

Annexure – 122/4(ii)

**M.Tech./M.Des./M.S.(R) ORDINANCE
 LEAVE RULES (Revised)**

9.1	Ordinary Leave
9.1.1	A student is eligible for 15 days of ordinary leave in a semester.
9.1.3	Ordinary leave not availed from one completed semester can be carried over to next semester up to a maximum of 15 days.
9.1.4	A student can accumulate ordinary leave, and avail a maximum of 30 days leave at a time in a year when the semester is not in progress.
9.1.5	When the semester is in progress, a maximum of 5 days of such leave is allowed to avail at stretch if student having any duty of teaching/research assistantship. However, these limitations will not be enforced when the semester is not in progress. Under special circumstances, based on the recommendations of faculty advisor/ supervisor and/or the course instructor associated with teaching assistantship duty of the student, the Chairman, DPPC may relax this requirement on a case by case basis depending on the situation/need.
9.1.6	The Head of the Department/Centre sanctions ordinary leave on recommendation of the Supervisor/ Faculty Advisor/ DPPC-Member Secretary.
9.1.7	There will be no loss of financial assistantship for a regular category student going on ordinary leave, if the maximum period of scholarship/assistantship (i.e., 24 months) for him/her is not over.

9.2	Medical Leave
9.2.1	A student is eligible for 15 days of medical leave on medical ground in a year (A year is calculated in terms of two consecutive semesters, from the time of his/her joining the programme).
9.2.2	The medical leave is to be duly supported by a medical certificate. If a student falls ill while on 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.
9.2.3	Medical leave can be combined with ordinary leave. However, at stretch the total leave period shall not exceed 20 days during the semester period and 40 days when the semester is not in progress.
9.2.4	Unutilized medical leave is NOT carried over from one completed year to another year.
9.2.5	The Head of the Department/Centre sanctions medical leave on recommendation of the Supervisor/ Faculty Advisor/ DPPC-Member Secretary.
9.2.6	There will be no loss of financial assistantship for a regular category student going on medical leave, if the maximum period of scholarship/assistantship (i.e., 24 months) for him/her is not over.
9.2.7	If a registration date falls during the period of medical leave, a student completes the registration procedures on the day of rejoining the institute immediately after the expiry of sanctioned leave.

9.3	Academic Leave
9.3.1	Academic leave of shorter duration: <ul style="list-style-type: none"> d. A maximum of 10 days of academic leave per calendar year is permitted to attend conferences/ workshops/ trainings/ short-term courses. e. A maximum of 20 days of academic leave per calendar year is permitted for field trips such as data collection, survey work, research work, etc. f. The Head of the Department/Centre sanctions academic leave for the above mentioned cases on recommendation of the Supervisor/ Faculty Advisor/ DPPC-Member Secretary.
9.3.2	Academic leave of longer duration: <ul style="list-style-type: none"> h. In the entire duration of the programme, an academic leave of exceeding 20 days but up to a maximum of 10 months is permissible to carry out part of research work in another institute/

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	<p>R&D Lab / Industry in India or abroad.</p> <p>i. This leave can be availed in split for a maximum of two such occasions.</p> <p>j. For sanction of such leave, a letter of consent from the host institute and recommendations of the supervisor & the Chairman of DPPC/ CPPC are required.</p> <p>k. This leave is permissible when the student is doing only project work.</p> <p>l. Based on the recommendations of the Chairpersons of DPPC and IPPC, the Chairman, Senate sanctions an academic leave of more than 20 days but up to a maximum of 10 months and it is also to be reported in the Senate.</p> <p>m. A student granted academic leave for one or more semesters, pays prescribed fees in every semester.</p>
9.3.3	There will be no loss of financial assistantship for a regular category M.Tech./M.Des./M.S.(R) student going on such academic leave, if the maximum period of scholarship/assistantship (i.e., 24 months) for him/her is not over.
9.3.4	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.
9.3.5	Academic leave can be combined with ordinary leave.

9.4 For any kind of leave, Saturdays, Sundays or holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays/ Saturdays/ Sundays.

9.5 For a regular category 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 15.1.

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