

JAMIA MILLIA ISLAMIA

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Office of the Registrar

No. JMI/R.O./L&Ord./2013

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NOTIFICATION

This is to notify for information of all concerned that the Executive Council in its Meeting held on 18.09.2013 vide its Resolution No.EC-2013(VIII):3.4 has approved the adoption of revised guidelines of the UGC in respect of grant of Study Leave to University teachers who are expected to receive scholarship/fellowship or any other kind of financial assistance and the subsequent amendment in Para 13 of Ordinance 5 (V) [Administrative/General] captioned "Leave Rules Applicable to Teachers" on the recommendation of the University's Academic Council vide its meeting held on 27.08.2013 [Resolution No.AC-2013(V):04].

The amended Para 13 of Ordinance 5 (V) [Administrative/General] as approved would now be read as shown in the Annexure.

Shahid Ashraf
(Prof. Shahid Ashraf)
Registrar

Copy for information to:-

1. All Deans of Faculties/DSW/HoDs/Directors/Hony. Directors of the Centres, JMI
2. The Controller of Examinations, JMI
3. The Chairman, Standing Committee-ASO, JMI - With the request to incorporate in the appropriate place of the University's Ordinances.
4. The Hony. Advisor, FTK Centre for Information Technology, JMI - With the request to display on Jamia's Website.
5. The Additional Director, FTK Centre for Information Technology, JMI
6. The Finance Officer, JMI
7. The Dy. Registrar (HRD), JMI
8. The OSD (Establishment), JMI
9. The Development Officer, JMI
10. The Asstt. Registrar (Admn.), JMI
11. The Media Co-ordinator, JMI
12. The Hindi Officer, JMI - With the request to pursue uploading on University's website and updating the amendment in the relevant Ordinance.
13. The Secretary to the Vice-Chancellor, JMI
14. The Asstt. Registrar (Legal & Ord.), JMI
15. The Asstt. Registrar (A&C), JMI
16. The P.A. to the Pro-Vice-Chancellor, JMI
17. The Asstt. Registrar, Registrar's Secretariat, JMI
18. File /Folder

[Signature]
Assistant Registrar
(Legal & Ordinance)

ANNEXURE

Amendment in Para 13 of Ordinance 5 (V) [Administrative/General]
captioned "Leave Rules Applicable to Teachers" vide E.C. Resolution
No.EC-2013 (VIII):Reso-3.4 dated 18.09.2013

Para 13 of Ordinance 5 (V) [administrative/general]
[13. STUDY LEAVE]

Sub-Para No.	Existing	Amended
(i)	<p>Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.</p> <p>The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more years, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council may, in the special circumstances of a case, waive the condition of years service being continuous.</p> <p><i>Explanation:</i> In computing the length of service, the time during which a person was on probation or engaged as a research assistance may be reckoned provided -</p>	<p>Study leave may be granted to entry-level appointees as Assistant Professor/ Assistant Librarian/Assistant Director of Physical Education and Sports (other than an Associate Professor or Professor 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 or to make a special study of the various aspects of university/organization and methods of education giving full plan of work.</p> <p>The paid period of study leave will be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council may, in the special circumstances of a case, waive the condition of years service being continuous.</p> <p><i>Explanation:</i> In computing the length of service, the time during which a person was on probation or engaged as a research assistance may be reckoned provided that</p>

	(a) the person is a teacher on the date of the application; and (b) there is no break in service.	(a) the person is a teacher on the date of the application; and (b) there is no break in service.
(iv)	Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.	Study leave may be granted not more than twice during one's career, provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of Study leave. However, the maximum of study leave admissible during the entire service should not exceed five years. While applying for study leave for the second time, 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.
(v)	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. When 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 to treat the period of shortfall as ordinary leave has been obtained.	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. When 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 to treat the period of shortfall as Extra-Ordinary leave has been obtained.
(vi)	(a) -subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university .	Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university .
(vii)	The amount of scholarship fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc. so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship/fellowship would be offset against pay only if the	When a teacher is awarded a fellowship/ scholarship/stipend 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

	<p>fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken.</p> <p>In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.</p>	<p>of fellowship/ scholarship, provided of course s/he does not take up any other remunerative jobs like teaching, in the host country.</p> <p>In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.</p>
(viii)	<p>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, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.</p>	<p>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, extraordinary leave or 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, will be placed in that position and get the higher scale only after joining the post.</p>
(x)	<p>Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry' of his/her study leave.</p>	<p>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 on the expiry of his/her study leave, and serve for the period for which the Bond has been executed.</p>
(xiv)	<p>The teacher shall submit to the Registrar, 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 within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.</p>	<p>The teacher on study leave shall submit to the Registrar, 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 within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.</p>
(xv)		<p>Add the following new sub-para:</p> <p>The teacher on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research</p>

		document/ monograph/academic paper produced during the period of study leave shall be put on the University's website.
(xvi)		<p>Add the following new sub-para:</p> <p>A teacher</p> <ul style="list-style-type: none"> a) who is unable to complete his/her studies within the period of study leave granted to him/her, or b) who fails to rejoin the service of the University on the expiry of his/her study leave, or c) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or d) who within the said period is dismissed or removed from the service by the University <p>shall be liable to refund to the University, 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.</p> <p>Explanation:</p> <p>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.</p> <p>Notwithstanding the above, the Executive Council 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 may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these guidelines.</p>