**Indian Institute of Technology Delhi**
Academic Section

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IITD/Academics/ 343873 Dated: 02nd December, 2024

## REVISED LEAVE RULES FOR Ph.D. RESEARCH SCHOLARS

The ECS in its 162nd meeting held on 05.11.2024 has approved revised Leave Rules for Ph.D. Research Scholars.

Revised Leave Rules are enclosed. The prescribed proforma for this purpose will follow soon.

The Revised Leave Rules will be effective from 2nd Semester 2024-2025.

(Alan V. Sinate)
Dy. Registrar (Academics)

All the students of Ph.D. Programme (through email)

CC to:-

Director

Dy. Director (Operation)

Dy. Director (Strategy & Planning)

All Deans

All Heads of the Deptts./Centres/Schools

Head, Computer Services Centre

Joint Registrar (Accounts)

Dy. Registrar, Director's office

Secretary to Registrar

Coordinator, QIP

# INDIAN INSTITUTE OF TECHNOLOGY DELHI

## Leave rules for Ph.D. scholars

A full time Research Scholar will be entitled to avail leave as per Leave Rules/Attendance Rules formulated and amended from time to time by the Senate. The current leave rules are as follows. The following table summarizes various types of leaves available for Ph.D. scholars, along with the approving authority and remarks.

| Leave types | Allowable Limit (in days) | Approving Authority | Remarks |
|---|---|---|---|
| Personal Leave | 30 | Supervisor & HoD | Per Academic calendar year. Max. 10 teaching days in a given semester. |
| Leave without assistantship | 30 | Supervisor & DRC/ScRC/CRC | Once during the Programme. |
| Duty Leave | 30 | Supervisor, DRC/ScRC/CRC | Per Academic calendar year. |
| Long-term Academic Leave (with assistantship) | 365 | Supervisor, DRC/ScRC/CRC & Dean, Academics | Split over a maximum of five times during the Programme. |
| Long-term Academic Leave (with external funding) | 365 | Supervisor, DRC/ScRC/CRC & Dean, Academics | Split over a maximum of three times during the Programme. Only after the successful completion of the comprehensive examination. |
| Maternity Leave | 180 | Supervisor, DRC/ScRC/CRC | As per GoI norms, once during the Programme. |
| Paternity Leave | 15 | Supervisor, DRC/ScRC/CRC | As per GoI norms, once during the Programme. |
| Medical Leave | 10 | Supervisor, DRC/ScRC/CRC | Per Academic calendar year. |

**General Rules:**

1. All the leaves are subject to the approval of the competent authority. Ex-India leaves need to be approved by the Dean (Academics) routed through the authority mentioned above.
2. For all leaves, Saturdays and Sundays are counted except when they are prefixed or suffixed.
3. A scholar who is absent without proper sanctioned leave will not be entitled for the Assistantship for the period of absence.
4. If a scholar is absent for more than 30 days without any sanctioned leaves, his/her registration will be terminated.
5. All the leaves will be counted towards the maximum duration of Programme i.e., seven years or as stipulated by prevalent rules.
6. All the leaves will be counted towards the normal duration of the Programme i.e., five years for 'Fellowship' and 'Stay in the hostel'
7. When applying for multiple types of leaves together, application should be submitted according to the clubbing rules.
8. Separate applications are required for leaves that cannot be clubbed together.
9. All leave applications should be submitted using the leave application form in the prescribed proforma.
10. Any exceptions to these rules should be approved by the Dean, Academics

## Clubbing Rules

**Different Types of leaves can be clubbed as under: -**

| Leave Type | Clubbing Leave |
|---|---|
| Personal Leave | Medical Leave, Duty Leave |
| Leave without assistantship | Medical Leave |
| Duty Leave | Medical Leave, Personal Leave |
| Long-term Academic Leave (with/without assistantship) | Medical Leave |
| Maternity Leave | Can't be clubbed with any leave |
| Paternity Leave | Can't be clubbed with any leave |
| Medical Leave | Personal Leave, Duty Leave, Leave without assistantship, Long-term Academic Leave (with/without assistantship). |

**Academic calendar year:**

For the purposes of counting the leaves, the academic calendar provided by the institute will be considered with the first day of the Semester 1 as the beginning of the academic year and the last day of the Semester 2 (including the vacation after the Sem 2), as the end of the academic year. All leaves should be counted based on the academic calendar year.

**Leave Types:**

**(i) Personal Leave**

Research scholars are eligible for Personal Leave with Assistantship, limited to max. 10 teaching days in a given semester and total 30 days in an academic calendar year. Personal Leave should not violate any of the attendance rules including a minimum of 75% attendance in a month during and after the coursework period. In case of any ambiguity, the attendance rules shall take precedence. These 30 days of leave can be taken in continuation or in splits with no limits on the number of such splits, provided the limit on the number of leaves on teaching days is respected.

**(ii) Leave without Assistantship**

Research scholars are eligible for Leave without Assistantship, for non-academic purposes, for a maximum of 30 days once in the entire duration of Programme. The request for Leave without Assistantship will be considered only after the Personal Leave, as applicable, is exhausted. The Leave without Assistantship can be availed only once irrespective of the number of days utilized at a stretch and cannot be split into multiple instances. Absence of the scholar without any approved leaves beyond this period shall result in the termination of the registration of the scholar.

**(iii) Duty Leave**

Research scholars are eligible for Duty Leave with Assistantship for academic purposes of short- term nature including, but not limited to, summer courses/schools, workshops, conferences, laboratory visit, field work, and academic/collaborative visit. The leave is limited to a maximum of 30 days per academic calendar year. A maximum of 2 days before and after the conference, in addition to the days for the purpose, can be availed by the scholar for travel related arrangements. The Duty Leave can be split into multiple instances with no limit on the number of such instances. Grant of leave is subject to submitting the Invitation/abstract acceptance letter from the Organizers.

**(iv) Long-term Academic Leave with Assistantship**

Research scholars are eligible for Long-term Academic Leave with Assistantship for academic purposes of long-term nature including, but not limited to, exchange visits to national universities, collaborative/experimental laboratory visits, field work visits, internships/secondments and scholarship/fellowship-related visits. The leave is limited to a maximum of 365 days in the entire duration of Programme and can be split into maximum 05 times. However, the minimum duration of a single instance should not be less than 30 days. Scholars are eligible to avail the Institute Assistantship if no other Assistantship/Stipend, etc. is availed during such visit. Grant of leave is subject to submitting Invitation/abstract acceptance letter from the Host Institute/Organizers. Supervisors are solely responsible to intimate the funding agencies (e.g., CSIR, UGC, DST, etc.) about the scholar's absence from the Institute during this period.

**(v) Long-term Academic Leave with external funding**

Research scholars are eligible for Long-term Academic Leave for collaborative research for academic purposes of long-term nature including, but not limited to, exchange visits to national or international universities, collaborative/experimental laboratory visits, internships/secondments and scholarship/fellowship-related visits. The leave is limited to a maximum of 365 days in the entire duration of Programme and can be split into maximum 03 times. The minimum duration of a single instance should not be less than 30 days. The leave is applicable only after the successful completion of comprehensive examination. Grant of leave is subject to submitting Invitation/abstract acceptance letter from the Host Institute/Organizers. The Supervisors are solely responsible to intimate the funding agencies (e.g., CSIR, UGC, DST, etc.) about the scholar's absence from the Institute during this period.

**(vi) Maternity Leave**

Female research scholars are eligible for Maternity Leave with Assistantship for a period not exceeding 180 days once during the tenure of the award (in cognizance of the clarification received from the Maternity leave MHRD, Govt. of India vide their letter dated 23rd February 2017). The rules of maternity leave shall always follow the Govt. of India rules as in force and amended time to time.

**(vii) Paternity Leave**

Male research scholars are eligible for Paternity Leave with Assistantship for a period of 15 days, during the confinement of his wife for childbirth, i.e., up to 15 days before the delivery of the child, or within six months from the date of delivery of the child. The rules of paternity leave shall always follow the Govt. of India rules as in force and amended time to time.

**(viii) Medical Leave**

Research scholars are eligible for Medical Leave with Assistantship for a maximum of 10 days in an academic calendar year. This leave can be taken at a stretch or in splits with no limit on the number of splits. Grant of leave is subject to submitting the medical certificate from the competent authority/treating doctor.