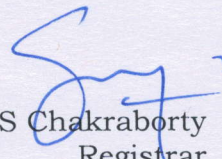




Circular Memo. No. IITPKD/RO/CIR/2020-21/001 dated 30 June 2020

Sub: Permission to acquire higher qualification while working in IIT Palakkad –
Reg.

1. It is hereby informed that all employees of the institute desirous of pursuing higher studies must obtain permission from their Reporting Officer and the HR section at the application stage for joining any courses of study. The joining of educational institutions for acquiring higher qualification involves advance commitment about attendance at specific hours and absence from duty for appearing in examinations. The permission may be granted to the employee after ensuring that the working hours of the employee are not in conflict with the course requirements.
2. Employees who want to pursue higher studies by applying to courses, leading to a higher qualification, being conducted by IIT Palakkad can do so only on completion of three years of service in the institute including their probation period. Permission for enrolling in such courses in any educational institute will be decided on a case to case basis. Employees who are still undergoing probation will not be permitted to start any higher studies in any educational institute.
3. Prior permission for higher studies will be issued by the HR Section as a 'No Objection Certificate (NOC)' after receiving a request for the same duly signed by the applicant and countersigned by the Reporting Officer. The request will be submitted to the HR Section along with an 'Undertaking'. The format for NOC and Undertaking are attached at Annexures I and II respectively and these forms can also be downloaded from our website (<https://iitpkd.ac.in/downloadable-forms-only-employees>). Any employee failing to obtain the prior permission will not be entitled to any benefit in lieu of having acquired higher qualification and will also be liable for disciplinary action in terms of the Office guidelines.
4. The above guidelines will come into effect from 01 Sep 2020.


Col S Chakraborty
Registrar

Copy to:

- 1) HR Section
- 2) All Staff & Faculty
- 3) Notice Board
- 4) File