



VIGNAN INSTITUTE OF TECHNOLOGY AND SCIENCE

Near Ramoji Film City, Deshmukhi (V), Yadadri Bhuvanagiri Dist., Telangana - 508 284.

Approved by AICTE, New Delhi, Affiliated to JNTUH, Hyderabad

EAMCET CODE : VGNT

PGE CET CODE : VGNT1



POLICY OF EXAMINATION DUTIES

ON DUTY (OD)/COMPENSATION CAUSAL LEAVE (CCL)

- i. Leave on on-duty for spot valuation shall be sanctioned for a maximum of ten days per year. In case of special requests from JNTUH this shall be extended up to fifteen days with permission from Dean Evaluation.
- ii. On duty for any other examination related works should not exceed seven days in a year.
- iii. Leave on on-duty for external laboratory examinations for other private or autonomous colleges shall be sanctioned for a maximum of four days per year.
- iv. Leave on on-duty for examination branch staff shall be sanctioned any number of days to perform examination branch related works with JNTUH University.
- v. Leave on on-duty for Challenged Valuation shall be sanctioned to any subject experts any number of times.
- vi. Compensation Causal Leave (CCL) will be issued for all the invigilators who work on holidays.
- vii. Compensation Causal Leave (CCL) will be issued for all the examination branch staff who works on holidays to meet the requirement of JNTUH University.