

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI

Academic Graduate Studies and Research

Leave policy for the Institute supported PhD students

Each student is eligible for the following leaves in an academic year (August to July).

Casual leave: maximum of 30 days

Special casual leave: maximum of 15 days

Duty leave: maximum of 90 days in the entire PhD programme

Maternity leave: maximum of 180 days for female candidates.

These leaves are in addition to the Institute holidays.

Operational guidelines

- Recording and monitoring of attendance is the responsibility of the Supervisor.
- All kinds of leave (except casual leave) should be approved by the Supervisor and the DRC. Casual leave is approved by the Supervisor.
- Casual leaves cannot be clubbed with any other leaves.
- Special casual leave is permissible for attending conferences/ workshops/ symposia/ training programmes etc. as approved by DRC. Special casual leave should not be clubbed with on duty leave or casual leave.
- On duty leave is applicable when the student is expected to perform PhD project work at an off-campus site without a formal agreement.
- Leave required for medical reasons can be accommodated in casual leave. In a case where prolonged medical leave is required, leave without pay can be allowed up to a maximum period of one year in the entire duration of the PhD programme.

A PhD student receiving fellowship from CSIR/ UGC etc. under own fellowship category or from a sponsored project, the leave policy of the funding agency would be applicable.

This policy is applicable starting academic year 2024-2025 for all PhD students supported by the Institute fellowship.

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