



**OFFICE OF THE REGISTRAR**  
**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR**  
AN INSTITUTE OF NATIONAL IMPORTANCE  
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No. RMS/5806/17

Dated: 24<sup>th</sup> March, 2017

**Order**

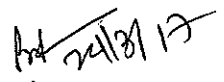
This is for information of all concerned that the Senate in its 10<sup>th</sup> meeting held on 07.02.2017 vide Resolution No. 10.M1 has approved the Leave rules for PG students and PhD scholars submitted by the Dean Academic Affairs. A copy of the Leave rules for PG students and PhD scholars is enclosed.

Sd/-  
(Biman Bandyopadhyay)  
Registrar

Enclosure: As stated above.

Copy forwarded for information and necessary action to:-

- 1) The Director
- 2) All Deans/ Directors of Schools/ Heads of the Centres/ HODs
- 3) All Officers
- 4) Institute Website
- 5) Meeting Section, Office of the Registrar

  
Registrar  
IEST, Shibpur

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

Leave rules for post graduate students and research scholars

February 2017

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY,  
SHIBPUR

Research scholars and the PG students are eligible to enjoy leave as and when necessary as per the following categories and he/she may be granted leave by considering the following leave rules as and where applicable in a calendar year.

Type	Name	Purpose	Duration (Maximum)
A	Casual leave	For incidental purposes	08 days
B	Medical leave	For treatment on illness	15 days
C	Special leave	Attending conference/seminar/workshop, Medical treatment of parents or Family mishap.	07 days
D	Maternity	To take care of maternity related issues	180 days
E	Child care	For raising the child	60 days

The leaves specified in the above table would be governed by the following rules.

1. Request for the sanction of any type of leave, formal application should be addressed to the HOD of the unit (Department, School or Centre etc.) in the prescribed format which should usually be recommended and forwarded by the supervisor(s) before availing any leave excepting exigencies.
2. The HOD and his/her office would take care of the leave applications and approvals. The same office would also keep the records of the leave as usual and submits the attendance report to the appropriate authority for scholarships or other grants. The HOD may refer appropriate cases to the Dean (Academic) to issue leave certificate, as and when required, and to settle and dispute or cases of exigency.
3. Leaves of research scholars under CSIR/UGC/DST sponsored research schemes and other categories will be governed by the rules of the bodies which provide financial support.
4. Special leave not availed in a year can be carry forwarded to the next year and accumulated to a maximum of 30 days.
5. When a semester is in progress, a post graduate student can avail a maximum of 10 days casual and special leave. However, this 10-day cap will not be enforced when the semester is not in progress.
6. In case of medical leave medical certificate must be produced from a registered medical practitioner.
7. Maternity and child care leave are applicable to female student only. A female student is entitled to avail maternity leave for a maximum of 180 days and child care leave for a maximum of 60 days once during the tenure of their studentship. If availed, the loss of days due these leaves may be augmented by extending their registration period, by the same number of days, on the basis of written prayer from the scholars to the Dean (Academic).

8. A female student under the PG program will be provided the opportunity to complete their master degree course curriculum after registering themselves in the semester(s) they missed during the maternity/child care leave.
9. There will be no loss of scholarship/fellowship for the female students availing the maternity and child care leave but the month wise total time period of scholarship will remain same and will not be extended.
10. In all cases, an application for medical/maternity leave must be accompanied by all relevant medical papers- prescriptions, admission and discharge reports, diagnostic reports, medicine purchase slips etc..
11. In all cases, an application for special leave must be accompanied by relevant documents endorsed by the supervisor(s).
12. All leave application must be filed within 7(seven) working days after joining. Delayed application may be considered on merit with approval of the appropriate authority only.
13. Leave sanction order, if required, will be issued to the candidate within 3(three) working days after receipt of the completed application in all respect submitted by the unit to the office of the Dean (Academic).
14. Absence without sanctioned leave will entail loss of financial assistantship for the period of absence and may result in the termination of the students' program.
15. Other than the above leaves a particular case may demand special treatment and a leave for a limited period may be granted on application to the appropriate authority.