

Punjab Engineering College
(Deemed to be University), Chandigarh

Leave Rules

A research student/candidate will be entitled to avail leave as approved by the Head of the Department following Leave Rules/Attendance Rules formulated and amended from time to time by the Senate. Presently these are as under:

A full-time research student/candidate, during his/her stay at the Institute will be entitled to leave for 30 days per academic year including leave on medical grounds, in addition to Public Holidays. He/she will not be entitled to mid-semester breaks, summer and winter vacation. The leave due can be carried over to the next year and accumulated up to 90 days.

Leave beyond 30 days in an academic year may be granted to a Research student/ candidate in exceptional circumstances, on the recommendation of the supervisor, by the Head of the Department concerned, subject to the following conditions:

- a) The leave beyond 30 days will be without Assistantship/Scholarship/ Fellowship.
- b) An extension of leave up to additional 30 days will be granted only once during the programme of the scholar.
- c) A proper leave account of each research student/ candidate shall be maintained by the Department/ Centre concerned.
- d) Women scholars are entitled for maternity leave/child care leave with full fellowship/assistantship as applicable, for a period not exceeding 240 days, once during the tenure of their award. The application for maternity leave should be supported by medical certificate.
- e) Male Scholars are entitled for 15 days paternity leave once during the tenure of their award. The application for paternity leave should be supported by medical certificate.
- f) Special leave may be granted with the permission of Head of the Department to attend Seminars/ Conferences in India/ abroad for presenting a paper and for carrying out research work in other institutes/ laboratories as approved by the supervisor.
- g) Research students/candidates supported by Govt./ Semi-Govt. agencies may be governed by their own rules, as applicable.