



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल शैक्षणिक कार्यालय

IISERB/DOAA/2018/478

November 30, 2018

Notification

The leave rules for the students of the Integrated Ph.D. /Ph.D. programme are as follows:

- Leave with stipend not exceeding 30 days for each completed year of tenure will be allowed to Ph.D. students if the same is recommended by the Ph.D. Guide and Instructor of the course for which the fellow is a tutor. The leave will be treated as part of the Fellow's tenure. The leave due can be carried over to the next year, however not more than 90 days can be accumulated at any time during the tenure. Of this not more than 30 days can be availed in a calendar year with stipend and beyond that any leave will be treated as "Leave without Stipend". During the first year of Fellowship or any uncompleted year, leave may be granted on pro-rata basis. Sanction of leave without stipend may be considered by Institute under special circumstances. Externally funding students must obtain permission from respective funding agency. In case a Fellow proceeds on leave before expiry of Fellowship tenure, he/she must join back before the expiry of tenure; failing which the tenure will be deemed to have terminated with effect from the date he/she proceeded on leave. If leave is not due, such cases will be decided by the Dean, Academic Affairs. The Fellow is not allowed to proceed on leave to visit abroad for attending conferences/seminars etc. without prior approval of the respective funding agency well in advance. The entire duration of such foreign visits, if funded (excluding travel grant) by any national/international agency, whether partially or fully, would be treated as leave without stipend.
- Women Fellows with less than two surviving children are entitled to full stipend, during the period of absence up to 180 days on grounds of maternity. The Fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the Fellow will make up for the research work during the remaining tenure.
- Male Fellows with less than two surviving children are entitled for 15 days paternity without stipend leave during confinement of his wife on submission of relevant documentary proof.
- Ph.D. fellow, for bonafide reasons, can avail a maximum of two semesters leave. Except for medical reasons, such leave will not be normally sanctioned unless a student has spent two semesters in the programme. However, for medical reasons, such leave may be sanctioned after his/her stay of one semester. Leave more than one semester at a time will not be granted. Semester leave will be sanctioned by the Director on the recommendation of the thesis supervisor, Convener DPGC and DoAA. Applications must be submitted well in advance of the date of commencement of the leave requested. No financial assistance will be paid during the period of such extended leave.

- Ph.D. fellow can avail Leave until Oral Examination after he/she submits the thesis for evaluation. However, he/she should submit a request to be retained on the Institute's rolls along with the prescribed fee, every semester, while on leave. The student will not receive any fellowship during such period of leave. Such leave cannot be for more than a year. The student should vacate the hostel while on leave until oral examination.
- The leave period will be included to calculate the total residence period and the period of fellowship of the student.

This has the approval of competent authority.



Dean, Academic Affairs

To,

1. All Students via E-mail.
2. All Faculty via E-mail.
3. Notice Board/Website.