



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 15

Ref: NITT/AO/Ph.D./2020

Date: 23.01.2020

CIRCULAR

Sub : Leave rules for Ph.D. Scholars – Reg.

The Ph.D. Scholars are entitled to the following leaves in a calendar year effective from 01.01.2020.

- a) Ph.D. scholars are granted casual leave up to 8 days during a calendar year by HOD on the recommendation of the guide, subject to the condition that such leave will not be allowed for longer than 5 days at a time. The casual leave cannot be combined with any other kind of leave other than the public holidays.
- b) Leave on medical grounds, duly supported by medical certificate (from a registered medical practitioner endorsed by the Institute Medical officer) may be granted to a student up to 7 days in a calendar year by HoD on recommendation of guide.
- c) Ph.D. scholars are granted leave during any period of Institute's vacation up to a maximum of 15 days during a calendar year by HoD on the recommendation of the guide.
- d) Any leave cannot be carried over.
- e) Leave will be calculated proportionately in accordance with date of joining and leaving.
- f) The department has to maintain leave taken up to the month and for the month. The cumulative leave details are to be entered in the attendance register. Loss of pay if any must be clearly indicated in the attendance report submitted to the Scholarship & Fees Section.

This is issued with approval of the Director

Alindulla
25/1/2020
Registrar
(1/0)

[Signature]
24/1/20

[Signature]
24/1/20