

# Indian Institute of Technology Delhi

## Department of Humanities and Social Sciences

**Leave form for Medical/Personal/Fieldwork/Duty**

Date: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Entry No.** \_\_\_\_\_ **E-mail ID** \_\_\_\_\_

**Academic Year** \_\_\_\_\_ **Date of joining:** \_\_\_\_\_ **Semester:** I / II (*Circle or Tick any one*)

Type of Leave	Prefix <small>weekends/ holidays</small>	From	To	Suffix <small>weekends/ holidays</small>	Number of Days
Fill separate online DRC form for each type of leave					
Personal (HoD)					
Medical (HoD) <small>Attach necessary documents</small>					
Duty (DRC) <small>Attach invitation from host institution</small>					
Fieldwork (DRC)					
Maternity (DRC)					
TOTAL <small>Total period must be continuous</small>					

**Whether traveling outside India:** Yes / No (If yes attach Ex-India leave form)

**If traveling outside Delhi NCR give destination(s):** \_\_\_\_\_

**Purpose of Leave:** (If traveling for conference, workshop, seminar, training etc. give details of host institution, paper title and dates of conference etc. Attach invitation letter or conference programme)

**Nature of Current TA Duty** \_\_\_\_\_

(Signature of Student)

(Signature of Thesis Supervisor)

(Signature TA supervisor/ PhD Coordinator)

\*do not leave blank

Name:

Name:

Name:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**(For Office Use Only)**

No.	Item	Personal Leave	Fieldwork Leave	Medical Leave	Duty Leave
1.	<b>Leave available before this application</b>				
2.	<b>Leave Applied</b>				
3.	<b>Leave Balance</b>				

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**(Head of the Department)**  
for Personal and Medical leaves

\_\_\_\_\_  
**(DRC Chair)**  
for Medical, Duty, Fieldwork and Maternity Leaves

# LEAVE RULES

## **1. Leave**

- A. Personal: 30 days in an academic year. An academic year will be counted from the date of registration.
- B. Medical: 10 days in an academic year.
- C. Duty: Can be availed for attending academic conferences and workshops.
- D. Fieldwork: 1 year for data collection, library visits, etc.
- E. Duty and Fieldwork leave have to be approved by the DRC (forwarded by the supervisor(s)). Applications must be accompanied by previous leave records verified by an HSS office staff.
- F. Personal and medical leave have to be approved by the HoD. The leave application should be forwarded by the supervisor.
- G. In the scenario of a student taking leave in excess of the stipulated number, the HoD is required to inform the PG section about this which will lead to discontinuation of the concerned student's fellowship and deregistration. [DRC on 28/09/2017]
- H. If a student does not come to the Department and sign the attendance register for a period of 4 weeks, the department is required to inform the PG Section about this. This will result in the deregistration of the concerned student.
- I. Any leave of a duration of more than 15 days should be applied at least a month in advance. In case of TA duties, it is mandatory to inform the course instructor in order to ensure minimal disruption in TA duties.

## **2. Leave (Field work)**

- A. Up to 1 year of fieldwork leave is allowed. Leave amounting to less than two months should not be taken during the teaching semester period, this should be taken during the summer/winter break. Long leave should be taken for the entire semester and should be planned 1 semester in advance (all such request shall be taken up in a special DRC meeting). Long leave cannot be taken in the middle of the semester. The students must come back from the leave before the beginning of the next semester. [DRCs on 4/05/18, 3/07/18, 08/02/2018, 6/12/2017].
- B. In case the field work necessitates a short leave during the semester, under special circumstances the student can apply for an approval. In such a case the supervisor will have to provide sufficient reason to make the case for the leave. The PhD coordinator must approve the application. These requests must be made at least one month in advance so that alternative TA duties can be arranged.
- C. With regard to fieldwork leave, note that exemption from TA duties is allowed for a maximum of 2 semesters. Applications for fieldwork leave must be submitted to the DRC one semester in advance.
- D. Applications during the semester or the start of the semester for leave in the same semester will not be accepted. This rule is not applicable for library visits (proof of attendance from the library should be provided in such cases).

## **3. Leave (Duty)**

- A. 15 working days in a semester with not more than max 5 consecutive working days.
- B. Availed for attending academic conferences and workshops. Attach invitation from host institution.
- C. In case of TA duties, it is mandatory to inform the course instructor and the PhD coordinator in order to ensure minimal disruption in TA duties.
- D. Duty leave for attending a conference/workshop should be applied at least a month in advance. [DRC on 25/02/2019]

## **4. Maternity Leave**

- A. The women research scholars will be eligible for Maternity Leave with Assistantship for a period not exceeding 180 days once during the tenure of the award.

## **5. Ex-India Leave**

- A. "Ex-India leave" is not a category of leave. It is permission to leave the country. For claiming ex-India leave each day of leave must be accounted for by other types of leave viz. Duty leave, Personal leave, Fieldwork leave etc.

### **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 DRC.**

**Note - For more detail on leaves may kindly refer to PG Manual.**

**Weekends or Holidays may be prefixed or suffixed to the leave period. However, if weekends or holidays fall within the leave period, they will be counted as leave.**