

Office of the Controller of Examinations  
Tezpur University : Napaam : Tezpur : 784 028

No. F.13-17/II/2008(Acad)/ 3456-A

Dated: 15.3.2019

## Notification

The Leave Rules for the students of the Ph.D. programme notified vide No. F.13-17/I/2008(Acad)/ 438-A dated 8.7.2011 have been partially modified and furnished below:

1. A full-time Ph.D. student (with fellowship or without fellowship) may avail 30days leave for each completed year of his/her tenure or on pro-rata basis for any fraction of a year. The leave due can be carried over to the next year. However, not more than 60 days leave can be accumulated and not more than 20 days can be availed of at the end, i.e. prior to the completion of the tenure.
2. Research Personnel, however, will not be entitled to vacations, e.g., summer or winter.
3. For women Students, Maternity Leave/Child Care Leave may be granted once in entire duration of Ph.D. for up to a maximum of 240 days.
4. The supervisor may grant leave to a Ph.D. student with intimation to the Head of the Department, if the leave is due, as mentioned above. If leave is not due then the case will be decided by the DRC, and such student shall not be allowed to proceed on leave without prior approval of the DRC.
5. If a Ph.D. student does a part of his/her research work in other Institutions, this will not be treated as leave of the nature mentioned above. The student shall apply for permission to the DRC for such visits through the supervisor and DC. The DRC in turn will keep the University informed of such approvals. Such trips shall not exceed six months at a stretch.

However, for some special programmes, e.g. Split-Site programme/ fellowship, the duration may be extended up to one year. If such visit is a foreign one, such as 'Sandwich Ph.D. programme' or 'Exchange programme', permission has to be obtained also from the University authorities. In the cases of individual fellows such as direct JRF/SRF, the funding agencies shall be duly informed in advance about such visits through the Supervisor and HoD.

This will be inforce w.e.f. the date of issue of the notification.

This supersedes the earlier notification No. F.13-17/II/2008(Acad)/ 3449 dated 14.3.2019.

Issued with due approval.

Sd/- Dr. L. Boral  
Controller of Examinations