

SNU Holiday Policy

Policy # HR404 Holiday Policy V1.2

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24.09.2014	1.1	RH List expended from 14 to 21	Jagdeep Rawat	Rajiv Swarup
10.01.2017	1.2	Defined UH, RH and Star (*) Holiday	Rajesh Maji	Rajiv Swarup

POLICY ASSURED BY:

Department	Represented by:	Date
HR	Prateek Verma	14.11.2013
HR	Jagdeep Rawat	24.09.2014
HR	Ashish Mittal	

POLICY RATIFIED BY:

Office of:	Represented by:	Date
Registrar SNU	J Ernest Samuel	14.11.2013
Dean UG Studies & Students Welfare	Amit Ray	14.11.2013
President SNU	Rajiv Swarup	14.11.2013

Policy Details

1.0 OBJECTIVE

The purpose of this policy is to lay guidelines for defining Shiv Nadar University (SNU) Holidays and Restricted Holidays for a calendar year.

2.0 SCOPE

This policy applies to all Schools, Departments, and Entities of SNU in the National Capital Region (NCR) of India. It applies to members of faculty and staff and to students as appropriate. This policy is effective from January 01, 2014.

3.0 DEFINITIONS

3.1 University Holiday (UH)

A University Holiday (UH) is the day when all departments, services, and functions observe a closed day. There is no teaching on these days. Only the essential services in administration, maintenance, security, utilities etc. run during these days. Departments responsible for providing essential services will manage duty allocation amongst its members on the basis of an approved roster managed within the department.

A University Holiday is a paid holiday except when taken in conjunction with Leave without pay. The total count of UHs will be 10 in any calendar year. Those 10 days have been identified during the operation of the University since 1st January 2014 considering National Holidays of India and holidays on which there is mass following in the NCR area. On any circumstance, the number of UH will not change and will remain fixed at 10.

3.2 Restricted Holiday (RH)

A Restricted Holiday is a paid day off which a member may exercise based on her individual preference, religious beliefs, and convenience. An RH may be combined with any other paid leave. An RH may not be taken in conjunction with Leave without pay. An RH is not automatic, it needs to be applied for and approved as in the case of a Casual Leave (CL).

List of RHs will consist of up to 21 days. A member may take up to 2 RHs from this list in a calendar year. Unused RH will automatically lapse at the end of calendar year.

For a student, any RH should be taken with the approval of Dean SW. RH for a student is discretionary and cannot exceed two. If any significant academic work is due on a RH e.g, an examination, a quiz or an assignment submission, and the student takes an approved RH on that day, she should be allowed to reappear for that academic work on a later date provided

she communicates her absence to the instructor well on advance with the approval letter of Dean SW.

An RH is a normal working day for the University where all services are normally available.

3.3 Star (*) Holiday

To compensate a UH falling on a Sunday, an alternate day will be chosen as a UH for that particular year and marked with "*" in the list of UHs of that year. Star Holiday(s) is not a regular holiday every year and can change year on year. The total number of UHs and Star Holidays falling on working days will remain fixed at 10.

4.0 COMPOSITION OF UNIVERSITY HOLIDAYS

University Holidays (UHs) will include:

4.1 National Holidays

Following 3 days are the national holidays.

Sl. No.	Name of National Holiday
1.	Republic Day, 26 th January
2.	Independence Day, 15 th August
3.	Gandhi Jayanti, 2 nd October

All National Holidays are UH, no services, classes or extra classes, symposiums and seminars, library etc. can be run during these three National Holidays

4.2 New Year's Day

4.	New Year Day, 1 st January
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4.2 Festival Holidays

There are 6 holidays selected as Festival Holidays in the list of University Holidays. At the time of selecting those days, due consideration has been given to Central Government Holidays notified in the gazette and holidays on which there are mass followings in the NCR region. The following table lists the Festival Holidays.

Sl. No.	Name of Festival Holiday
5.	Holi
6.	Idu'l Fitr
7.	Dussehra
8.	Deepavali
9.	Guru Nanak's Birthday
10.	Christmas Day

4.3 Star (*) Holidays

The Star Holidays are compensatory University Holidays, to compensate for any of the above mentioned ten University Holidays following on a Sunday. During selection of the Star (*) Holidays, consideration will be given to choose from an RH, or a bridge with a University Holiday e.g. Friday or Monday, if corresponding Thursday or Tuesday is a University Holiday. Usually a Star Holiday is chosen when there is less academic work i.e. mid semester break or Winter and Summer breaks.

5.0 SELECTION CRITERIA FOR RH

Restricted Holidays will be in the form of a list of 21 days selected from the list of Central Government Gazetted and Restricted holidays which are not University Holidays.

While deciding the University RH list due consideration has been given to major festivals of all religions. However keeping the diverse nature of our country it may not be possible to cover each and every festival of every religion. In that situation it is advised that the concerned member may avail of a Casual Leave from her annual quota.

A member may take up to 2 RH from this list in a calendar year.

Sl. No.	Name of Restricted Holiday
1.	Guru Gobind Singh's Birthday
2.	Makar Sankranti
3.	Basant Panchami/Sri Panchami
4.	Maha Shivaratri
5.	Ram Navami
6.	Mahavir Jayanti
7.	Vaisakhi / Vishu
8.	Good Friday
9.	Buddha Purnima
10.	Raksha Bandhan
11.	Janmashtami
12.	Vinayaka Chaturthi/Ganesh Chaturthi
13.	Id-UI-Zuha(Bakrid)
14.	Maha Ashtami
15.	Maha Navmi
16.	Muharram

17.	Karaka Chaturthi (Karva Chouth)
18.	Govardhan Puja
19.	Bhai Duj
20.	Guru Teg Bahadur's Martyrdom Day
21.	Milad-Un-Nabi/Id-E-Milad

6.0 GENERAL GUIDELINES

6.1 The Holiday List will be published by HR every year immediately after publication of Central Government Holiday lists. Most of the Festival Holidays in India follow the Lunar Cycle. Effort is made to align the holiday dates with the Central Government dates.

6.2 University Holidays will be an input to the planning of academic calendar for all schools.

6.3 RH is a holiday only for the member taking that option, it is a normal working day as far as the University functioning is concerned.

6.4 Student related services like Library, Sports etc. may be kept partly or fully operational on University Holidays except on the three National Holidays. For keeping any student services operational during UH, prior approval of Dean Student Welfare is to be taken in writing and the availability or relevant support should be considered while seeking that approval.

6.5 The University Holiday List will be published for the full calendar year at one go. It will have two sections.

Section one will contain University Holidays and Star Holidays. These Holidays will be in Chronological order of dates, the University Holidays will be numbered 1 to 10 and the Star Holidays will be marked with * and will not carry any number.

Section 2 will carry the list of Restricted Holidays in Chronological order of dates.

The list will be released under the signature of President SNU in a pdf format and will be posted on the official notice board of the University and also appropriate section of SNUlinks.