



## LEAVE COMMITTEE

### Functions of the Leave Committee:

The primary function of the Leave Committee is to review and recommending faculty leave applications, which includes various types of leave such as sick leave, casual leave, earned leave, sabbatical leave, study leave, and other special leaves. The committee assesses these applications based on eligibility criteria, workload management, and the overall impact on the academic schedule. When students accumulate a significant number of absences, the Leave Committee often reviews these cases, may call students and sometimes parents for hearings, and decides on appropriate actions, which could range from warnings to suspension from classes or even ineligibility to appear for examinations. The committee ensures that the reasons provided for leave are genuine, often requiring supporting documents like medical certificates.

### Facilities of the Leave Committee:

1. **Defined leave application forms and procedures:** Standardized forms and clear guidelines for applying for leave ensure a systematic process.
2. **Documentation requirements:** Clear guidelines on the types of supporting documents needed for different kinds of leave (e.g., medical certificates, permission letters for college events).
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4. **Meeting spaces:** The committee needs a designated space to convene and discuss leave applications and related matters.
5. **Access to student/faculty attendance records:** To effectively monitor attendance and process leave, the committee needs access to relevant attendance data.

### Roles and Responsibilities of the Committee:

- To review leave applications submitted by faculty members (e.g., sick leave, casual leave, earned leave) and provide recommendations to the appropriate administrative

authorities based on departmental needs, workload distribution, and the faculty member's eligibility according to college rules.

- To receive, scrutinize, and process all leave applications submitted by undergraduate students, ensuring adherence to the college's established leave policies and procedures.
- To evaluate the validity and genuineness of the reasons provided by students for their absence from classes, examinations, or other academic activities.
- To promote consistency and fairness in the application of leave policies across all faculty members within the undergraduate college.
- To serve as a point of contact within the college for faculty members seeking clarification or guidance on the various types of leave available and the associated application processes.

#### **Committee Composition:**

- Chairperson
- Convener
- Faculty Member
- Non-Teaching Staff (two)

#### **Committee Members:**

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**Prof. (Dr.) Arijit Saha, Chairperson**

**Dr. Sarmistha Roy Chowdhury, Convener**

**Smt. Swatilekha Halder**

**Sri. Prasenjit Shome**

**Sri. Alope Ghosh**

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