the Teaching faculty in SDE on contract per year. Maximum leave that can be availed in a month is fixed as two and shall be granted at the discretion of the Director SDE. Director SDE is the sanctioning authority.
9. Prior permission shall be obtained from the Director for availing CL.

10. In exceptional cases on reasons like Medical, Maternity and other genuine reasons they shall be permitted to refrain/abstain from duty without monthly consolidated salary or any other benefits as per the agreement executed.
11. No prefix or suffix of holidays shall be permitted for the period of refrainment.
12. Prior permission shall be obtained from the Vice-Chancellor with the proper recommendation of the Director SDE for refrainment of duty and rejoining after such refrainment.
13. Considering the special nature of duty of the faculties in SDE, 6 day working day in a week (from Monday to Saturday) is fixed. Since most of the classes are conducted on holidays during the time of conducting such classes, weekly off shall be given on any working day as the case may be instead of giving Sunday off.
14. There is no vacation on Onam/Xmas/summer Holidays, as it is in practice other Teaching Dept of University. They are eligible for all other declared holidays at par with the staff of SDE.
15. When they have to perform duties at the Study centres, as per the direction of Director SDE, or any other higher authority, they are eligible for claiming TA/DA as per rules.
16. Teachers on contract engaged at SDE shall register their Biometric Punching and mark their attendance as per rules on each day. For late attendance if any, as per rules permission shall be obtained from Director SDE in advance and such permission shall be marked in the attendance register.
17. Compensatory Off, if any granted shall not exceed 15 days per year and can avail only with the permission of Vice Chancellor.
18. Faculties on Contract are permitted to avail Membership at CHMK Library.
19. SDE shall ensure NLC from CHMK Library in respect of Faculties before releasing the last months salary and before the expiry of each contract term.

7) Orders are issued accordingly.

Geetha M.P.

Deputy Registrar

To

The Co-ordinators

Copy to:

PS to VC/ PA to PVC/ PA to R/ Audit/Budget/ SDE A section /JD,KSAD/SF/FC

Forwarded / By Order

Section Officer