



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

No. F.1-6/2012(PS)

Dated: 7th June 2013

The Registrar V C

11 JUN 2013

All Universities and Institutions deemed to be Universities
(excluding Agricultural, Engineering and Medical Universities)
An Education Secretary.

Sub: Grant of study leave to University and College teachers – revision of Guidelines for determination of admissibility of pay and allowances

Sir/Madam,

I am directed to invite your attention to this office letter no. F.1-72 / 89(CPP) dated 5th August, 1991 containing UGC guidelines with regard to determination of admissibility of pay and allowances in respect of University and College teachers.

2. University Grants Commission, in its meeting held on 10/5/2013, has approved revision of the above-mentioned extant guidelines and has laid down the revised guidelines for determining admissibility of pay and allowances for the purpose of granting study leave to a teacher who is expected to receive scholarship / fellowship or any other kind of financial assistance, as annexed to this communication, in supersession of any other guidelines in this regard.

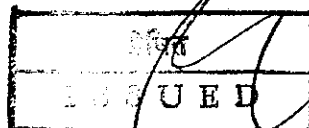
3. These guidelines will come into force with immediate effect.

4. These Guidelines may also be brought to the notice of all affiliated/constituent Colleges under your jurisdiction.

Yours faithfully,


(SATISH KUMAR)
UNDER SECRETARY

End: a a





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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.

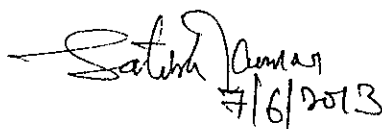
2. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. S/he may however be allowed to accept a fellowship or a research scholarship or an *ad hoc* teaching and research assignment with honorarium or 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.


7/6/2013

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
7/6/2023