

Leave Assistantship Academic Performance System (LAAPS)

Frequently Asked Questions (FAQs)

1. What is my log in ID?

Ans: Your IITG Roll No. is your log in ID.

2. How do I get my password?

Ans: To generate your password, you have to click "Forget Password" button/link. OTP will be sent to your IITG email id automatically and you can proceed with your new password generation.

3. Why I am not able to reset or generate password?

Ans: Your IITG email ID is not updated in LAAPS Portal. You have to visit Academic Affairs Section for the same.

4. What is semester registration?

Ans: Unless and until a student puts his/her signature on the attendance sheet of the registration held before the starting of every semester, the student is considered as "**not registered**" student for that particular semester (Even if the student has completed other requirements of the registration process like paying the semester fees, course registration, clearing No Dues, etc., his registration process is not completed.)

5. How can I check my semester registration status?

Ans: A student can check the registration status in the LAAPS portal.

6. What is the assistantship amount calculation period for eligible students?

Ans: The period is from 21st of previous month to 20th of the current month. E.g. 21 October 2019 to 20 November 2019.

7. Why is fellowship amount not credited to my account?

Ans: The common reasons may be any one or more as given below:

- i) You are not a registered student (See Question Ans. 4 above) as per record of Academic Affairs Section.
- ii) Your Department/Centre did not upload your attendance in the LAAPS portal.
- iii) Your Academic Performance is pending i.e. SOAS/APS/Thesis Submission. For more details, kindly refer the recent notification uploaded at Academic Affairs Section intranet website, given the link below:
http://intranet.iitg.ernet.in/acad/Notice/PHD_SRF_Fellowship_Assistantship.pdf.
- iv) The TA Faculty / Thesis Supervisor may not have marked your performance evaluation or may have been marked "Unsatisfactory" or/and it may be pending/withhold by HoD/HoC.

8. Why did my stipend get deducted in spite of my approved leave?

Ans: In case, you have applied leave in a month and if it is not approved by the leave sanctioning authority before the 19th day of the month, then your stipend will be deducted. However, in the consequent month, you will get it as an arrear.

9. I have not received the arrear amount related to my leave taken in the last month. Why is it so?

Ans: Even if you had taken leave in the last month, it should be approved by the authority on or before every 19th day of the month. Arrear amount will be added automatically within the within two months of the scholarship period. In case of leave taken, the student should apply and get approved within two consecutive scholarship period of the availed leave; failure to which, you will not get the scholarship benefit of that availed leave period processed by the system.

For example: if "A" takes leave on 18th September, 2019 and if it is not applied/approved within 19th September, 2019, it will not be considered within the scholarship period i.e. 21/08/2019 to 20/09/2019 and scholarship amount will be deducted. If the same leave is approved on 21/09/2019, "A" will receive the deducted amount as arrear in the next scholarship period i.e. 21/09/2019 to 20/10/2019. If the availed leave is not approved within 19/10/2019, "A" will not get the scholarship benefit of that availed leave period processed by the system.

10. Can I change my TA faculty?

Ans: Yes, but you cannot change TA faculty if you have any pending leave application at his/her desk. Once your leave got recommended/rejected by the concerned TA faculty, you can assign the new TA faculty.

11. I have applied for leave and it is shown as pending with the TA Faculty in my log in page. However, my TA Faculty did not get notification of the same.

Ans: This may be due to the following reasons:

- i) Your TA Faculty has not been assigned. If it is not assigned, it will go to DPPC/CPPC Secretary by default.
- ii) The concerned TA Faculty must Switch his Role as "TA Faculty" (in LAAPS, it is in the top left corner) and do the needful.

12. My TA Faculty/Thesis Supervisor/HoD/HoC is out of station, how can I get my leave recommended or approved?

Ans: LAAPS can be accessed even from outside IIT Guwahati campus.

13. How can I cancel/modify my leave?

Ans: You cannot modify or cancel leave on your own. You have to contact the approving authority to reject it if you want to cancel your leave. Once the leave is approved by approving authority, it can't be cancelled or modified.

14. Why I am unable to apply for leave?

Ans: This may be due to the following reasons:

- i. Only "Regular" Category of students can apply for leave in LAAPS. "Non-Regular" Category of students cannot apply leave in LAAPS.
- ii. Your registration process is not completed. You have to visit Academic Affairs Section for details.

15. Whether LAAPS can be accessed from outside the IITG campus?

Ans: Yes.

16. How TA Faculty is assigned for every semester?

Ans: Student can assign TA Faculty with their log in.

17. How can I change my TA Faculty?

Ans: With your log in, you can assign new TA Faculty at any point of time.

18. How thesis supervisor is assigned?

Ans: After receiving the duly filled Form 11 (Ph.D.), Academic Affairs Section will assign thesis supervisor.

19. How can I upload supporting documents while applying leave?

Ans: First, you have to apply leave (Medical/On duty Leave etc. for which supporting document is required) and submit it without uploading the documents. Only after submission of your leave application, you can upload the document.

20. I am applying leave. How can I intimate TA Faculty about my alternative arrangement?

Ans: You have to write the name of the person in the column given for the same in LAAPS. This field is mandatory. Even if you do not have TA duty on that particular day, you may write "Not Applicable" instead.