

Department Of Civil Engineering
Indian Institute of Technology
Request for Casual/Medical/Personal/Academic Leave*

Name: _____ Roll. No. _____ E-mail ID _____

Program: PhD/M.Tech./MSR/Dual Degree (Tick or circle any one) Specialization: _____

Assistantship: 1. Institute Assistantship 2. Self-sponsored 3. Other _____ (Circle or Tick any one)

Academic Year _____ Semester: I /II /summer (Circle or Tick any one)

Type of Leave Applied: Casual Personal Academic* Medical* (Circle or Tick any one)

No. of Days: _____ From: _____ To: _____

Purpose of Leave: _____

(Program Advisor)

(TA Advisor)

(Student)

Date: _____

Date: _____

Date: _____

(Convener, DPGC/DUGC)

Date: _____

DPGC/DUGC Copy

Name: _____ Roll. No. _____

E-mail ID _____ Contact No. _____

Program: PhD/M.Tech./MSR/Dual Degree (Circle or Tick any one) Specialization: _____

Assistantship: 1. Institute Assistantship 2. Self-sponsored 3. Other _____ (Circle or Tick any one)

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Purpose of Leave: _____

(Program Advisor)

(TA Advisor)

(Student)

Date: _____

Date: _____

Date: _____

(Convener, DPGC/DUGC)

Date: _____

(For Office Use Only)

S. No.	Item	Personal Leave	Casual Leave	Medical
1.	Leave availed in previous semester		XXXX	
2.	Leave carried over		XXXX	
3.	Leave availed this semester			
4.	Leave balance available			
5.	Leave Applied			
6.	Leave Balance			

Checked By: _____

Date: _____

Note: * Attach Necessary Documents

LEAVE RULES

A. *Personal Leave* (PG Manual Clause No. 5.1)

A postgraduate student may take a maximum of 30 days of personal leave in an academic year (including winter break and mid-semester breaks) such that no more than 10 days of leave are taken during a semester. However, this 10-day cap will not be enforced when semesters are not in progress and during the summer term. Leave not availed in one academic year may be carried over to the next academic year up to a maximum of 15 days.

B. *Casual Leave* (PG Manual Clause No. 5.1)

A student may be allowed casual leave for up to 6 days during a semester and 4 days during the summer term. The casual leave cannot be carried over.

There will be no loss of financial assistantship for students going on personal or casual leave.

C. *Medical Leave* (PG Manual Clause No. 5.2)

Leave on medical ground, duly supported by a medical certificate, may be granted to a student for up to 8 days per semester and 4 days during the summer term. Leave not availed may be carried over to the next semester/term up to a maximum of 8 days in the case of carry over to semester and 4 days in the case of carry over to term. However, at a stretch, the medical leave shall not exceed 15 days during a semester and 8 days during the summer term. Such leave shall not entail any loss of financial assistantship.

D. *Academic Leave* (PG Manual Clause No. 6.2)

The PG students can be permitted to proceed for academic activities outside IITK to carry out field work, library work, computational work, experimental work, and Lab works, and also to attend conference, courses and to undertake other research work etc. as recommended by the department. Permission for a duration upto 30 days be sanctioned by the department with an intimation to SPGC and more than 30 days by the Chairperson- SPGC on the recommendation of the Department.

Absence without Sanctioned Leave

Absence without sanctioned leave will entail loss of financial assistantship for the period of absence, and may result in the termination of the student's programme on the recommendation of the DPGC and approval of SPGC.

For more detail on leaves may kindly refer to PG Manual