



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
शैक्षणिक अनुभाग /Academic Section

15-62/2025-Acad/Minutes-69th

दिनांक/dated. 31 July, 2026

कार्यालय आदेश सं./Office Order No. 441/ 2026

Senate : 69th Meeting held on 13th April, 2026
Sub. : Modification in existing Leave rules **for PhD**
& MS.R Programme -reg.
Ref. : Agenda Item No. 69.A.B.1

The undersigned is directed to convey that the Senate has approved the **modification in existing leave rules for PhD & MS.R Programme** as detailed below:

1. The existing provision of Casual Leave and Medical leave has been replaced with **Personal Leave & Medical Leave**.
2. Scholars shall be entitled for **30 days Personal Leave** and **10 days of Medical Leave per year**.
3. The above leaves shall be administered on a **calendar year** basis, commencing on 1st January and ending on 31st December each year. The leave shall automatically lapse and shall not be carried forward to the subsequent year.
4. Head of the Department /School shall sanctions leave on recommendation of the Supervisor/Faculty Advisor.
5. A maximum of 5 working days of leave is allowed at a stretch. In exigencies, HoD/HoS can approve longer duration.
6. The Saturdays /Sundays/ notified holidays during the leave periods are counted towards leave except when these are prefixed or suffixed.
7. Scholars joining the institution during the course of a calendar year shall be entitled to leave on a pro rata basis. Such entitlement shall be calculated from the date of joining to 31st December of the same calendar year.
8. The above mentioned leave rules will be applicable w.e.f Calendar Year 2026.


31/07/2026
सहायक कुलसचिव (स्ना. और अ.का.) /
Assistant Registrar (PG & RP)

सेवा में/To

Committee Members.

प्रतिलिपि/Copy to

1. Chairperson, Senate
2. All Members of the Senate
3. All Heads of the Schools/Departments
4. Faculty Members
5. PS to Director
6. PS to Registrar
7. Office Order file
8. Senate File

02/07/18 11/12