



INDIAN LAW SOCIETY

Celebrating 100 Years
1923-2023



No.LC/ NAAC-112A/2023

August 18, 2023

To
The Director,
NAAC, Bengaluru.

Sub : Leave policy for Teaching and Non-Teaching Staff appointed on Ad-hoc and Temporary Basis

Dear Sir,


This is to certify that below mentioned is the leave policy w.e.f. 1st January 2021, framed for Teaching and Non-Teaching Staff appointed on Ad-hoc and Temporary Basis :

Type of Leave	Teaching Staff and Research Staff on Ad-hoc Basis	Non Teaching Staff on Ad-hoc Basis
Casual leaves	15	12
Medical	10	10
Earned Leaves	0	0
Public holidays	As per SPPU rules	As per SPPU rules
Vacation	As per SPPU rules	Nil

1. The above stated leave policy is made effective from 1 January 2021. Leaves for all teaching and non-teaching staff will be calculated per academic year.
2. For convenience to calculate the leaves in the academic year 2020-21, 9 casual leaves and 10 medical leaves shall stand credited to the leave account of such staff.
3. No leaves will be carried forward in the next academic year.
4. Considering special requirements to keep the Arbitration Centre working on Sundays and Public Holidays the administrative staff of ILSCA and IALS will be given compensatory leave as per convenience of the Centre with prior sanction by the Director.
5. Rules regarding application, grant and manner of calculation of leaves as made applicable by the ILS Law College in grant-in-aid pattern will be applied to all units except CMHLP and C-HELP.
6. The ILS may review and change the leave policy from time to time as and when required.

Thank you,




(Vaijayanti Joshi)
Hon. Secretary, Indian Law Society