

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

ACADEMIC SECTION

No.F.4 (P)Senate/MNIT/Acad/2015/32-2

Dated: 15-04-2015

OFFICE ORDER

As per the decision taken by the Senate in its 32st Meeting (Item No 32-3.4) held on 28th March 2015, the following policies/guidelines shall be applicable w.r.t. grant of NOC to the MNIT employees (temporary/permanent/contractual) to pursue higher studies in the Institute.

1. All the Teaching/Non-teaching staff employed on temporary / permanent /contractual basis in MNIT would have to compensate for the time utilized by them in doing their course work / research work by working for the corresponding duration beyond office hours as per the directions of their respective Head of the Department. A written communication in this respect shall be made to the employee by his/her concerned Head of the Department and a copy of the same shall be sent to Academic Section for record.
2. The concerned employee shall give an undertaking stating that he/she shall compensate for the time utilized by him/her for pursuing Higher studies in the institute and would also ensure that the official duties / responsibilities assigned to him/her are not hampered because of his/her studies .
3. The Competent Authorities for grant of NOC to the concerned MNIT employee to pursue Higher studies in the institute shall be as under:

S.No.	Category of Employee	Competent Authority for grant of NOC
1.	Permanent employee a) Faculty b) Non-Teaching Staff	Director on the recommendation of the concerned Head of the Department Registrar on the recommendation of the concerned Head of the Department
2.	Staff on deputation (Teaching & Non-Teaching staff)	The staff shall have to submit NOCs from the following authorities : 1) Parent Department of the employee and 2) Registrar on the recommendation of the concerned Head of the Department
3.	Research Project Staff	Dean(R&C) on the recommendation of Principal Investigator (PI) through concerned HOD

4.	Contractual staff (Teaching /Non-Teaching)	The staff may not be granted NOC to pursue Ph.D in the institute if : 1) The period of contract is less than 3 years Or 2) Balance period of contact on the date when the staff applies for Ph.D program is less than 3 years.
5.	Guest faculty	Since Guest faculty is appointed for a period of six months hence, they are not eligible to pursue higher studies while working in Institute.

Dy. Registrar (Academic)

Copy to:

1. All Deans, HoDs.
2. All Faculties.
3. Institute website.
4. PS to Director.
5. PA to Registrar.
6. Guard File.

Assistant Registrar