

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Leave Norms for Full-Time Students

(As approved by the Senate in its 62nd meeting held on 27th December 2022)

Ordinary Leave

- A full-time PhD/MTech student may be allowed up to 30 days leave in an academic year (July to June), including for medical reasons. All other full time-students may be allowed up to 10 days of leave in an academic year.
- In addition, students in BSc/BTech/MSc/MA/PGDIIT programmes are eligible for mid-semester breaks, summer break and winter break.
- A maximum absence of 9 continuous days including holidays, leave etc. can be availed only once when the semester is operational.
- Leave not availed in a year will not be carried forward to the next year.
- Intervening Saturdays, Sundays or holidays are counted towards leave.
- Sanctioning of the leave and maintenance of such ordinary leave records will be done at the discipline level.

Leave of Absence for Academic Work

- A student may be sanctioned leave of absence for academic work, with or without fellowship for up to one year, primarily for professional reasons. This also includes attendance in seminars/conferences in India/abroad and time spent at other Institutes.
- The leave of absence will be approved by the Dean, Academic Affairs on recommendation of the faculty advisor.

Other Leaves

- Full-time students are entitled to leave due to medical conditions related to pregnancy, up to a semester including the inter semester breaks (minimum of 60 days and a maximum of 180 days) only once during the tenure of their studentship. During this time, the student shall be considered on a semester drop. The student may choose to draw fellowship, if applicable, or may put it on hold. The total fellowship duration shall not exceed as stipulated by the Government of India.
- In addition, 60 days of child care leave (with optional fellowship as defined earlier) will be available for eligible women students once during the tenure of their studentship. However, the student could choose not to take this additional leave in the interest of timely completion of their academic programme.
- Such leaves will be sanctioned by the Dean (Academic Affairs) upon recommendation of the faculty advisor.

Note:

- Any student absent unauthorized for four weeks during a semester is liable for termination.

All students must apply for leave well before the date on which the leave is expected to start. Retroactive leaves will be approved only in exceptional circumstances. Extra ordinary leaves can be approved by the Chairman, Senate on recommendation of the Dean, Academic Affairs.