An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | E-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

List of Study Leave Beneficiaries

S. N.	Name of the Faculty	Designation	Department	Degree pursuing
1	Ms. Karishma Hanotiya	Assistant Professor	Humanities & Applied Sciences	Ph.D.
2	Dr. Shivam Agarwal	Associate Professor	Civil Engineering	PDF
3	Ms. Preeti	Assistant Professor	CSE	Ph.D.
4	Ms. Priya Shukla	Assistant Professor	CSE	Ph.D.
5	Ms. Vishaka Yadav	Assistant Professor	ECE	Ph.D.

Director
Echelon Institute of Technology
Kabulpur, Kheri-Manjhawali Road,
Naharpar, Faridabad-121101

An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY
Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | e-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

STUDY LEAVE POLICY

01/07/2025

1. Purpose: encourages continuous learning, higher education, research, skill enhancement, and professional development of its employees. This policy lays down the provisions for granting Study Leave to eligible teaching and non-teaching staff for pursuing approved educational, research, technical, professional, or management programmes that contribute to both individual career growth and institutional development.

2. Scope: This policy applies to all regular employees of EIT.

3. Objectives: The objectives of Study Leave are to:

- Promote research culture and academic excellence.
- Encourage faculty members to obtain Ph.D. qualifications.
- Enable employees to acquire technical skills and professional certifications.
- Support employee career progression and leadership development.

4. Definitions

4.1 Study Leave

Leave granted for pursuing a recognized course of study, research work, training, fellowship, or any approved academic/professional programme.

4.2 Approved Course

A course recognized by a statutory body such as UGC, AICTE, NAAC, NBA or any other authority approved by EIT.

4.3 Competent Authority

The Director / Chairman or any authority notified by EIT.

5. Eligibility

5.1 Minimum Service Requirement at EIT

Category	Minimum Continuous Service
Teaching Staff for Ph.D.	2 years
Teaching Staff for other higher education programmes	2 years
Non-teaching Staff for postgraduate/professional programmes	3 years
Non-teaching Staff for skill/technical certification sponsored by EIT	1 year
The Management may relax the service condition in exceptional cases.	

ECHELON INSTITUTE OF TECHNOLOGY FARIDABAD

5.2 Performance Requirement:
The employee should have:

- Satisfactory performance.
- No disciplinary proceedings.
- Demonstrated relevance of the proposed programme to present or future institutional responsibilities.

6. Eligible Programmes

Study Leave may be granted for:

- Ph.D. (Full-time, Part-time, or Course Work requirements)
- M.Tech., M.E., MCA, MBA, M.L.I.S., or any other programme approved by EIT
- AICTE/UGC approved Faculty Development Programmes of long duration.
- Research fellowships and sponsored research assignments.
- Professional certifications approved by EIT

Programmes pursued purely for personal interest without institutional relevance may not qualify.

7. Categories of Study Leave

7.1 Short-Term Study Leave: Up to **30 days** in a calendar year.
7.2 Medium-Term Study Leave: More than 30 days and up to **6 months**.
7.3 Long-Term Study Leave: 6 months and up to **12 months at a time**.
7.4 Maximum Limit: Leave shall ordinarily not exceed **24 months**.

8. Leave Salary and Financial Benefits

8.1 Full Pay Study Leave: May be granted when the programme is sponsored by EIT or any other funding agency.
8.2 Partly Pay Study Leave: Salary for one month for thesis writing / day of examination for other courses maybe paid with condition to serve the Institution minimum one and half year after completion of Ph. D. and minimum one year for any other course for salary availed for exam. day.
8.3 Leave Without Pay (LWP): May be granted when paid study leave is not admissible

9. Combination with Other Leave: Study Leave may be combined with Earned / Casual Leave

10. Conditions for Grant of Study Leave
The employee shall:

1. Submit admission/registration proof and course details as required with an application
2. Submit periodic progress reports every six months.
3. Produce completion certificate, transcript, thesis submission proof, or equivalent document as and when required.

INSTITUTE OF TECHNOLOGY & ENGINEERING FARIDABAD

11. Service Bond: If the employee resigns before completing the bond period, he/she shall refund the leave salary and other financial benefits received, in whole or in part, as decided by EIT.

12. Provisions for Non-Teaching Staff
Non-teaching staff may be granted Study Leave for programmes that improve administrative, technical, laboratory, library, HR, IT, or managerial competence. Preference shall be given to courses aligned with institutional needs.

13. Procedure: Employees intending to pursue higher studies shall submit a written application to the Director through the Head of the Department (HOD) for recommendation and approval.

The Director reserves the right to approve, modify, defer, or reject the request after considering the institutional requirements, academic and administrative workload, and other relevant factors.

14. Return to Duty: The employee shall report for duty immediately after expiry of leave and submit completion/progress documents within 7 **days** of joining. Failure to report without approval shall be treated as unauthorized absence.

15. Cancellation / Recall: Study Leave may be cancelled or the employee may be recalled in exceptional institutional exigencies. Reasonable notice shall ordinarily be given.

16. Misuse of Study Leave: If it is found that:

- the employee did not pursue the approved programme,
- submitted false information,
- engaged in unauthorized employment, or
- violated conditions,

EIT may withdraw the leave, recover financial benefits, treat the period as unauthorized absence/LWP, and initiate disciplinary action.

17. Records and Monitoring: HR Department shall maintain a Study Leave record containing properly. Annual review of study leave cases shall be placed before the Director.

18. Interpretation and Relaxation: Any matter not covered under this policy shall be decided by the Management, whose decision shall be final. The Management may relax any provision in deserving cases for reasons recorded in writing.

19. Effective Date: This policy shall come into force from July 1, 2025 and supersedes all previous instructions relating to Study Leave, if any.

Issued by

Director
Dr. Arvind Kumar Pandey

INSTITUTE OF TECHNOLOGY ECHELON FARIDABAD

An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | E-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

Ref. No.: EITF/HR/2026/07/027

Date: 29/07/2026

NO OBJECTION CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. /Ms. Kanishma Harshiya, Employee ID 1186, working as Assistant professor in the Department of Humanities and Applied Sciences, is associated with Echelon Institute of Technology.

The Institute has no objection to the faculty member pursuing Ph.D at Bennett University.

The proposed programme is expected to commence from August 2026 and is scheduled to be completed by July 2029.

This NOC is issued subject to the faculty member obtaining and complying with the formal approval of Study Leave on Non-Pay Status and the applicable terms and conditions of the Institute. This NOC does not, by itself, constitute approval for any period beyond the leave formally sanctioned by the competent authority.

Approved / Proposed Study Period

From: 30/7/2026 to 29/7/2029

Authorized Signatory	Official Seal

Echelon Institute of Technology
Kabulpur, Kheri-Manjhawali Road,
Naharpar, Faridabad-121101

ECHELON INSTITUTE OF TECHNOLOGY FARIDABAD

Received

An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | E-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

Ref. No.: EITF/HR/2026/07027 **Date:** 29/07/2026

STUDY LEAVE SANCTION LETTER

To,
Mr./Ms. Krishna Hanatiya
Designation: Assistant professor
Department: Humanities and Applied Sciences
Employee ID: 1186

Subject: Sanction of Study Leave on Non-Pay Status

Dear Mr./Ms. Krishna Hanatiya,

With reference to your application dated 23-07-2026 and the recommendation of the concerned HOD / Reporting Authority, the competent authority has approved your request for Study Leave on Non-Pay Status for pursuing the following programme:

Programme / Course	Ph.D
Institution / University	Bennett University
Approved Leave Period	From Aug 2026 To July 2029
Date of Rejoining	Aug 2029

During the approved period, you will continue to remain associated with Echelon Institute of Technology, subject to the terms and conditions applicable to your sanctioned leave.

The approved period will be treated as Non-Pay Status, and salary shall not be payable for this period. Your employment status, continuity and eligibility for applicable employment-related benefits will remain subject to the Institute's prevailing policies and the specific terms of this sanction.

You are required to report back for duty on or before the approved date of rejoining. Any request for extension must be submitted and approved in writing before expiry of the sanctioned leave period.

We wish you success in your academic pursuits.

Director / Competent Authority	HR / Authorized Signatory

Director
Echelon Institute of Technology
Kabulpur, Kheri-Manjhawali Road,
Naharpar, Faridabad-121101

Received

An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | E-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

Terms & Conditions and Faculty Undertaking

I, Mr./Ms. Kavishma Hanotiya, Employee ID 1186, working as Assistant Professor in the Department of Humanities and Applied Science hereby confirm that I have requested Study Leave on Non-Pay Status for pursuing Ph.D at Benett University.

Terms & Conditions

- During the approved period, I will continue to remain associated with and on the rolls of Echelon Institute of Technology, subject to the applicable rules, policies and conditions of the sanctioned leave.
- During my approved study leave period, I understand that I will be on Non-Pay Status and will not receive salary for the duration of the sanctioned leave.
- My employment relationship with the Institute will continue during the approved period, subject to the terms of the sanctioned leave and applicable Institute policies.
- I understand that my eligibility for leave, service-related benefits and other employment-related benefits during the study leave period will be as per the applicable rules and policies of the Institute and the terms of my approved leave.
- I will provide valid admission / enrollment documents and any other supporting documents requested by the Institute.
- I will pursue the approved programme sincerely and provide academic or progress information whenever reasonably required by the Institute.
- I will immediately inform the Institute in writing of any change in programme, institution, duration, enrollment status, withdrawal or discontinuation.
- I will not extend the approved leave period without obtaining prior written approval from the competent authority.
- I will comply with applicable Institute policies, professional conduct requirements and confidentiality obligations.
- I will report back and resume my duties on or before the approved date of rejoining.
- Failure to rejoin wIlithin the approved period without prior authorization may result in appropriate action under the applicable rules and policies of the Institute.
- I confirm that all information and documents submitted in connection with this application are true and correct.
- I understand that this undertaking does not amend my appointment terms except to the extent specifically stated in the sanctioned study leave approval.

Received

Faculty Declaration

I confirm that I have read and understood the above terms and conditions and voluntarily agree to abide by them throughout the period of my approved Study Leave on Non-Pay Status.

Faculty Name	Kavishma Hapitiya
Employee ID	1186
Signature	Kavishma
Date	29/7/2026

Received

Kavishma

An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | E-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

Ref. No.: EITF/HR/2026/061 ~~030~~ **Date:** 30/06/2026

NO OBJECTION CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that ~~Mr./Ms.~~ Dr. Shivam Agarwal, Employee ID 1400, working as Associate Professor in the Department of Civil Engineering, is associated with Echelon Institute of Technology.

The Institute has no objection to the faculty member pursuing Fellowship at ~~University of South Africa (UNISA)~~ Postdoctoral

The proposed programme is expected to commence from July 2026 and is scheduled to be completed by June 28.

This NOC is issued subject to the faculty member obtaining and complying with the formal approval of Study Leave on Non-Pay Status and the applicable terms and conditions of the Institute. This NOC does not, by itself, constitute approval for any period beyond the leave formally sanctioned by the competent authority.

Approved / Proposed Study Period

From: 1/7/2026 to 30/6/2029

Authorized Signatory	Official Seal

Director
Echelon Institute of Technology
Kabulpur, Kheri-Manjhawali Road,
Naharpar, Faridabad-121101

ECHELON INSTITUTE OF TECHNOLOGY FARIDABAD

Received.

An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | E-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

Ref. No.: EITF/HR/2026/06/029 **Date:** 30/06/2026

STUDY LEAVE SANCTION LETTER

To,
Mr./~~Ms.~~ Dr. Shivam Agarwal
Designation: Associate Professor
Department: Civil engineering
Employee ID: 1400

Subject: Sanction of Study Leave on Non-Pay Status

Dear Mr./~~Ms.~~ Dr. Shivam Agarwal,

With reference to your application dated 2/07/2026 and the recommendation of the concerned HOD / Reporting Authority, the competent authority has approved your request for Study Leave on Non-Pay Status for pursuing the following programme:

Programme / Course	Postdoctoral Fellowship
Institution / University	University of South Africa (UNISA)
Approved Leave Period	From July 2026 To June 2028
Date of Rejoining	July 2028

During the approved period, you will continue to remain associated with Echelon Institute of Technology, subject to the terms and conditions applicable to your sanctioned leave.

The approved period will be treated as Non-Pay Status, and salary shall not be payable for this period. Your employment status, continuity and eligibility for applicable employment-related benefits will remain subject to the Institute's prevailing policies and the specific terms of this sanction.

You are required to report back for duty on or before the approved date of rejoining. Any request for extension must be submitted and approved in writing before expiry of the sanctioned leave period.

We wish you success in your academic pursuits.

Director / Competent Authority	HR / Authorized Signatory

Director
Echelon Institute of Technology
Kabulpur, Kheri-Manjhawali Road,
Naharpar, Faridabad-121101

Received

An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | E-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

Terms & Conditions and Faculty Undertaking

I, Mr./Ms. Dr. Shivam Agarwal, Employee ID 1400, working as Associate Professor in the Department of Civil Engineering, hereby confirm that I have requested Study Leave on Non-Pay Status for pursuing Postdoctoral Fellowship at University of South Africa (UNISA)

Terms & Conditions

- During the approved period, I will continue to remain associated with and on the rolls of Echelon Institute of Technology, subject to the applicable rules, policies and conditions of the sanctioned leave.
- During my approved study leave period, I understand that I will be on Non-Pay Status and will not receive salary for the duration of the sanctioned leave.
- My employment relationship with the Institute will continue during the approved period, subject to the terms of the sanctioned leave and applicable Institute policies.
- I understand that my eligibility for leave, service-related benefits and other employment-related benefits during the study leave period will be as per the applicable rules and policies of the Institute and the terms of my approved leave.
- I will provide valid admission / enrollment documents and any other supporting documents requested by the Institute.
- I will pursue the approved programme sincerely and provide academic or progress information whenever reasonably required by the Institute.
- I will immediately inform the Institute in writing of any change in programme, institution, duration, enrollment status, withdrawal or discontinuation.
- I will not extend the approved leave period without obtaining prior written approval from the competent authority.
- I will comply with applicable Institute policies, professional conduct requirements and confidentiality obligations.
- I will report back and resume my duties on or before the approved date of rejoining.
- Failure to rejoin wIlithin the approved period without prior authorization may result in appropriate action under the applicable rules and policies of the Institute.
- I confirm that all information and documents submitted in connection with this application are true and correct.
- I understand that this undertaking does not amend my appointment terms except to the extent specifically stated in the sanctioned study leave approval.

Received.

Faculty Declaration

I confirm that I have read and understood the above terms and conditions and voluntarily agree to abide by them throughout the period of my approved Study Leave on Non-Pay Status.

Faculty Name	Dr. Shivam Agarwal.
Employee ID	1400
Signature	Shivam
Date	30/6/2026.

Received

Shivam

An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | E-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

Terms & Conditions and Faculty Undertaking

I, Mr./Ms. Preeti, Employee ID 1195, working as Assistant Professor in the Department of Computer Science and eng., hereby confirm that I have requested Study Leave on Non-Pay Status for pursuing Ph.D at J.C. Bose University of Science and Technology, YMCA, Faridabad

Terms & Conditions

- During the approved period, I will continue to remain associated with and on the rolls of Echelon Institute of Technology, subject to the applicable rules, policies and conditions of the sanctioned leave.
- During my approved study leave period, I understand that I will be on Non-Pay Status and will not receive salary for the duration of the sanctioned leave.
- My employment relationship with the Institute will continue during the approved period, subject to the terms of the sanctioned leave and applicable Institute policies.
- I understand that my eligibility for leave, service-related benefits and other employment-related benefits during the study leave period will be as per the applicable rules and policies of the Institute and the terms of my approved leave.
- I will provide valid admission / enrollment documents and any other supporting documents requested by the Institute.
- I will pursue the approved programme sincerely and provide academic or progress information whenever reasonably required by the Institute.
- I will immediately inform the Institute in writing of any change in programme, institution, duration, enrollment status, withdrawal or discontinuation.
- I will not extend the approved leave period without obtaining prior written approval from the competent authority.
- I will comply with applicable Institute policies, professional conduct requirements and confidentiality obligations.
- I will report back and resume my duties on or before the approved date of rejoining.
- Failure to rejoin wIlithin the approved period without prior authorization may result in appropriate action under the applicable rules and policies of the Institute.
- I confirm that all information and documents submitted in connection with this application are true and correct.
- I understand that this undertaking does not amend my appointment terms except to the extent specifically stated in the sanctioned study leave approval.

Received
Preeti

Faculty Declaration

I confirm that I have read and understood the above terms and conditions and voluntarily agree to abide by them throughout the period of my approved Study Leave on Non-Pay Status.

Faculty Name	Preeti
Employee ID	1195
Signature	Preeti
Date	20/08/2026

Received
Preeti

An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | E-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

Ref. No.: EITF/HR/2026/08/016

Date: 20/8/2026

STUDY LEAVE SANCTION LETTER

To,
Mr./Ms. Preeti
Designation: Assistant professor
Department: Computer Science and Engineering
Employee ID: 1195

Subject: Sanction of Study Leave on Non-Pay Status

Dear Mr./Ms. Preeti,

With reference to your application dated 20/08/2026 and the recommendation of the concerned HOD / Reporting Authority, the competent authority has approved your request for Study Leave on Non-Pay Status for pursuing the following programme:

Programme / Course	Ph. D.
Institution / University	J.C. Bose University of Science and Technology YMCA (FRD).
Approved Leave Period	From Sep. 2026 To Aug 2029
Date of Rejoining	Sep. 2029

During the approved period, you will continue to remain associated with Echelon Institute of Technology, subject to the terms and conditions applicable to your sanctioned leave.

The approved period will be treated as Non-Pay Status, and salary shall not be payable for this period. Your employment status, continuity and eligibility for applicable employment-related benefits will remain subject to the Institute's prevailing policies and the specific terms of this sanction.

You are required to report back for duty on or before the approved date of rejoining. Any request for extension must be submitted and approved in writing before expiry of the sanctioned leave period.

We wish you success in your academic pursuits.

Director / Competent Authority	HR / Authorized Signatory

Director
Echelon Institute of Technology
Kabulpur, Kheri-Manjhawali Road,
Naharpar, Faridabad-121101

Received
Preeti

An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | E-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

Ref. No.: EITF/HR/2026/08/015

Date: 20/8/2026

NO OBJECTION CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. /Ms. Preeti, Employee ID 1195, working as Assistant Professor in the Department of Computer Science and Engineering is associated with Echelon Institute of Technology.

The Institute has no objection to the faculty member pursuing Ph.D. at J.C Bose University of Science and Technology YMCA FBD

The proposed programme is expected to commence from Session 2026-27 and is scheduled to be completed by 3 yrs.

This NOC is issued subject to the faculty member obtaining and complying with the formal approval of Study Leave on Non-Pay Status and the applicable terms and conditions of the Institute. This NOC does not, by itself, constitute approval for any period beyond the leave formally sanctioned by the competent authority.

Approved / Proposed Study Period

From: 22/08/2026 to 30/09/2029

Authorized Signatory	Official Seal

Director
Echelon Institute of Technology
Kabulpur, Kheri-Manjhawali Road,
Naharpar, Faridabad-121101

ECHELON INSTITUTE OF TECHNOLOGY FARIDABAD

Received
Preeti

An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | E-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

Ref. No.: EITF/HR/2026/09/007 **Date:** 8/09/2026

NO OBJECTION CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. /Ms. Priya Shukla, Employee ID 1324, working as Assistant Professor in the Department of Computer Science & Engineering is associated with Echelon Institute of Technology.

The Institute has no objection to the faculty member pursuing Ph.D. at J.C. Bose University of Science and Technology, YMCA Faridabad

The proposed programme is expected to commence from Session 2026-27 and is scheduled to be completed by 3 yrs.

This NOC is issued subject to the faculty member obtaining and complying with the formal approval of Study Leave on Non-Pay Status and the applicable terms and conditions of the Institute. This NOC does not, by itself, constitute approval for any period beyond the leave formally sanctioned by the competent authority.

Approved / Proposed Study Period

From: 1/10/2026 to 30/09/2029

Authorized Signatory	Official Seal

Director
Echelon Institute of Technology
Kabulpur, Kheri-Manjhawali Road,
Naherpar, Faridabad-121101

ECHELON INSTITUTE OF TECHNOLOGY FARIDABAD

Received
Priyashukla

An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | E-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

Ref. No.: EITF/HR/2026/09/33 **Date:** 27/09/2026

STUDY LEAVE SANCTION LETTER

To,
Mr./Ms. Priya Shukla
Designation: Assistant Professor
Department: Computer Science & Engineering
Employee ID: 1324

Subject: Sanction of Study Leave on Non-Pay Status

Dear Mr./Ms. Priya Shukla,

With reference to your application dated 08/09/2026 and the recommendation of the concerned HOD / Reporting Authority, the competent authority has approved your request for Study Leave on Non-Pay Status for pursuing the following programme:

Programme / Course	Ph.D.
Institution / University	J.C Bose University of Science and technology
Approved Leave Period	From 1/10/2026 To 30/09/2029
Date of Rejoining	July 2029

During the approved period, you will continue to remain associated with Echelon Institute of Technology, subject to the terms and conditions applicable to your sanctioned leave.

The approved period will be treated as Non-Pay Status, and salary shall not be payable for this period. Your employment status, continuity and eligibility for applicable employment-related benefits will remain subject to the Institute's prevailing policies and the specific terms of this sanction.

You are required to report back for duty on or before the approved date of rejoining. Any request for extension must be submitted and approved in writing before expiry of the sanctioned leave period.

We wish you success in your academic pursuits.

Director / Competent Authority	HR / Authorized Signatory

Director
Echelon Institute of Technology
Kabulpur, Kheri-Manjhawali Road,
Naharpar, Faridabad-121101

Received
Priya Shukla

An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | E-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

Terms & Conditions and Faculty Undertaking

I, Mr./Ms. Priya Shukla, Employee ID 1324, working as Assistant Professor in the Department of Computer Science & Engineering hereby confirm that I have requested Study Leave on Non-Pay Status for pursuing Ph.D at J.C. Bose University of Science and Technology, YMCA, Faridabad Haryana

Terms & Conditions

- During the approved period, I will continue to remain associated with and on the rolls of Echelon Institute of Technology, subject to the applicable rules, policies and conditions of the sanctioned leave.
- During my approved study leave period, I understand that I will be on Non-Pay Status and will not receive salary for the duration of the sanctioned leave.
- My employment relationship with the Institute will continue during the approved period, subject to the terms of the sanctioned leave and applicable Institute policies.
- I understand that my eligibility for leave, service-related benefits and other employment-related benefits during the study leave period will be as per the applicable rules and policies of the Institute and the terms of my approved leave.
- I will provide valid admission / enrollment documents and any other supporting documents requested by the Institute.
- I will pursue the approved programme sincerely and provide academic or progress information whenever reasonably required by the Institute.
- I will immediately inform the Institute in writing of any change in programme, institution, duration, enrollment status, withdrawal or discontinuation.
- I will not extend the approved leave period without obtaining prior written approval from the competent authority.
- I will comply with applicable Institute policies, professional conduct requirements and confidentiality obligations.
- I will report back and resume my duties on or before the approved date of rejoining.
- Failure to rejoin wIlithin the approved period without prior authorization may result in appropriate action under the applicable rules and policies of the Institute.
- I confirm that all information and documents submitted in connection with this application are true and correct.
- I understand that this undertaking does not amend my appointment terms except to the extent specifically stated in the sanctioned study leave approval.

Received
priyashukla

Faculty Declaration

I confirm that I have read and understood the above terms and conditions and voluntarily agree to abide by them throughout the period of my approved Study Leave on Non-Pay Status.

Faculty Name	Priya Shukla
Employee ID	1324
Signature	PriyaShukla
Date	28/09/2026

Received
PriyaShukla

An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | E-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

Ref. No.: EITF/HR/2023/011/012

Date: 16-01-2023

NO OBJECTION CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that ~~Mr.~~ /Ms. Vishakha Yadav, Employee ID 890, working as Assistant Professor in the Department of Electronic and communication Engg., is associated with Echelon Institute of Technology.

The Institute has no objection to the faculty member pursuing Ph.D at Mizoram University.

The proposed programme is expected to commence from Feb. 2023 and is scheduled to be completed by Jan 2026.

This NOC is issued subject to the faculty member obtaining and complying with the formal approval of Study Leave on Non-Pay Status and the applicable terms and conditions of the Institute. This NOC does not, by itself, constitute approval for any period beyond the leave formally sanctioned by the competent authority.

Approved / Proposed Study Period

From: Feb 2023 to Jan 2026

Authorized Signatory	Official Seal

ECHELON INSTITUTE OF TECHNOLOGY FARIDABAD

Received
Vishakha

An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | E-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

Ref. No.: EITF/HR/~~2026~~ 2023 011

Date: 16/01/2023

STUDY LEAVE SANCTION LETTER

To,
Mr./Ms. Vishakha Yadav
Designation: Assistant Professor
Department: Electonic and communication Engineering.
Employee ID: 890

Subject: Sanction of Study Leave on Non-Pay Status

Dear ~~Mr.~~/Ms. Vishakha Yadav,

With reference to your application dated 16/01/2023 and the recommendation of the concerned HOD / Reporting Authority, the competent authority has approved your request for Study Leave on Non-Pay Status for pursuing the following programme:

Programme / Course	Ph.D
Institution / University	Mizoram University
Approved Leave Period	From 16 Jan 2023 To 15 Jan 2026
Date of Rejoining	Feb 2026

During the approved period, you will continue to remain associated with Echelon Institute of Technology, subject to the terms and conditions applicable to your sanctioned leave.

The approved period will be treated as Non-Pay Status, and salary shall not be payable for this period. Your employment status, continuity and eligibility for applicable employment-related benefits will remain subject to the Institute's prevailing policies and the specific terms of this sanction.

You are required to report back for duty on or before the approved date of rejoining. Any request for extension must be submitted and approved in writing before expiry of the sanctioned leave period.

We wish you success in your academic pursuits.

Director / Competent Authority	HR / Authorized Signatory

Received
Vishakha

An Initiative by "The Last Centre"
ECHELON
TRANSFORMING THE EDUCATION

ECHELON INSTITUTE OF TECHNOLOGY

Kabulpur, Kheri-Manjhawali Road, Faridabad 121101, Haryana
Ph.: +91 93557 30562 | E-mail: info@eitfaridabad.com
website: www.eitfaridabad.com

Terms & Conditions and Faculty Undertaking

I, Mr./Ms. Vishaksha yadav, Employee ID 890, working as Assistant Professor in the Department of Electronics and Communication Engineering, hereby confirm that I have requested Study Leave on Non-Pay Status for pursuing Ph.D. at Mizoram University.

Terms & Conditions

- During the approved period, I will continue to remain associated with and on the rolls of Echelon Institute of Technology, subject to the applicable rules, policies and conditions of the sanctioned leave.
- During my approved study leave period, I understand that I will be on Non-Pay Status and will not receive salary for the duration of the sanctioned leave.
- My employment relationship with the Institute will continue during the approved period, subject to the terms of the sanctioned leave and applicable Institute policies.
- I understand that my eligibility for leave, service-related benefits and other employment-related benefits during the study leave period will be as per the applicable rules and policies of the Institute and the terms of my approved leave.
- I will provide valid admission / enrollment documents and any other supporting documents requested by the Institute.
- I will pursue the approved programme sincerely and provide academic or progress information whenever reasonably required by the Institute.
- I will immediately inform the Institute in writing of any change in programme, institution, duration, enrollment status, withdrawal or discontinuation.
- I will not extend the approved leave period without obtaining prior written approval from the competent authority.
- I will comply with applicable Institute policies, professional conduct requirements and confidentiality obligations.
- I will report back and resume my duties on or before the approved date of rejoining.
- Failure to rejoin wIlithin the approved period without prior authorization may result in appropriate action under the applicable rules and policies of the Institute.
- I confirm that all information and documents submitted in connection with this application are true and correct.
- I understand that this undertaking does not amend my appointment terms except to the extent specifically stated in the sanctioned study leave approval.

Received
Vishaksha

Faculty Declaration

I confirm that I have read and understood the above terms and conditions and voluntarily agree to abide by them throughout the period of my approved Study Leave on Non-Pay Status.

Faculty Name	Vishakha Yadav
Employee ID	890
Signature	Vishakha
Date	16/01/2023

Received

Vishakha