

Leave Rules for PG Students and Ph.D. Scholars
Recommendations of the committee formed vide order No. 191/ACAD/2023
dated May 22, 2023 of Joint Registrar (Academic)

1. Preliminary

Short little, Applicability & Commencement:

- (a) These rules may be called Leave rules for PG & Ph.D. students.
- (b) These rules shall apply to all PG students and Ph. D scholars who are enrolled in IEST, Shibpur.
- (c) These rules shall come into force from the date as specified by Senate after it is accepted by the Senate, with modifications, if any.

2. Leave rules for PG Students

- A. (i) PG Students enjoying fellowship may avail a maximum of 10 days of leave, with fellowship, in a semester. However, leave may 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 disbursal 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.

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(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 may enjoy vacation/recess as per Academic Calendar.

B. For attending seminars/conferences/workshops etc. a student may 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 MHRD guidelines.

Leave rules for Ph.D. Scholars

1. Ordinary leave

(i) PG Scholars are entitled to 30 days of leave, as & when necessary in a calendar year.

(ii) If the scholar has any teaching assignment, a maximum of 3 (three) days of leave may be availed at a stretch; otherwise a scholar may 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 may 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

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fellowship for his/her Department and submit the attendance report to the appropriate authority for disbursal 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.

(vi) Under special circumstances (mainly on medical ground), and with prior approval of the SPGC, a full Semester leave may be granted. Such leave will lead to loss of fellowship for the period of absence (dies non) without cumulative effect.

(vii) 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.

(viii) Any absence of over and above prescribed limit of admissible leave shall lead to deduction of fellowship on a pro-rata basis, besides other actions, as the Institute may deem fit.

2. Maternity leave/Paternity leave

They will be governed as per ordinance 24.2

3. Academic leave or leave on duty

They will be governed as per Ordinance 24.3

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