



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING KURNOOL
(OFFICE OF THE ACADEMIC AFFAIRS)

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Ref. No. IIITDMK/Acad. /AY2023-24/Ph.D. Ordinances

Date: 03-01-2024

CIRCULAR

Sub: Leave rules for Research Scholars (Full-Time) – Reg

Ref: Senate approval vide agenda No.: SM-08 (2022)-07, dated 17th August 2022.

Dear Students,

With respect to the subject and reference cited above, it is to inform you that the Senate has approved the following recommendations on leave rules for Full-Time Research Scholars:

- All Full-Time scholars are eligible for **30 days** of leave, inclusive of all, in a **calendar year** without carry forward of leaves for the next year.
- Participation in any scientific events / workshops/Conferences/Research collaboration in India or abroad will be treated as “On duty” with prior approval. Approval of attending any event must be given by the Head of the Department and Academic Section within India whereas, events to be held in the abroad must be approved by Academic Section and the Head of the Institute.
- In case of research collaboration and “on duty” period, a scholar should receive fellowship/scholarship/financial support only from single source.
- Maternity leave as per Govt. of India instructions issued from time to time will be applicable to female scholars.



Anand
03/01/2024

Associate Dean
(Academics, R&D)

To

All the concerned students

Copy to:

1. PA to the Director for kind information of the Director
2. PA to the Registrar for kind information of the Registrar
3. HoDs - for information and necessary action.
4. Faculty – for information
5. Office file.