

Bhagat Phool Singh Mahila Vishwavidyalaya  
Khanpur Kulan

## Sabbatical Leave Regulations

### 1. Objective :

To encourage teachers to undertake research or study or other academic pursuit in their subject/discipline/area of interest/field solely for the object of increasing their proficiency and usefulness to the University and higher education system.

### 2. Scope of the Scheme :

The scheme is applicable only to all Permanent/Regular whole time teachers of the University Teaching Departments and colleges. The teachers who are on lien/deputation with foreign institutions are not permitted to avail Sabbatical Scheme.

### 3. Eligibility :

Permanent/Regular whole time teachers of the University Teaching Departments and colleges who have completed seven years of service as Reader/Associate Professor or Professor all taken together in the present institute may be granted sabbatical leave.

Provided:

- (a) She/he is in position to serve the University/College for at least two years after return from leave;
- (b) She/he shall execute a bond that after the expiry of such leave she/he shall so serve, failing which she/he shall refund to the University the leave salary received by her/him and the interest thereon at bank rate;

A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave. Provided further that the sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or sabbatical leave or any other kind of training programme of duration one year or more.

Not more than one teacher of the department can be on Sabbatical Leave at any one point in time. This will not include the teacher(s) on Study Leave, if

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any. If there is more than one applicant for Sabbatical Leave then senior most teacher shall be given preference for grant of Sabbatical Leave.

#### 4. Procedure :

An employee opting for Sabbatical Leave shall submit application as per the prescribed format (Annexure I) through Chairperson to the below mentioned Sabbatical Leave Committee:

- |  |          |
|--|----------|
| 1. Director Research                       | Convener |
| 2. Dean of the Concerned Faculty           | Member   |
| 3. Chairperson of the Concerned Department | Member   |

The request of the employee for proceeding on Sabbatical Leave shall be assessed by the committee and recommendation shall be put up to the Competent Authority for approval.

#### 5. Scheme :

- a. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher
- b. 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 her/him immediately prior to her/him proceeding on sabbatical leave.
- c. 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. She/he may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- d. During the period of sabbatical leave, the teacher shall be allowed to draw the increments on the due date. The period of leave shall also count as service for purposes that the teacher rejoins the university on the expiry of his/her leave.
- e. A teacher on sabbatical leave shall submit quarterly progress report about her/his work to the Vice-Chancellor through HOD.



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- f. The teacher shall submit the report along with proof of completion of research work/project/study for which the Sabbatical Leave was sanctioned within a period of one month of joining her/his duties after availing Sabbatical Leave. In case of further delay the salary shall be deferred till the submission of the required report along with proof of completion of research work/project/study.
  - g. After joining her/his duty, the teacher concerned shall also present a seminar in the faculty on the work completed by the teacher during her/his Sabbatical Leave period.
  - h. The copyright of the work will be shared by the faculty concern and university. The royalty earned will be shared between University and faculty in 60:40 ratio.
  - i. The employee will have the option to rejoin duty during the course of her/his Sabbatical Leave after giving one month's notice but not during the first three months.

NOTE : For College teachers, existing rules or as per decisions/norms for duty leave, study leave and sabbatical leave taken from time to time shall apply.

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Annexure I

FORMAT FOR SUBMITTING PROPOSAL FOR SABBATICAL LEAVE

1. Title :
2. Abstract of proposed Research/Study (not exceeding 1000 words) :
3. Introduction of proposed Research/Study :
4. Major Research/Study Reviewed :
5. Objectives :
6. Academic Significance and Relevance :
  - a. Significance and Relevance of the proposed study for University :
  - b. Significance and Relevance of the proposed study for Higher Education:
  - c. Significance and Relevance of the proposed study for Society :
  - d. Relevance for the professional efficiency of the applicant :
7. Framework and Methods Proposed for Research Approach/Methodology :
8. Proposed Outcome/contribution to knowledge such as book along with papers in journals, policy papers, etc. with proposed timeline and place of publications :
9. Milestones set for each successive quarter of the study:

Quarter	Milestone
I	
II	
III	
IV	

Date :

Signature & Name