



No. GLAU/RO/Study Leave/187/19

Date: 25.09.2019

NOTIFICATION

This is for the information of the faculty members working in the University that Management of the University has been pleased to approve study leave rules for pursuing them higher education in IITs/NITs/IIMs and other Government Institutions having NIRF up to 100 with the conditions as given below:

For pursuing higher education, study leave with or without pay and course work with or without pay, the candidate must have taken prior permission for applying for higher education.

(I) STUDY LEAVE WITH PAY for pursuing full time Ph.D. programme:

- Faculty members must have completed atleast **Seven** years of service in GLAU.
- Study leave (Maximum 3.5 years) will be granted for pursuing Ph.D. programme only in IITs/IIITs/NITs/IIMs and other Government Institutions having NIRF Ranking up to 100.
- 60% salary will be paid during the period of leave and balance 40% will be paid on rejoining the University.
- If the faculty member is getting Scholarship, the Scholarship amount received by him will be deducted from his salary.
- No Objection Certificate must be obtained through proper channel before Applying for taking admission in Ph.D. programme.
- For joining Ph.D. programme, application for leave should be routed through Head of Department and the Director of the Institution to the Registrar.
- Faculty member must have fulfilled all API requirements in previous years.
- Faculty will sign a bond of serving GLAU atleast **THREE** years after completing his/her Ph.D. otherwise the Faculty will have to pay **1 and a ½ times amount of salary** that he/she was given during study leave period.

(II) STUDY LEAVE WITHOUT PAY for pursuing full time Ph.D. programme:

- Faculty members must have completed atleast **Five** years of service in GLAU.
- Study leave (Maximum 3.5 years) will be granted for pursuing Ph.D. programme only in IITs/IIITs./NITs./IIMs and other Government Institutions having NIRF Ranking up to 100.
- No Objection Certificate must be obtained through proper channel before applying for taking admission in Ph.D. programme.
- For joining Ph.D. programme, application for leave should be routed through Head of Department and the Director of the Institution to the Registrar.
- Faculty member must have fulfilled all API requirements in previous years.
- Faculty will sign a bond of serving GLAU for **TWO** of years after completing his/her Ph.D. otherwise the faculty will have to pay **ONE YEAR salary (last drawn)**.

(III) STUDY LEAVE WITH PAY for attending Course work for Ph.D. programme

- Faculty members must have completed at least **FIVE** years of service in GLAU.
- Study leave will be granted for pursuing Ph.D. programme only in IITs/IIITs/NITs/IIMs and other Government Institutions having NIRF Ranking up to 100.
- Leave for One Semester (or less) may be granted. A letter from concerned University/Institution must be obtained about the requirement and duration.

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- No Objection Certificate must be obtained through proper channel before Applying for taking admission in Ph.D. programme.
- For joining Ph.D. programme, application for leave should be routed through Head of Department and the Director of the Institution to the Registrar.
- Faculty member must have fulfilled all API requirements in previous years.
- If the faculty member is getting Scholarship, the Scholarship amount received by him will be deducted from his salary.
- Additional/Substitute faculty will not be provided to the department in this duration.
- Faculty will sign a bond of serving GLAU atleast **Two years** after completing his/her Ph.D. otherwise the faculty will have to pay **DOUBLE amount of salary** that he/she was given during study leave period.

(IV) STUDY LEAVE WITHOUT PAY for attending Course work for Ph.D. programme

- Faculty members must have completed at least **THREE years** of service in GLAU.
- Study leave will be granted for pursuing Ph.D. programme only in IITs/IIITs/NITs/IIMs and other Government Institutions having NIRF Ranking up to 100.
- Leave for One Semester (or less) may be granted. A letter from concerned University/Institution must be obtained about the requirement and duration.
- No Objection Certificate must be obtained through proper channel before Applying for taking admission in Ph.D. programme.
- Faculty member must have fulfilled all API requirements in previous years.
- Additional/Substitute faculty will not be provided to the department in this duration.
- Faculty will sign a bond of serving GLAU atleast **Double the period (Minimum SIX months)** of study leave after completing his/her Ph.D. otherwise he/she will have to give **EQUIVALENT SALARY** for the period of leave.

(V) NO OBJECTION CERTIFICATE for joining Ph.D. programme.

- Faculty members must have completed at least **THREE years** of service in GLAU.
- No Objection Certificate must be obtained through proper channel before Applying for taking admission in Ph.D. programme.
- NOC will be issued for admission to Ph.D. programme in institutions ranked up to NIRF 200 ranked Institutions.
- No leave will be granted. However, Leave Without Pay/Casual Leave on weekends may be granted.
- Leave during week days may be granted by HoD if at least one week prior information is given and classes are adjusted.
- Faculty member must have fulfilled all API requirements in previous years.
- Additional/Substitute faculty will not be provided to the department in this duration.
- Faculty will sign a bond of serving GLAU at least **ONE year** completing his/her Ph.D. otherwise he/she will have to give **THRE MONTHS SALARY**.

(VI) PART TIME Ph.D. from GLA University

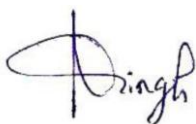
- Faculty members must have completed at least **THREE years** of service in GLAU.
- Non teaching employees must have completed at least **FIVE years** of service in GLAU.

- 50% fee concession will be given to the faculty member/Employee subject to satisfactory progress.
- Fee concession will be given for a period of Maximum SEVEN Semester.
- Faculty member/Employee will be taking/working FULL Load.
- Faculty member/Employee will have to sign a BOND of serving GLA (Post award of degree) for TWO Years else FEE CONCESSION will have to be refunded along with 12% interest.

NOTE: (i) Please note that at any point of time not more than 10% of faculty strength of the department (Maximum ONE), will be granted leave as mentioned above (I to IV) taken all together.

(ii) However, the decision of Management about the sponsorship for leave will be final.

This Notification supersedes previous Notification in this regard.



(Ashok Kumar Singh)
Registrar

Copy to:

1. PS to Hon'ble Chancellor for kind information of Hon'ble Chancellor
2. PS to Hon'ble Vice-Chancellor for kind information of Hon'ble Vice-Chancellor
3. Pro-Vice-Chancellor for kind information
4. Treasurer for kind information
5. Shri Vivek Agrawal, Member, Executive Council
6. All Directors of the Institutions
7. All Deans for kind information
8. Controller of Examinations for kind information
9. All Heads of Departments for information and circulation amongst all faculty members in their departments
10. Principals, University Polytechnic/Faculty of Education for kind information and circulation amongst all faculty members
11. Librarian, Central Library
12. Finance Officer for necessary action
13. Administrative Officer for necessary action
14. Establishment Section
15. Guard File