

**Swami Ramanand Teerth Marathwada University,  
Vishnupuri, Nanded - 431 606**

*(UGC Recognized State University, NAAC Re-accredited with B++  
Grade)*



**Attendance (Leave) Rules for full-time Ph D Scholars**  
**working under fellowships schemes**



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#### **PREFACE:**

Swami Ramanand Teerth Marathwada University, Nanded, a UGC recognized and NAAC re-accredited with 'B++' grade state university, offers Research Programmes leading to the award of Ph D Degree in various subjects in the Schools, Departments on its main campus, sub-campuses and also in the 'Recognized Research Centres' in the affiliated colleges. The rules related to the eligibility, procedure for admission, code of conduct and the minimum standards and procedure for the award of Ph. D. Degree in relevant subject are deliberated in the **Ordinance of Research – 2021 (Ordinance No. SRTMUN/Ph.D. Ordinance/I, Dated 21.09.2021;** in accordance with the provisions and guidelines of the University Grants Commission (UGC), New Delhi, Research Regulations and the Maharashtra Public Universities Act 2016).

To provide opportunities and enhance the quality of research work leading to the Ph. D. degree of meritorious and socio-economically deprived class of scholars working in the field of Science, Commerce Management, Inter-disciplinary and Humanities and Social Science Streams financial assistance in the form of fellowships, scholarships, contingency, etc. is being provided by various funding agencies like CSIR-NET, UGC-NET, MANF, BANRF, SAARTHI, MAHAJYOTI, and the host institutions / universities. Such fellowships are awarded by these agencies for pursuing regular and full-time Ph. D. work in the University departments, schools and the Recognized Research Centres of SRTMU. It is mandatory for all such scholars to follow the rules and regulations described in the Research Ordinance of the University and the time to time notices issued by the Post Graduation (PG) Department of the University. The scholars receiving fellowship are also required to follow the rules and regulations related to their conduct and attendance as described by the concerned funding agencies. However, to bring uniformity in the implementation of the attendance norms of the scholars receiving fellowship under various schemes the University frames below mentioned rules related to the leave and absence of such scholars and is mandatory for them to follow these rules.

## **1. Attendance**

All the research scholars are required to maintain a minimum of 75% of attendance in the classes (lectures, tutorials, etc) during their Course-Work. The scholar will not be eligible to appear for the Course-Work Examination if his / her attendance falls below 75%.

## **2. Leave or Absence:**

1. Each research scholar is eligible to receive only one fellowship at a time. The scholar is required to declare that he/she is not in receipt of any other scholarship / fellowship from any other source and that he/she will not accept / receive any other monetary benefit / scholarship / fellowship from any other source. In other words, a scholar who is awarded fellowship for pursuing Ph D by any agency (such as CSIR-NET, UGC-NET, MANF, BANRF, SAARTHI, MAHAJYOTI, etc.) shall not accept any other fellowship / scholarship or hold any appointment, paid or otherwise, or receive any emoluments, salary, stipend, etc. From any other source during the tenure of the award.
2. The scholar is required to submit an undertaking at the time of applying for or joining the fellowship **stating that he / she is not working anywhere and / or is not availing any other fellowship or remunerative work and surrender the amount earned during the tenure of the fellowship, if any.** Failing in which the University / the Research Centre will report such cases to the concerned funding agency.
3. The scholar receiving fellowship under any scheme during the tenure of fellowship is required to sign on all the working days in the **Attendance Register** kept in the office of the concerned School or the Research Centre and is also required to record his / her attendance on the **Biometric Attendance System** in the School or the Research Centre.
4. The scholar is entitled to avail of **leave up to a maximum of Thirty (30) Days (eight Casual Leaves and twenty-two Duty Leaves)** in a year in addition to the public holidays. The Duty Leave shall be sanctioned by the Director of the School or Head of the Research Centre concerned on the recommendation of the Ph. D. Supervisor and may be availed for the purpose of data collection, field visit, testing / analysis / measurement or any other work, related to research for attending training programmes, seminars, conferences, workshops, and presenting papers in conferences and training, seminars.
5. **The duty leave(s) may also be sanctioned to a scholar, if he visits his supervisor working in affiliated college for taking or discussion. However, the scholar has to produce attendance certificate signed by the supervisor and Principal/Head of the concerned college/Institution.**

6. **If the scholar spends time in institution, University for carrying out his/her research work with prior permission of the Director/ Head of the concerned research centre on recommendation by the supervisor. Such visits shall be treated as On Duty, however, the scholar has to produce attendance certificate or letter issued by the concerned institution, university.**
7. **The scholar is not entitled for any inter-semester break, winter or summer vacation.**
8.
  - a) Additional leave, if required, may be sanctioned by the Director of the School or the Head of the Research centre concerned on recommendation of the supervisor.
  - b) This additional leave will be sanctioned to the scholar on the case-to-case basis looking at the need of the work with a proper justification endorsed by the supervisor and shall be sanctioned after completion of the course work.
9. The scholar will submit his / her leave application to the Director of the School or Head of the Research Centre through the supervisor (e-mail is permissible) in the prescribed format and making proper entries in the Leave Card (Annexures I and II) enclosing supporting documents. **Prior approval of the Director / the Head of the Research Centre is mandatory before availing of the leave.**
10. In case of emergency, if a research scholar avails of leave without prior permission, he/she must inform the supervisor about his/her absence by sending an e-mail / message, which shall be communicated by the supervisor to the Director / the Head. The scholar needs to take sanction of the same post-facto.
11. The scholar is eligible to avail of Maternity / Paternity leave as per the rules set by the Govt. of Maharashtra rules at the full rates of fellowship once during the tenure of his / her fellowship.
12. If a research scholar remains absent without approval of leave /information, such absence shall be treated as leave without fellowship and will be communicated to the funding agency.
13. The process related to the fellowship of full-time research scholars will be carried out at their respective research centres.
14. Fellows will be provided with 08 minor leave and 22 duty leave in an academic year. Duty leave in excess of 22 days may be availed if required as per the recommendation of the guide and with the permission of the Head of the Research Centre.
15. Also, in this regulation, research students will be eligible for maternity / paternity leave and

its limits as per prevailing rules of Maharashtra government.

16. If the research students require leave for Fieldwork, Laboratory Work, Library Work, Conference, Workshop, Paper Presentation, Training, etc. the Director of the School as per the recommendation of the guide / Research Guide will have the authority.
17. Research students are required to register biometric attendance twice daily. However, one-time attendance will be recorded with the prior permission of the Research Centre Head / Director on days when it is not possible due to research work.

### **3. Academic Leave:**

1. Academic leave (without fellowship and other emoluments), as per the rules of the concerned funding agency, shall be permissible only for one year throughout the tenure (for any kind of academic assignment / teaching / foreign visit in connection with the research work). The period of leave without fellowship shall be counted towards the tenure. Expenditure on foreign visit in connection to the research work cannot be claimed from the fellowship or contingency.
2. If such permission is not mentioned in the rules of the funding agency, permission for such leave must be sought from the funding agency concerned.

**4. Academic Assistance :** Academic assistance of 04 (four) hours per week will be sought from the fellows. Academic assistance will include the following : Theory Classes, Practical, Instrumentation Center Maintenance, Examination, Tests, Tutorials, Organization of Workshops, Seminars, etc. According to the rules of the funding institution, it is mandatory for the research student availing the fellowship to provide academic assistance as provided by the director/head or supervisor of the research centre.

Note: Record of all kinds of leave shall be kept in the office of the concerned School / Research Centre separately. Leave card of the scholar be maintained in the Office concerned.

**Format of the Leave Application**

Date:     /     /

To,  
The Director / Head,  
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Subject: Application for Duty Leave / Casual Leave

Through: Forwarded through the Ph D Supervisor

Dear Sir / Madam,

With due respect, I want to inform you that:

i. due to some personal reason, I shall be on leave from ..... to .....

My absence from ..... to ..... be treated as Casual Leave.

ii. to carry out the research related work .....

(mention nature of work) as suggested by my Ph D supervisor. I shall be  
visiting ..... (place) during ..... to ..... Therefore, my absence  
for these days(s) be treated as On Duty.

Thanking you,

Yours Sincerely

(Name and Signature of the Scholar)



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