



NOTIFICATION

The Academic Council in its 32nd meeting held on 29.08.2022 vide resolution No. 32.20 has resolved as under:

Considered and approved the minutes of the meeting dated 05.01.2022 and 17.02.2022 to frame the rules/norms regarding grant of Maternity Leave to the students pursuing Under Graduate and Post Graduate Programmes in the University Teaching Departments, Affiliated Colleges, University College and University School for Graduate Studies. Copy of the minutes dated 05.01.2022 and 17.02.2022 is annexed at **Annexure-I, Pages- 01 to 05.**


REGISTRAR

Endst./Acad./AC-II/2022/ 2613-2680 Dated: 28-09-2022

A copy of the above forwarded to the following for information:

1. All Deans of Faculties and Chairpersons of UTD(s), CDLU, Sirsa.
2. The Dean Academic Affairs, CDLU, Sirsa.
3. The Dean, USGS, CDLU, Sirsa.
4. The Principal, University College, CDLU, Sirsa.
5. All Principals of Affiliated Colleges, Sirsa and Fatehabad (Districts).
6. The Director, UITDC, CDLU, Sirsa to upload the above notification alongwith annexure on the University Website.
7. P.S. to V.C (for information of the Vice Chancellor), CDLU, Sirsa.
8. P.A. to Registrar (for information of the Registrar), CDLU, Sirsa.

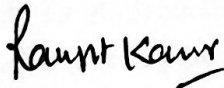

Deputy Registrar (Acad.)

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**Minutes of the Meeting**

The meeting of the committee constituted by Hon'ble Vice Chancellor to frame the rules/norms regard to grant of Maternity Leave of the student pursuing Under Graduate and Post Graduate programmers in the University Teaching Departments, Affiliated Colleges, University College and University school for Graduate was held on the 05.01.2022 at 11:00 am in Room no. 103 of Tagore Bhawan. Following were present:-

1. Prof. Ranjit Kaur, Department of Education
2. Prof. Arti Gaur, Department of Business Administration
3. Prof. Neelam Rani, Department of Mathematics

The committee discussed the different aspects of Maternity related Leave and rough draft of Maternity rules was framed.



Ranjit Kaur
(Convener)



Arti Gaur
(Member)



Neelam Rani
(Member)

Minutes of the Meeting

Second Meeting of the Committee duly constituted by the Hon'ble Vice chancellor to frame the rules/ norms with regard to grant of maternity leave rules of the students pursuing their studies in UG, PG, M.Phil., and Ph.D. Programmes in the University Teaching Departments, Affiliated Colleges, University College and University School of Graduate Studies was held on dated 17-2-2022 at 4.30 pm in room no 103 of Tagore Bhawan. Following were present:-

1. Prof Ranjit Kaur, Department of Education (Convener)
 2. Prof Arti Gaur, Department of Business Administration (Member)
 3. Prof. Neelam Rani, Department of Mathematics (Member)
- After doing detail discussion upon different aspects of Maternity related leaves .Following rules were framed by the committee.

Maternity Leave Rules

Purpose

Chaudhary Devi Lal University is committed to facilitate adjustment and flexibility for students to ensure that they are not at disadvantageous position in their studies due to pregnancy, birth or adoption of a child. The Rules provide guidelines on matters related to all applicants or students who become pregnant, have life partners who are pregnant, or both partners are to become parents, including through the adoption of a child. These rules are applicable to all the students pursuing UG, PG, M.Phil., and Ph.D. Programmes in the University Teaching Departments, Affiliated Colleges, University College and University School of Graduate Studies as per UGC letter D.O.no.21-116/2021(CPP-II) dated 14.12.2021.

Rules applicable to:

- Any female student who becomes pregnant during her studies enrolled in the Chaudhary Devi Lal University.
- Any student who is to become a parent during his studies, including through adoption of a child enrolled in the Chaudhary Devi Lal University.

MATERNITY

1. INITIAL ACTION

1.1 Once a pregnancy is confirmed, the student is strongly advised to inform and meet her Programme Director/Head/Ph.D. Supervisor(s) in order to make the best plans for her programme of study, to consider impact on academic work

Ranjit Kaur
-2-

Arti Gaur

Neelam Rani

and any health and safety issues. The Programme Director//Principal/Ph.D. Supervisor(s) and students Mentor can then take action to ensure that the student is provided with the necessary support.

1.2 A pregnant student is strongly advised to obtain medical evidence indicating her expected date of delivery. This evidence should be given to the Programme Director/Head/Ph.D. Supervisor(s) and the Student's Mentor to help in decision making by the competent authority. The evidence may consist a certificate from the certified medical practioner.

2. ASSESSMENT OF IMPACT ON PROGRAMME OF STUDY.

2.1 In the meeting with their Programme Director/Head/Supervisor(s) students will be asked to consider all implications of pregnancy upon their studies. For example, health issues and attendance in the institution. Some students may prefer to seek advice regarding interruption of their studies, whereas others may wish to continue. The students, who wish to freeze semester of their enrolled programme for a period of 240 days, will be permitted to do so but must be advised through discussions with their Programme Director/Head/Supervisor(s)/DAA or by the competent authority.

2.2 .Medical appointments which cause students to miss individual lectures /seminars will require additional efforts from the student to maintain the continuity of their studies and its implications should be discussed with their Programme Head. 25 percent relaxation will be provided to the student on providing valid Medical Certificate on the maternity related grounds.

2.3 The Students should notify their Programme Director/Head/Supervisor(s) about the date of delivery and will be required to take two weeks compulsory leave immediately following delivery not exceeding a duration of more than 240 days in total.

3. RISK ASSESSMENTS

3.1 A risk assessment must be carried out to identify any relevant risks associated with a student's programme of study and to manage these risks for their protection. The main risks are associated with physical activity or exposure to some chemicals, radiation and biological agents. Programme Director/Head/Supervisor(s) must conduct a risk assessment and identify any relevant risks associated with the programme of study, including Field work, Laboratory work, Internship and Summer Training and then give suitable advice on any reasonable adjustments or additional control measures that may be required.

huty *sl* *dtb*

3.2 If a student plans to take part in field work, laboratory work, Internship and summer training whilst pregnant, the Programme Director/Head/Supervisor(s) must ensure that this is specifically addressed in the Risk Assessment as there may be special risks associated with the Field work, Laboratory work, Internship and Summer Training. Students are not permitted to take part in these activities as it constitutes a risk to the student or unborn child. If the student has any concerns she should seek medical fitness/Recommendation certificate

4.0 ASSIGNMENT SUBMISSION, EXTENSION

4.1 In case there is a deadline in submission of course work, last date for submission of examination form coincides with a pregnant student's due date, or falls within two weeks either side of the due date, the students will be advised that they can submit work earlier than the last hand - in date, or consider applying for an extension before the due deadline date or for an interruption to studies. If the due date of delivery is during the examination period or within two weeks either side of exam or submission of dissertation/thesis/project work, extenuation claims for Two Weeks may be submitted, and will normally be accepted provided the claims for extension are accompanied by valid and appropriate Medical Certificate.

4.2 The Students whose wife is pregnant, or those who want to adopt a child, are entitled to request for adjustments. These may include permissible absence for medical and antenatal appointments prior to and after the delivery, and a period of absence at the time of birth or adoption. If such appointments conflict unavoidably with lectures, tutorials or supervisory sessions, students will be entitled to ask for two weeks paternity leave.

5. EXTENUATION

5.1 The Students who fall ill during pregnancy or give birth prematurely (before 37 weeks) and as a result, miss scheduled teaching, are unable to study, complete or submit coursework or participate in examination(s), are strongly advised to obtain medical evidence and apply for extenuating circumstances in the usual way for two weeks.

6. GRANT OF MATERNITY LEAVE.

(1) The Institution, on the recommendation of competent medical authority, may grant maternity leave, for a period not exceeding 240 days in total from the date of its commencement, to a women student pursuing any programme in the Institution.

[Handwritten signatures]

(2) Maternity leave not exceeding two weeks during the entire programme of study may also be granted on account of miscarriage/abortion to a female student if the request is supported by a medical certificate of competent medical authority.

(3) A female student of M.Phil. & Ph.D. on valid adoption of a child below the age of one year may be granted child adoption leave for a maximum period of six months or up to the date of attaining the age of one year by the adopted child, whichever is earlier.

OTHER FACILITIES

Examination Form: If filling of Examination form is delayed due to Pregnancy/abortion//adoption of child, two weeks extension will be provided to the student by submitting medical certificate/ authentic document.

Assignments: If submission of Assignments/ Mid-term- Examination/Progress report/Progress seminar is delayed due to Pregnancy/abortion//adoption of child, two weeks extension will be provided to the student by submitting medical certificate/ authentic document.

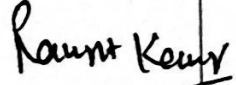
Examinations: Immediately after availing her maternity leave the student will be allowed to give examination on her written request to competent authority by submitting Medical fitness certificate/relevant authentic document. It is compulsory to submit all her academic assignments /mid-term examination/dissertation work/Project reports before theory examination.

Practical: Immediately after availing maternity related leaves student will be allowed to give her practical examination / viva -voice on her written request along with medical certificate of fitness/relevant authentic document.

Meeting ended with vote of thanks to the chair.


17.02.2022
Neelam Rani


17/02/2022
Arti Gaur


Ranjit Kaur 17.02.2022