Report of the Committee regarding Rules in connection with deputation for PhD
(Ref: VJTI/Dir/6876/13 dated 20/02/2013)

Preamble:
In its 30th Meeting held on 24th January 2013, BoG resolved that flexible rule be framed in connection with deputation of VJTI faculty for pursuing PhD in order to attract and retain talent.

Director appointed a Committee of the following to discuss and make recommendations in this connection:
- V M Topkar, Dean (RM&F)
- S M Gaonkar, Dean (Faculty)
- R D Daruwala, Dean (Academic Programs)
- R N Awale, TEQIP Co-coordinator
- R N Raut, Registrar

The Committee studied the Rules for Study Leave framed earlier and approved by the Board of Governors. Committee also referred rules of NITs and Maharashtra Civil Services Rules.

Committee has following views regarding these Rules:

a. To attract and retain talented faculty to the Institute, it is necessary to facilitate upgradation of academic qualifications.

b. As per GR of autonomy, Government is expected to pay salaries in the form of Block Grant to the extent of salary for sanctioned posts irrespective of vacancies that may exist. However, currently, 100% grants are available for payment of salaries and other related benefits of faculty in place against sanctioned posts. Hence, no surplus is available with the Institute through salary grants.

c. Release of salary by Government is linked to the Government approval for entire recruitment process and adherence to the relevant recruitment rules. The release of grants is linked to verification of appointments and other employee data including attendance & leave records. During verification, generally Govt. insists that rules applicable to Govt. employees should be adhered to for providing any benefits to the faculty. Any deviation leads to no sanction.

d. To attract and retain talented faculty, Institute needs to work with Industries who can create ‘Faculty Chairs’, sponsor their salaries through one time endowments of 3 to 5 crores of rupees. This will facilitate recruitment of highly qualified and talented faculty and provide them reasonable – industry standard remuneration.

e. However, faculty already in service needs to be provided opportunity to upgrade their qualification and hence these rules. Committee could thus suggest very few measures to avoid any unpleasant situations wherein Govt. authorities may not approve of concessions provided by the Institute.

f. It is also strongly recommended that faculty should be encouraged to apply under QIP so as to get maximum benefits. They also should be encouraged to enroll for qualification improvement in the Institutes with higher standing and avoid studying in-house at VJTI. Provision of rules for in-house registration should be used only in exceptional cases.

g. Considering large number of vacancies (about 40% as of now), not more than 20% of faculty currently on roll from a Department should be relieved full time.
Considering above the Committee proposes following Rules for approval and implementation with immediate effect.

Rules for Grant of Study Leave for acquiring Ph D from IIT/NIT/AICTE/UGC approved Institutes / programmes or Institutes with higher ranking abroad

Conditions & requirements to be fulfilled to avail study leave:

The regular faculty members having a minimum of one year of unblemished service beyond satisfactory completion of probation period or three years of unblemished service at the institute are eligible for grant of study leave.

Study leave shall not be available for studies out of India if facilities for such studies exist in India.

Study leave shall not be admissible to a faculty member due to retire within three years on return from the study leave.

Maximum period of study leave in entire service shall not be more than 5 years. However an extension of one year may be considered by BoG considering the case.

The program of study should be beneficial for personal development of the employee and also for the Institute.

Study leave may be granted on execution of a bond (as prescribed by the Institute) prior to proceeding on study leave to serve the Institute for a period of three years or for the duration of the leave period, whichever is maximum after completion of the program / return from such study leave. Bond amount shall be at least equal to the leave salary.

In the event of resignation from the post before the completion of such period of the study leave, the leave salary actually paid shall have to be refunded to the Institute.

In the event of disqualification from the program of study prior to completion or leaving it incomplete for any reason whatsoever, the leave salary actually paid shall have to be refunded to the Institute.

Payment of salary and other benefits to the employee during the study leave period shall be as per relevant state government norms.

Study leave shall be granted by BoG on the recommendation of the Director. In no case a Study leave be granted for more than three years at a stretch.

Study leave may be granted not more than thrice during one’s service at the institute.

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 prior permission of the Institute. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Institute to treat the period of shortfall as ordinary / extraordinary leave has been obtained.
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.

Study leave shall not be debited to the leave account. Study leave may be combined on prior approval with any other leave due, but maximum period of continuous absence, including vacation, if any but excluding extraordinary leave, should not exceed 28 months generally, and 36 months for study leading to Ph.D. degree.

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 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. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

A teacher granted study leave shall on his/her return and re-joining the service of the Institute may be eligible to 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 teacher shall however, be eligible to receive arrears of increments.

Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the Institute on the expiry of his/her study leave and justifies bond.

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.

A special grant of Rs one lakh shall be made available through Institute IRG to the employee who has registered for a PhD program which can be utilized for procurement of consumables, experimental setup, model preparation, research related visits and preparation of thesis with prior permission from the Director on the recommendation of Research Supervisor and Dean (R&D) VJTI. The expenditure made from this grant would be as per existing rules of stores & services procurement of VJTI / the institute where the teacher is working.

While sanctioning the study leave, additional benefits as may be due to backward class category candidates as per State Government shall be given to such candidates.
Leave period (for Part-time registration)

A faculty member registering for a Part-time program shall be allowed to take maximum leave of **one year on full pay** basis to complete any residential requirements and course work.

He / She may be allowed to take **additional six months leave on full pay** basis at a stretch to complete any experimental work related to the research / writing of thesis based on recommendation of the Research Supervisor Institute where registered.

Faculty member should use vacation period for working on his/her topic and said period will be treated as ‘on vacation’.

Study leave for part-time registration may be granted on execution of a bond (as prescribed by the Institute) prior to proceeding on study leave to serve the Institute for a period of one year or for the duration of the leave period, whichever is maximum after completion of the program / return from such study leave. Bond amount shall be at least equal to the leave salary.

Leave period (for Full time registration)

A faculty member registering for a Full-time program shall be allowed to take maximum leave of **three years on full pay** basis, but two years may be granted in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Supervisor.

Study leave for full-time registration may be granted on execution of a bond (as prescribed by the Institute) prior to proceeding on study leave to serve the Institute for a period of three years or for the duration of the leave period, whichever is maximum after completion of the program / return from such study leave. Bond amount shall be at least equal to the leave salary.

Leave period (in-house registration)

A faculty member registering for a PhD program of the Institute shall be allowed to take maximum leave of **six months on full pay** basis at a stretch to complete any experimental work related to the research / writing of thesis based on recommendation of the Research supervisor.

Faculty member registering for PhD programme in-house may be provided 50% relaxation in work load for a period of two semesters during the completion of mandatory coursework.
Study leave for in-house registration may be granted on execution of a bond (as prescribed by the Institute) prior to proceeding on study leave to serve the Institute for a period of one year or for the duration of the leave period, whichever is maximum after completion of the program / return from such study leave. Bond amount shall be at least equal to the leave salary.

Leave Salary:

As per State Government norms.

Stipend, scholarship or remuneration for any part-time employment during the period of study leave should be adjusted against the leave salary will not be less than that admissible.

Before availing of leave:

Bond & Agreement should be signed (Details will be provided by Establishment Section)

While on study leave:

(a) Half yearly reports on progress must be submitted through supervisor. Extension of study leave beyond the granted period will not be considered unless half yearly reports are regularly furnished and the progress had been satisfactory.

(b) Any change of foreign address should immediately be informed to the Institute.

(c) Request seeking an extension of study leave should be submitted before 03 months of the expiry of the granted study leave.

Interpretation of Rules:

Any doubt or dispute arising about the interpretation of these rules shall be referred to the BOG, whose decision shall be final and binding on all