



# छत्तीसगढ़ कामधेनु विश्वविद्यालय,

## दुर्ग (छ.ग.)

क्रमांक: स्था./15 (7)/2018/

दुर्ग, दिनांक: /03/2018

### //अधिसूचना//

छत्तीसगढ़ कामधेनु विश्वविद्यालय, दुर्ग के कार्य परिषद की 16वीं बैठक दिनांक 10/01/2018 (प्रस्ताव क्रमांक-16.09) में लिए गए निर्णय अनुसार शैक्षणिक एवं गैर शैक्षणिक अधिकारियों एवं कर्मचारियों हेतु निम्नानुसार अध्ययन अवकाश नियमावली को निम्नानुसार अनुमोदन दिया गया है:-

**(1) The New Guideline for Ph.D. Admission for Assistant Professor/Scientist working at Chhattisgarh Kamdhenu Vishwavidyalaya, Anjora, Durg (C.G.) are adopted by Vishwavidyalaya, Durg are as follow:-**

**Assistant Professor/Scientist**

1. In-service Teachers/Scientists will be allowed to pursue Ph.D. only from recognized Universities with course work.
2. At any time maximum of 10% staff of the respective department will be permitted to get study leave to pursue Ph.D. Programme with course work from other University (other than CGKV) in a calendar year. Besides this, one person will be allowed to pursue Ph.D. programme with course work from CGKV in a calendar year in each department against over and above the prescribed seats.
3. A teacher/scientist availing the study leave shall execute a bond in favour of CGKV that he/she shall serve the University for a continuous period of at least five years to be calculated from the date of his/her resuming duty or otherwise he/she has to deposit the total amount of salary received during study leave period to the CGKV.
4. (a) Those who fail to complete Ph.D. programme in stipulated period as per the rule of University where the candidate is pursuing Ph.D. and return back to join earlier assignment, will have to deposit salary amount whatever he/she has received for the period of study leave along with 12% interest annually.  
(b) Those who fail to complete Ph.D. programme in stipulated period as per the rule of university where the candidate is pursuing Ph.D. and return back to join earlier assignment/service on the valid medical ground based on certificate issued by medical board, the candidate(s) will be exempted to deposit salary amount whatever he/she has received during study leave.
5. Study leave shall be granted after a minimum of 03 years of continuous service and have cleared the probation period, 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 this discipline/specialization. The three year service period to be calculated from the date of his/her resuming duty to last date of submission of application for study leave. In computing the length of service, the service period during which a person was on probation or engaged as Teacher/Scientist will be counted, provided there is no break in-service.
6. Study leave shall be granted by the competent Authority on the recommendation of the concerned Head of the Department and Study Leave Granting Committee (SLGC) constituted by Vishwavidyalaya.
7. Study leave shall not be granted to a teacher/scientist who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

8. Study leave shall not be granted if he/she has already completed Ph.D. degree either with course work or without course work in his/her entire career.
9. Study leave granted to a teacher/scientist shall be deemed to be cancelled in case it is not availed within 12 months of its sanction and it will not be granted more than two times during one's career. However, the maximum of study leave admissible during the entire service in such case should not exceed five years to be maintained between sanction of two study leaves.
10. Subject to the provision of sub-clauses 11 and 12 below, study leave shall be granted by competent authority on full pay up to two years extendable by one more year, if there is adequate progress as reported by the research guide. However, study leave will be granted for 1 year or 2 semester whichever is earlier for in-service teacher/scientist, who is permitted to pursue Ph.D. from CGKV. However in the 3<sup>rd</sup> semester 15 days additional duty leave may be granted to the employee for his/her examinations related work.
11. Teacher/Scientist who has completed the study leave period without completing the Ph.D. programme, is required to apply to competent authority to extend the study leave well in advance before the expiry of the study leave. The study leave shall not be granted for more than three years, except in very exceptional cases in which the competent authority is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university. In such exceptional case study leave will be combined with earned leave, half-pay leave, extraordinary leave, provided that the leave is at the credit of the concerned teacher/scientist or if the permission is granted by competent authority under leave not due condition.
12. The amount of Indian/foreign scholarship, fellowship or other financial assistance granted to a teacher and so received during study period as income shall be taken into account in determining the pay and allowances. If the amount of Fellowship/scholarship/financial assistance as income exceeds the salary of the teacher, the salary would be forfeited.
13. After availing the study leave, he/she has to join the duty in the original position from where his/her salary has been drawn with intimation to the Registrar through proper channel.
14. A teacher, who is selected in a higher post during study leave, will be placed in that position and get the higher scale only after joining the post after completion of Ph.D.
15. A teacher/scientist granted study leave shall on his/her return and rejoining the service of the University will be eligible to enjoy (avail) the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No scientist/teacher shall however, be eligible to receive arrears of increments.
16. The case of granting study leave to a teacher/scientist who has been awarded fellowship/scholarship from ICAR/UGC/CSIR/MHRD/IITs etc. will be considered with normal cases as per seniority.
17. There will be one meeting of Study Leave Granting Committee (SLGC) in a calendar year during April for granting of study leave to teacher/scientists. The number of person permitted for study leave, should not exceed the number of seats as specified in clause 2 in a calendar year. Prior to SLGC meeting, the Registrar will obtain the information from each Head of Department regarding total number of scientists/teachers in the Department at University level, name of teacher/scientist pursuing Ph.D. in different universities as well as within CGKV expected date of rejoining etc. These informations would be provided during SLGC meeting. The time line for processing the application of study leave in each year is as below:

	<b>Particulars</b>	<b>Time line</b>
1.	Issue of Notification for obtaining application	15 <sup>th</sup> March
2.	Last date of submission of application	15 <sup>th</sup> April
3.	Meeting of SLGC	Between 20 <sup>th</sup> to 25 <sup>th</sup> April
4.	Issue of order for study leave	By 30 <sup>th</sup> April

18. Study leave shall be counted as service for pension/contributory provident fund etc., provided that the teacher/scientist joins the CGKV on the expiry of his/her study leave. However, the period spent in study leave shall not be counted as experience while calculating years of experience for eligibility to higher post through direct recruitment or under CAS. For example – A person as Assistant professor getting study leave to pursue Ph.D. from CGKV and join Ph.D. on 01.03.2009, rejoining duties on 01.08.2010 (after 3 semesters) and appeared in final viva-voce on 09.03.2012, in such cases, for being eligible to the post of Associate Professor his/her services only from the period 01.03.2009 to 01.08.2010 (study leave period) will not be considered as experience while calculating experience as Assistant Professor.
19. The teacher/scientist shall submit six monthly progress reports of his/her studies from his/her supervisor or the head of the institution to the Registrar, CGKV. This report should reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach to the Registrar within the specified time the payment of leave salary will be deferred till the receipt of such report.
20. A teacher is entitled to get the fellowship only if he/she pursues his/her study other than the parent university.

**Note: If any point(s) do not fall in above the decision of Hon' ble Vice Chancellor will be final**

**Terms & Conditions:-**

1. Study leave is granted for minimum residential requirement for the degree.
2. Permission to continue the higher study can be withdrawn by the Vishwavidyalaya at any time on the recommendation of Dean of Collage if registration interferes with the legitimate duties of the officer or if the progress of the candidate is unsatisfactory.
3. The same Academic Rules would apply as prescribed for fresh students.
4. The candidate shall be required to work in his/her respective department during the semester breaks, summer vacations and other long breaks due to closure of College etc.
5. The candidate shall not involve/indulge in students strike etc.
6. The candidates will be bound to follow the Vishwavidyalaya Rules.

(2) The New Guideline for Ph.D. Admission for Subject Matter Specialist (SMS)/ Veterinary Officer/Aurvedic Doctor/Medical Doctor/Dairy Manager/Dairy Chemist/Technical Assistant/Farm manager working at Chhattisgarh Kamdhenu Vishwavidyalaya, Anjora, Durg (C.G.) are adopted by Vishwavidyalaya for different categories of employees which are as follow:-

**(A) Subject Matter Specialist (SMS)/Veterinary Officer/Aurvedic Doctor/Medical Doctor/Dairy Manager/Dairy Chemist/Technical Assistant/Farm manager**

1. In-service eligible non-teaching staff possessing professional degree will be allowed to pursue Ph.D. only from recognized Universities with course work.
2. At any time maximum of 10% staff of the total eligible staff will be permitted to get study leave to pursue Ph.D. Programme with course work from with other University (other than CGKV) in academic calendar year. Besides this, one person will be allowed to pursue Ph.D. programme with course work from CGKV in a calendar year in each department against over and above the prescribed seats.
3. A non-teaching staff availing the study leave shall execute a bond in favour of CGKV that he/she shall serve the University for a continuous period of at least five years to be calculated from the date of his/her resuming duty or otherwise he/she has to deposit the total amount of salary received during study leave period to the CGKV.
4. (a) Those who fail to complete Ph.D. programme in stipulated period as per the rule of University where the candidate is pursuing Ph.D. and return back to join earlier assignment, will have to deposit salary amount whatever he/she has received for the period of study leave along with 12% interest annually.  
(b) Those who fail to complete Ph.D. programme in stipulated period as per the rule of university where the candidate is pursuing Ph.D. and return back to join earlier assignment/service on the valid medical ground based on certificate issued by medical board, the candidate(s) will be exempted to deposit salary amount whatever he/she has received during study leave.
5. Study leave shall be granted after a minimum of 03 years of continuous service and have cleared the probation period, 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 this discipline/specialization. The three year service period to be calculated from the date of his/her resuming duty to last date of submission of application for study leave. In computing the length of service, the service period during which a person was on probation or engaged as non-teaching staff will be counted, provided there is no break in-service.
6. Study leave shall be granted by the competent Authority on the recommendation of the concerned Head of the Department and Study Leave Granting Committee (SLGC) constituted by Vishwavidyalaya.
7. Study leave shall not be granted to a non-teaching staff who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
8. Study leave granted to a non-teaching staff shall be deemed to be cancelled in case it is not availed within 12 months of its sanction and it will not be granted more than two times during one's career. However, the maximum of study leave admissible during the entire service in such case should not exceed five years to be maintained between sanction of two study leaves.
9. Subject to the provision of sub-clauses 11 and 12 below, study leave shall be granted by competent authority on full pay up to two years extendable by one more year, if there is adequate progress as reported by the research guide. However, study leave will be granted for 1 year or 2 semester whichever is earlier for non teaching staff, who is permitted to pursue Ph.D. from CGKV. However in the 3<sup>rd</sup> semester 15 days additional duty leave may be granted to the employee for his/her examinations related work.

10. Non-teaching staff who has completed the study leave period without completing the Ph.D. programme, is required to apply to competent authority to extend the study leave well in advance before the expiry of the study leave. The study leave shall not be granted for more than three years, except in very exceptional cases in which the competent authority is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university. In such exceptional case study leave will be combined with earned leave, half-pay leave, extraordinary leave, provided that the leave is at the credit of the concerned teacher/scientist or if the permission is granted by competent authority under leave not due condition.
11. The amount of Indian/foreign scholarship, fellowship or other financial assistance granted to a teacher and so received during study period as income shall be taken into account in determining the pay and allowances. If the amount of Fellowship/scholarship/financial assistance as income exceeds the salary of the teacher, the salary would be forfeited.
12. After availing the study leave, he/she has to join the duty in the original position from where his/her salary has been drawn with intimation to the Registrar through proper channel.
13. A non-teaching staff, who is selected in a higher post during study leave, will be placed in that position and get the higher scale only after joining the post after completion of Ph.D.
14. A non-teaching eligible staff possessing professional degree granted study leave shall on his/her return and rejoining the service of the University will be eligible to enjoy (avail) the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. None of the non-teaching staff shall however, be eligible to receive arrears of increments.
15. The case of granting study leave to a non-teaching staff who has been awarded fellowship/scholarship from ICAR/ICMR/UGC/CSIR/MHRD/IITs etc. will be considered with normal cases as per seniority.
16. There will be one meeting of Study Leave Granting Committee (SLGC) in a calendar year during April for granting of study leave to non-teaching staff. The number of persons permitted for study leave, should not exceed the number of seats as specified in clause 2 in a calendar year. Prior to SLGC meeting, the Registrar will obtain the information from all the components of Vishwavidyalaya about total number of eligible non-teaching staff possessing professional degree for pursuing Ph.D. in different universities and expected date of rejoining etc. These informations would be provided during SLGC meeting. The Time line for processing the application of study leave in each year is as below:

	<b>Particulars</b>	<b>Time line</b>
1.	Issue of Notification for obtaining application	15 <sup>th</sup> March
2.	Last date of submission of application	15 <sup>th</sup> April
3.	Meeting of SLGC	Between 20 <sup>th</sup> to 25 <sup>th</sup> April
4.	Issue of order for study leave	By 30 <sup>th</sup> April

17. Study leave shall be counted as service for pension/contributory provident fund etc., provided that the non-teaching staff joins the CGKV on the expiry of his/her study leave. However, the period spent in study leave shall not be counted as experience while calculating years of experience for eligibility to higher post through direct recruitment or under CAS. For example – A person as Subject Matter Specialist (SMS)/ Veterinary Officer/Aurvedic Doctor/Medical Doctor/Dairy Manager/Dairy Chemist, Technical Assistant/Farm manager getting study leave to pursue Ph.D. from CGKV and join Ph.D. on 01.03.2009, rejoining duties on 01.08.2010 (after 3 semesters) and appeared in final viva-voce on 09.03.2012. in such cases, for being eligible to the post of Programme Coordinator his/her services only from the period 01.03.2009 to 01.08.2010 (study leave period) will not be considered as experience while calculating experience as SMS.

18. The non-teaching staff shall submit six monthly progress reports of his/her studies from his/her supervisor or the head of the institution to the Registrar, CGKV. This report should reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach to the Registrar within the specified time the payment of leave salary will be deferred till the receipt of such report.
19. A non-teaching staff is entitled to get the fellowship only if he/she pursues his/her study other than the parent university.
20. Candidates should have minimum 6.50 OGPA out of 10.00 scale or 65% marks would be applicable for Ph.D. admission for Subject Matter Specialist (SMS)/ Veterinary Officer/Aurvedic Doctor/Medical Doctor/Dairy Manager/Dairy Chemist, Technical Assistant/Farm manager candidates. In case of employee with lower OGPA/percent than prescribed, the essential qualification will be the same which was enforced at the time of his/her appointment.
21. Employees under this category would be permitted to pursue their higher study in the same faculty in which they have got their degree.
23. Employees under this category would be permitted to pursue their higher studies once in their service period.

**Note: If any point(s) do not fall under above, the decision of Hon' ble Vice Chancellor will be final.**

**Terms & Conditions:-**

1. Study leave is granted for minimum residential requirement for the degree.
2. Permission to continue the higher study can be withdrawn by the Vishwavidyalaya at any time on the recommendation of Dean of Collage if registration interferes with the legitimate duties of the officer or if the progress of the candidate is unsatisfactory.
3. The candidate shall not involve/indulge in students strike etc.
4. The candidates will be bound to follow the Vishwavidyalaya Rules.  
यह नियमावली सत्र 2018-19 से प्रभावशील होगी।

मान. कुलपतिजी के आदेशानुसार

कुलसचिव

पृ. क्रमांक: स्था./15 (7)/2018/3006

दुर्ग, दिनांक: 22/03/2018

प्रतिलिपि :-

1. मान. कुलपतिजी के निज सहायक, छ.ग. कामधेनु वि.वि., दुर्ग।
2. वित्त अधिकारी, छत्तीसगढ़ कामधेनु विश्वविद्यालय, दुर्ग।
3. अधिष्ठाता, पशुचिकित्सा एवं पशुपालन महाविद्यालय, अंजोरा (दुर्ग)/ बिलासपुर दुग्ध प्रौद्योगिकी महाविद्यालय, रायपुर/मात्स्यकी महाविद्यालय, कवर्धा।
4. निदेशक, अनुसंधान सेवायें,/शिक्षण/विस्तार/ अधिष्ठाता, छात्र कल्याण छ.ग. कामधेनु विश्वविद्यालय, दुर्ग।
5. निदेशक/प्राध्यापक एनीमल बायोटेक्नोलॉजी/वाइल्ड लाईफ हेल्थ एण्ड फोरेंसिक सेंटर /कामधेनु एवं पंचगव्य अनुसंधान केन्द्र छ.ग. कामधेनु वि.वि., दुर्ग।
6. प्रभारी अधिकारी, वेटनरी पॉलीटेक्निक, छ.ग. कामधेनु विश्वविद्यालय, दुर्ग।
7. प्रभारी अधिकारी, आई.सी.टी सेल, छ.ग. कामधेनु विश्वविद्यालय, दुर्ग। कृपया विश्वविद्यालय वेब साईट में अपलोड करने का कष्ट करें।

कुलसचिव