

To,
The Principals of all aided Colleges

C I R C U L A R

Sub:- Regarding Guidelines for Study Leave

This Department is receiving the applications of teachers from colleges for approval of study leave at the last moment. As a result the Directorate is put under tremendous pressure to approve the study leave at the shortest possible time. Different colleges are submitting different set of documents for the approval of study leave. Lack of uniformity among colleges is creating lot of challenges for the administration for clearing study leave in a given time scale. Hence the Directorate felt the need for streamlining the study leave application process. As per the guidelines given below:-

That management of the college is the sole authority to sanction study leave. However the management has to obtain NOC from the Directorate before the actual sanction of study leave, since financial implications are involved.

The application for NOC should be accompanied with the following documents.

- 1) Resolution of the management recommending study leave to the teacher.
- 2) Recommendation of the research guide.
- 3) Photocopy of the study leave application submitted for the consideration of the management. The said application should contain the title of the thesis, name of the research guide, name of the University, etc. along with other details.

The application of the management seeking NOC should reach this office atleast 03 months in advance before the teacher proposes to go on leave.

Once the NOC is issued by the Directorate, the management can issue the order sanctioning study leave.

Once order is issued then the college shall apply for NOC to appoint substitute teacher. While applying for NOC to appoint the substitute teacher, the college has to enclose following documents:

- 1) Copy of the leave sanctioning order issued by the management.
- 2) Copy of the NOC issued by the Directorate for sanctioning the study leave.
- 3) Copy of the Bond executed by the teachers with the College/management while availing the study leave.

The teacher availing study leave has to report regularly at the Research Centre/University/Institute. Attendance certificate issued by the Research Guide/Department/University has to be obtained by the college office every month. The college has to release the salary only after the receipt of the attendance certificate.

The teacher on study leave has to submit the pre-synopsis to the University/Institute at the end of the study leave, before joining the college. Every teacher availing study leave has to submit a certificate from the Research Guide certifying that the teacher on study leave has submitted the pre-synopsis. The copy of the same is required to be forwarded to the Directorate through the college office.

Any teacher availing study leave could not/did not submit the pre-synopsis at the end of the study leave will have to refund the salary paid to him/her during the study leave period.

This issues with the approval of the Government.

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25/7/18
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(Diwan N.Rane)
Under Secretary(Higher Education)

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12/7/18