



Leave Rules for Ph.D. (Full-time) and M. Tech. (Full-time) Students

A. Leave Rules for Ph. D. (Full-time)/Sponsored Students:

1. A student during his/her stay at the institute, will be entitled to 30 days of leave in each academic year, including casual leave and leave on medical grounds. These students are not entitled to have a vacation, even during mid/end semester breaks, summer and winter vacations. He/She will have to apply for leave explicitly by stating proper reasons.
2. Duty leaves of up to **30 days** in an academic year may be granted by HoD on the recommendation of Ph.D. Supervisor for data collection, testing/measurements (if facility not available in the institute), presenting research papers in conferences, attending workshops/conferences required for his/her research work, etc. An additional period of duty leaves, if required, may be sanctioned by the Director based on the recommendation of Ph.D. Supervisor, HoD and Dean (Academics).
3. A student may be allowed to leave the station to visit other places (in addition to the collaborating Organizations/Institutes/Industries) preferably after completion of their course work or during vacations, when there is no scheduled teaching work; if recommended by Supervisor and HoD, and approved by Dean (Academics) well in advance.
4. The students are eligible for Maternity/Paternity Leave with Assistantship as per Govt. of India notifications released from time to time.
5. Calculation of prefix and suffix for availing holidays with the leaves will be as per norms of Earned Leave/Casual leave of the Institute employees.
6. The leave should be maintained in the department on calendar year basis i.e January to December. In case student is enrolled in the middle of the calendar year, the proportionate leave can be granted to him/her.
7. Leave of any kind will not be carried forward to next calendar year.

B. Leave Rules for M. Tech. (Full-time) Students:

1. A student during his/her stay at the institute, will be entitled to 20 days of leave in each academic year, including casual leave and leave on medical grounds. These students are not entitled to have a vacation, even during mid/end semester breaks, summer and winter vacations. He/She will have to apply for leave explicitly by stating proper reasons.
2. Duty leaves of up to **15 days** in an academic year may be granted by HoD on the recommendation of project guide for data collection, testing/measurements (if facility not available in the institute), presenting research papers in conferences, attending workshops/conferences required for his/her research work, etc. An additional period of duty leaves, if required, may be sanctioned by the Director based on the recommendation of project guide, HoD and Dean (Academics). These duty leaves will be available only after completion of 2nd semester, and till end of the M. Tech. program
3. A student may be allowed to leave the station to visit other places (in addition to the collaborating Organizations/Institutes/Industries) preferably after completion of 2nd semester or during vacations when there is no scheduled teaching work, if recommended by project guide and HoD, and approved by Dean (Academics) well in advance.
4. The students are eligible for Maternity/Paternity Leaves with Assistantship as per Govt. of India notifications released from time to time.
5. Calculation of prefix and suffix for availing holidays with the leaves will be as per norms of Earned Leave/Casual leave of the Institute employees.
6. The leave should be maintained in the department on calendar year basis i.e January to December. In case student is on roll for part of the calendar year, the proportionate leave can be availed by him/her.
7. Leave of any kind will not be carried forward to next calendar year.