



(Formerly ITM University, Gurugram)

## SABBATICAL LEAVE IN OUR LEAVE POLICY

The objective of Sabbatical Leave facility is to promote and enhance the quality of educational and research activities at **The NorthCap University** through research work or other similar activities directed toward intellectual and professional growth that enhances the faculty members' value to **The NorthCap University** .

All regular faculty members who have completed ten years of continuous service may be considered for sabbatical leave, on a case to case basis, to be approved by the Governing Body on the recommendations of the Vice-Chancellor. The main emphasis on granting sabbatical leave will be on the basis of going for advanced research rather than upgrading the qualification.

A faculty member can apply for sabbatical leave once in seven years. Sanction for a second term will be evaluated on much higher academic standard to be achieved. At a time, sabbatical leave will be considered for discrete period of six months or one year. An eligible faculty member who wishes to be considered for sabbatical leave should submit a formal written application to the Vice Chancellor providing complete information on the duration and nature of the activities planned during the sabbatical period, at least 6 months prior to the leave along with documentary evidence of education/research activity planned and acceptance of the University/Institute where it is proposed to be conducted.

Sabbatical leave shall not be claimed as a matter of right. It is a privilege awarded through an approval process of VC and Governing Body based on various parameters like research output, academic excellence and demonstrated performance.

During the period of sabbatical leave, the faculty shall be entitled only to Basic Pay+ AGP and PF/Gratuity benefits, as drawn by him/her at the time of applying for the leave. This leave duration shall not be counted for calculating the service period. No leave credit, increment or Medclaim will be extended to the faculty/family during this period.

Faculty members who are awarded sabbatical leave must commit themselves through a written undertaking to return to **The NorthCap University** for at least three full academic year of full-time service upon completion of the sabbatical leave. If they leave earlier, they shall be liable to pay salary in lieu thereof for the period they spend less than one year.

A high quality research publication after availing the sabbatical leave is an expected outcome of such a programme. The faculty will submit a report to Head of the concerned department and deliver lectures on the tools, techniques and technology; he has learned through this programme.