

Annexure-I

Draft Leave Rules for Ph.D. (Full-time) and M. Tech. (Full-time) Students at S.V.N.I.T., Surat

Sub:- Ref. (a) Minutes of 32nd meeting of the Institute Academic Advisory Committee (IAAC) held on June 29, 2017.

(b) **Recommendation of the committee submitted vide their outward No. 5/3**, dated 06/09/2017, Chemical Engineering.

Leave Rules for Ph. D. (Full-time) Students:

1. A full-time / sponsored (full time) Ph.D. scholar, during his/her stay at the Institute will be entitled for **30 days** leave during each academic year, including leave on medical ground. These scholars are not entitled to have vacation. Even during mid- / end semester breaks and summer and winter vacations, he/she will have to explicitly apply for leave.
2. A full-time / sponsored (full time) Ph.D. scholar is eligible for **8 casual leaves** in a calendar year.
3. Duty leaves up to **30 days** in an academic year may be granted by HOD on recommendation of Ph.D. Supervisor for data collection, testing / measurements (if facility not available within the Institute), presenting research papers in conferences, attending workshops/conferences required for his/her research work, etc. Additional period of duty leaves, if required, may be sanctioned by Dean (Academic) based on the recommendation of Ph.D. Supervisor and HOD.
4. The Ph.D. student may be allowed to leave station for visiting other places (in addition to the collaborating Organizations / Institutes / Industries) preferably after completion of their course work or during vacations when there is no teaching work scheduled, if recommended by Supervisor and HOD, and approved by Dean Academic well in advance.
5. Research scholar will be eligible for Maternity/Paternity Leaves with Assistantship as per Govt. of India notifications released from time to time for research scholars

Note: In case the PhD student is on roll for part of the academic year, the proportionate leaves can be availed by him/her.

Leave Rules for M. Tech. (Full-time) Students:

1. A full-time M. Tech. student, during his/her stay at the Institute will be entitled for **20 days** leave during each academic year, including leave on medical ground. These scholars are not entitled to have vacation. Even during mid-semester breaks and summer and winter vacations, he/she will have to explicitly apply for leave.
2. A full-time / sponsored (full time) Ph.D. scholar is eligible for **8 casual leaves** in a calendar year.
3. Duty leave up to **15 days** in a year may be granted by HOD on recommendation of Guide for data collection, testing /measurements (if facility not available within the Institute), presenting research papers in conferences, attending workshops / conferences required for his/her research work, etc. Additional period of duty leave, if required, may be sanctioned by Dean (Academic) based on the recommendation of Guide and HOD. These duty leaves will be available only after completion of 2nd semester, and till end of the M. Tech. program

4. The M. Tech. student may be allowed to leave station for visiting other places (in addition to the collaborating Organizations / Institutes / Industries) preferably after completion of their course work or during vacations when there is no teaching work scheduled, if recommended by Guide and HOD, and approved by Dean (Academic) well in advance.