Leave Rules

1. Students may be granted leave on application made through program advisor/thesis supervisor and TA advisor to the DPGC. Applications must be submitted well in advance of the date of commencement of the leave requested.

2. **Vacation and Casual Leave:**
   - The vacation leave is allowed only during the vacation period(s) of the Institute and up to a maximum of 30 days at a time. A Ph.D. student becomes entitled to the vacation leave of 15 days in a semester. The vacation leave not availed in one semester is carried over to the next semester up to a maximum of 15 days.
   - A Ph.D. student is also entitled to the casual leave of 8 days during a semester. However, a maximum of 6 days of casual leave can be availed at a given time. The casual leave cannot be combined with any other kind of leave, and the casual leave not availed in one semester is not carried over to the next semester.
   - No loss of financial assistantship is associated with vacation or casual leave.

3. **Medical Leave:** The medical leave is allowed only when it is supported by a medical certificate and is up to a maximum of 15 days at a time. A Ph.D. student becomes entitled to the medical leave of 8 days in a semester. The medical leave not availed in one semester is carried over to the next semester up to a maximum of 8 days. No loss of financial assistantship is associated with medical leave. If a student falls ill on the IITK campus, the medical certificate must be obtained from the Institute's medical officer.

4. **Maternity Leave:** A female Ph.D. student may be granted maternity leave for a maximum of 3 months. Maternity leave up to 6 weeks can also be granted for miscarriage including medical termination of pregnancy, if supported by a proper medical certificate. Maternity leave can be combined with vacation or semester leave and is not associated with any loss of financial assistantship.

5. **Semester Leave:** Semester leave for one semester at a time may be sanctioned for bonafide reasons. Except for medical reasons, such leave would not normally be sanctioned before a Ph.D. student has completed his/her residence requirements and in no case before the student has spent two semesters in the programme. However, on medical considerations such leave may be sanctioned after his/her stay of one semester.

6. In the case of sanctioned leave for a period of 4 weeks or more at a stretch, the leave is converted to semester leave, in case the student is registered for any course credits. In case the student is registered only for thesis credits, those credits are reduced appropriately (in the blocks of 4 credits) depending on the length of student's absence.

7. Any absence from the Institute without sanctioned leave leads to a loss of financial assistantship for the period of absence, and may result in the termination of the Ph.D. programme of the student.

8. Unless a Ph.D. student is on sanctioned semester leave, he/she must register for every semester till he/she submits his/her thesis. This registration is for zero credits if the student is waiting for the defense of his/her thesis. Only when the student is likely to submit his/her thesis within two weeks from the commencement of classes, he/she needs not register in that semester. They may, however, apply for leave from the Institute with permission to submit and defend thesis while on leave.

9. A Ph.D. student can be permitted (on his/her application recommended by the thesis supervisor) to proceed for academic activities outside the Institute (without taking any leave) to carry out field work, library work, computational work, experimental work, research work and to attend conference and courses. There may be a loss of financial assistantship for the period of absence though, if the duration of this period is long.