



ACADEMIC OFFICE

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Ref: MINUTES OF 58TH SENATE /NITT/ ACAD/Ph.D./2022/4c

Date: 01.12.2022

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 01.01.2023

- 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 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) Restricted Holiday (RH) for 2 days
- c) Medical Leave/ Vacation Leave put together is 14 days/Calendar year. (Excluding Govt. holidays)
 - a. **Medical Leave:** Leave on medical grounds, duly supported by medical certificate (from a registered medical practitioner endorsed by the Institute Medical Officer) may be granted in any period by Hod on the recommendation of guide.
 - b. **Vacation Leave:** Vacation leave is granted only during institute's declared vacation period by Hod on the recommendation of guide.
- d) **All leaves put together cannot exceed 24 days / year for HTRA stipend candidate.**
- e) For project and other funding agency Research Scholars: Leave as per their funding agency rules. If rule is not available, institute rule will be applicable.
- f) Any leave cannot be carried over to the next calendar year.
- g) Leave will be calculated proportionately in accordance with date of joining and leaving.
- h) The department shall maintain a record of 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 section.


Dean (Academic) 30/11/22.