

- b. Casual Leave can be availed in "half-day" units. 2-half-day leave amounts to one-day casual leave. Half-day means either forenoon (i.e. till lunch) or afternoon.
- c. Sundays or other holidays may be prefixed or suffixed to leave, also holidays falling within the period of Casual Leave shall not be counted as leave i.e. if a person is on Casual Leave on Saturday and Monday, then the Sunday will not be counted as leave. However, this would be merged in case of Earned Leave.
- d. Leave will be calculated on prorata basis w.r.t date of joining.
- e. Allowing any faculty/staff for attending any Seminar/Workshop/FDP/MDP are at the sole discretion of the management.
- f. Late coming up to 10 min. more than 4 times a month will be debited as one day casual leave.
- g. In case of gross negligence of duties, the staff members would be treated as Leave Without Pay (LWP) for that day(s).

11.2.6 Leave Rules For Hostel Wardens/Medical Officer

1. Total 60 days' leaves would be permitted in a year which would be adjusted as 5 leaves per month otherwise this would be encashed on the basis of gross salary in monthly basis.
2. Seven days' additional leave may be granted in a single block during the year

11.3 Guidelines Regarding Reimbursements

(A) For Teaching Staff - Guidelines Regarding Participation in Seminar/ Conference/ Workshop/FDP, Etc.

In order to encourage participation in co-curricular activities, the University offers various facilities to faculty members for participating in Seminar/ Conference/ Workshop/FDP etc.

1. For attending seminars/ conferences/ workshops/ FDPs etc.:

- 1.1. It is mandatory for all faculty members to attend at least one such event per year.
- 1.2. The participation fee up to Rs. 3000 for the event shall be borne by the University.
- 1.3. The participant must submit the detailed proposal to V.C through respective Dean/HOD before proceeding for the event
- 1.4. The faculty members must submit a detailed report of the deliberations, discussions and learning outcome of the event.
- 1.5. For those faculty members who want to attend these events over and above the mandatory requirement, the participation fee and other expenses may be borne by the host institute or by the concerned faculty member.
- 1.6. The faculty members must take prior approval of the Dean/HOD in all cases and should ensure that their classes are not disturbed.

2. For Research Paper / Article publication in any refereed journal:

- 2.1. In case a faculty member's Research Paper/ Article (one or more) is accepted for publication in a refereed journal, the publication fee not exceeding Rs. 5000 per annum shall be paid by the University.

2.2. A copy of the published paper must be enclosed with the bill

3. For Travel Entitlement and Reimbursement:

3.1. Local (Jaipur Region)

3.1.1 The traveling expense for local participation in Seminar/Conference/Workshop/FDP etc. will be reimbursed subject to a maximum of Rs.300

3.2. Outside Jaipur:

3.2.1. Full reimbursement for attending one event in a year (Seminar/Conference/Workshop/FDP etc) as per the following entitlement:

- a. Associate Professor/Assistant Professors : A.C.-3-tier fare
- b. Directors/ Deans/Professor : A.C.-2-tier fare

4. For Boarding and Lodging:

4.1. In case the participation fee includes boarding and lodging, no allowance will be made on this account.

4.2. In case the hospitality is extended by the host institution, no allowance will be made

4.3. In all other cases, actual reimbursement shall be made (on submission of proper bills) subject to the following upper limit:

Category	Max permissible limit/Day
Associates Professor/Asst. Professor	1000 (1500)
Director/ Dean/Professor	2500 (3000)

*Figures in brackets are for Metro towns – Mumbai, Kolkata, Chennai, Bangalore, Hyderabad.

5. Rules for participation in International Seminars held abroad:

Participation in these events shall be permitted as per the merit of the case. The participant has to manage finances from his/her own resources.

(B) For Non-Teaching Staff

The organization will reimburse employees for expense, which is directly related to include:

Travel receipts expenses, office supplies, and mileage incurred while traveling on work. Employees must submit for all expenses. Employees should consult with their manager prior to business trips to confirm eligible and approved expenses. The expenses will be reimbursed in the following way:

1. Rs. 150 Will be given to Marketing Staffs and Faculty Members for refreshment purpose during canopy activities at Exam centers (MAT, CAT, AIEEE, RPET, CMAT, CLAT etc) & in case of late evening working then Rs. 250/- will be given.
2. Rs. 100 will be given to supporting staffs for refreshment during canopy activities at Exam Centers (MAT, CAT, AIEEE, RPET, CMAT, CLAT etc) & in case of late evening working than Rs. 175/- will be given.