



TECHNIQUE POLYTECHNIC INSTITUTE, HOOGHLY

OFFICE ORDER

Memo No: TPI: TPI / Admin (HS)-129/ 149(1) / 2017

Date: 12/03/2017

REVISED POLICY FRAMEWORK & TERMS & CONDITIONS FOR HIGHER STUDIES OF FACULTY MEMBERS/ADMINISTRATIVE PERSONNEL

Technique Polytechnic Institute is committed to increase the diversity of its academic and administrative staff. Because of the many activities required to keep the Institute functioning, the faculty members / administrative personnel may undergo higher studies for quality improvement.

For the purpose, the policy framework for “Higher studies of the Faculty members / administrative personnel” has been approved by the Governing Body meeting held on 11/03/2017.

The Faculty members / administrative personnel may undergo higher studies for quality improvement.

The faculty member(s) / administrative staff member(s) willing to enhance their Professional qualifications may be permitted on Full Time / Part Time / Weekend programmes in recognized Universities / higher educational Institutions (in and abroad).

Concerned faculty member(s) / administrative staff member(s) are requested to comply with the following ‘Terms & Conditions’ as applicable.

Terms and Conditions

1. The candidate will be permitted to pursue higher studies in Recognized Universities / Higher Educational Institutes.
2. No travel grant will be applicable for attending the programme.
3. Distance between the Institute (TPI) and Study centre should be within 65 KMs by public transport.
4. The faculty and administrative staff member / members desires to attend Modular Programmes, they can do so during Institute’s vacations / holidays.
5. The concerned faculty member / members must be confined in his / her services and must have good track record all round.
6. In case there are more than one applicant from same department, preference will be given to the senior faculty member/scholar. In case of tie, the decision will be made by the Head of Institution.
7. The faculty and administrative staff member / members who will be allowed for pursuing higher studies (regular / part-time evening programme) in their respective professional field, have to sign a bond confirming that he or she will serve this Institute at least 3 (three) years after completion of his / her studies.
8. Faculty member(s) willing to pursue the Part time Post Graduate Programme (weekend) may be permitted without hampering his/her normal Academics & Administrative activities assigned to him/her.
9. The faculty member(s) willing to pursue Post-graduate weekend programme will be provided financial assistance as loan without interest from the Institute for pursuing higher studies, have to sign a bond confirming that he or she will serve this Institute at least for 3(three) years after completion of his / her studies.

10. The faculty member who does not require any financial assistance as loan from the Institute for pursuing weekend programme, have to sign a bond confirming that he / she will serve this Institute for 1(one) year after completion of his / her studies.
11. No financial assistance will be provided by the Institute to the concerned faculty member / members for pursuing the Ph.D. programme.
12. The applicants pursuing higher studies in foreign universities will submit their applications with necessary documentary evidences.
13. In the event of an emergent requirement, they should be present in the Institute.
14. No study leave will be permitted during the programme.
15. In the event of NO CLASSES in the University / Institute, the candidate must attend their duties at Technique Polytechnic Institute.
16. Candidates must submit their examination schedule for sanction of special leave (except PhD. Programme) before the commencement of examinations.
17. No leave will be granted to the concerned faculty member / members for pursuing PhD programme in excess of normal leave.
18. Candidates pursuing higher studies must submit the performance report immediately after publication of semester results.
19. Faculty members willing to pursue part-time PhD. programme may be permitted without hampering his / her normal Academic & Administrative activities assigned to him / her.
20. Faculty members willing to pursue part-time Ph.D. programme should have at least 3 (three) years of experience in a regular position at the time of application.
21. No objection certificate for pursuing higher studies will be issued on fulfilment of the above 'Terms and Conditions' and Undertaking by the candidate including revised, amended, suspended, cancelled and other related issues.

I have read and understood all the above rules and regulations as laid down by the Institution authority of Technique Polytechnic Institute in respect of "Higher studies of the Faculty members / administrative personnel" and I declare that I will strictly follow these rules and regulations. I further promise to abide by the decision taken by the institute authority.

Executive Director

* The Rules & Regulations given above are subject to change from time to time as per decision of the Institution authority.