



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल

Requisition for NOC for pursuing Higher Education

Date:

1.	Name	
2.	Designation	
3.	Department	
4.	P.F. No.	
5.	Name of the course applied	
6.	Name of the University	
7.	Justification on the relevance of course in terms of Point no. 4 mentioned below.	

Terms and Conditions

- 1) The permission for study through correspondence/private mode shall not entitle individual for grant of any study leave with pay.
- 2) The Institute may grant the leave at the credit of individual which is required for attending the examination as per the eligibility.
- 3) No TA/DA/other allowances or special causal leave are permissible for this purpose.
- 4) The course chosen for study shall be relevant for enrichment of professional trades/skills and should be chosen from the area of work/duties assigned.

Signature of the applicant

- 5) In case of outstation visits for off-campus contact classes, examinations, dissertation work, study tours etc., permission has to be obtained duly covered by proper leave of absence through the Head of the Department.
- 6) However, for attending the contact classes during holidays and non-working hours within the jurisdiction of headquarters there is no special permission required to be taken each time.
- 7) Under no circumstances the regular activity or the office duties should be effected adversely. Use of office time, resources and any other material for this purpose is not permissible.
- 8) The permission for prosecuting higher/professional study is subject to adherence of the above code of conduct.
- 9) The course of study / program chosen and the academic body granting such degrees / diplomas should have been recognized by the competent authority. The Institute shall not give any weightage for any such unrecognized programs while considering the same for career progression or promotion.

I, hereby abide by the Terms and Conditions.

Signature of the applicant

Forwarded	Recommended
Section/Unit I/C	HOD

Administrative Approvals:

Personal details checked and found in order	Verified & submitted for approval as per rules	Approved as per rules
Dealing Assistant	Assistant Registrar (Admin.)	DOFA/Registrar/Director