Form R20

भारतीय सूचना प्रौद्योगिकी अभिकल्पना, एवं विनिर्माण संस्थान, कांचीपुरम — INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, KANCHEEPURAM

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LEAVE APPLICATION for PhD Scholars

Name of the Scholar	
Roll No.	
Department	
Category	HTRA / NHTRA / Visvesvaraya Full-time/Project/Institute Support/Fellowship/QIP
Date of Admission	
Name of the Guide	
Type of Leave	Casual/Vacation/Medical */ON-Duty#
Duration of leave	From To
Reason for Leave	

Medical leave - Supporting documents must be attached for medical leave of three or more days
 # ON-Duty leave- Supporting documents must be attached and the leave must be approved by the HoD and Dean (Academics)

Recommended/Not Recommended

Signature of Applicant with date   Signature of the Guide

For office use:

Leave particulars	Leave at credit:	Applied:	Balance:

Remarks:

DA

Leave Rules:

For HTRA/ NHTRA / Visvesvaraya Full-time/Project/Institute Support

As per MoE Guidelines and Senate approved guidelines, a scholar is eligible for 8 days' casual leave and 22 days' vacation cum medical leave in a calendar year without any carry forward. The assistantship will not be paid for the period of leave availed in excess of sanctioned leaves in any of academic years. Absence without obtaining prior sanction of leave will be considered as indiscipline and shall entail the reduction of scholarship on a pro-rata basis, besides any other action that may be decided by the Institute.

For Fellowship Scholars
➢ Leave rules stipulated in the respective fellowship guidelines

For QIP Scholars
➢ As per AICTE Guidelines

In addition, all the scholars are eligible for Special Leaves as follows:

➢ On duty leave with Assistantship for the duration of Workshops / Conferences with prior approval of the Head of the Department and Dean (Academics).

➢ Maternity leaves as per the Government of India instructions issued from time to time in case of female candidates.