



॥ सा विद्या या विमुक्तये ॥

स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड

'ज्ञानतीर्थ', विष्णुपुरी, नांदेड - ४३१ ६०६ (महाराष्ट्र राज्य) भारत

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

'Dnyanteerth', Vishnupuri, Nanded - 431 606 (Maharashtra State) INDIA

Established on 17th September, 1994, Recognized By the UGC U/s 2(f) and 12(B), NAAC Re-accredited 'B++' grade



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अधिछात्रवृत्ती प्राप्त पुर्णवेळ पीएच.डी.
करणा—या संशोधक विद्यार्थ्यांकरीता शैक्षणिक
वर्ष २०२२-२३ पासून लागु नियमावली बाबत.

पहा : ०१. मा. विद्यापरिषद बैठकीतील विषय क्रमांक १६/५५-२०२३, दिनांक २४.०४.२०२३

०२. मा. व्यवस्थापन परिषद बैठकीतील विषय क्रमांक ०७/८८-२०२२, दिनांक २९.०४.२०२३

परिपत्रक

या परिपत्रकाद्वारे मा.विद्यापरिषद व मा. व्यवस्थापन परिषदेच्या ठरावानुसार व प्राप्त आदेशानुसार शैक्षणिक संकुले, विद्यापीठ परिसर, उपपरिसर व विद्यापीठ कार्यक्षेत्रातील सर्व संलग्नीत महाविद्यालये यांना कळविण्यात येते की, विविध संस्थामार्फत अधिछात्रवृत्ती प्राप्त पुर्णवेळ पीएच.डी. करणा—या विद्यार्थ्यांकरीता शैक्षणिक २०२२-२३ पासून लागु करण्यात येत असलेली नियमावली सोबत जोडण्यात येत आहे. त्यानुषंगाने सर्व संशोधन केंद्रांनी कार्यवाही करावी व सदर नियमावली सर्व संबंधितांच्या निदर्शनास आणावी, ही विनंती.

सदर नियमावली हे परिपत्रक प्रकाशित झालेल्या दिनांकापासून लागु राहील याची कृपया नोंद घ्यावी ही विनंती.

जा.क्र. : शैनिविवि/अधिछात्रवृत्ती/नियमावली/२०२३-२४/1194

दिनांक : २४.०५.२०२३

(Signature)

सहा.कुलसचिव

शैक्षणिक नियोजन व विकास विभाग

प्रत :

०१. मा.कुलगुरू महोदयांचे कार्यालय, प्रस्तूत विद्यापीठ
०२. मा.प्र-कुलगुरू महोदयांचे कार्यालय, प्रस्तूत विद्यापीठ
०३. मा.अधिष्ठाता, सर्व विद्याशाखा, प्रस्तूत विद्यापीठ
०४. मा.सहअधिष्ठाता, सर्व विद्याशाखा, प्रस्तूत विद्यापीठ
०५. मा.संचालक, सर्व शैक्षणिक संकुले, प्रस्तूत विद्यापीठ व उपपरिसर, लातूर
०६. मा.प्राचार्य/संशोधन केंद्र प्रमुख, सर्व संलग्नीत महाविद्यालये, प्रस्तूत विद्यापीठ
०७. मा.कुलसचिव यांचे कार्यालय, प्रस्तूत विद्यापीठ
०८. मा.वित्त व लेखाधिकारी, लेखा विभाग, प्रस्तूत विद्यापीठ
०९. सहा.कुलसचिव, पदव्युत्तर विभाग,
१०. सिस्टीम एक्सपर्ट, प्रस्तूत विद्यापीठ यांना प्रत देवून कळविण्यात येते की, सदरील परिपत्रक विद्यापीठाच्या संकेतस्थळावर प्रकाशित करावे.

**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**



Swami Ramanand Teerth Marathwada University,
Vishnupuri, Nanded - 431 606 (M. S.)

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

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 **leaves 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 programs, seminars, conferences, workshops, and presenting papers in conferences, seminars.
5. **The Duty Leave(s) may also be sanctioned to a scholar if he visits his supervisor working in affiliated college for taking guidance or discussion. However, the scholar has to produce attendance certificate signed by the supervisor and Principal /Head of the concerned college/institution.**

6. If a scholar spends time in other 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 duty 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 (Annexure 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.

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 a permission is not mentioned in the rules of the funding agency, permission for such leave must be sought from the funding agency concerned.

4. Work Load:

As per the rules of the funding agencies, it is mandatory for the research scholars availing fellowship to engage a workload of 04 (Four) hours per week as assigned by the Director / Head of the Research Centre or Supervisor.

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,

Subject: Application for Duty Leave / Casual Leave

Through: Forwarded through the Ph D Supervisor

Dear Sir,

With due respect, I want to inform you that:

- i. due to some personal reason I shall be on leave from to My absence on 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)

