

UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR

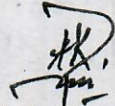
NOTIFICATION

No. 199 /Estt-I

Dated 16/5/2023

Consequent upon recommendations of the Committee constituted under Notification No.174/Estt-I/PF dated 18.04.2023, the Vice-Chancellor is pleased to approve the following SOPs along with Proforma for granting Sabbatical / Post Doctorate leave to the faculty members of the University:

1. An employee who desires to get Sabbatical / Post Doctorate leave (within or outside the Country) shall apply four (4) weeks before the date of availing the leave.
2. The employee shall submit proper application (complete in all respect) to the relevant Chairperson / Director accompanied by the prescribed proforma duly signed by the Chairperson / Director.
3. The Chairperson / Director shall provide clear recommendation on the proforma considering student-teacher ratio as well as validity of accreditation status of the Department / Centre.
4. The Chairperson / Director shall forward the proforma along with request of the applicant and other necessary documents (if any), to the relevant Dean for recommendation and onward submission to the Registrar's office for approval of the Vice-Chancellor.
5. Sabbatical / Post Doctorate leave shall be granted to faculty members (Professor, Associate Professor & Assistant Professor) with at least 6-years active service in UET, Peshawar.
6. Only one faculty member in each department will be allowed for Sabbatical / Post Doctorate leave on the basis of seniority subject to the condition that PEC requirement may not suffer and the HOD will not claim any substitute on contract or visiting basis.
7. Any faculty member who desires to get Sabbatical / Post Doctorate leave shall have to submit an undertaking on judicial Stamp Paper (duly signed by Notary Public) that after completing the said leave, he/she must join the University. In case of failure, salary received during the period of Sabbatical / Post Doctorate leave shall be recovered from him/her.


Establishment Officer-II

University of Engineering and Technology, Peshawar

Proforma for Obtaining Sabbatical / Post Doctorate Leave

To be Filled by Applicant			
Name		CNIC	
Designation		Department / Center	
Area of Research		Host Institute	
Country			

To be Filled by the Chairperson / Director				
S. No.	Designation	Filled Position	On Leave	On Duty
1.	Professor			
2.	Associate Professor			
3.	Assistant Professor			
4.	Lecturer			
5.	Lab Engineer			
Total				
When was the last accreditation visit conducted?				
What is the Validity of the last accreditation awarded?				
What is the current Student-Teacher Ratio? (refer to accreditation council manual for calculation)				
What is the Student-Teacher Ratio excluding the applicant?				
Will any additional teaching staff be required if the applicant is granted leave?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Recommendations of Chairperson / Director (use additional sheet, if required)				

Applicant's Signature

Chairperson's Signature & Stamp

Recommendation by relevant
Dean of Faculty

Checklist:

- Application for Leave
- Acceptance Letter
- Last Accreditation Visit Report