



## STUDY LEAVE

1. Study leave may be granted after a minimum of one year of continuous service, to pursue a special line of study or research directly related to his/her work in the College or to make a special study of the various aspects of College organization and methods of education. The maximum period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. They are bound to fulfill the conditions specified by the Management while sanctioning the Study Leave.
2. Those Staff who have got admission for higher studies and not completed one year services in SAINTGITS are not entitled for Study leave. However, in such a case the Principal may forward their applications to the Corporate Office and each case will be decided according to merit for sanctioning Loss of Pay leave.
3. Faculty who intend to go on study leave has to give at least three months' notice and plan the commencement of such leave with the approval of their HOD, so that academic program is not disrupted midway in a semester.