

ORDINANCE ON
RULES FOR GRANT OF PERMISSION TO EMPLOYEES FOR
APPEARING IN THE EXAMINATIONS

(Under Section 22(a) of SVSU Act.)

1. All regular employees of the University shall be granted permission by the Competent Authority to attend regular classes, outside his/her office hours of the Shri Vishwakarma Skill University for any examination or to appear in an examination of Shri Vishwakarma Skill University or any other University/Institution, as private/distance/online/part-time candidate, if otherwise eligible, provided that such permission shall be allowed only if the Competent Authority is satisfied that it would not interfere with the efficient discharge of the duties of the employee concerned.
2. While giving permission, due consideration shall normally be given to inter-se seniority of the employees concerned.
3. The employees who have been granted permission will not claim leave as a matter of right and their request for leave would be considered by the Competent Authority as per rules on the subject. They will however, be sanctioned leave for the day(s) of examination(s).
4. The employees who want to take permission to pursue regular courses on full time basis will not be covered under these rules. They will be granted permission only if they take leave for the entire duration of the course and will not be allowed to resume duties during this period unless they discontinue the course.
5. If permission is granted to an employee, the permission would be valid for completion of the full course i.e. in case an employee is allowed to pursue Bachelor Degree in Science, the permission would be for the full course i.e. 1st Year, 2nd Year and 3rd Year. The employees need not apply for permission afresh every year in such cases. The employees will, however, take up only one course at a time.
6. An employee, not covered under the above rules, shall not appear in any examination or take up any course unless he/she resigns from his/her post in this University or gets leave as per University rules. If it comes to the notice of the University that an employee has appeared in any examination or has taken up a course without obtaining prior permission of the University in violation of these rules, he/she shall be liable to disciplinary action.

Provided that the Vice Chancellor may grant permission to an employee of the University to appear in an examination in relaxation of these rules in view of the special circumstances of a case.