



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009

(Formerly Delhi College of Engineering)

Shahbad Daultpur, Bawana Road, Delhi – 110042

F.1/2-612/Estt.-DTU-Study Leave/2014/

3896-3902

Dated: 17/06/2015

Circular

The BOM has approved the guidelines for availing the study leave of faculty members Vide agenda item No. 16.17 of 16th meeting held on 27.05.2015. The copy of the guidelines is enclosed herewith.

Col Neera Suri (Retd.)
Registrar

Encl: as above

F.1/2-612/Estt.-DTU-Study Leave/2014/

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Dated: 17/06/2015

Copy to:-

1. S.O. to VC for kind information to the Hon'ble Vice Chancellor
2. P.A. to Pro-Vice Chancellor.
3. P.A. to Registrar
4. All the Deans.
5. All HoDs with the request to circulate the same along with the branches and in their departments.
6. Dy. Registrar (Accounts)
7. Head, Computer Centre, with the request to upload the same on DTU website.

(Dr. R. Kaushik)
Assistant Registrar (Estt.)

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DTU Study Leave Rules 2015.

Guidelines for granting Study Leave to the faculty members of DTU for pursuing study in Government Organizations/Institutions.

Eligibility for grant of Study Leave:

- (i) Study leave may be granted to a permanent full time faculty after a minimum of 3 years of continuous service,
- (ii) Study leave shall not be granted to a faculty who will be left with less than five years of residual service on expiry of study leave.
- (iii) Study leave granted to a faculty shall be deemed to be cancelled in case it is not availed within twelve months of its sanction.
- (iv) The faculty should have cleared his/her probation.
- (v) No faculty who has been granted study leave shall be permitted to alter substantially the course of study or the program of research originally submitted by them.
- (vi) Maximum 10% of the sanctioned strength of faculty in respective departments shall be allowed to avail study leave including those going on other programs like QIP.

Duration:

The study leave will be initially granted for 2 years, extendable by one more year, if required on the basis of receipt of satisfactory progress from the host institute.

Authority for granting of Study Leave:

Study leave shall be granted by the Vice Chancellor on the recommendations of the BoS. Application in the prescribed format (placed as Annexure-I) shall be applied at least 03-months before the proposed date of leave.

Financial Aspects:

- (i) A faculty on re-joining the service after grant of study leave shall be eligible for the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No faculty shall however, be eligible to receive arrears of increments.
- (ii) Study leave shall count as service for pension or contributory provident fund/NPS, as the case may be, provided the faculty joins the University on the expiry of his/her study leave, and serves the university for the period for which the bond has been executed.

Bond:

- (i) A faculty availing of study leave shall execute a bond (placed as Annexure-ii) to serve the University for a continuous period of at least three years after the expiry of the study leave
- (ii) A faculty –
- (a) who fails to rejoin service in the University on the expiry of study leave; or
 - (b) who rejoins the service of the University but leaves the service without completing the prescribed period of service as per conditions of the bond after rejoining the service, or
 - (c) who within the said period, is dismissed or removed from the service of the University, or
 - (d) who fails to earn the qualification/degree for which study leave was granted as per maximum permissible duration of the host institution,
- shall be liable to refund to the University, the amount of salary and allowances and other expenses during the study leave period, incurred on the faculty or paid to him/her or on his/her behalf in connection with the course of study approved by the Board of Management.
- (iii) In addition to executing a bond as aforesaid, the faculty shall furnish security of two permanent faculty/government employees or a fidelity bond of an insurance company or a guarantee by a scheduled bank for the amount which might become refundable to the University in accordance with sub-clause (ii) above.

Appraisal:

The faculty shall submit to the Registrar six monthly reports (01.01.yyyy to 30.6.yyyy and 1.7.yyyy to 31.12.yyyy) of progress in his studies from his supervisor or the head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.



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Study Leave Application for Faculty (Under DTU Study Leave Rules 2015)

1. Name of faculty :
2. Designation with pay scale & AGP :
3. Name of Department :
4. Date of Appointment :
5. Status of Probation :
6. Date of Retirement :
7. Period of Leave applied for
(With total number of days) :
8. Saturdays/Sundays and other
Holidays, if any, proposed to be
Prefixed/Suffixed/combined to leave. :
9. Purpose of leave
(Supporting documents enclosed) :
10. Details of Study leave last availed, date & period. :
11. Details of last FDP/ Orientation/ Refresher Course attended:
12. Address during leave :
13. Contact No. /Mob. No. during leave :

Date: _____

Signature of Applicant

Declaration

I hereby declare that the particulars given above are correct and complete. I have read the DTU Study Leave Rules carefully and I will abide by them.

Date: _____

Signature of Applicant

14. Recommendation of the Head of the Department:

Signature (With date & Seal of HOD)

Note: -

1. Study Leave Application must be submitted at least 03 months before the proposed date of leave in the prescribed Application Form.
2. Attach the Bond and security of two permanent faculties/government employees or a fidelity bond of an insurance company or a guarantee by a scheduled bank along with Application Form.

[See DTU Study Leave Rules 2015]
BOND TO BE EXECUTED BY A
PERMANENT FACULTY OF DTU,
WHEN PROCEEDING ON STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT I, -----
S/o or W/o or D/o Sh./Smt.----- resident of ----- in the
District of ----- at present employed as -----, in the Department of -----, Delhi
Technological University do hereby bind myself and my heirs, executors and administrators to pay
to the Vice Chancellor of DTU (hereinafter called the 'University') on demand the sum of Rs.
_____-/- (Rupees _____ only) together
with interest thereon from the date of demand at Government rates for the time being in force on
Government loans or, if payment is made in a country other than India, the equivalent of the said
amount in the currency of that country converted at the official rate of exchange between that
country and India AND TOGETHER with all costs between attorney and client and all charges and
expenses that shall or may have been incurred by the University.

WHEREAS I, ----- am granted study leave by the University.

AND WHEREAS for the better protection of the University I have agreed to execute this
Bond with such condition as hereunder is writer:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the
event of my failing to resume duty, or resigning or retiring from service or otherwise quitting
service without returning to duty after the expiry or termination of the period of study leave or
failing to complete the course of study or at any time within a period of three years after my return
to duty I shall forthwith pay to the Government/ DTU or as may be directed by the Government/
DTU, on demand the said sum of Rs. _____/- (Rupees
_____ only) together with interest thereon from the date of demand
at Government rates for the time being in force on Government Loans

AND upon my making such payment, the above written obligations shall be void and of no effect,
otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts in India.

Signed and dated this _____ day of _____ and
Signed and delivered by

in the presence of _____

Witnesses: 1. _____

2. _____

ACCEPTED
For and on behalf of the University