

COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Abstract)

Maternity Leave sanctioned to Under Graduate/Post Graduate female students of the University-
Modification in the guidelines-approved-orders issued.

ACADEMIC A SECTION

No.CUSAT/AC(A).A1/5540/2023

Dated,KOCHI-22,26.12.2023

Read:-1.U.O.No.CUSAT/AC(A).A1/4188/2023 dated 27.09.2023

2.Letter No. CS.15/2023-24/484 dated 21.11.2023, forwarded by the Head,
Department of Computer Science.

ORDER

The Syndicate, vide U.O read (1) above, had resolved to approve the guidelines to be followed for granting Maternity Leave to Undergraduate/Post Graduate women students of the University.

However, considering vide request read (2) above, seeking clarification on the mode of calculation of Maternity Leave, the Vice Chancellor has ordered subject to ratification of the Syndicate, to process all the requests for Maternity Leave from concerned departments/colleges itself as per the following criteria:

- The Director/Principal/Head of the School/College/Department is authorised to sanction Maternity Leave to female PG/UG students of the University as per the guidelines mentioned in the U.O read (1) above.
- The sixty days Maternity leave, including holidays in between has to be set aside and the rest of the working days and presence/absence on those working days alone be reckoned to calculate the 50% attendance, which is adequate to register for the University examinations.

U.O read (1) above stands modified to this extent.

Sobha S *
Joint Registrar

To:

- 1.All the Heads/Directors/Principals of all Departments/schools
- 2.The Joint Director, KSAD/Finance Officer
- 3.All Joint Registrars/Deputy Registrars/Assistant Registrars
- 4.Director, DoA/PA to CE
- 5.Conference section/All examination sections
- 6.PS to VC/PS to PVC/PA to Registrar
- 7.Day File/Stock File/File Copy.

* This is a computer generated document. Hence no signature is required.