

UNIVERSITY OF MUMBAI  
No. CONCOL/ 19 / of 2014-2015  
Ref. No.: CONCOL/ 28 / of 2012 - 2013

CIRCULAR:-

The President / Secretary of the Society / Directors / Heads of the University Departments and Principals of all affiliated colleges are hereby informed that the addition in the above referred Circular No. **CONCOL/ 28 / of 2012 – 2013** regarding sanctioning the Duty Leave / On Duty to the Director / Head / Principal / Professor / Associate Professor / Assistant Professor and Librarian of the affiliated colleges / institutions and University Departments is accepted by the Management Council at its meeting held on 4<sup>th</sup> April, 2014, vide item No.5 which is as follows:-

The President / Secretary of the Society / Directors / Heads of the University Departments and Principals of all affiliated colleges are hereby requested to consider the Duty Leave / On Duty to the teacher who is entitled for fifteen days duty leave in an academic year which he may utilize for personal academic activities such as attending/participating in conferences, seminars, workshops, training programmes etc. at the discretion of Principal/ Director/ Dean/ Head of the University Department/Institutes/College with prior sanction.

However a teacher attending the meetings of the University, Government and / or is required to perform duty of the University or of the Government, shall be considered to be On Duty whereby such absence is not to be considered as duty leave with a limit of fifteen days. Absence during UGC sponsored Orientation / Refresher course shall also be considered as On Duty. However due intimation with prior sanction from the Principals / Directors / Deans / Head of the University Department / Institutes / College is necessary for absence on duty, as and when applicable.

Therefore, the President / Secretary of the Society / Directors / Heads of the University Departments and Principals of all affiliated colleges are requested to bring the contents of this circular to the notice of the teaching staff of the affiliated colleges / institutions and University Departments.

Mumbai – 400 032.

Date:- 19/9/14

  
(Dr. M.A. Khan)  
Registrar  
(University of Mumbai)

To,

The President / Secretary of the Society / Directors / Heads of the University Departments and Principals of all affiliated colleges.

Copy for information:-

1. The Secretary, Higher & Technical Education Department, Mantralaya Annexe, Mumbai – 400 032.
2. The Joint Director, Higher Education, Mahapalika Marg, Mumbai – 400 001.
3. The Joint Director, Higher Education, Konkan Region, Panvel, Dist – Raigad.
4. The Joint Director, Technical Education Department, Kherwadi, Bandra (East), Mumbai – 400 051.
5. The General Secretary, Bombay University and College Teachers Union, Mumbai University Club House, "B" Road, Churchgate, Mumbai – 400 020.
6. University of Mumbai College Principals Association, Vaze Kelkar College of Arts, Science & Commerce, Mithagar Road, Mulund (E), Mumbai – 400 081.
7. The Executive Secretary to the Vice-Chancellor and the Personal Assistants to (i) the Pro-Vice-Chancellor (ii) the Registrar,(iii) the Director, Board of College & University Development University of Mumbai, Fort, Mumbai – 400 032.
8. Record Section (10 copies).

  
(Dr. M.A. Khan)  
Registrar  
(University of Mumbai)