

Sub: Leave rules for MS (R)/Ph.D. scholars – Reg

Consequent upon the approval [Resolution 01/2022] of the Senate during the 20th Meeting held on 28.01.2022, the Leave Rules for MS (R)/Ph.D. scholars are communicated hereunder.

- a. MS (R)/Ph.D. scholars will be entitled to 30 days of personal leave per academic year, which cannot be carried forward to the next academic year. An academic year will be counted from the date of registration.
- b. Ph.D. scholars will be entitled to 10 days leave, per academic year, on medical grounds. The same should be duly supported by a medical certificate (from a registered medical practitioner endorsed by the Institute Medical officer).
- c. Female Ph.D. scholars can be provided maternity leave, along with payment of HTRA, up to 180 days once in the entire duration of the Ph.D. program. This should be supported by a proper medical certificate.
- d. Male Ph.D. Scholars are entitled to 15 days paternity leave, along with payment of HTRA, once in the entire duration. This should be supported by a proper certificate.
- e. Research scholars under CSIR/UGC and other external categories are governed by the rules of the bodies which provide financial support. In absence of specific rules of the funding agencies, the scholars shall be governed by the Institute leave rules.
- f. No vacation in Summer/Winter is admissible.
- g. Any leave (within the entitlement of the scholar) should be duly recommended by the Guide and authorized by the Head of the Department under intimation to the Dean (Academic Affairs).
- h. Leave in excess of the above, without payment of HTRA, may be considered by the Dean (Academic Affairs) on the recommendation of the Guide and the Head of the Department.

The above Leave Rules are applicable prospectively from the date of issuance of this circular.



Prof. Suresh Jain
Dean (Academic Affairs)