राजस्थान सरकार

तकनीकी शिक्षा निदेशालय, राजस्थान, जोधपुर।

क्रमांकःएफ–10(17)प्राशिनि / ई–1 / सी–1 / ३१ ५२५   दिनांकः– 10 7 15

प्रधानाचार्य, राजकीय पोलिटेक्निक महाविद्यालय, ...।	प्रधानाचार्य, राजकीय महिला पोलिटेक्निक महाविद्यालय,................................ ।
कार्यालयाध्यक्ष प्राविधिक शिक्षा, जोधपुर।	संयुक्त निदेशक, टीटीसी एण्ड एलआरडीसी / प्राविधिक शिक्षा मंडल जोधपुर।

विषय :– Policy of Highre Study Leave for Government Polytechnic Colleges (Engineering) Under Technical Education Department.

महोदय,

विषयान्तर्गत प्रशासनिक विभाग के पत्रांक 8(11)तशि / 2006 पार्ट दिनांक 10.06.2015 द्वारा जारी उच्च अध्ययन की नीति की प्रति संलग्न कर लेख है कि अनुमोदित पोलिसी के प्रावधानानुसार संस्था स्तर पर कार्यवाही सुनिश्चित करें / इसके अतिरिक्त आप अपने स्तर पर अपने अधीन कार्यरत समस्त शिक्षकों को सूचित कराने की व्यवस्था करावें।

भवदीय,

संलग्न :– उपरोक्तानुसार।

निदेशक, तकनीकी शिक्षा

प्रतिलिपि निम्नलिखित को आवश्यक सूचनार्थ एवं कार्यवाही हेतु प्रेषित है:–
1. संयुक्त शासन सचिव, राजस्थान, जयपुर को उनके पत्रांक 8(11)तशि / 2006 पार्ट दिनांक 10.06.2015 के संदर्भ में।
2. कार्यालयाध्यक्ष को प्रेषित कर लेख है कि निदेशालय की वेबसाइट पर अपलोड करावें तथा समस्त संस्थानों को ई–मेल करें।

संयुक्त निदेशक, तकनीकी शिक्षा

F.No 8(11)T.E./2006 part   Jaipur, dated : 10.06.2015

Policy of Higher Study leave for Government Polytechnic Colleges (Engineering) under Technical Education Department

The Government of Rajasthan herein introduces the state policy for study leave to improve the overall quality of technical education in Government Polytechnic Colleges (Engineering). It is anticipated that training the faculty members in some of the institutions where the facilities, infrastructure and the faculty are of the international standards, would provide them an opportunity to get involved in an environment of sophisticated research and development activities. This would eventually lead to building quality infrastructure and improve the standard of technical education in their parent department.

1. Coverage

1.1 **Scope:** The provisions of this policy shall apply to permanent faculty members of Government Polytechnic Colleges (Engineering) hereinafter referred as Government Polytechnic Colleges.

1.2 **Date of Effect:** The policy come in to force with effect from the date of issue of this order.

Provided further that any study leave which is granted prior to the date of effect of this order shall not be adversely affected by the provisions of this Policy.

2. Eligibility:

2.1 Only permanent faculty members of Government Polytechnic Colleges can apply for:-

(a) Master's Programme: Minimum teaching experience of 2 years (after completing probation period) as on 15th **May of every year and** Bachelor's degree or equivalent (minimum qualification) in the appropriate branch.

(b) Doctoral Programme: Minimum teaching experience of 3 Years (after completing probation period) as on 15th **May of every year and** Master's Degree or equivalent (minimum qualification) in the appropriate branch.

2.2 Computer Programmers, System Programmers, Workshop Staff, Guest Lecturer, Visiting Lecturer, Teaching Assistants, Ad-hoc Appointees, Technical Assistants and other such categories of staff are not eligible.

3. Categories of Study leave permission.

A permanent faculty may opt the following categories for study leave permission.

1.   Category 1- M.Tech. (Full-Time, Half-Pay)
2.   Category 2- Ph.D. (Full-Time, Half-Pay)

3.   Category 3- M.Tech. (Part-Time, Full Pay)
4.   Category 4- Ph.D. (Part-Time , Full-Pay)

4. Types of Institutes for Study leave permission.

A permanent faculty may opt the following types of institutes for study leave permission.

1. Type 1- IIS Bangalore and IITs, Central Universities.
2. Type 2- NITs, IIITs and National Level Government Institutions and Universities.
3. Type 3-State level Government Institutions, [Private Universities/ Institutions- approved by UGC /AICTE and Accredited by NAAC /NBA.]

5. Procedure for selection :

a.   The applicants will submit the duly filled application form (Annexure 1) along with the duly attested proof of enclosures by 15th February of every year in their respective institutions.

b.   Principal, Government Polytechnic College shall prepare a list of eligible candidates by 5th March every year based on the recommendation of the three member scrutiny committee. The scrutiny committee shall comprise three HOD's or equivalent level members. The scrutiny committee shall scrutinize the cases strictly as per the merit based on the criterion of marks for selection as stipulated in SHEDULE (Annexure 2).

c.   The Principal, Government Polytechnic College shall send the list of eligible candidates along with the record to the Approval committee by 15th March of every year. The Approval Committee shall comprise :

    1.   Pr. Secretary Technical Education   Chairman

    2.   Jt. Secretary, TE   Member

    3.   Director, Technical Education   Member Secretary.

d.   The approval committee shall finalize the list of eligible candidates by 15th April of every year after the receipt of the proposal from all the Principals, Government Polytechnic Colleges.

e.   The approval committee shall send the final list of eligible candidates by 20th April of every year to all Principals of Government Polytechnic Colleges. Principal of Government Polytechnic College shall release the permission/NOC of the eligible candidates by 25th April of every year. The final list of eligible and ineligible candidates shall also be displayed by 30th April every year on the institution website stating the reason of disqualification of the ineligible candidates.

6. Conditions of Bond

A candidate selected for admission will have to execute an undertaking in terms of a bond as prescribed by Government. The **Bond Period** hereinafter referred as period of study leave and the minimum period for which the candidate shall serve for the parent department after acquiring the higher degree. Similarly the **Bond Amount** hereinafter referred as amount that a candidate shall pay to the parent department if he/she fails to execute the term of the bond. The Bond Period and the Bond amount is stipulated in the SCHEDULE (Annexure 2).

7. Salary during study leave.

The faculty members deputed under study leave for higher qualification are allowed to withdraw salary as per Rajasthan Service Rules as amended time to time.

8. Scholarships and Contingency Grants.

No scholarship or contingency Grants shall be paid by the department.

9. Other conditions.

i. At any Point of Time the Number of faculty members to be allowed to pursue M.Tech. /Ph.D. - Full time from any branch of any institute will not be more than 10% of the working strength of Permanent Faculty.

ii. At any Point of Time the Number of faculty members to be allowed to pursue M.Tech./Ph.D. -Part time from any branch of any institute will not be more than 20% of working strength of the Permanent Faculty.

iii. Faculty members pursing M.Tech./Ph.D. -Part time will not be allowed to join the Course (M.Tech,/Ph.D.) in the working hours of the parent Institute.

iv. Faculty members who are permitted to pursue M.Tech/Ph.D. (Full time-Half pay) shall not be entitled for a study leave of more than 2 years. The extra requirements of leave shall be deducted from the candidates account (CL/PL/Without pay).

v. It will not be a right of the faculty to get permission of higher study only on the basis of selection in some institute.

vi. The Government can withdraw the study leave permission at any point of time due to administrative reasons.

vii. The Government may transfer the candidate due to administrative reasons during the study leave/ permission for higher study.

Application Form for Higher Study

Photo

1. Category Applied for:

Category 1- M.Tech. (Full-Time, Half-Pay) ☐
Category 2- Ph.D. (Full-Time, Half-Pay,) ☐
Category 3- M.Tech. (Part-Time , Full-Pay) ☐
Category 4- Ph.D. (Part-Time , Full-Pay) ☐

2. Preference of Institute and Area of Specialization / Research

Institute. (Max. 3) Areas of Specialization/ Research (Max. 3 in each institution)

Type 1			
Type 2			
Type 3			

3. Name

Father's Name:

Mother's Name

4. Designation & Department

Institute

Street/ Location

City & State

Telephone No. ....Mobile No........................... Fax ....

E- mail ....

5. **Address for Correspondence:**

| | | | | | | | | PIN | | | | | | Telephone No. ....

6. Personal Data: Date /Month / Year   Year /Month   M/F   (SC/ST/OBC/GEN)

Date of Birth | | | | | | | Age | | | | Gender | | Category | | | |

Physically Handicapped | |

7. Teaching Experience at Degree/Diploma Level as on 15th May: Please list details of teaching experience in chronological order (and attach attested copies of relevant certificates, in support of each entry, from the Principals/Heads of the institution, where you have taught. **Entries not supported by certificates will not be considered.**

S.No.	Name and Address of Employer & Institution	Duration			Designation
		From	To	Year - months	

8. Academic Data: Please write down the final aggregate marks of graduate degree and attach attested copies of all mark sheets and degree.

B.E./ B.Tech./ B. Arch./ or Equivalent. (Tick the appropriate degree)
(Kindly attach authenticated conversion formula in case marks are given as CGPA)

Exam passed	University	Year Institution	Branch/ Specialization	Class/ Division	Aggregate % Marks or GPA obtained	Max. Marks/ Max. GPA

M.E./ M.Tech./ Masters Degree-Non technical/ Equivalent. (Tick the appropriate degree)
(Kindly attach authenticated conversion formula in case marks are given as CGPA)

Exam passed	University	Year and Institution	Branch/ Specialization	Class/ Division	Aggregate % Marks or GPA obtained	Max. Marks/ Max. GPA

AMIE/AMAeSI/AMIIChE/AMIETE/ Other such qualifications

Exam passed	University/Board	Year and Institution	Branch/ Specialization	Class/ Division	Aggregate % Marks or GPA obtained	Max. Marks/ Max. GPA

9. If you have **AMIE/AMAeSI/AMIIChE/AMIETE/** Other such qualifications, please indicate your earlier qualification (B.Sc.. or Diploma) and attach copies of relevant mark sheets.
Earlier   Qualification:

....

10. **Short Term Courses Attended:** Please list in chronological order and enclose attested copies of relevant certificates. **(of not less than 5 days duration).**

SR. No.	Name of the course	Campus in which STC is Organized	Duration	
			From	To

11. **Research Papers:** Please List & enclose a 'Xerox copy of the Best 5 papers published:

Sl.No.	Title of Paper	Name(s) of Author(s)	Name of Journal, Vol. No. & Year of Publication	If SCI indexed or not Give details

12. **Declaration:**

(a)   I declare that all the information given by me in this application form are correct to the best of my knowledge and belief, and I understand that false or incomplete information would cause invalidation of the application.

(b)   I shall abide by the decision of the Government. The decision of the Government shall be final and binding on me.

(c)   I shall abide by the rules and regulations of the Department and all the clauses of the policy of higher study to which I will be offered admission, if selected.

(d)   Out of the institutions offering admission I shall never have any concern whatsoever of any purpose, with any institution other than the one in which I will be offered admission, if selected.

(e)   For all level of actions, suits and proceedings, the jurisdiction of a court of law shall be deemed to lie exclusively at the place at which the institution to which I am admitted (if selected) is situated for the time being as applicable and no other court or place.

(f)   I understand the contents of this form and, particularly, this declaration being made here.

Place ....
Date..............   Signature of the Applicant ....

SHEDULE

Sr.NO	Category for Study leave	Criterion of marks for Selection	Conditions for Bond	Other General Conditions
1	M.Tech. (Full-Time, Half-Pay)	As per Table 1	1. Bond Period=Study Leave Period + 3 Years of regular service in the parent department after acquiring Masters Degree. 2. Bond Amount= Sum of gross pay during study leave + Rupees 10 lacs	1. Requirement of Minimum 2 Years of permanent regular service (Excluding Probation Period) 2. Requirement of minimum 100 marks Out of 150 as per Table 1. 3. Entitled for Half Pay as per clause 7
2	Ph.D. (Full-Time, Half-Pay)	As per Table 2	1. Bond Period=Study Leave Period + 5 Years of service in the parent Department after acquiring Doctoral Degree. 2. Bond Amount= Sum of gross pay during study leave + Rupees 15 lacs.	1. Requirement of minimum 3 Years of permanent regular service (Excluding Probation Period) 2. Requirement of minimum 3 years of gap between permission of M.Tech. and Ph.D. 3. Requirement of minimum 100 marks Out of 150 as per Table 2. 4. Entitled for half Pay as per clause 7.
3	M.Tech. (Part-Time, Full-Pay)	As per Table 1	1. Bond Period=Study Leave Period + 3 Years of regular service in the parent department after acquiring Masters Degree. 2. Bond Amount= Sum of gross pay during study leave + Rupees 10 lacs	1. Minimum 2 Years of permanent regular service (Excluding probation period) 2. Requirement of minimum 100 marks Out of 150 as per Table 1.

| 4 | Ph.D. (Part-Time, Full-Pay) | As per Table 2 | 1. Bond Period=Study Leave Period + 5 Years of service in the parent Department after acquiring Doctoral Degree.

2. Bond Amount= Sum of gross pay during study leave + Rupees 15 lacs. | 1. Minimum 3 Years of permanent regular service (Excluding probation period)

2. Requirement of minimum 3 years of gap between permission of M.Tech. and Ph.D.

3. Requirement of minimum 100 marks Out of 150 as per Table 2. |

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Table 1

Sr. NO.	Criterion of Marks for M.Tech. [Full-Time, Half-pay] and M.Tech. [Part time, Full –pay]	Max Marks
1	Marks for Institutions applied for : Type 1=50 marks, Type 2=40 marks, Type 3=30 marks	50
2	Percentage or CGPA* in B.Tech/B.E [15 marks if Percentage is less than 60%, 20 marks if percentage is (60 to 75 percentage), 25 marks (greater than 75 but less than 90 %, 30 marks for greater or equal to 90 %. Marks shall be calculated on the basis of total marks obtained in all semesters /years.	30
3	5 Marks /Year for Experience as on 15th May of every year.(Including Probation Period)	30
4	5 Marks / STC course of not less than 5 days duration conducted by IIT/NIT/NITTTR/ Similar Institute at its own campus.	10
5	10 Marks / STC course of not less than 10 days duration conducted by IIT/NIT/NITTTR/ Similar Institute, at its own campus.	10
6	Qualified for GATE Examination with more than: 90 percentile, (Validity of the Score as per the terms of the GATE score card).	10
7	10 Marks /Journal paper with SCI index.	10
	Total	150

Table 2

Sr. NO.	Criterion of Marks for Ph.D. [Full-Time, Half-pay] and Ph.D. [Part- Time, Full –pay]	Max Marks
1	Marks for Institutions applied for: Type 1=50 marks, Type 2=40 marks, Type 3=30 marks	50
2	Percentage or CGPA* in B.Tech./B.E [15 marks for Percentage is less than 60%, 20 marks if percentage is (60 to 75 percentage), 25 marks (greater than 75 but less than 90 %, 30 marks for greater or equal to 90 %. Marks shall be calculated on the basis of total marks obtained in all semesters /years.	30
3	5 Marks /Year for Experience as on 15th May of every year.(Including Probation Period)	30
4	5 Marks / STC course of not less than 5 days duration conducted by IIT/NIT/NITTTR/ Similar Institute, at its own campus.	10
5	Qualified for GATE Examination with more than: 90 percentile, (Validity of the Score as per the terms of the GATE score card).	10
6	10 Marks /Journal paper with SCI index.	20
	Total	150

*For CGPA and Percentage equivalence- refer AICTE notification dated 05.03.2010.