



# SNJB's SHRI HIRALAL HASTIMAL (JAIN BROTHERS, JALGAON) POLYTECHNIC

(All AICTE Approved Programs NBA Accredited)

- Approved by AICTE, New Delhi • Recognised by Director of Technical Education, M.S. Mumbai
- Affiliated to Maharashtra State Board of Technical Education, Mumbai

Ref. No.: SHHJBP/2024-25/402

Date: 06/07/2024

## Rules for Higher Studies

1. The sponsorship letter and special leave will be given to the faculty for pursuing higher education i.e. B.E. / B. Tech. /M.E. / M. Tech. / Ph.D. in his / her particular discipline.
2. If a faculty member wants to go for higher studies, it is mandatory to take the permission from Management, Principal & HOD and also he / she should execute required the bond.

### 3. Eligibility

Sponsorship letter and special leave may be granted to a faculty.

1. Who has satisfactorily completed period of two year service at SNJB's Shri H.H.J.B. Polytechnic with a minimum grading of good in his performance, and
2. Who executes a Bond or undertaking to serve the institute for a period of two years after completion of B.E./ B. Tec. / M.E. / M. Tech. and three years after completion of Ph. D. degree and
3. The sponsorship for regular programs requiring study leave shall be subject to sanction by the higher authority i.e. Head of Department, Principal and Honorable Management.
4. The appraisal will be done jointly by Principal, head of concern department.
5. A faculty will be required to furnish a bond of Rs. 1,00,000/- (Rupees One lakh only) for B.E./B. Tech. /M.E. / M. Tech. course and Rs. 2,00,000/- (Rupees Two lakhs only) for Ph.D. course on non-judiciary stamp paper of Rs. 100/-.
6. The faculty availing the special leave has to deposit the security deposit of Rs. 10,000/- for B.E., Rs. 15,000/- for M.E. and Rs. 25000/- for Ph.D. Such deposit will be refunded after completion of bond period. Such amount may be deducted from the salary Rs. 25,000/- per year.
7. The faculty admitted in full time B.E., M.E. or Ph.D. course will be relived from duties with 1 year half salary for B.E. & M.E. course and six months half salary for Ph.D. course work subjected to eligibility mentioned in 2 and 3. Further, he or she has to deposit and additional security deposit equivalent to salary received during his or her course work.
8. The number of faculty members who may be sponsored per year will not be more than two for Graduate, PG and one for Ph.D. from a department having intake of 60 students.
9. On completion of the course of higher study, the faculty shall submit to the authority, the certificates of examinations passed.
10. If a faculty resigns or retires from service or otherwise quits service without returning to study after a period of study leave or within the bond period after such return to duty or fails to complete the course of study and is thus unable to furnish the certificates, he / she shall be required to refund.

## SNJB

Neminagar, Chandwad - 423 101  
Dist. Nashik (M.S.) India  
T - 02566-252127, 253992  
E - shhjbpoly@rediffmail.com  
W - <https://snjb.org/polytechnic>



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- The actual amount of leave salary, other expenses, if any (amount given for paper Presentation, publications etc.), incurred by the institute, and
- If a faculty serves the institute for part period of bond duration, then outstanding Payable amount (against special leave and bond) should be proportionally reduced.

Sr. No.	Name of Committee Members:	Post	Signature
1	Dr. V.A. Wankhede	Principal	
2	Dr. D.V. Lohar	HoD Mechanical Engineering	
3	Mr. D.B. Pawar	HoD Civil Engineering	
4	Mr. P.R. Sali	HoD Computer Technology	
5	Mr. N.R. Thakre	HoD Electronics & Telecommunication Engineering	



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