

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

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INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NEW DELHI

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(Under Statute II of the IGNOU Act)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY ORDINANCES & REGULATIONS

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INDIRA GANDHI NATIONAL OPEN UNIVERSITY
NEW DELHI

1. ORDINANCE ON THE CONVOCATIONS*

(Under Statute 21 of the IGNOU Act)

1. Convocations for the purpose of conferring Degrees/Diplomas shall ordinarily be held once a year at Delhi or at such Regional Centre(s), and on such date(s), as may be decided by the Vice-Chancellor:

Provided that special convocations for conferring Honorary Degrees shall be held only at Delhi.

2. The Vice Chancellor shall preside over all convocations and shall confer Degrees/Diplomas:

Provided that the Board of Management, on the recommendation of the Vice-Chancellor, may invite a distinguished person to preside over any Convocation held at Delhi.

3. The Vice Chancellor may invite a distinguished person to deliver the Convocation address at the convocations at Delhi or at the Regional Centre(s).

4. The Vice-Chancellor shall present a report on the progress of the University at the Annual Convocation.

5. The students who have passed their examinations in the year for which the convocation is held shall be eligible to be admitted to the convocation:

Provided that in case the convocation is not held in a particular year for any reason, the Vice-Chancellor shall be competent to authorize admission of successful students in that year to the respective Degrees/Diplomas, in absentia and issue the Degrees/Diplomas, on payment of prescribed fees.

6. Such students as are unable to present themselves in person at the Convocation shall, at their request, and on payment of the prescribed fees, be admitted to the Degrees/Diplomas, in absentia by the Vice-Chancellor, and their Degrees/Diplomas shall be issued by the Registrar, or a person designated by the Vice-Chancellor for the purpose.

** 6A. Such students who have passed their examinations and who have been issued their degrees/diplomas on payment of prescribed fees on request before the Convocations as are unable to present themselves in person at the Convocation, shall be admitted to the Degrees/Diplomas in absentia by the Vice-Chancellor.

7. The fees for admission to the Degree/Diplomas in absentia shall be Rs.15/-.

8. The procedure to be followed at the convocations shall be laid down by the regulations framed by the Academic Council.

* Approved by the Ministry of Human Resource Development, Govt. of India (Deptt. of Education), vide their letter No.F.5.1/89.U.1(Desk) dated 9.2.89.

** Approved by the Board of Management at its 47th meeting held on 17.5.96.

2. ORDINANCE REGULATING LEAVE OF ALL EMPLOYEES OF THE UNIVERSITY, INCLUDING TEACHERS AND OTHER ACADEMIC STAFF*

1. Short title and Extent of Application

The ordinances as set out in Annexure 'A' may be called "Ordinances for regulating leave of all employees of the Indira Gandhi National Open University, including Teachers and other academic staff".

These Ordinances shall be deemed to have come into force on 20th September, 1985.

2. Interpretation

If any question arises as to the interpretation of these Ordinances it shall be resolved by the Board of Management.

* Approved by the Ministry of Human Resource Development, (Deptt. of Education), vide their letter No. F.5-91/88-U.I.(Desk) dt. 12.10.89.

Annexure 'A'

**ORDINANCE FOR
REGULATING LEAVE TO EMPLOYEES (INCLUDING TEACHERS
AND OTHER ACADEMIC STAFF)***

(A) PERMANENT EMPLOYEES

Kinds of leave admissible:

1. The following kinds of leave would be admissible to permanent employees

(i) Leave treated as duty—

- Casual leave
- Special casual leave
- Academic leave

(ii) Leave earned by duty—

- Earned leave
- Half Pay leave
- Commutated leave

(iii) Leave not earned by duty—

- Extraordinary leave
- Leave not due

(iv) Leave not debited to leave account—

- (a) Leave for academic pursuits—**
 - Study leave
 - Sabbatical leave
- (b) Leave on grounds of health—**
 - Maternity leave
 - Paternity leave
 - Special disability leave

The Board of Management may, in exceptional cases, grant, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

CASUAL LEAVE

2 (i) Casual leave is not earned by duty. Total casual leave granted to an employee shall not exceed eight days in a calendar year.

* The Board of Management at its 65th meeting approved the amendments in Clauses 2(i)(ii) 4(i)(a)(b)(c)(ii), 5(iv), 8(ii)(iii), 10A(ii)(iv)(ix)(xvii), 11(v), 11A(i)(ii)(iii), 12(1),(2) and 14 in its meeting held on 31.12.99.

(ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including restricted holidays and Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

SPECIAL CASUAL LEAVE

3. (i) Special casual leave not exceeding ten days in a calendar year may be granted to an employee—

(a) to conduct examination of a University, Public Service Commission, Board of Examination or other similar bodies/institutes;

(b) to inspect academic institutions attached to a Statutory Board etc;

(c) to participate in a literary, scientific or educational conference, symposium or seminar or cultural or athletic activities conducted by Bodies recognized by the University Authorities;

(d) to do such other work as may be approved by the Vice Chancellor as academic work.

Note

In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where such Conference/activity takes place will be excluded.

(ii)* In addition, Special Casual Leave may also be granted for other purposes to the extent such leave is granted by the Central Government to their employees. The grant of such leave will be subject to the limits and conditions prescribed by the Central Government in this regard.

(iii) Special casual leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays.

ACADEMIC LEAVE

4. (i) Academic Leave may be granted for—

a) Attending conferences, workshops, symposia etc.

b) Delivering lectures,

c) Working on Committees appointed by Central and State Governments, UGC, Universities and similar other bodies.

(ii) The duration of leave shall not exceed 20 days in a calendar year. It shall be sanctioned with the approval of the competent authority.

(iii) While computing academic leave, holidays and the period spent for journey shall be excluded.

* Amendment approved by the Ministry of Human Resource Development, (Deptt. of Education), vide their letter No.F.571/90-U.I.(Desk) dated 14.12.90.

EARNED LEAVE

5. (i) Earned leave admissible to employees

(a) The leave account of the employee shall be credited with earned leave in advance in two installments of fifteen days each on the first day of January and July of every calendar year.

(b) The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit for the half year do not exceed maximum limit of 300 days.

(c) A period spent in foreign service shall count as duty for the purposes of this clause if contribution towards leave salary is paid on account of such period.

(ii) Subject to the provisions of sub-clause (12) & (13) of clause 20, the maximum earned leave that may be sanctioned to an employee at a time shall not exceed 180 days. Earned leave exceeding 180 days may, however, be sanctioned to employees other than employees below the rank of Section Officer or equivalent rank when the entire leave or a portion thereof is spent outside India, Bangladesh, Bhutan, Sri Lanka, Nepal, Burma and Pakistan.

Provided that where earned leave for a period exceeding 180 days is granted under this sub-clause the period of such leave spent in India shall not in aggregate exceed the aforesaid limits.

(iii) Calculation of earned leave

(a) Earned leave shall be credited to the leave account of an employee at the rate of $2\frac{1}{2}$ days for each completed calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed.

(b) (i) The credit for the half year in which an employee is due to retire or resigns from the service shall be afforded only at the rate of $2\frac{1}{2}$ days per completed calendar month upto the date of retirement or resignation.

(ii) When an employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of $2\frac{1}{2}$ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.

(c) If an employee has availed of extraordinary leave and/or some period of absence has been treated as *dies-non* in a half year, the credit to be afforded to his leave account at the commencement of the next half year shall be reduced by $1/10^{\text{th}}$ of the period of such leave and/or *dies-non* subject to the maximum of 15 days.

(d) While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.

(iv) Calculation of earned leave for Teachers

The Teachers are entitled to Earned Leave of 12 days in a year. In addition, one third of the period of vacation during which any teacher is required to perform any duty shall be credited to his/her leave account. But the total Earned Leave during a calendar year shall not, in any case, exceed 30 days. The Earned Leave could be accumulated and encashed up to a period of 300 days at the time of retirement

HALF PAY LEAVE

6. (i) The half pay leave account of every employee shall be credited with half pay leave in advance in two installments of ten days each on the first day of January and July of every calendar year.

(ii) (a) The leave shall be credited at the rate of 5/3 days of each completed calendar month of which the employee is likely to render in the half year of the calendar year in which he is appointed.

(b) The credit for the half year in which the employee is due to retire or resign from the service shall be allowed at the rate of 5/3 days per completed calendar year upto the date of retirement or resignation.

(c) In case of removal or dismissal from service or death while in service half pay leave shall be allowed at the rate of 5/3 days per completed calendar month upto the end of calendar month preceding the calendar month in which the employee is removed or dismissed from service or dies in service.

(d) Where a period of absence or suspension has been treated as *dies-non* in a half year the credit to be afforded to half pay leave account at the commencement of the next half year shall be reduced by 1/8th of the period of *dies-non* subject to a maximum of ten days.

(iii) The leave under this rule may be granted on medical certificate or on private affairs.

(iv) While affording the credit of half pay leave fraction of a day shall be rounded off to the nearest day.

Note

For the period prior to 1.1.86 the employee shall be entitled to half pay leave of 20 days in respect of each completed year of service.

COMMUTED LEAVE

7. Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to a permanent employee subject to the following conditions:

(i) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

(ii) No commuted leave shall be granted under this ordinance unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

(iii) Where an employee who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered.

(iv) Half pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course of study certified to be in the University's interest by the leave sanctioning authority.

Note

Commuted leave may be granted at the request of the employee even when earned leave is due to him.

EXTRAORDINARY LEAVE

8 (i) A permanent employee may be granted extraordinary leave—

(a) When no other leave is admissible; or

(b) When other leave is admissible, the employee applies in writing for the grant of extraordinary leave.

Provided, however, that save under the provisions of sub-clauses (ii) to (iv) below, which are applicable to Teachers no extraordinary leave shall be granted to an employee for holding an appointment or a fellowship outside the University.

*(ii) The Vice-Chancellor may grant on the request from the institution concerned and on application of the teacher, extraordinary leave and/or lien to hold an appointment or a fellowship under a Government, a University, a Research Institute or other similar important institution, ordinarily not exceeding two years, if in the opinion of the Vice-Chancellor, such leave does not prejudice the interests of the University. This leave can be allowed only to a teacher who has been confirmed in the post held by him and has served the University for a period of atleast three years. Provided further that such leave shall not be granted until after the expiry of leave sanctioned under this sub-clause and sub-clause (iii) below.

The application for such leave shall be sent through the Director of the School concerned and the latter shall give his recommendations taking into account the strength of teaching staff of the particular discipline.

* The Board of Management approved the amendments/additions in Clauses 8(ii)(iii)(iv)(v)(vi), 10A(ii)(iv)(b)(ix) and 11(iii)(xiv) in its 78th meeting held on 29.12.2003

In case of his failure to return to duty immediately at the end of the period of leave sanctioned to him the services of a teacher shall be liable to be terminated from the date of commencement of the period of leave granted to him. He shall also refund to the University pay and allowances, if any, received by him during the leave (including other kinds of leave taken in continuation) sanctioned to him for the purpose.

(iii) The Vice-Chancellor may also grant, at his discretion, extra ordinary leave and/or lien to a permanent teacher who has been selected for a teaching or research assignment in a University, a Research Institute or other similar important institution provided he has served the University for a period of atleast three years and the application had been sent through and forwarded by the University. The extra ordinary leave or lien in such cases will be limited to the period of probation in new appointment not exceeding two years. Notwithstanding any other leave which may be due to a teacher, the entire period for which the teacher holds the appointment outside the University shall be without pay. The period so spent shall count for seniority. The period shall not count for pensionary/contributory provident fund benefits unless the pensionary/contributory provident fund contributions are paid by the teacher or the foreign employer.

If the teacher does not resume his duties in the University at the end of the period of extra ordinary leave granted to him, he shall be treated as having resigned the post held by him in the University.

(iv) Subject to the provisions of sub-clause (ix) below, the total amount of extraordinary leave including the period of deputation, if any, granted to a teacher under sub-clauses (ii) and (iii) above shall not exceed five years during his entire service. In very exceptional and important assignment, the cases for grant of Extraordinary Leave beyond the ceiling of five years would be considered by the Board on case to case basis, subject to the condition that application for leave is submitted prior to joining the assignment and the assignment is taken only after the approval of the Board. In case of extension of EOL beyond the initial approval, the employee must apply at least 3 months before the expiry of the period of sanctioned EOL.

(v) A teacher/academic may be sanctioned two, three and five years of extraordinary leave if he/she has rendered five, seven and ten years of service in the University respectively. The service rendered shall be actual service, excluding periods of leave sanctioned to him/her such as study leave, sabbatical leave and extraordinary leave.

(vi) There will be a limit of 20% of faculty strength in a discipline/strength of academics in a Division/Centre/Institute while deciding the request(s) of teachers/academics for sanction of extraordinary leave. However, important assignments, like those of Vice-Chancellor, Pro-Vice-Chancellor, Heads of National Institutes, assignments in International Organisations like UN, Commonwealth and GOI assignment abroad in Embassies etc. at senior level and membership of State Legislature and Parliament shall not be reckoned while imposing the ceiling of 20 per cent. For such important assignments, extraordinary leave will be granted for the full term of assignment in the first instance subject to the provisions of clause 8(iv) of the Leave Ordinance.

(vii) Extraordinary leave shall always be without pay. Payment of allowances during the period of extraordinary leave shall be governed by the relevant rules.

(viii) Extraordinary leave shall not count for increment except in the following cases:

(a) Leave taken on medical certificate.

(b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit.

(c) Leave taken for prosecuting higher studies.

(d) Leave granted to accept a teaching post or fellowship or research-cum-teaching post or an assignment for technical, or academic work of importance.

(ix) Extraordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty shall in no case exceed five years in all.

(x) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

LEAVE NOT DUE

9. (i) Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent employee for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him subsequently.

Note

From June 1988, leave not due is admissible only on medical grounds.

(ii) Leave not due shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the employee will return to duty on the expiry of the leave and earn the leave granted.

(iii) An employee to whom leave not due is granted resigns from service or permitted to retire voluntarily without resuming duty, the leave not due shall be cancelled, his retirement or resignation taking effect from the date on which such leave had commenced and the leave salary recovered. Where an employee resumes duty after availing of leave not due, but resigns before the debit balance in his leave account is wiped out, he shall be liable to refund the leave salary to the extent of the debit balance of leave.

Provided no leave salary shall be recovered if the retirement is by reason of ill health, incapacitating the employee for full service or in the event of his death or (ii) if the employee is compulsorily retired permanently.

STUDY LEAVE

10. A For teachers

(i)(a) Study leave may be granted to a permanent whole-time Professor/Reader with not less than three years continuous service to pursue a special line of study or research or to make a special study of the various aspects of University Organisation and methods of education, if the University is likely to benefit by the course of study or programme of research which the applicant wishes to undertake.

Provided that the Board of Management may, in the special circumstances of the case, waive the condition of three years service being continuous.

(b) Study leave may be granted to a permanent whole-time Lecturer with not less than two years continuous service, to pursue a special line of study or research directly related to his work in the University Organisation and methods of education giving full plan of work.

Explanation: In computing the length of service, the time during which a person was on probation may be reckoned provided—

(a) the person is a teacher on the date of application; and

(b) there is no break in service.

(ii) Study leave shall be granted by the Vice-Chancellor on the recommendation of the Committee constituted for the purpose by him. The Committee should also monitor the progress of studies of teachers proceeding on Study leave. The total period of Study leave that a teacher can avail during his/her service shall not be more than 3 years, but 2 years may be given in the first instance, extendable by one more year if there is adequate progress as reported and recommended by the Research Guide.

(iii) Study leave shall not be granted to a teacher who is due to retire within three years of the date which he is expected to return to duty after the expiry of study leave.

(iv) There will be a limit of 20% of faculty strength in a discipline/strength of academics in a Division/Centre/Institute, who may be on Study Leave/Sabbatical Leave/Extraordinary Leave/Deputation while deciding the request(s) of teachers/academics for sanction of Study Leave.

(v) Study leave may be granted more than once provided that not less than five years of actual duty i.e. excluding the periods of Sabbatical leave and Extra Ordinary Leave have elapsed after the teacher returned to duty on completion of earlier spell of Study leave or Sabbatical 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.

(vi) 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 Board of Management. When the course of study falls short of the study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless

the previous approval of the Board of Management to treat the period of shortfall as ordinary leave has been obtained.

(vii) (a) Subject to the provisions of sub-clause (viii) and (ix) below, Study Leave may be granted on full pay for the first year and on half pay for the second year and no pay shall be admissible thereafter to Professors and Readers. The Lecturers granted Study Leave would be entitled to continue to draw their total emoluments for the duration of the Study Leave.

(b) The teacher shall ordinarily be entitled to house rent allowance, city compensatory allowance during the period of Study Leave.

(viii) The amount of scholarship, fellowship or other financial assistance that a teacher granted study leave has been awarded will not preclude his being granted study leave with pay and allowances but the scholarship etc., so received shall be taken into account in determining the pay and allowances on which the study leave may be granted.

(ix) If a teacher, who is granted study leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave, he shall ordinarily not be granted any study leave salary, but in cases, where the amount of remuneration received in respect of part-time employment is not considered adequate, the Board of Management may determine the study leave salary payable in each case.

Note

It shall be the duty of the teacher granted study leave to communicate immediately to the University financial assistance in any form received by him during the course of study leave from any person or institution whatsoever.

(x) Subject to maximum period of absence from duty on leave not exceeding five years, Study leave may be combined with Earned Leave, Half Pay Leave, Extra Ordinary Leave provided that the Earned Leave at the credit of the teacher shall be availed of at the commencement of the Study Leave. However, Study Leave and Sabbatical Leave should in no case be combined.

(xi) The teachers granted study leave will also be sanctioned necessary increment (s) as and when due. However the amount of emoluments payable to the teachers on study leave shall be reduced subject to the provisions of sub-clauses (viii) and (ix) above.

(xii) Study leave shall count as service for pension/contributory provident fund provided the teacher rejoins the University on the expiry of his study leave and serves for the period for which Bond has been executed.

(xiii) 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.

(xiv) A teacher availing of study leave shall undertake that he shall serve the University continuously for double the period of study leave or for a period of three years whichever is less, to be calculated from the date of resuming duty after expiry of the study leave.

(xv) A Teacher—

(a) who is unable to complete his studies within the period of study leave granted to him, or,

(b) who fails to rejoin the service of the University on the expiry of his study leave, or,

(c) who rejoins 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 service by the University 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 or on his behalf in connection with the course of study.

Provided that if a teacher has served the University for a period of not less than half the period of service under the Bond on return from study leave, he shall refund to the University half of the amount calculated as above. In case the teacher has been granted study leave without pay and allowances, he shall be liable to pay the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the University during the course of study.

Explanation: If a teacher, who asks for extension of study leave and is not granted the extension, does not rejoin on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of the dues under this ordinance:

(a) Notwithstanding the above, the Board of Management may order that nothing in this ordinance shall apply to a teacher who within the prescribed period of service under the bond is permitted to retire from service on medical grounds. Provided further that the Board of Management may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under this ordinance.

(xvi) After the leave has been sanctioned the teacher shall, before availing of the leave, execute a bond* in favour of the University binding himself for the fulfillment of the conditions laid down in sub-clauses (xiv) and (xv) above and give security of immovable property to the satisfaction of the Finance Officer 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 in accordance with sub-clause (xv) above.

(xvii) The teacher shall submit to the Registrar or any other Officer so authorized six monthly reports of progress in his studies from his Supervisor or the Head of the Institution. This report shall reach the Officer so designated within one month of the expiry of every six months of the study. If the report does not reach the Officer within the time specified, the payment of leave salary may be deferred till the receipt of such report.

* Appendix 1.

(xviii) The number of teachers on Study Leave and Sabbatical Leave should not exceed 20% of the total faculty strength in any discipline at a given time. However, this ceiling could be relaxed in cases where the faculty strength is too small.

Note: The Board of Management may from time to time decide guidelines for consideration of applications for grant of Study Leave.

10.B For employees other than teachers

Conditions for grant of Study Leave—

(i) Study leave may be granted to an employee with due regard to the exigencies of service of the University to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.

(ii) Study leave may also be granted—

(1) for a course of training or study tour in which an employee may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to the University from the point of view of its interest and is related to the sphere of duties of the employee; and

(2) for the purpose of studies connected with the framework or background of public administration subject to the conditions that—

(a) the particular study or study tour should be approved by the Board of Management; and

(b) the employee should be required to submit, on his return, a full report on the work done by him while on study leave.

(3) for the studies which may not be closely or directly connected with the work of an employee, but which are capable of widening his mind in a manner likely to improve his abilities as an employee and to equip him better to collaborate with those employees employed in other branches of the public service.

(iii) Study leave shall not be granted unless—

(1) it is certified by the Vice-Chancellor that the proposed course of study or training shall be of definite advantage from the point of view of the interests of the University;

(2) it is for prosecution of studies in subjects other than academic or literary subjects.

(iv) Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India.

(v) Study leave shall not be granted to an employee—

(1) who has rendered less than five years service under the University;

(2) who is due to retire, or has the option to retire, from the University services within three years of the date on which he is expected to return to duty after the expiry of the leave.

(vi) Study leave shall not be granted to an employee with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

(vii) The maximum amount of study leave, which may be granted to an employee shall be—

(a) twelve months at any one-time; and

(b) during his entire service, twenty-four months in all (inclusive of similar kind of leave for study or training granted under any other rule).

(viii) Applications for study leave—

(1) (a) Every application for study leave shall be submitted through proper channel to the Board of Management.

(b) The course or courses of study contemplated by the employee and any examination which he proposes to undergo shall be clearly specified in such application.

(2) Where it is not possible for the employee to give full details in his application, or if, after leaving India, he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Vice-Chancellor and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the Vice-Chancellor.

(ix) Sanction of Study Leave

(1) (a) Every employee who has been granted study leave or extension of such study leave shall be required to execute a bond in the prescribed form before the study leave or extension of such study leave granted to him commences.

(b) The bond shall be signed by two sureties who are holding posts of equal or higher status.

(2) On completion of the course of study, the employee shall submit to the Vice-Chancellor the certificates of examinations passed or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority in charge of the course.

(x) Accounting of Study Leave and combination with leave of other kinds.

(1) Study leave shall not be debited against the leave account of the employee.

(2) Study leave may be combined with other kinds of leave, but in no case the grant of this leave in combination with leave, other than extra-ordinary leave, shall involve a total absence of more than twenty-eight months from the regular duties of the employee.

(3) An employee granted study leave in combination with any other kind of leave may, if he so desires, undertake or commence a course of study during any other kind of leave and subject to the other conditions laid down in rule being satisfied, draw study allowance in respect thereof.

Provided that the period of such leave coinciding with the course of study shall not count as study leave.

(xi) Regulation of Study Leave extending beyond course of study

When the course of study falls short of study leave granted to an employee, he shall resume duty on the conclusion of the course of study, unless the previous sanction of the Vice Chancellor has been obtained to treat the period of shortfall as ordinary leave.

(xii) Leave salary during study leave

(1) During study leave availed of outside India, an employee shall draw leave salary equal to the pay that the employee drew while on duty with the University immediately before proceeding on such leave and in addition the dearness allowance, house rent allowance besides study allowance will be admissible at such rates and on such conditions as may be decided by Vice-Chancellor taking into consideration the rates of study allowance and the conditions thereof prescribed by Govt. of India in respect of its employees.

(2) (a) During study leave availed of in India, an employee shall draw leave salary equal to the pay that the employee drew while on duty with the University immediately before proceeding on such leave and in addition the dearness allowance and house rent allowance as admissible in accordance with the provisions of sub-clause (xiii).

(b) Payment of leave salary at full rate under clause (a) above shall be subject to furnishing a certificate by the employee to the effect that he is not in receipt of any scholarship, stipend or remuneration in respect of any part-time employment.

(c) The amount, if any, received by an employee during the period of study leave as scholarship or stipend or remuneration in respect of any part-time employment shall be adjusted against the leave salary payable under this sub-rule subject to the condition that the leave salary shall not be reduced to an amount less than that payable as leave salary during half pay leave.

(d) No study allowance shall be paid during study leave for courses of study in India.

(xiii) Admissibility of allowances in addition to study allowance

(1) For the first 120 days of the study leave, house rent allowance shall be paid at the rates admissible to the employee from time to time at the station from where he proceeded on study leave. The continuance of payment of house rent allowance beyond 120 days shall be subject to the production of a certificate to the effect that the employee continues to occupy the accommodation and has not sub-let either in whole or in part from time to time.

(2) Except for house rent allowance as admissible under sub-clause (1) above and the dearness allowance and the study allowance, where admissible, no other allowance shall be paid to an employee in respect of the period of study leave granted to him.

(xiv) Travelling allowance during study leave

An employee to whom study leave has been granted shall not ordinarily be paid travelling allowance but the Board of Management may in exceptional circumstances sanction the payment of such allowance.

(xv) Cost of fees for study

An employee to whom study leave has been granted shall ordinarily be required to meet the cost of fees paid for the study but in exceptional cases, the Board of Management may sanction the grant of such fees:

Provided that in no case shall the cost of fees be paid to an employee who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part-time employment.

(xvi) Resignation or retirement after study leave or non-completion of the course of study

(1) If an employee resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of three years after such return to duty or fails to complete the course of study and is thus unable to furnish the certificates he shall be required to refund—

the actual amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the University, together with interest thereon at rates for the time being in force on Government loans, from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise.

Provided that except in the case of employees who fail to complete the course of study nothing in this rule shall apply to an employee who, after return to duty from study leave, is permitted to retire from service on medical grounds.

(2) (a) The study leave availed of by such employee shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave.

(b) In addition to the amount to be refunded by the employee under sub-clause (2) above he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

(3) Notwithstanding anything contained in this rule, the Board of Management may, if it is necessary or expedient to do so, either in the interest of the University or having regard to the peculiar circumstances of the case or class of cases, by order waive or reduce the amount required to be refunded by the employee concerned or class of employees.

SABBATICAL LEAVE (FOR TEACHERS)

11.(i) Permanent whole-time teachers of the University who have completed three years of service may be granted sabbatical leave to undertake study or research or other academic pursuits solely for the object of increasing their proficiency and usefulness to the University. This leave shall not be granted to a teacher who has less than one year service in the University to retire.

(ii) The duration of leave shall not exceed six or twelve months according as the teacher has actually worked in the University for not less than three or six years respectively since his return from the earlier spell of sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of three years from the date of the teacher's return from the previous study leave or any other kind of training programme.

(iii) There will be a limit of 20% of faculty strength in a discipline who may be on Study Leave/Sabbatical Leave/Extraordinary Leave/Deputation while deciding the request(s) of teachers for sanction of Sabbatical Leave.

(iv) A teacher shall, during the period of sabbatical leave be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on sabbatical leave. The University shall not, however, fill up his post or make other alternative arrangements involving additional expenditure.

(v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He may, however, be allowed to accept a fellowship or Research Scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than a regular employment in an institution of advanced studies provided that in such cases the Board of Management may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

(vi) During the period of Sabbatical Leave, the teacher shall be allowed to draw the increment on due date. A teacher availing of Sabbatical Leave shall furnish an undertaking to the effect that he shall serve the University continuously for double the period of Sabbatical Leave to be calculated from the date of resuming duty after expiry of the Sabbatical Leave. The period of leave shall also count as service for the purpose of pension/contributory provident fund provided the teacher rejoins the University on the expiry of his/her leave.

Note

1. The programme to be followed during sabbatical leave shall be submitted to the University for approval alongwith the application for grant of leave.
2. On return from leave the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave.
3. The Board of Management may from time to time decide guidelines for consideration of applications for grant of Sabbatical Leave.

VACATION (FOR TEACHERS)

11.(A) (i) Sixty days of vacation in a calendar year during the months of May/June or November/December is admissible to teachers who have worked atleast for six months in the University. Vacation can be availed of either in one spell of two months or two spells of one month each during the above months.

(ii) Teachers will be permitted to avail the vacation according to their options provided that at any given time atleast 30% of the teachers in a discipline are present in their Schools.

(iii) Vacation shall ordinarily be for periods of full months. Any exception to this condition is permissible only when vacation is sought for periods of shorter than one month. In such cases, the date of commencement or termination of vacation should coincide with the beginning or close of the month.

MATERNITY LEAVE

12.(1) (i) Maternity Leave on full pay may be granted to a female employee with less than two surviving children for a period of 135 days from the date of its commencement (90 days upto 6.10.97).

(ii) Maternity leave may also be granted to a female employee (irrespective of number of surviving children) in case of miscarriage, including abortion, subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a medical certificate.

(iii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

(iv) Notwithstanding the provision contained in clause 12 (iii) any leave (including commuted leave for a period not exceeding sixty days and leave not due upto a maximum of one year applied for in continuation of maternity leave) be granted without production of medical certificate.

PATERNITY LEAVE

12.(2) A male employee (including an apprentice) with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife. During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account and may be combined with any other kind of leave (as in the case of Maternity Leave). It may not normally be refused under any circumstances.

SPECIAL DISABILITY LEAVE

(a) SPECIAL DISABILITY LEAVE FOR INJURY INTENTIONALLY INFLICTED

13. (i) Special disability leave may be granted to an employee who is disabled by injury intentionally inflicted or caused in or in consequence of the due performance of his official duties or in consequence of his official position.

(ii) Such leave shall not be granted unless the disability manifested in itself within three months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice.

Provided that the authority competent to grant leave may, if it is satisfied, as to the cause of the disability, permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

(iii) The period of leave granted shall be such as is certified by an Authorised Medical Attendant and shall in no case exceeds 24 months.

(iv) Special disability leave may be combined with leave of any other kind.

(v) Special disability leave may be granted more than once if the disability is aggravated or re-manifests in similar circumstances at a later date but not more than 24 months of such leave shall be granted in consequence of any one disability.

(vi) Special disability leave shall be counted as duty in calculating service for pension and shall not, except the leave granted under the provision to clause (b) of sub-clause (vii) of this ordinance be debited against the leave account.

(vii) Leave salary during such leave shall—

(a) for the first 120 days of any period of such leave including a period of such leave granted under sub-clause (v) above be equal to leave salary while on earned leave; and

(b) for the remaining period of any such leave, be equal to leave salary during half pay leave.

Provided that a member of the staff, may at his option, be allowed leave salary as in sub-clause (a) above for period not exceeding another 120 days, and in that event the period of such leave shall be debited to his half pay leave account.

(b) SPECIAL DISABILITY LEAVE FOR ACCIDENTAL INJURY

(viii) The provisions in part (A) of this ordinance shall apply also to an employee who is disabled by injury accidentally incurred in, or in consequence of the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds.

(ix) The grant of special disability leave in such cases shall be subject to the further conditions—

(a) that the disability, if due to disease, must be certified by an Authorised Medical Attendant to be directly due to the performance of the particular duty;

(b) that, if the employee has contracted such disability during service, it must be in the opinion of the authority competent to sanction leave, exceptional in character; and

(c) that the period of absence recommended by an authorized medical attendant may be covered in part by leave under the ordinance and in part by any other kind of leave, and that the amount of special disability leave granted on leave salary equal to that admissible on earned leave shall not exceed 120 days.

14. Quarantine leave* (deleted)

(B) EMPLOYEES APPOINTED ON PROBATION

15. An employee appointed as a probationer against a substantive vacancy and with definite terms of probation shall during the period of probation be granted leave which would be admissible to him if he held his post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are otherwise terminated by the orders of the Board of Management or competent authority. On the other hand, an employee appointed 'on probation' to a post, not substantively vacant, to assess his suitability to the post, shall until he is substantively confirmed, be treated as a temporary employee for purposes of grant of leave. If a person in the permanent service of the University is appointed 'on probation' to a higher post he shall not, during probation, be deprived of the benefit of leave rules applicable to his permanent post.

(C) EMPLOYEES RE-EMPLOYED AFTER RETIREMENT

16. In the case of an employee re-employed after retirement the provisions of these ordinances shall apply as if he had entered service for the first time on the date of his re-employment. Re-employed pensioners who are treated as new entrants in the matter of leave may also be granted terminal leave under sub-clause 12 of the clause 20 below.

* Quarantine leave deleted