



KOHAT UNIVERSITY OF SCIENCE & TECHNOLOGY

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No. 656 /KUST/ACAD/38th AC/22
November 14, 2022

NOTIFICATION

It is notified for the information of all concerned that on the recommendation of the Academic Council made in its 38th meeting held on 11.08.2022, the Syndicate, in its 54th meeting held on 24.09.2022, accorded approval to the Committee's recommendations regarding proposed policy guidelines for the issuance of NOCs for higher education and employment with the following modifications:

1. The term 2021 and Onward may be changed to 2022 and Onward in the First Heading of the policy.
2. Clause 11 of the proposed policy may be revised as follows: "A permanent employee of the University, excluding those in the probationary period, shall be granted NOC for a maximum of four times during the academic calendar/year for employment outside the University.
3. Under clause 12 of the policy, Technologically Advanced Countries or HEC-Specified Countries may be eliminated.
4. Clause 13 of the proposed policy may be revised as follows: 20% of the regular employees of the department/institute/section should be granted NOC to pursue higher education, or a minimum of one employee if 20% is less than one, in order to apply for admission or funding.
5. The NOC Policy is equally applicable to BPS and TTS employees following approval by the appropriate forums


Director Academics

Copy to:

1. All Deans
2. All Heads of Teaching Departments
3. All Head of Sections
4. PA to Vice Chancellor
5. PA to Registrar
6. Master File
7. Office File



KOHAT UNIVERSITY OF SCIENCE & TECHNOLOGY (KUST)

KUST NOC POLICY 2021 AND ONWARDS

1. This policy will be defined as KUST NOC POLICY 2021 AND ONWARDS.
2. This policy shall be applicable to the permanent and regular employees of the KUST.
3. Employees on contract, ad hoc, contingent staff, or those on probation should not be granted NOC either for higher education or for employment outside the university.
4. For NOC issuance to faculty on TTS (Tenure Track System), TTS Rules will be followed.
5. Study leave should be secured for at least, course work irrespective of morning/evening, distance learning or week-end or online programme, virtual education etc. where the applicant is proceeding for higher studies inland.
6. Those who have previously obtained NOC without securing study leave for admission and continuation of studies, will have to secure study leave (*if required*) as per rule for onward continuation of their degree programme(s).
7. All applications for NOC/Study Leave inside or outside the KUST for higher studies/qualification improvement should be routed through proper channel.
8. New appointee(s) of KUST who secured NOC and Study Leave from previous employer will have to apply for NOC, Study Leave (*if required*) and execute a bond afresh.
9. KUST employee may be allowed to appear in private examinations on the recommendation of the concerned HoD/Sectional Head ensuring that his/her duties will not be suffered.
10. NOC shall be granted to a regular employee of KUST for applying to a higher post inside the KUST.
11. A permanent employee of the KUST with a minimum of three years regular service at the University shall be granted NOC for maximum of four times in an academic calendar for employment outside the University.
12. NOC should be granted to employee(s) for applying to a scholarship scheme from any funding agency for higher studies (Ph.D./Post-Doctoral) in *Technologically Advanced Countries*



KOHAT UNIVERSITY OF SCIENCE & TECHNOLOGY (KUST)

or as per HEC specified countries' list for certain subjects. Further, the applicant(s) will have to execute a specified bond/affidavit to serve KUST as per rules. When the funding is secured, the employee may be facilitated to secure admission in a field relevant to the University needs. The employee may be granted study leave with full pay with other terms and conditions framed from time to time by the KUST. In case of self-sponsorship, NOC shall also be granted for securing admission, but study leave may be granted as per existing rules of the University.

13. NOC should be granted on the basis of seniority cum fitness to 10% of the regular employees of the department/institute/section or minimum of one employee in case 10% is less than one, to apply for admission or funding. The NOC shall be granted on the basis of seniority list. If admission is not secured by the employee to whom NOC is issued, he shall be considered the junior most in the existing employees of the department/institute/section for the purpose of applying for NOC for higher studies. Study Leave shall be granted as per KUST rules.
14. NOC will be issued to the Applicant within five working days.
15. In case, if the decision is not finalized as per above-mentioned Policy; the case will be forwarded to the Office of the Vice Chancellor (KUST) for guidance/decision.