



F.No.2(166)/Admin/DSEU/2022/ 2022

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**दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय**  
**DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY**  
(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)  
Integrated Institute of Technology Complex  
Sector 9, Dwarka, New Delhi - 110077

Dated: 10/03/22

**Leave Policy**

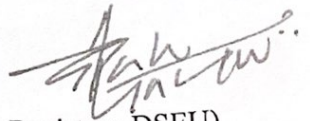
The Delhi Skill and Entrepreneurship University (DSEU) has been established through an act of the Legislative Assembly of the National Capital Territory of Delhi, namely the "Delhi Skill and Entrepreneurship University Act, 2019 (DELHI ACT 04 OF 2020) to provide quality education in applied sciences and skill education. The University came into existence on 15 August 2020 vide Notification dated 14.08.2020.

For administrative ease and keeping the leave record arranged and easily accessible, it is imperative to have a uniform Leave sanction policy of the University. In this regard the following Standard operating procedures are proposed:

1. The Leave of the staff (both academic as well administrative) of DSEU Campuses will be sanctioned by the concerned Campus Director and the record of the same shall also be maintained and conveyed to DSEU (HQ),
2. The leave sanctioning authority of the Campus Directors shall be Hon'ble Pro Vice Chancellor-1, DSEU.
3. The leave sanctioning authority for the Consultants shall be Registrar, DSEU on recommendation of their Reporting Manager/ Dy. Registrar (Admin).
4. The leave sanctioning authority for the Office Executives will be Registrar, DSEU on recommendation of Dy. Registrar/ Reporting Manager.
5. The leave sanctioning authority for Registrar & Pro Vice Chancellors shall be Hon'ble Vice Chancellor, DSEU.
6. The leave sanctioning authority for the (regular/diverted/deputed) Staff deployed in Concerned Branch of DSEU (HQ) will be Registrar, DSEU through their reporting officer of concerned branch.

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7. The leave sanctioning authority for Paternity leave, Child Care Leave upto 15 days shall be Campus Directors. Cases of Child Care Leave for more than 15 days/ Academic leave/Study Leave shall be forwarded to DSEU for approval of Hon'ble Vice Chancellor with justification, recommendation and complete documents at least 01 month in advance.
8. Sanctioning Authority for extra Ordinary leave up to 89 days will be Campus Director/ Registrar. For rest of the cases, Hon'ble Vice chancellor will be the Sanctioning Authority. The cases for the same shall be forwarded to DSEU (HQ) at least one month in advance.
9. Sanctioning Authority for Half Pay Leaves/ commuted Leaves/ Special Casual Leave/Medical Leave will be Campus Director/Registrar for up to 15 days. For rest of the cases, Hon'ble Vice Chancellor will be the sanctioning Authority.

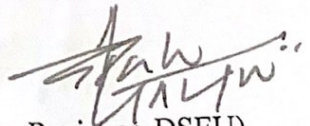
  
(Dy. Registrar, DSEU)

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**Dated: 10/03/22**

Copy to :

1. All Campus Directors (through Email)
2. DCA, DSEU
3. Joyjit Roy , Consultant (to upload the same on official website of DSEU)
4. PS to VC
5. PA to Registrar
6. Guard file

  
(Dy. Registrar, DSEU)