

Policy for Granting Duty Leave to Students Attending Inter-College Fests

1. About:

The document sets out the rules, procedure and guidelines for students attending inter-college fests.

2. Terms:

‘University’: Refers to Chinmaya Vishwavidyapeeth (CVV).

‘Institute’: Any college, institute or university other than CVV.

‘Fest’: There are two ways of understanding this term. Positively, it includes any cultural event (like an institute’s annual cultural fest) and also discipline-specific events like managerial events, finance events, commerce events etc. Negatively, any event which is not a seminar, workshop, conference, symposium or any other event of an academic nature will be regarded as a ‘fest.’

‘Duty Leave’: Leave sanctioned to students to attend fests. The student is not marked ‘Absent’ for the days for which she/he is sanctioned Duty Leave. Instead, they are ‘Excused’.

‘Programme Director’ (PD): A faculty member nominated by the Vice-Chancellor to coordinate a single, specific programme in CVV.

‘Jabagadadash’: The University’s annual inter-college fest.

‘Inter-college Fest Committee (IFC)’: The committee appointed by the Dean to oversee matters related to inter-college fests and Jabagadadash. The committee will have a one year tenure and will consist of two faculty members and one (or two) student members. These members may be the same as the Jabagadadash coordinators.

‘Student Coordinator’: One of the student members of the IFC. This appointment is a matter internal to the IFC and its members.

‘Faculty Coordinator’: One of the faculty members of the IFC. This appointment is a matter internal to the IFC and its members.

All other terms carry their usual meaning or as defined by the University.

3. Procedure for Attending Fests

3.1 Students desirous of attending inter-college fests must fill out and submit the form (Annexure I) to the respective PD seeking permission for the same.

- 3.2 The PD shall provisionally approve the Duty Leave (if applicable) and return the original form to the student and retain a copy of the form.
- 3.4 The student shall then submit the form to the student coordinator.
- 3.5 The student coordinator shall collect the form from all the students who are participating in the fest, prepare a master list and send it to the faculty coordinator.
- 3.6 The master list will contain the name, registration number and programme of the students attending the fest along with other necessary details like the name of the fest, the organising institute etc. A copy of the invitation letter/brochure of the fest must be attached. The list will also indicate whether Duty Leave for each student has been approved or not.
- 3.7 The faculty coordinator will forward the master list to the Office of the Dean for approval.
- 3.8 The students may then carry the approved list to the fest. The IFC will retain a copy of the master list.
- 3.9 After returning from the fest, the students must show proof of participation to the faculty coordinator within three working days.
- 3.10 If the student has won any prize, a copy of the certificate must be submitted to the IFC.
- 3.11 The faculty coordinator will notify all the PDs about the students' participation in the fest and the students' attendance status for those days – 'Excused' if the student has requested for Duty Leave and has submitted proof of participation, 'Absent' otherwise.
- 3.12 Once the PDs receive a notification from the faculty coordinator they must notify the concerned faculty about the student's attendance according to the details in the form previously submitted.
- 3.13 The faculty may then revise the attendance of the students according to the notification from the PDs – 'Excused' if the PDs recommend so, 'Absent' otherwise.

4. Rules for Attending Fests

- 4.1 Students must seek permission from the respective PD to attend fests.
- 4.2 Students not seeking Duty Leave must also fill the form and get permission from the PD.
- 4.3 Students may not attend a fest without securing permission from the PD, regardless of whether Duty Leave is requested or not.
- 4.4 Students must submit proof of participation in a fest by showing the registration card or certificate received, to the Faculty Coordinator. The Duty Leave will be sanctioned only on such submission. Else, the student shall be marked 'Absent'. This must be done within three working days on returning to the campus. If the PD is on leave, a scanned copy of the proof may be sent by Email and the hard copy may be submitted at a later date.

- 4.5 The University is not obligated to fund the travel or registration fee (or any other expense like costumes etc.) for the students' participation.
- 4.6 The University may not demand any share of the prize money unless it has funded the participation in some way.
- 4.7 No exams/assignment/term paper/class presentation (or academic submissions of any kind) will be waived off in lieu of attending fests. However, the faculty may extend the deadlines for an assignment/term paper/class presentation etc. but are not obligated to do so.

5. Rules for Granting Duty Leave:

- 5.1 Students may be granted Duty Leave provisionally to attend fests.
- 5.2 Duty leave will be sanctioned only after students submit the proof of participation.
- 5.3 A maximum of five Duty Leaves may be sanctioned per semester per student for fests.
- 5.4 The days spent in travel will also be counted as Duty Leave and not just the number of days of participation.
- 5.5 The IFC must maintain a record of the forms submitted to them and also the master lists of students attending the fests.
- 5.6 Students may not misuse this facility in any way and if found doing so are liable to disciplinary action.

6. Guidelines

- 6.1 Students are encouraged to participate in inter-college fests only as far as it helps them gain real-world experience, improve soft skills and add value to their academic interests.
- 6.2 PDs are requested to encourage participation in inter-college fests unless it undermines the academic performance of the students. This may be determined on a case-to-case basis and hence it is the prerogative of the PD to decide this.
- 6.3 Even though a student may have availed all the Duty Leaves available for a semester, they may still attend a fest provided the PD approves it. However, it is recommended that students plan their participation in advance and not burden the PD with unreasonable and ad-hoc requests.
- 6.4 The PDs, at their discretion, may grant up to two more days of Duty Leave apart from the maximum number of days as mentioned in Rule 6.3 above.
- 6.5 It may be noted that academic activities must be the topmost priority for students and hence participation in fests, however valuable, must be treated as secondary.
- 6.6 Students are advised to use their prize money wisely to fund future expenses.