UNIVERSITY OF ALLAHABAD, ALLAHABAD

APPLICATION for SABBATICAL LEAVE FORM

Part I

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| --- | --- |
| Sl No | PARTICULARS TO BE FURNISHED |
| 1. | Name: Designation: |
| 2. | Department/Centre: Faculty: |
| 3. | Date of joining in this University: | 4.Date of appointment as Associate Professor/Professor: |
| 5. | (i) No. of years service in the present cadre in this University:(ii) Total No. of years service (as Associate Professor and Professor) in this University**:** | 6.Date of submission of sabbatical leave application[[1]](#footnote-1):  |
| 7. |  Period of sabbatical leave requested for (Not exceeding one year) |
| TWO-SEMESTER SABBATICAL Academic year: \_\_\_\_\_\_ - \_\_\_\_\_\_  From: To: | ONE-SEMESTER SABBATICAL Spring Semester: \_\_\_\_\_\_\_\_ (year) Autumn Semester: \_\_\_\_\_\_\_\_ (year) |
| 8. | Date of retirement: | 9.No. of years service remaining after completion of the sabbatical leave: |
| 10. | Purpose and significance of the sabbatical leave activity (Give a clear and concise statement of the project’s objectives, as well as your aim in undertaking it: explain how the sabbatical is likely to contribute to your own professional development/to the academic program(s) of your department/centre/unit and/or to the university; should be understandable by someone outside your own discipline or sub-discipline.):   (A detailed plan of work/ proposal/ project for the period of the sabbatical leave to be separately enclosed. Bibliography to be enclosed separately. Please mention what you expect to be the end-product(s) of your project (example-a published book)) |
| 11. | Details, if faculty accepts a fellowship or a research scholarship or adhoc teaching & research assignment with honorarium or any other form of assistance other than regular employment in an institution of advanced studies in India or abroad:  |
| 12. | Details of previous such leave taken, if any(Previous study/sabbatical leave recipients must enclose office order, summary of that project and a copy of the end-product(s) of that project): | Duration:From: To:Location: |
| 13. | Contact details, if different from the present one, during the leave period requested now:-1. Address:
2. Telephone/ Mobile No.:
3. Email Id:
4. Fax:

Reasons for choosing the Sabbatical Leave location as mentioned above:Complete details of the arrangements made: |
| 14. | UNDERTAKING |
| I, hereby, give my undertaking to the University that: 1. I have not taken Study/ Sabbatical leave within the last five years.
2. I shall not take up any regular appointment under another organization in India or abroad during the sabbatical leave period.
3. In case, fellowship or a research scholarship, honorarium or any other form of assistance is received by me during the sabbatical leave period, I shall inform the same to the University and accept the reduced pay & allowances as per rules, if any/ as determined by the University.
4. I shall utilize the leave for purposes mentioned in my sabbatical project/ proposal.
5. I understand and agree that the University shall have the proprietary rights on the end –products of the project, if any, whether a technology developed or a book/article(s)/ research paper(s) published etc.
6. I must submit a detailed/comprehensive report[[2]](#footnote-2) regarding my sabbatical leave activities/outcome within 2 months on return from sabbatical leave to the Chairman, Sabbatical Leave Committee through proper channel that may be put in the public domain, preferably, on the website of the University.
7. I understand and agree that I must reimburse the University for all salary and emoluments paid to me during the period of the approved leave if I fail to join[[3]](#footnote-3) the University to continuously serve it for at least twice the duration of the sabbatical leave, upon completion of my sabbatical leave.
8. All entries in this form, as well as in attached sheets, are true to the best of my knowledge and belief. At any stage, if any of the information furnished by me is found to be false or incorrect, suitable action may be taken against me. If leave is granted, I promise to abide by the rules and regulations of the University of Allahabad.
 |

 I, hereby, formally apply for a sabbatical leave for a period of ------ from........ to .........

Place:

Date: (Signature of the Applicant)

 Part II

15. Recommendation of the Head of the Department & Chairman, Departmental Committee**\*** (while recommending please specify

(a) (i) Present strength of teachers in the Department : ……………………………………

 (ii) Teachers on long leave (i.e. Study/ Sabbatical)……………………………………

 (iii) Date of the Departmental Committee meeting in which the present Sabbatical leave application was placed as reporting matter:……………………………………………..

(b) Relevance of proposed study to the Department: …………………………………….

(c) Recommendation: …………………………………………………………………….

To Signature

The Dean, Faculty of ……………………………… (Head of the Department)

16. Recommendation of the Dean of the Faculty**\***:……………………………………………

 (**\***If not recommended, reason for the same)

 Signature

 (Dean of the Faculty)

17. To

The Chairman, Sabbatical Leave Committee

 Recommendation of the Sabbatical Leave Committee...................

 Signature

 Chairman, Sabbatical Leave Committee

 Part III

18. To

The **Registrar**

for further processing and to place the file and the recommendation of the Sabbatical leave committee before **Hon’ble Vice Chancellor** for his perusal and kind consideration.

Part IV

19. To

Hon’ble Vice Chancellor

1. The faculty member desirous of Sabbatical leave should apply on the Request/Application for Sabbatical Leave form available on the website of the University www.allduniv.ac.in.The typewritten sabbatical application along with the typewritten text of the sabbatical leave proposal/ project should be submitted by the faculty member in the office of the Department/Centre **before Nov. 30 of the Academic Session preceding the Academic Session in which the leave is proposed to be availed.**  [↑](#footnote-ref-1)
2. In the report, a description of accomplishments during the leave, particularly with reference to goals articulated in the proposal should be given.

3 The sabbatical leave cannot be combined with any other kind of leave. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)