

Available leave types for M.Tech and PhD students

Leave type	Max. sanctioned
Causal leave	8
Vacation/Medical leave	22
Maternity leave for female students	As per rules
On duty leave	30
Leave without support	30
Long academic leave with or without support	365/300
Web site: https://www.iitg.ac.in/acad/PhD_Leave_Rules_Revised.pdf	

ANNEXURE-I

Revised and approved in the 139th Meeting of the Senate held on 22 April, 2019

Ph.D. and Dual M.Tech./M.S. + Ph.D. Leave Rules

5.1 Casual Leave	
5.1.1	A student is eligible for eight (08) days of Casual Leave in a Calendar Year.
5.1.2	Unutilized casual leave is NOT carried over from one calendar year to another calendar year.
5.1.3	The Head of the Department/Centre sanctions casual leave on recommendation of the Supervisor or faculty advisor.
5.1.4	The prefixing or suffixing or intervening Saturdays, Sundays or holidays are NOT counted towards leave while availing the Casual Leave.
	The total period of absence on Casual Leave including Saturdays, Sundays and other holidays intervening, prefixing and/or suffixing should NOT exceed 9 days at a time.
	For the students joining in the month of July of a calendar year, four (04) days of casual leave is eligible in that calendar year. However, students joining during the middle of a semester shall be eligible for Casual Leave on Pro-Rata basis.

5.2 Vacation Leave and/or Medical Leave	
5.2.1	A student is eligible for twenty-two (22) days of Vacation Leave and/or Medical Leave in a calendar year.
5.2.2	For the students joining in the month of July of a calendar year, eight (08) days of Vacation and/or Medical leave is eligible in that calendar year. However, students joining during the middle of a semester shall be eligible for Vacation and/or Medical Leave on Pro-Rata basis.
5.2.3	A student can avail this leave normally during the declared vacation period (Mid-Semester Breaks, Winter Break, Summer Break). During Non-Vacation period, a student can avail in case of personal health issues as a Medical Leave duly supported by medical certificate.
5.2.4	The medical leave is to be duly supported by a medical certificate. If a student falls ill while at the IITG campus, the medical certificate must be obtained from the Institute's medical officers. If he/she falls ill outside the campus while on sanctioned leave, the medical certificate must be obtained from a registered medical practitioner and it is to be endorsed by the institute's medical officer.
5.2.5	Unutilized Vacation and/ or Medical leave is carried over from one calendar year to another calendar for a maximum of fifteen (15) days only.
5.2.6	The Head of the Department/Centre sanctions Vacation and / or Medical Leave on recommendation of the Supervisor or faculty advisor.

5.2.7	There will be no loss of financial assistantship for a regular category Ph.D. student going on Vacation and/or Medical Leave, if the maximum normal period of scholarship/assistantship for him/her is not over.
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5.3 Maternity Leave	
5.3.1	A female student is eligible for Maternity leave as per the Govt. of India instructions issued from time to time.
5.3.2	Based on the recommendations of the Supervisor and Chairman, DPPC/ CPPC, the Chairman, IPPC sanctions maternity leave on submission of a certificate from Chief Medical Officer /Medical Officer of the institute
5.3.3	There will be no loss of financial assistantship for a regular category Ph.D. student going on maternity leave, if the maximum normal period of scholarship/assistantship for her is not over.
5.3.4	If a registration date falls during the period of maternity leave, a student can complete the registration procedures on the day of rejoining the institute immediately after the expiry of sanctioned leave.

5.4 On Duty Leave	
5.4.1	A student is eligible for a maximum of thirty (30) days of On Duty Leave in a Calendar Year to participate National/International level conference/symposium/workshop with or without paper as well as to attend short term course including GIAN/TEQIP course.
5.4.2	When availing on duty leave during the semester, if a student has any assigned duty of teaching/ research assistantship, then he/she has to normally arrange a substitute person to perform the assigned duty.
5.4.3	The Head of the Department/Centre sanctions on duty Leave on recommendation of the Supervisor or faculty advisor by ensuring alternate arrangements made for the assigned TA duties of the student.
5.4.4	Unutilized On Duty Leave is NOT carried over from one calendar year to another calendar year.
5.4.5	For the students joining in the month of July of a calendar year, fifteen (15) days of on duty leave is eligible in that calendar year. However, students joining during the middle of a semester shall be eligible for on duty leave on Pro-Rata basis.

5.5 Longer On Duty Leave with or without Scholarship	
5.5.1	A student can avail a longer on-duty leave for a maximum of one year throughout his/her PhD programme.
5.5.2	Longer On Duty Leave is applicable for proceeding to other institutions / organizations India/ Abroad to carry out their part of research work for a period exceeding thirty days.
5.5.3	This leave can be availed in split for a maximum of two such occasions. For sanction of such leave, a letter of consent from the host institute and recommendations of the Doctoral committee & the Chairman of DPPC/ CPPC are required. This leave is permissible only after passing the comprehensive examination. The Chairman, IPPC sanctions an academic leave exceeding 30 days but up to a maximum 60 days. Based on the recommendations of the Chairpersons of DPPC and IPPC, the Chairman, Senate sanctions an academic leave of more than 60 days but up to a maximum of 12 months and it is also to be reported in the Senate. A student granted longer on duty leave for one or more semesters, pays prescribed fees in every semester.
5.5.4	During this Long On Duty Leave period, based on Clause 3.7 of "Scholarships and Assistantships – Ordinances and Rules" shall be applicable, leave with or without institute scholarship shall be decided.
5.5.5	If a registration date falls during the period of academic leave, a student can complete the registration procedures on the day of rejoining the institute immediately after the expiry of sanctioned leave.

5.6 General Rules	
5.6.1	For any kind of leave other than CASUAL LEAVE, Saturdays, Sundays or holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays/ Saturdays/ Sundays.
5.6.2	For a regular category Ph.D. student, absence without sanctioned leave will entail loss of financial assistantship for the period of absence, and may result in cancellation of studentship as per provisions therein 16.1

Leave Rules & Authority

A. Leave card

Leave Type	Duration	No Of Leaves
Casual Leave	Per Calendar Year	8
Vacation cum Medical Leave	Per Calendar Year	22
Maternity Leave	Per Program	182
On duty Leave	Per year	30
Long Academic Leave (with or without support)	Per Program	365 (For PhD and Dual M.Tech./M.S PhD) 300 (For M.Tech /M.Des/ MS(R))
Leave without support	Per Calendar Year	30

B. Clubbing Rules

Following are the rules for clubbing multiple leaves in single application

Leave Type	Can be clubbed with
Casual Leave	NA
Medical Leave	Vacation Leave, On duty Leave, Long Academic Leave, Leave without support
Vacation Leave	Medical Leave, On duty Leave, Long Academic Leave, Leave without support
Maternity Leave	NA
On duty Leave	Medical and Vacation Leave
Long Academic Leave	Medical and Vacation Leave
Leave without support	Medical and Vacation Leave

C. Authority

Leave Type	Authority
Casual Leave	Thesis supervisor -> TA Faculty -> HOD
Casual Leave in advance	Thesis supervisor -> TA Faculty -> HOD -> Chairman IPPC
Vacation And/OR Medical Leave	Thesis supervisor -> TA Faculty -> HOD
Vacation And/Or Medical Leave in Advance	Thesis supervisor -> TA Faculty -> HOD -> Chairman IPPC
Maternity Leave	Thesis supervisor -> TA Faculty -> HOD
On Duty Leave	Thesis supervisor -> TA Faculty -> HOD
Long academic Leave (< 31)	Thesis supervisor -> TA Faculty -> HOD
Long academic Leave (31 to 60)	Thesis supervisor -> TA Faculty -> HOD -> Chairman IPPC
Long academic Leave (>60)	Thesis supervisor -> TA Faculty -> HOD -> Chairman IPPC -> Senate
Leave Without Support	Thesis supervisor -> TA Faculty -> HOD

Note*: If Thesis supervisor **OR** TA faculty is not assigned then leave application will go thru DPPC/CPCC secretary -> HOD (->*)

