UNIVERSITY OF ENGINEERING AND TECHNOLOGY, MARDAN
(Phone No: 0937-9230295, Fax No: 0937-9230296)
Email: registrar@uetmardan.edu.pk

Ref. No.: 19369 /13/2026/UETM-R
Dated: 21 / 04 / 2026

Office of the Registrar

CIRCULAR

It is hereby notified for the information of all concerned at the University of Engineering & Technology Mardan that, on the recommendations of the committee constituted to design SOPs and a proforma for the grant of Post-Doctorate Leave (Sabbatical/Extraordinary Leave Without Pay), the Vice-Chancellor, UET Mardan, has been pleased to approve the following SOPs, with immediate effect:

1. An employee applying for Post Doctorate leave (Sabbatical/Extraordinary Leave Without Pay), within or outside the country, shall apply on the prescribed proforma at least four (04) weeks before the date of availing the leave through the relevant Chairperson/Director.
2. The Chairperson/Director, will provide the student-teacher ratio and the validity of the accreditation status of the Department/Centre as well as the accreditation council minimum faculty availability criteria and will forward the proforma (complete in all respects) alongwith necessary documents, if any, to the relevant Dean for his recommendations and onward submission to the Registrar for processing and obtaining approval of the Vice-Chancellor.
3. Post Doctorate leave (Sabbatical/Extra Ordinary Leave (without pay)) shall be granted to faculty members who have at least six (06) years active service in the University.
4. Only one faculty member in each department will be allowed Sabbatical/Extra Ordinary Leave (without pay) based on seniority, subject to the condition that accreditation council's requirement may not suffer.
5. Any faculty member who desires to get Sabbatical Leave shall have to submit an undertaking on judicial Stamp Paper (duly attested by Notary Public) that after completing the said leave, he/she must join the University. In case of failure, the salary received during the period of Sabbatical leave shall be recovered from him/her.
6. Applications will be considered on a first come, first served basis. However, in case of more than one application at a time, senior most of the applicants will be recommended based on seniority issued by the Registrar Office.
7. Recommendations for E.O.L. (without pay) shall be made as per UET Mardan Leave Statutes, 2022, the grant of which will be at the discretion of the authorities.

Furthermore, the approved proforma for obtaining Post-Doctorate Leave (Sabbatical/Extraordinary Leave Without Pay) is enclosed herewith.

-Sd-
Deputy Registrar (Estb)

Copy to:
1. Dean, Faculty of Engineering & Computing, UET Mardan.
2. All Heads of Departments/Center, UET Mardan.
3. Treasurer, UET Mardan.
4. Deputy Director Audit, UET Mardan.
5. PS to Vice-Chancellor, UET Mardan.
6. PA to Registrar, UET Mardan.
7. Master file.

Deputy Registrar (Estb)
University of Engineering & Technology, Mardan

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