



Office of the Dean Academic

Indian Institute of Engineering Science and Technology, Shibpur

(Formerly Bengal Engineering & Science University, Shibpur)

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No. 239/ACAD/2025

Date: July 25, 2025

ORDER

Modified Leave Rules for PG Students and Ph.D. Scholars

The undersigned is directed to convey that the Senate of the Institute in its 38th meeting held on March 24, 2025 approved the following revised Leave Rules for PG Students and Ph.D. Scholars based on the recommendation of the committee constituted vide Order (No: 191/ACAD/2023 dated May 22, 2023) for framing the leave rules for PG Students and Ph.D. Scholars.

1. Preliminary

Short little, Applicability & Commencement:

- (a) These rules shall be called Leave rules for PG Students and Ph.D. Scholars.
- (b) These rules shall apply to all PG students and Ph. D scholars who are enrolled in IEST, Shibpur.
- (c) Date of the effect of Leave rules will be the date of approval of the Senate i.e. 29th November, 2023.

2. Leave Rules for PG Students

- A. (i) PG Students enjoying fellowship shall avail a maximum of 10 days of Casual leave, with fellowship, in a semester. However, leave shall not be sanctioned for more than 3 days at a stretch when the student is registered to a theory/ lab course or for 5 days at a stretch when he/ she is not registered to a course.
- (ii) There will be no vacation / recess for such category of students.
- (iii) For availing such leave the students shall apply to the HoD and HoD shall be the leave sanctioning authority. The office of the HoD will maintain a record of such leave for all the PG students with fellowship for his/her Department and submit the attendance report to the appropriate authority for disbursement of scholarship or for any other purpose.

- (iv) All leave applications must be normally submitted before proceeding for leave. However, for exceptional and emergency cases if the student has to proceed for leave without prior sanction, the HoD must be informed by e-mail/ phone within 24 hours and a formal leave application must be submitted on the day of joining.
- (v) Absence without prior sanction of leave from the HoD shall be considered as an act of indiscipline and shall lead to deduction of scholarship on a pro-rata basis, besides other actions, as the Institute may deem fit.
- (vi) Any absence of over and above prescribed limit of admissible leave shall lead to deduction of scholarship on a pro – rata basis, besides other actions, as the Institute may deem fit.
- (vii) PG students without fellowship shall enjoy vacation / recess as per Academic Calendar.

B. For attending seminars/ conferences/ workshops etc., a student shall be granted 'leave on duty' by the Chairman SPGC, on the recommendation of thesis supervisor & DPGC. Such leave will not exceed 15 days in a calendar year.

C. Female PG students with fellowship will be eligible for maternity as per MoE guidelines.

Leave rules for Ph.D. Scholars

1. Ordinary leave

- (i) Ph.D. Scholars are entitled to 30 days of ordinary leave, as & when necessary in a calendar year.
- (ii) If the scholar has any teaching assignment, a maximum of 3 (three) days of leave shall be availed at a stretch; otherwise a scholar shall avail maximum 5 days of leave at a stretch. However, in exceptional circumstances like a medical emergency of self/ parents etc. a leave of longer duration at a stretch shall be granted to him / her by the DPGC on the recommendation of the supervisor.
- (iii) For availing such leave the students shall apply to the HoD through her/ his supervisor(s) and HoD shall be the leave sanctioning authority. The office of the HoD will maintain a record of such leave for all the Ph.D. Scholars with fellowship for his/ her Department and submit the attendance report to the appropriate authority for disbursement of fellowship or for any other purpose.

- (iv) All leave applications must be normally submitted before proceeding for leave. However, for exceptional and emergency cases if the student has to proceed for leave without prior sanction, the supervisor(s) must be informed by e-mail/phone within 24 hours and a formal leave application must be submitted on the day of joining.
- (v) Under special circumstances (mainly on medical ground), and with prior approval of the SPGC, a full semester leave shall be granted. Such leave will lead to loss of fellowship for the period of absence (dies non) without cumulative effect.
- (vi) Absence without prior sanction of leave from the HoD shall be considered as an act of indiscipline and shall lead to deduction of scholarship on a pro- rata basis, besides other actions, as the institute may deem fit.

2. Maternity leave / Paternity leave for Ph.D. Scholars

They will be governed as per Ordinance (2019) 24.2 & Ordinance (2025) 25.2 respectively.

3. Academic leave for Ph.D. Scholars

They will be governed as per Ordinance (2019) 24.3 & Ordinance (2025) 25.3 respectively.

For any leave involving traveling abroad prior permission / NOC from the competent Authority is required.

The earlier order of leave rule published in Institute website on November 07, 2024 stands cancelled and is replaced by the Order.

This is issued with the approval of the competent authority.

Sd/-

Dr.Nirmalya Kumar Bhattacharyya
Joint Registrar (Academic)

Date: July 25, 2025

No. 239/ACAD/1(06)/2025

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Deans/Associate Deans/Heads of the Departments/Schools/Centers/Officers
3. The Chairman-SPGC
4. The Registrar
5. The Joint Registrar(Finance)
6. The Academic Section-File
7. Institute Website

Joint Registrar (Academic)
IEST, Shibpur