

Ref. No.: IITMandi/Acad/Notf./2022/4706-13

Date: 17-02-2022

NOTIFICATION

(Leave rules for M.Tech./M.S./Ph.D./I-Ph.D. students)

The Competent Authority has approved the following leave rules for the M.Tech., M.S., PhD and I-PhD (*once converted to PhD programme*) students w.e.f. Even Semester of AY 2021-22:

1. Student should apply individually to the School Chair at least ten days prior to the start of the leave for the permission, with reasonable justification by the student and recommended by the Faculty Advisor, TA Supervisor, APC/DC and Medical officer (*wherever applicable*).
2. Student should not leave the campus or avail the leave until the application is approved/ sanctioned.
3. For the purpose of availing leave, the Academic year start date will be considered as 01st August and end date as on 31st July each year i.e. first half (1st August to 31st January) and second half (1st February to 31st July). The Leave entitlement will be computed on pro-rata basis accordingly.
4. **Personal Leave:** Student will be entitled for leave for a maximum of 30 days in an Academic Year. The total number of leaves availed in a stretch should not be more than 21 days in a semester.
5. **Medical Leave:** The student will be entitled for 30 days Leave on Medical reasons in an Academic Year after due verification/recommendations of Institute Medical Officer. Scholarship (if applicable) during the leave period granted for Medical reasons will be paid at half the rate of entitlement after submission of all the relevant Medical prescriptions, reports, Fitness Certificate, etc. through the Guide and verification of the Institute Medical Officer.
6. Balance of personal leaves from the first half (August – January) can be carried forward to the second half (February – July) of the academic calendar.
7. The un-availed leave shall not be carried forward to the next academic year and will lapse.
8. **Maternity Leave:** Female MS/PhD Research Scholars may be granted Maternity Leave for a maximum period of 180 days (as per Government of India provisions), only once during the tenure of their studentship on the recommendations of competent medical authority. Period of maternity Leave granted will be excluded for counting of maximum period for submission of Thesis. However, entitlement of full scholarship (if applicable) will remain limited to 5 years as per Institute norms and will include the period of Maternity Leave so granted. The scholarship (if applicable) will be processed after joining back from the Maternity Leave.
9. **Paternity Leave:** Male MS/PhD Research Scholars may be granted Paternity Leave for a maximum of 15 days. The request should be supported by a medical certificate and leave will be at a stretch, only once during the tenure of their programme.
10. Prefixing/Suffixing of Saturday/Sunday/Closed holidays will be allowed as per Institute norms.
11. Clubbing of any two different kinds of leave is not permissible.
12. Encashment of balance leave will not be applicable.
13. M.S./Ph.D. scholars who are being funded through the project shall be governed by the “Leave Rules for the Project Staff”.
14. Absence without sanctioned leave will entail loss of financial assistantship for the period of absence, and may result in the cancellation/termination of the registration.
15. School Chair shall be the sanctioning authority for the Personal Leaves. The Dean (Academics) shall be the sanctioning authority for all other leaves.

This supersedes all previous notifications related to leave of M.Tech./M.S./Ph.D. including IITMandi/ Acad/2019/DS-8710-15 dated 1-7-19 & IIT Mandi/AR(Acad)/Notification/2015-16/7834-44 dated 17-12-15.

-S/d-
(Vivek Tiwari)
Assistant Registrar (Academics)

To:

1. Dean (Academics)/Dean (SRIC & IR)/Associate Dean (Research)
2. Chairperson(s) of Schools(s)
3. All Faculty Members
4. Deputy Registrar (F & A)
5. AR (SRIC & IR)
6. M.Tech/M.S./Ph.D./I-Ph.D Students

