



DELHI INSTITUTE OF ADVANCED STUDIES

Plot No. 6, Sector-25, Rohini, Delhi-110085

Re-Accredited with 'A' Grade by NAAC

(Approved by AICTE & Affiliated with GGSIP University for B.Com(H), BBA, MBA & MBA (FM) Programmes)

(An ISO 9001:2015 Certified Institution)

Guidelines for Grant of Study Leave

The scheme of study leave provides an opportunity to avail leave for completion of Ph.D work/ project work.

The guidelines and eligibility criteria for grant of study leave are as follows:

- (i) Regular faculty with a minimum of 5 years of continuous service in the Institute.
- (ii) Study leave can be granted for one month preferably preceding the summer vacations.
- (iii) Application form in the prescribed format should be submitted three months prior to the leave commencement.
- (iv) The application form should enclose the following documents;**
 - (a) Registration letter**
 - (b) Proof of completion of course work(where ever applicable)**
 - (c) Copy of synopsis**
 - (d) Research work undertaken till date**
 - (e) Letter from the Supervisor/guide**
 - (f) Papers published in the concerned area of research till the submission of application form**
- (v) The faculty will be required to make a presentation, before a three member expert committee, specifying the quantum of work to be undertaken during the period.
- (vi) The duly constitute committee will screen the applicant on the criteria of (i) Application form – 50%; (ii) Interview – 50% and shortlisting of the candidates would be completed two months prior to the date of sanction of leave.
- (vii) The faculty after resuming office will have to submit a detailed report regarding the work undertaken during the study leave period, duly certified by the supervisor and the three member expert committee who were part of the presentation given by the faculty.
- (viii) The salary for the study leave period will be released after the faculty resumes office and fulfills all the formalities.
- (ix) In an academic year maximum of 10% of the total existing faculty from each department can avail study leave (one from each department).
- (x) In case of tie preference will be given to faculty with more years of service in the current Institute.

Application Form for Study Leave

Full Name: _____

Designation: _____ Date of Joining: _____

Telephone: Res _____ Mobile: _____ Email: _____

Date of Joining: _____

Total Experience: Teaching _____ Industrial _____

Educational Qualifications:

Examination	Specialization Area	Year	Board/ Univ.	Medium of Instruction English/ Hindi	Regular/ Distance	Div.	% of Marks
Post Graduation : _____							
NET							
M.Phil							
Ph.D. Topic				Topic : _____			
Any Other _____							
Name of the Supervisor, Designation and Official Address:							

Details of Coursework:

Programme Nature	University	Duration	Percentage

Seminars/ Workshops Attended (Concerning your area of research)

S.No	Programme Nature	Place	Period	Sponsoring Agency

Total Attended till date _____

PUBLICATIONS

i) Research Papers (Published during last one year, concerning your area of research)

S.No	Title	Journal	Refereed / Non Refereed

Total Published till date _____

Date:

(Signature of the Candidate)