

FormR18

INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN AND
MANUFACTURING, KANCHEEPURAM



भारतीय सूचनाप्रौद्योगिकी, अभिकल्पना
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Office of Research

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LEAVE APPLICATION

Date:

Name of the Scholar	
Roll No.	
Department	
Category	(HTRA /NHTRA/ Project/ External/ Fellowship / Visves / PEE)
Type of Admission	Direct PhD / Regular / Part-time / M.Tech-PhD/Visves
Date of Admission	
Name of the Guide	
Type of Leave	Casual / Vacation / Medical / ON-Duty
Duration of leave	From To
Reason for Leave	
Leave particulars	Leave at credit: Applied: Balance:

*Attach supporting documents for medical leave/ ON-Duty

Recommended/Not Recommended

Signature of Applicant

Signature of the Guide

As per MoE Guidelines, a scholar is eligible for 8 days' casual leave and 15 days' vacation leave in a calendar year and there is no carry forward. The assistantship will not be paid for the period of leave availed in excess of sanctioned leaves in any of my academic years. Absence without obtaining prior sanction of leave will be considered as indiscipline and shall entail the reduction of scholarship on a pro-rata basis, besides any other action that may be decided by the Institute. In addition, the scholar is also eligible for Special Leave as follows:

- On duty leave with Assistantship for the duration of Workshops / Conferences with prior approval of the Head of the Department / DC Members / Institute.
- Maternity leaves as per the Government of India instructions issued from time to time in case of female candidates.