

Annexure – 122/4(i)

Annexure-A
Ph.D. and Dual M.Tech./M.S.+Ph.D. ORDINANCE
LEAVE RULES (Revised)

5.1	Ordinary Leave
5.1.1	A full-time PhD student is eligible for 15 days of ordinary leave for every completed semester amounting to 30 days in a year.
5.1.2	Ordinary leave not availed from one completed semester can be carried over to next semester up to a maximum of 15 days.
5.1.3	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.
5.1.4	When the semester is in progress, a maximum of 5 days of ordinary leave is allowed to avail at stretch if student is doing course work and a maximum of 15 10 days (including prefix and suffix) of ordinary leave is allowed to avail at stretch if student has completed the course work. 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/research assistantship duty of the student, the Chairman, DPPC may relax this maximum cap on a case by case basis.
5.1.5	When availing ordinary 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.
5.1.6	The Head of the Department/Centre sanctions ordinary leave on recommendation of the Supervisor.
5.1.7	There will be no loss of financial assistantship for a regular category Ph.D. student going on ordinary leave, if the maximum normal period of scholarship/assistantship for him/her is not over.
5.2	Medical Leave
5.2.1	A student is eligible for 15 days of medical leave in a year (A year is calculated in terms of two consecutive semesters, from the time of his/her joining the programme) .
5.2.2	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.
5.2.3	Medical leave can be combined with ordinary leave. However, at stretch the total leave period shall not exceed 30 days during the semester period and 40 days when the semester is not in progress.
5.2.4	Unutilized medical leave is NOT carried over from one completed year to another year.
5.2.5	The Head of the Department/Centre sanctions medical leave on recommendation of the Supervisor.
5.2.6	There will be no loss of financial assistantship for a regular category Ph.D. student going on medical leave, if the maximum normal period of scholarship/assistantship for him/her is not over.
5.2.7	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.
5.3	Maternity/Paternity Leave
5.3.1	A student is eligible for 135 days of maternity leave or 15 days of paternity leave as applicable only once during the PhD Programme.
5.3.2	The Head of the Department/Centre sanctions maternity/paternity leave on

	recommendation of the Supervisor and 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/paternity leave, if the maximum normal period of scholarship/assistantship for him/her is not over.
5.3.4	If a registration date falls during the period of maternity/paternity leave, a student can complete the registration procedures on the day of rejoining the institute immediately after the expiry of sanctioned leave.

5.4	Academic Leave
5.4.1	Academic leave of shorter duration: <ol style="list-style-type: none"> A maximum of 15 days of academic leave per calendar year is permitted to attend conferences/ workshops/ trainings/ short-term courses. After passing the comprehensive examination, a maximum of 30 days of academic leave per calendar year is permitted for field trips such as data collection, survey work, research work, etc. The Head of the Department/Centre sanctions academic leave for the above mentioned cases on recommendation of the Supervisor.
5.4.2	Academic leave of longer duration: <ol style="list-style-type: none"> In the entire duration of Ph.D. programme, an academic leave of exceeding 30 days but up to a maximum of 12 months is permissible to carry out field work/part of research work in another institute/ R&D Lab / Industry in India or abroad. 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 academic leave for one or more semesters, pays prescribed fees in every semester.
5.4.3	There will be no loss of financial assistantship for a regular category Ph.D. student going on such academic leave, if the maximum normal period of scholarship/assistantship for him/her is not over. If he/she is going to get any financial assistantship from the host institute/ organization, then Clause 3.7 of "Scholarships and Assistantships – Ordinances and Rules" shall be applicable.
5.4.4	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.
5.4.5	Academic leave can be combined with ordinary leave.

5.5 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.

5.6 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.