

Taxila Business School: Academic Leave for Conferences and Business Events

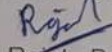
Application and Approval:

1. **Advance Application:** Faculty members must submit a formal application for academic leave to the Dean at least seven (7) days prior to the commencement of the event.
2. **Application Content:** The application should clearly state:
 - The name and dates of the conference or business event.
 - The purpose of attending the event.
 - The faculty member's role (e.g., presenter, attendee).
 - Confirmation that the event does not conflict with scheduled Taxila Business School events.
3. **Dean's Approval:** Academic leave is subject to the Dean's approval. The Dean will consider the event's relevance to the faculty member's research and teaching, as well as the institution's interests.
4. **No conflict with Taxila events:** No academic leave will be approved if it conflicts with Taxila events dates.

Post-Event Requirements:

5. **Certificate Submission:** Within seven (7) days of returning from the approved leave, faculty members must submit an electronic copy (email) of the event certificate or proof of attendance to the Dean.
 - The certificate must clearly state the faculty member's name and "Taxila Business School."
 - Any other relevant details.
6. **Event Coverage Submission:** Along with the certificate, faculty members must submit:
 - Any news articles or media coverage related to the event.
 - If news coverage is unavailable, a LinkedIn post detailing the event attended.
 - The post must include 1-2 lines mentioning Taxila Business School.
 - Relevant tags must be used.
7. **Blog Publication:** The certificate, news/LinkedIn post, and a brief summary of the event must be sent to IT@taxila.in for publication on the Taxila Business School blog within seven (7) days of returning from the approved leave.
8. **Leave Cancellation:** Failure to comply with points 5, 6, and 7 within the specified timeframe will result in the cancellation of the academic leave or mini-sabbatical.

Date: 15th July 2024.


Rajat Bohra
Dean