



CUSB/Acad/1-1/2023/..... AE187

Date: 31.01.2024  
05.02.2024

**NOTIFICATION**

In pursuance of the decision taken in Academic Council in its 22<sup>nd</sup> meeting held on 17<sup>th</sup> August, 2023 vide Resolution No. – 28/AC-22/23 and subsequent approval of the Executive Council by circulation on 29.8.2023, the “**CUSB Regulation relating to the Grant of Sabbatical Leave, 2023**” (copy enclosed) is hereby notified for implementation.

Encl. – As above.

  
(Col. Rajiv Kumar Singh)  
Registrar  


Copy to :

1. The Deans of all Schools, CUSB
2. The Heads of all Departments, CUSB
3. All faculty members, CUSB
4. The Librarian, CUSB
5. Vice-Chancellor's Secretariat, CUSB
6. PS/PA to Registrar/Finance Officer/CoE, CUSB
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# CUSB Regulation Relating to the Grant of Sabbatical Leave, 2023



**Central University of South Bihar, Gaya**

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## CUSB Regulation Relating to the Grant of Sabbatical Leave, 2023

### Preamble:

As per UGC Regulations relating to sabbatical leave, Universities should develop action plans to send mid-career teachers on sabbatical leave for pursuing research. A sabbatical leave, as distinguished from a terminal leave, a leave without compensation or a leave for reasons of health, which may be defined as a leave for the purpose of encouraging faculty members (including administrative officers who hold faculty rank) to engage scholarly research or other activities that will increase his/her scholarly achievement or the capacity to render better services to the University and upgrade the higher education system.

The mid-career sabbatical awards on a competitive basis for a year may be introduced for the faculty-members to pursue research which may also provide an opportunity to build collaborative contacts with major national and international institutions.

### 1. Short title, applicability and commencement:

- 1.1 This Regulation shall be called 'CUSB Regulation relating to the Grant of Sabbatical Leave, 2023'
- 1.2 This shall be applicable to permanent faculty members.
- 1.3 This shall come into force from the date of notification made by the University.

### 2. Definition:

- a) **Sabbatical Leave:** sabbatical leave signifies a leave that is undertaken by faculty for study or research or any other academic pursuit solely with the objective of increasing their proficiency and usefulness to the university and higher education system.
- b) **Competent Authority:** Executive Council of the Central University of South Bihar, Gaya is the Competent Authority.
- c) **Teachers :** who have completed seven years of service as an Associate Professor or a Professor.

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- d) **Funded Research or Book Writing in Collaboration with International Publisher or national funding agency** : Funded research/ publication means the research grants offered fully funded for writing a book or volumes of a book by reputed international publisher and/or national funding agency.
- e) **Departmental Sabbatical Leave Committee** :A committee constituted by the Vice Chancellor for recommendation of application received for sabbatical leave shall comprise the following:(i) Dean of the concerned School(ii) the Head of the concerned Department (iii) One Professor and/or one Associate Professor of the concerned Department (Nominated by the Vice Chancellor)(iv) Two External Subject Experts (Nominated by the Vice Chancellor)
- f) **University Sabbatical Leave Committee**: A committee constituted by the Vice Chancellor for recommendation of application received for sabbatical Leave at the university level shall comprise the following:(i) Dean nominated by the Vice Chancellor (ii) Two professors of the university nominated by the Vice Chancellor (iv) Two External Subject Experts nominated by the Vice Chancellor.

**3. Sabbatical Leave**

3.1 Permanent whole-time teachers of the university who have completed seven years of service as an Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuits solely for the purpose of increasing their proficiency and usefulness for the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career a teacher.

3.2 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 him/her immediately prior to his/her proceeding on sabbatical leave.

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

3.4 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. He/she 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 the regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.

3.5 Sabbatical leave shall granted by the Executive Council to the members of the teaching staff for a period of not less than six months and not more than twelve months inclusive of vacation at a time.

3.6 No carry forward of sabbatical leave (part or full) will be permissible.

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3.7 At any given point of time , a maximum of 05% of the existing strength of faculty members at the university level may be permitted to avail of sabbatical leave.

3.8 Application for sabbatical leave moved by the faculty member shall be forwarded to University Sabbatical Leave Committee by the Head of the department on the recommendation of the Departmental Committee for Sabbatical Leave.

3.9 Application for sabbatical leave moved by the faculty member shall be forwarded by the Departmental Sabbatical Leave Committee along with its recommendation to the University Sabbatical Leave Committee.

3.10 The Head of the department must forward the application with an accompanying recommendation to the concerned Dean. The recommendation shall include a statement of the proposed method of handling of the normal duties during the period the faculty member shall be on leave.

**4. Application for Sabbatical leave**

4.1 Sabbatical leave cannot be claimed by way of right and, as such, when exigencies so demand, sabbatical leave may be refused or revoked by the authority empowered to sanction the leave.

4.2 Sabbatical leave may be granted for one or more of the following purposes, namely:

- a) To conduct innovative research in India or abroad;
- b) To write standard text book (Text Book should be sponsored by any reputed academic /research institution or by any international reputed publisher.)
- c) To avail deputation service relating to research /innovation of national importance;
- d) To visit or work in a University, industry or government research laboratories/training institute in India or abroad;(In this context the University/Institutions must be recognized by U.G.C./A.I.C.T.E,Accredited by NAAC A++ grade and/or the said University/Institution must be within the list of first 100 in NIRF ranking or a foreign University which is in the list of first 500 QS University Ranking or has been ranked by any other institutionalized standard agency.

Provided that, all the above proposals must be offered /sponsored/ funded by the Host institution.

Further Provided that, all the above proposals must be approved both by the Departmental Sabbatical Leave Committee and University Sabbatical Leave Committee.

4.3 Sabbatical leave cannot be granted for the studies leading to a higher degree except for the post doctoral degree/fellowship.

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4.4 The faculty member shall clearly spell out a time based plan for which he/she will be engaged during the sabbatical leave.

4.5 Faculty member concerned shall furnish a letter of acceptance from the host institution/laboratory/publisher for undertaking the advanced study /research.

**5. Combination /addition of Sabbatical Leave with other kind of leave**

5.1 Sabbatical leave cannot be combined with any other leave.

**6. The Commencement and Termination of Leave**

6.1 The date of commencement of sabbatical leave will commence from the date when the said leave is granted and will end on the last date of the approved leave.

6.2 Sundays and other holidays or the vacation may be prefixed as well as suffixed to the leave subject to such limits of absence on leave prescribed under each category of leave.

**7. General Rule:**

7.1 Leave shall always be applied for and the sanctioned must be obtained before it is taken, except in cases of emergency and for satisfactory reasons.

7.2 The faculty member must take the initiative to report plans for sabbatical leave to the sponsor and identify the salary supplementation explicitly in the proposal whenever possible, and must make it known to the authorities at the time of request for sabbatical leave that such funding is being, or will be, sought from the sponsor.

7.3 The programme to be followed during sabbatical leave shall be submitted to the University for approval along with application for grant of leave.

7.4 On return after completing the period of leave the teacher shall report to the University the nature of research of studies, research or other work undertaken during the period of leave.

7.5 The award of sabbatical leave is not guaranteed but is dependent, in part, on the quality of the work concerning sabbatical leave application.

7.6 Sabbatical leave is not to be used to complete requirements for the terminal degree in a discipline, although sabbatical leave may be appropriate for post-doctoral work.

7.7 While on sabbatical leave, a faculty member may not accept full or part-time paid employment elsewhere, beyond the amount of normal full salary. He/she shall be allowed to claim reimbursement of miscellaneous expenses incurred by him/her from the host institution. He/she shall be free to avail occasional honorarium for any academic activities

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7.8 The Departmental Sabbatical Leave Committee will scrutinise the applications to ensure the quality of the proposal, appropriateness of the plan, and, where appropriate, the extent to which the faculty member has explored opportunities for external funding. Subsequently the Sabbatical Leave Committee shall review and submit its recommendation.

7.9 The application should contain a description of the project, project objectives and the possibilities for outside support. It should indicate clearly what results can be expected from the work. If a book is planned, the proposed publisher should be identified.

7.10 The value of the sabbatical leave to the department and the university: the application should indicate how the sabbatical will contribute to programs within academic units and the university.

7.11 The application should describe how the sabbatical leave will strengthen the teaching or research of the applicant. It should also include any important personal reasons for a sabbatical leave for the time requested.

7.12 The application should indicate clearly any expected contributions that will accrue to the applicant's profession.

7.13 Faculty desirous of availing of sabbatical leave shall execute a bond vouching with proper sureties, as in the case of study leave, that after the expiry of sabbatical leave he/she will return to the service of the University and render services thereafter at least for three years in the institution, In case of breach in terms and conditions he/she will be liable to refund to the University the entire amount of leave salary and allowances and other expenses, if any, spent on him/her.

Provided that, the competent authority, in any exceptional case, may waive or reduce, for reasons to be recorded, the amount refundable by the faculty under this Regulation.

7.14 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 him immediately prior to his proceeding on sabbatical leave.

7.15 The faculty member must submit the trimester-wise progress report on activities undertaken during the period of such leave.

7.16 Faculty member on completion of sabbatical leave must submit a report on academic outcome of his/her project.

**8. Jurisdiction**

The Central University of South Bihar, Gaya's Jurisdiction Court shall have the exclusive jurisdiction to settle any dispute arising out or in connection with these terms.

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**9. Overriding effect:**

9.1 In case of any inconsistency arising in this regulation with the UGC guidelines, as amended from time to time, the UGC Guidelines shall prevail upon these guidelines subject to recommendation of the Committee and subsequent approval of the Vice Chancellor.

9.2 The competent authority may modify any of the aforesaid clauses/conditions.

9.3 The interpretation of the competent authority on various provisions of these guidelines shall be final.

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