ORDINANCE NO. 5
LEAVE OF ABSENCE

5.1 Absence during the semester shall be discouraged for all registered students. However, for bonafide reasons, a student may be granted leave of absence as per provisions made for such absence in the Ordinances.

5.2 Undergraduate students shall be entitled to avail the vacations and the mid-semester recess as provided in the Academic Calendar. In addition, the Undergraduate students may be allowed short leave of 7 days and medical leave of 15 days during a semester.

5.3 Students can also avail academic leave for attending workshops/conferences/research related activities without loss of financial assistance.

5.4 Ph.D. students shall be entitled for a maximum of one month of paid leave during an academic year without loss of financial assistance.

5.5 Female students shall be entitled to maternity leave for a period not exceeding three months. Maternity leave may also be granted in case of miscarriage, including abortion, for a period not exceeding six weeks. This leave can be combined with any other leave due.

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5.6 Leave of absence beyond that provided in the Ordinances 5.1 to 5.5 may also be granted. However, such leave of absence shall entail loss of financial assistance, if any.

5.7 Research Scholars under CSIR/UGC and other categories are governed by the rules of the bodies which provide financial support.

5.8 Without prejudice to the provision made for leave of absence in the Ordinances, absence for a period of four or more weeks at a stretch, during a semester, shall result in automatic cancellation of the registration of students from the course(s) in that semester. However, award of partial credit of research units, if applicable, may be considered for such students.

5.9 Unauthorized absence (i.e., absence without due permission) may, result in termination of the student's programme by the Senate in addition to loss of financial assistance for the entire period of such unauthorized absence(s) or part thereof.

5.10 Students are expected to complete their Programme without any break. However, for bonafide reasons, students may be granted leave of absence from the Programme. But such absence(s) shall ordinarily not exceed two semesters with or without break. Such leave of absence shall entail loss of financial assistance.