

UNIVERSITY OF JAMMU

NOTIFICATION 02 OF 2013

DATE: 10/12/2013

Subject: UNIVERSITY REGULATIONS

It is notified that the **75th University Council** approved the following at its meeting held on **11th October, 2013** at Raj Bhavan, Srinagar:-

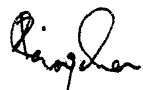
- I. Revised Regulations governing the Hostels maintained by the University of Jammu** as given in **Annexure-I** which shall be replaced with the existing regulations in **Chapter-XXII** of University Calendar, 2010, (Vol-I), approved by the University Council vide Resolution No. **75.33**.
- II. Insertion of the following clause 4(v) in the Regulations governing Corpus Fund** shall be incorporated in **Chapter-XXX(II)** of University Calendar, 2010, (Vol-I), approved by the University Council vide Resolution No. **75.37**.

| | Existing Regulation | | Regulation as would read after amendment |
|-------|--|-------|--|
| 4(i) | An amount of Rs. 25 crore shall always remain as a minimum balance in the Fund. | 4(i) | An amount of Rs. 25 crore shall always remain as a minimum balance in the Fund. |
| (ii) | On the recommendations of the Corpus Fund Committee, the accumulations in the Fund beyond the limit of Rs. 25 crore shall be utilized by the University only for developmental or construction schemes and the same shall, however, not be required to be replenished. | (ii) | On the recommendations of the Corpus Fund Committee, the accumulations in the Fund beyond the limit of Rs. 25 crore shall be utilized by the University only for developmental or construction schemes and the same shall, however, not be required to be replenished. |
| (iii) | The investments of the Corpus | (iii) | The investments of the Corpus Fund, |

| | | | |
|------|--|------|--|
| | Fund, in the shape of FDRs is the appropriate option. However, FDRs shall be made for a period of one year at a time, unless making such investments/fixed deposits for any longer period can fetch a higher rate of interest. | | in the shape of FDRs is the appropriate option. However, FDRs shall be made for a period of one year at a time, unless making such investments/fixed deposits for any longer period can fetch a higher rate of interest. |
| (iv) | The ceiling of Rs. 25 crore shall be reviewed by the Corpus Fund Committee every five years. | (iv) | The ceiling of Rs. 25 crore shall be reviewed by the Corpus Fund Committee every five years. |
| | | (v) | The loan can be raised out of the Fund for meeting the expenditure under non-plan head including salary/ pension and other expenses whenever grants-in-aid under non-plan head are not received from the State Govt. in time. The Vice-Chancellor shall sanction non-interest bearing loan out of Corpus fund which shall be recouped when the Grant-in-aid are received from the State Govt. i.e., 100% by 31 st March of the same financial year. |

III. Adoption of Study leave to University Teachers-revision of guidelines for determination of admissibility of pay and allowances as given in Annexure-II shall be incorporated in Chapter-XXVII of University Calendar, 2010, (Vol-I), approved by the University Council vide Resolution No. 75.44.

No: Coord/75-UC/Reg/ 4206-4306
Baba Saheb Ambedkar Road,
Jammu (Tawi) - 180 006.
Date: 10/12/13


(Prof. Manoj K. Dhar) 9.12.13
REGISTRAR

Copy to:

1. Principal Secretary to Hon'ble Governor (Chancellor of the University), Raj Bhavan, Jammu.
2. Deputy Secretary/Under Secretary/Private Secretary to Hon'ble Governor (Chancellor of the University), Raj Bhavan, Jammu.

3. Principal Secretary to the Hon'ble Chief Minister (Pro-Chancellor) Chief Minister's Secretariat, Jammu.
4. Principal Secretary to Planning and Development Dept., J&K Govt., Civil Secretariat, Jammu.
5. The Private Secretary to the Hon'ble Education Minister, Higher Education Dept., Civil Secretariat, Jammu.
6. Principal Secretary to Govt., Finance Dept. (Financial Advisor Universities), Civil Secretariat, Jammu.
7. Principal Secretary to Govt., Higher Education Department, J&K Govt., Civil Secretariat, Jammu.
8. All members of the University Council/Syndicate, University of Jammu.
9. Spl. Secretary to Vice-Chancellor, University of Jammu/ Kashmir.
10. P.S. to Dean Academic Affairs, University of Jammu.
11. Sr. P.A. to Dean Research Studies, University of Jammu.
12. Deans of the Faculties of the University of Jammu.
13. Dean Students Welfare/Placement Cell, University of Jammu.
14. Sr. P.A. Controller of Examinations, University of Jammu/Kashmir.
15. All Rectors/Directors Campuses, University of Jammu.
16. Coordinator Campuses, University of Jammu.
17. Sr. P.A. to Director, CDC/DLLL/DDE/DPE / DIQA.
18. Sr. P.A. to I/c Joint Registrar (Finance)
19. OSD to CDC.
20. Principals of all affiliated Colleges of the University.
21. I/c Librarian, Dhanvantri Library, University of Jammu.
22. All Branch Officers of the Registry.
23. Content Manager, University website for necessary action.
24. Guard file.

ANNEXURE

ANNEXURE-I TO RES. NO. 75/33

| EXISTING | PROPOSED AMENDMENTS |
|---|---|
| RESIDENCE OF STUDENTS IN THE HOSTEL MAINTAINED BY THE UNIVERSITY | REGULATIONS GOVERNING THE HOSTELS MAINTAINED BY THE UNIVERSITY. |
| <p>1. Discipline and Administrative committee for University Hostels</p> <p>There shall be a Discipline and Administrative Committee for the University hostels to consider and decide all matters relating to discipline and administration concerning the University hostels. It will consist of the following members</p> <p>All Deans of Faculties Provost (hostels) Wardens of the University Hostels Two Teachers to be nominated by the Vice-chancellor every year for a period of one year</p> <p>The Senior -most Dean will preside over the meetings of the committee. The Provost (hostels) will act as Convener of the Committee</p> <p>At the beginning of each session, the Supervisory Committee shall assess the total number of seats available in the hostels and determine the number of seats to be allotted to each hostel and determine the number of seats to be allotted to each Teaching Department of the University and the Hostel in which the students are to be lodged.</p> | <p>1. ADMINISTRATIVE COMMITTEE FOR THE UNIVERSITY HOSTELS:</p> <p>The hostel system is governed and administered by the various Hostel Committees and in accordance with the rule and regulations as framed by the University of Jammu from time to time given as under:</p> <p>There shall be Administrative Committee for the University Hostels to consider and decide all matters relating to administration concerning the university hostels. At the beginning of each session, the Administrative Committee shall assess the total number of seats available in the hostels, the number of seats to be allotted to each teaching department of the University and the hostel in which the students are to be lodged. The Provost Hostels (boys/girls hostels) may call its meeting at any time during session when the situation so warrants. It will consist of the following members:</p> <ol style="list-style-type: none"> 1. Dean Academic Affairs 2. All Campus Deans 3. Provost Hostels (boys/girls) 4. Dean Students Welfare 5. Wardens and Resident Warden of the University Hostels. 6. Two teachers to be nominated by the Vice-Chancellor every year/ for a period one year. <p>Provost hostels will act as Member Secretary of the Committee.</p> |
| <p>2. Hostel Working Committee</p> <p>There shall be a Working Committee for each University Hostel to look after day to day problems relating to Hostel Management. It will also function as an Advisory Committee to the Discipline and Administrative Committee of the University Hostels.</p> <p>The Working Committee will consist of:-</p> <ol style="list-style-type: none"> 1. Provost Hostels - Chairman 2. Warden of the hostel concerned | <p>II. HOSTEL WORKING COMMITTEE</p> <p>There shall be a Working Committee for each hostel of the University to look after the day-to-day problems relating to its management. It will also function as Advisory Committee to the Administrative Committee of the University Hostels. The Working Committee will consist of</p> <ol style="list-style-type: none"> 1. Provost (Boys Hostels/ Girls Hostels) |

3. Proctor of the hostel of, if there is no Proctor, any boarder nominated by the Warden of the Hostel for this propose.

(The Vice-chancellor has been authorized in future to set up such committees):

5. The Wardens of the Hostels shall communicate to the Heads of the Department the number of the seats available for the students of each department in accordance with the decisions of the supervisory Committee.

6. Applications of the students for accommodation in the Hostels shall be addresses to and received by the Head of the Department concerned.

7. The Head of the Department concerned, after considering the applications received shall forward to the Wardens of the hostels concerned, a list of students selected by him for admission to each hostel. The number of students selected for admission to a Hostel shall not exceed the number of seats allotted to the department by the Supervisory committee.

8. No student shall be admitted to a hostel without the recommendation of the Head of the Teaching Department in which the student has been admitted. A student so recommended and after having paid the Hostel dues and securities shall be allotted a seat by the Warden of the hostel concerned.

9. The Heads of the department, while granting admission, shall inform each student desirous of seeking admission to the hostels to the effect that admission to the department shall not guarantee their admission to the hostels and that the decision of the Head of the Department to recommend or reject any request shall be binding on him.

10. A student who has been admitted to the Hostel shall not claim allotment of a particular room to him nor shall he be allowed to shift from the seat allotted to him to another seat. The Warden shall, however,

Chair person

ii. Warden and Resident Warden of the Hostel concerned

iii. Senior boarders to be nominated by the Warden/ Resident Warden of the hostel for this purpose.

iv. Two boarders to be nominated by Provost (Hostels) as representatives of the hostel.

III. SELECTION PROCESS

1. The Provost (Hostels) shall communicate to the Head of the Teaching Departments the number of seats available for the students of each department in accordance with the decision of the Administrative Committee.

2. Applications by the students for accommodation in hostels shall be addressed and submitted to the Head of the Department concerned.

3. The Head of the Department, on the recommendation of DAC, shall forward applications on the merit basis to the Provost (Hostels) for allotment. The number of students selected for admission to a hostel shall not exceed the number of seats allotted to the Department by the Administrative committee.

4. A student so recommended shall be allotted a seat by the Warden /Resident warden of the hostel concerned after he pays the hostel dues and securities.

5. The Head of the department while granting admission shall inform each student desirous of seeking admission to the hostel that admission to the hostel and the decision of the Department to recommend or reject any request will be binding on him. **Admission to hostels shall not be granted to those students (boys & girls) who live within the radius of 45 km and 30 km respectively.**

Preference shall be given to the student seeking admission in a University Academic programme for the first time. Those eligible will be admitted on the basis of Inter-se-merit.

6. A student who has been admitted to the hostel shall not claim allotment of a particular room nor shall he be allowed to shift from the seat allotted to him to another seat. The Warden/Resident Warden shall, however, have the right to shift a boarder from one room to another in the interest of hostel discipline. Any

have the right to shift a boarder from one room to another in the interest of decision.

11. The following categories of students shall be eligible for admission to the hostel:-

- (a) Students enrolled in the Teaching Departments of the University, and
- (b) Students registered for a research degree of the University.

12. A Student who belong to Jammu city or whose parents or guardians are living in Jammu city or those living independently in Jammu City shall not eligible for admission to a hostel.

13. Students who are admitted to a Hostel during a session under these Regulations shall have to vacate the Hostel at the end of that season after he has appeared in the annual examination. He shall not be eligible for readmission to a Hostel if he fails to quantify the examination.

14. Each boarder residing in the Hostel shall be responsible for the safe custody of

boarder, who does not stay personally in the room duly allotted, shall forfeit his admission to the hostel.

7. A Student who has been allotted a hostel shall not claim to shift to the Hostel of his choice. Refusal to avail the allotted accommodation within given time shall forfeit his/ her claim to admission to the hostel.

8. Student must fill the form in his/her own handwriting and it must carry:

- a) Recommendation of the Head of the concerned Department
- b) Signatures of Father/Mother/Guardian and
- c) Two passport size photographs attested by the concerned Head of the Department.

9. Admission in the Hostel shall be cancelled and security deposit forfeited if false statement/address is given in the Hostel admission form. Note: If the parents are alive, guardian's signatures will not be accepted.

10. Ignorance of Hostel rules will not be taken as an excuse.

11. Every boarder and his/her Parents/Guardian have to sign an affidavit issued by UGC regarding prevention of Ragging alongwith admission form.

IV. ELIGIBILITY CONDITIONS:

The following categories of students shall be eligible for admission to hostels:

1. Students enrolled in the Teaching Department of the University;

2. Students registered for a research degree of the University (for a maximum period of four year in the case of Ph.D and two year in the case of M.Phil /L.L.M students).

3. The total Hostel stay of a scholar (M.Phil/L.L.M+Ph.D) of any department of the University shall not exceed submission of dissertation or six year in any case.

4. The hostel accommodation shall not be provided to part time M.Phil/Ph.D scholars.

5. **Admission to hostels shall be granted to boys and girls who live outside the radius of 45 km and 30 km respectively.** Preference shall be given to the student seeking admission in a University Academic programme for the first time. Those eligible will be admitted on the basis of Inter-segment.

the furniture, fittings, ceiling fans and others articles provided to him in his room or in the premises of the hostel. Any damage to or loss of any articles shall have to be made good by the boarder.

15. No boarder shall use electric heater, electric press or cook food or prepare tea or coffee in the residential room allotted to him. Infringement shall render a boarder liable to fine and disciplinary action.

16. The boarders shall not keep cash or any other valuables in their rooms or on their person. They may open an account with the branch office of the Jammu and Kashmir Bank situated at the Campus or with any other Bank of their choice. In no case, the University shall be responsible for loss of any cash or articles belonging to the boarders.

17. Unless otherwise notified by the Warden, the gates shall ordinarily be closed at 10 p.m in winter and 11p.m in summer. The gates shall not be opened during the night except in case of any emergency such as sudden and serious illness of a boarder who may have to be rushed to the Hospital or for Medical aid to be rendered to him in the hostel. Prior permission of the Warden shall invariably be obtained for the purpose.

18. The boarder shall have direct access to the Warden and they shall report any grievances or any complaint against the staff/servants of the hostels direct to him and in no case they shall deal with the staff/servants themselves.

19. All boarders must vacate their rooms as soon as they complete their annual examination and they must hand over the possession of the rooms, furniture and other articles of the Hostels of the Warden of the Hostel or a person authorized by him. If any boarders is found to have locked his room and left the Hostel without the prior permission of the Warden the room may be

6. The boarders shall have to vacate the rooms during summer vacations for annual repairs of the rooms failing which a rent @Rs.1000/- p.m or otherwise, as decided by the University will charged for this period.

7. The boarders shall have to accommodate students(in hostels) representing other Universities of the country for participation in National or International, Educational, Cultural and Literary events of short duration to be organised by the University of Jammu.

8. The accommodation as mentioned above shall be permissible subject to the fulfilment of terms and conditions and satisfaction of the Provost (Hostels).

9. After completion of one programme/course a student /scholar is required to apply fresh for the hostel seat for the next programme.

10. All students /scholars are required to submit the renewal applications annually duly signed by their respective Head of the department.

11. Students who belong to Jammu city or whose parents or guardians are living in Jammu city or those living independently in Jammu city shall not be eligible for admission to a hostel seat in any case.

12. All the boarders are required to submit an affidavit to the effect that they are not in any service regular (Government or Private). In case of joining any service temporary / permanent, the boarder shall forfeit the right to stay in a hostel.

13. Each boarder residing in a hostel shall be responsible for the safe custody of the furniture, fittings, ceiling fans and other articles provided to him in the room or in the premises of a hostel. Any damage to or loss of an article/s shall have to be recovered from erring boarder(s) on the spot. In case he/she fails to do the same, the Warden/Resident Warden will take appropriate action as warranted.

14. No boarder shall use electric heater, electric press or cook food or prepare tea or coffee in the room allotted to him/her. Infringement shall render a boarder liable to fine and disciplinary action.

15. Boarders shall not keep cash or any other valuables in their rooms. In no case University shall be responsible for the loss of any cash or articles belonging to the boarder.

forcibly opened under the orders of the Warden and all the belongings of the boarder in their room deposited in the stores of the hostels.

20. No boarder shall refuse to accept any notice that is served on him by the Hostel authorised either on their own or on behalf of the University. Refusal to receive a notice shall be treated as a form of misconduct rendering the boarder concerned liable for disciplinary only.

21. No relative or friend of a boarder shall be allowed to stay in the Hostel for the night or longer period except with the prior permission of the Warden and that too for one day only.

22. No boarder shall leave the station temporality for any period without obtaining the prior permission of the Warden, in writing, for the purpose.

23. No boarder shall indulge in any act of violence or instigation or in any sectarian or anti-social activity such as drinking, gambling etc in the campus or the hostel. Infringement shall make such a boarder liable for disciplinary action. The premises of the hostel cannot be used for activities other than academic and social.

24. No boarder shall keep with him or in the premises of the Hostel or Campus any lethal weapon or firearm.

16. Unless otherwise notified by the Warden/Resident Warden, the gates of the hostels shall ordinarily be closed at 10.00 p.m for boys and 8 p.m for girls. The boarders shall report at the time notified by their respective hostel authorities. The gates shall not open during the night except in case of an emergency such as serious illness of a boarder who may have to be rushed to the hospital for medical aid. Prior permission of the Warden/Resident Warden shall invariably be obtained for the purpose.

17. The boarders shall have direct access to the Warden /Resident Warden and they shall report any grievance or any complaint against the employee(s) of the hostel if any, directly to them and in no case shall any boarder deal with the employee(s) on his/her own.

18. All boarders must vacate their rooms as soon as they complete their annual examination and they must hand over the possession of the room, furniture and other articles of the hostel to the office of the hostel. If any boarder is found to have locked room and left the hostel without prior permission of the Warden/Resident Warden, the room may be forcibly opened under the supervision of the Warden/Resident Warden or any other authority authorised by the University for the purpose and all belongings of the erring boarder in that room will be deposited in the store of the hostel.

19. All boarders have to get NOC from hostel at the time of submission of dissertation/thesis. M.Phil/Ph.D scholars are required to complete all the formalities and vacate the hostel at the time of submission of their dissertation. However, they can stay in the hostel as a guest for Viva-voce.

20. No boarder shall refuse to accept any notice that is served to him/her by the hostel authorities, either on their own, or on behalf of the University. Refusal to receive a notice shall be treated as a form of misconduct, rendering the boarders concerned liable for disciplinary action.

21. No relative or friend of boarder shall stay in the hostel without the prior permission of the Warden/Resident Warden and that too for a period not exceeding three days.

22. No boarder shall leave the hostel/station temporarily without obtaining prior permission of the Warden/Resident Warden in writing for the purpose.



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23. No boarder shall indulge in any act of violence or instigations or any anti-social activity such as smoking, drinking, gambling etc in the hostel. Infringement thereof, shall make such a boarder liable for disciplinary action including cancellation of hostel seat. The premises of the hostel cannot be used for activities other than academic and social nature.

24. No Press conference can be held in the premises of the hostel.

25. No boarder shall keep with him in the premises of the hostel or campus any lethal weapon or firearm. If found in possession of any lethal weapon or firearm, the boarder shall be immediately expelled from the hostel and apart from legal action, his/her security deposit will be confiscated.

26. A boarder can be expelled from the hostel and apart from legal action, his/her security deposit will be confiscated for unauthorized use and /or illegal possession of the hostel rooms.

27. Hostel residents are prohibited to remove the furniture from any room, canteen or mess to their room.

28. Hostel residents are advised to keep the Hostel identity cards always with them and should produce the same whenever asked to do so by the concerned authorities.

29. At night the boarders will sleep in their own rooms. A boarder cannot sleep in another room without prior permission of the warden.

30. Boarder will wear proper dress while going to the common room, dining hall, guest room, and office or roaming on the campus.

31. In boys' hostel only males would be allowed to enter the hostel room. Similarly, in girl's hostel only females would be allowed to enter the hostel room.

32. All the rules of the hostel will also apply to the research scholars.

33. If the Parents/Guardians of the boarders don't respond to the call of authorities in an urgent situation, the entire responsibility would fall upon the Parents/Guardians.

34. If any student is suffering from serious chronic disease, he/she must fill the same in the hostel admission form. He/she will be allotted accommodation in the hostel only on recommendation of the senior medical officer.

35. In the hostels on the campus, home delivery of cooked food, fast food is strictly prohibited.

25. After admission to the hostels are made at the beginning of each session, the warden shall nominate the following from amongst the boarders of the hostels:-

- (a) Proctor
- (b) Mess security
- (c) Ward Monitors
- (d) House Monitors
- (e) Sports and Common room Security
- (f) Any other secretary as required and constitute a Hostel Committee consisting of the above officer bearers, with the Warden as its chairman, to perform the following functions:
 - (a) Smooth functioning of the mess, the Canteen and The Common Room
 - (b) Organisation of Social and cultural activities

Any boarder violating this rule will be immediately expelled from the hostel.

36. No boarder shall be allowed to accommodate any other student in his/her room. If it is found the boarder is not staying in his/her room, the hostel admission shall be cancelled.

37. Admission in the academic programmes in different departments provides no guarantee for hostel seat as number of seats are limited in the hostels.

V. RESERVATION OF SEATS IN HOSTELS:

Out of the available seats assessed by Hostel Administrative Committee at the beginning of each academic session, the following shall be the procedure of the reservation/ beneficiary seats under categories given below:

- | | |
|--------------------------|----|
| 1. Schedule Caste (SC) | 6% |
| 2. Schedule Tribe (ST) | 4% |
| 3. Physically Challenged | 2% |

Selection of candidates against reserved categories specified above shall be made on the basis of comparative/composite merit at the University level. The beneficiary candidate must be Permanent Resident of J&K state. There shall be no reservation for the Self-financing Courses of the University.

VI. HOSTEL COMMITTEES:

After the admissions to the hostels are made at the beginning of each academic session, Warden/ Resident Warden shall nominate the following from amongst the boarders of the Hostel:

1. Advisory Committee of Senior boarders
2. Mess Committee
3. Sports and Common Room Committee
4. Anti Ragging Committee
5. Any other committee as warranted consisting of senior boarders with the Warden/ Resident Warden as its Chairperson and Co-chairperson respectively to perform the following functions:
 - a) Smooth functioning of the hostel mess, the canteen and the common room
 - b) Organization of social and cultural activities
 - c) Building up a healthy academic and social

(c) Building up a health academic and social environment in the hostels

(d) Promotion of friendly atmosphere in the hostel

26. The Hostel Messes shall be run on co-operative basis. In case the Warden finds that it is no longer possible to run a mess on co-operative basis without running into loss, he may, in consultation with the hostels Supervisory committee, make alternative arrangements.

27. Security deposited of each boarder shall be refunded after the boarder has vacated the hostel and settled all the accounts with the hostel.

28. At the time of admission to the Hostel, the Warden of the Hostel shall obtain an undertaking from each boarder to the effect that he/she (the boarder) has read the Regulations relating to the Resident of Students in the Hostels and that he /she abide by them.

29. Any act of indiscipline or misconduct on the part of a boarder shall be dealt with in accordance with the Regulations relating to maintenance of Discipline by students of the university Teaching Departments prescribed by the University.

environment in the hostel, and

d) Promotion of friendly atmosphere in the hostel.

6. The hostel mess shall be run on co-operative basis. In case Warden/ Resident Warden finds that it is no longer possible to run mess on co-operative basis without running into loss, they may in consultation with the Hostel Advisory Committee, make any other alternatives arrangements. No mess shall function in case the number of boarder is less than 30.

7. The Hostel mess committee in every hostel shall fix a monthly minimum amount to be deposited every month in advance by the boarders for ensuing smooth functioning of the hostel's Co-Operative Mess.

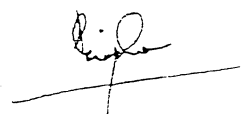
8. The University desires it mandatory for a hostel boarder to join the hostel mess in the interest of the smooth running of the hostel.

9. Security deposit of each boarder shall be refunded only after the boarder has vacated the hostel and settled all accounts with the hostel.

10. The boarders shall have to vacate the hostels whenever a Seminar or Conference is organised by the University during vacations or at any other period as may be decided by the University of Jammu.

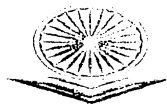
11. At the time of admission to the hostel, the Warden/ Resident Warden of the hostel shall obtain an undertaking from each boarder to the effect that he/she has read the regulations relating to the residence of students in the hostels and that he/she shall abide by them.

12. Any act of indiscipline or misconduct on the part of a boarder shall be dealt with in accordance with the regulations relating to the maintenance of discipline of students in the University Teaching Department as prescribed by the University.



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V.C.P.



UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG, NEW DELHI - 110002

REVISED GUIDELINES FOR GRANT OF STUDY LEAVE

The scheme of Study Leave provides an opportunity to avail of scholarships / fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature used) for pursuing further studies leading to Ph. D / Post doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/ fellowship shall not be linked to the recipient's pay / salary paid to her / him by his / her parent institution. The awardee shall be paid salary for the entire duration of fellowship/ scholarship provided of course s/he does not take up any other remunerative jobs like teaching, in the host country.

2. A teacher on Study leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. S/he may however be allowed to accept a fellowship or a research scholarship or an *ad hoc* teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, *provided* that the Executive Council / Syndicate of his / her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in lieu of teaching etc., which may be determined by his / her Employer.

3. Study leave may be granted to entry-level appointees as Assistant Professor / Assistant Librarian/Assistant Director of Physical Education and Sports/College DPE&S (other than an Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his / her work in the University/College/Institution or to make a special study of the various aspects of university organization and methods of education giving full plan of work.

4. Study Leave shall be granted by the Executive Council/Syndicate on the recommendation of the head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in very exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.

5. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which s/he is expected to return to duty after the expiry of study leave.

6. Study leave may be granted not more than twice during one's career. However, under no circumstances, shall the maximum period of study leave admissible during the entire service exceed five years.

Sachin Kumar
21/6/2015

7. Study leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of Study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
8. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate. In the event of the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the Course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short-fall as Extra-Ordinary leave has been obtained.
9. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay-leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during study leave, shall be placed in that position and shall get the higher scale only after joining the post.
10. The period of study leave shall count as service for the purposes of retirement benefits (pension / contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve for the period for which the Bond has been executed.
11. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction, provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
12. A teacher availing herself / himself of study leave, shall undertake that s/he shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
13. A teacher-
- who is unable to complete his / her studies within the period of study leave granted to him / her, or
 - who fails to rejoin the service of the University on the expiry of his / her study leave, or
 - who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or
 - who within the said period is dismissed or removed from the service by the University

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shall be liable to refund to the University/College/Institution, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

EXPLANATION:

if a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, s/he shall be deemed to have failed to rejoin the service on the expiry of her/his leave for the purpose of recovery of dues under these guidelines.

Notwithstanding the above, the Executive Council/Syndicate may order that nothing in these guidelines shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these guidelines.

14. After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/ herself for the due fulfilment of the conditions laid down in para 11 above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institution in accordance with para 11 above.

15. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/ her studies from his / her supervisor or the Head of the institution. This report shall reach the Registrar/Principal within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.

16. The teacher on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/ monograph/academic paper produced during the period of study leave shall be put in the public domain, preferably on the website of the University/College/Institution.

17. With a view to enhancing knowledge and skills of faculty members, especially junior faculty, at the rank of Assistant Professor, the Heads of Universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting academic standards of Universities/Colleges/Institutions in the long run.

Satish Kumar
14/6/2023