



MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

Prevention of Vacation of teachers in the University Statutory Departments- Guidelines regarding granting of prevention of vacation- Submission of application for monetary benefits -Orders issued.

ADMINISTRATION A 2 SECTION

No. 1496/AD A 2/2021/MGU

Priyadarsini Hills, Dated: 12.03.2021

Read:-1 .U.O.No . Ad.All(2)/4321/2003/Admn Dated 04.10.2006

2 .Note No.Regj.2/129 /2021 dated of the Registrar with orders of the Vice Chancellor thereon.

ORDER

As per the University Order read as 1st above detailed guidelines were issued regarding prevention of vacation. However it has come to notice that the directions contained in the said order are not being strictly followed by the teachers and Head Of the Departments. In this circumstance sanction has been accorded by the Vice Chancellor to issue the following directions with regard to granting of prevention of vacation of teachers in the University Departments and claiming of the monetary benefits thereafter.

1. As per the University order referred to above, teachers who are willing to prevent vacation should obtain prior sanction from the Vice Chancellor. The Faculty Councils of the Departments should ascertain the necessity of preventing vacation in respect of teachers who want to do so, and after ascertaining this, the Heads of the departments should recommend and forward to the University the list of teachers and the period of vacation to be prevented by them.
2. The Heads of the Departments shall see that the list of teachers who are willing to prevent vacation in the Department is submitted to the University on or before 15th March of every year for issuing necessary University Orders in this regard.
3. The requests for the benefit of prevention of vacation will not be entertained if the applicant do not have prior sanction for prevention of vacation. The Head Of Departments shall ensure that incomplete and defective applications are not forwarded to the University
4. The requests of all the teachers of a Department for the benefit of prevention of vacation shall be submitted as a single proposal on or before July 30th, every year. Piecemeal submission shall be avoided. Belated requests without valid reason will not be considered.
5. The certified copy of the attendance sheet and a certificate of the Head of the Department stating the number of days the applicant has worked during vacation shall be submitted along with the proposal. Proposals which lack these documents will not be processed.
6. The Head Of the Departments should see that the teachers whose vacation is prevented regularly attend their duties in the Department and that their attendance registers are maintained properly.

All the Heads of the Departments and the teachers shall strictly comply with the above directions and any violation will be viewed seriously.

Orders are issued accordingly.

RAMESAN P

ASSISTANT REGISTRAR II (ADMIN)

Copy To

- 1.All teaching Departments/Schools.
- 2.PS to VC/PVC.
- 3.PA to Registrar,F.O
- 4.Audit 2,3, Fcc,IQAC,CMS
- 5.Joint Director, K.S.A.D
- 6.Records,Finance,General Cash
- 7.File copy