



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
DESIGN AND MANUFACTURING KURNOOL

(OFFICE OF THE ACADEMIC AFFAIRS)

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Ref. No. IIITK/AC/2024-25/Circular/

Date: 19.03.2025

**CIRCULAR**

**Sub:** Leave rules for Ph.D. Scholars – Reg

**Ref:** 16<sup>th</sup> Senate Meeting item No. 16.3.6, dated 21<sup>st</sup> December 2024.

With respect to the subject and reference cited above, I am pleased to inform you that the Senate has approved the leave rules for all Ph.D. scholars as mentioned below:

**W.e.f. 01.01.2025, the following rules will be applicable.**

- **Casual Leaves:** All Full-Time scholars are eligible for **8 days of casual leaves**, inclusive of all, in a calendar year without carry forward leaves for the next year.
- **Medical Leaves:** 10 in a year without carry forward of leaves for the next year.
- **Academic Leaves:**
  - Participation in any scientific events/ workshops/ Conferences/ Research collaboration in India or abroad will be treated as “**Academic Leave**” with prior approval by the Guide, HoD and Associate Dean (Acad.).
  - In the event of travelling abroad, approval from the Director needs to be taken.
  - Duties assigned to the students has to be adjusted by the students.
- **Maternity/Paternity Leave:** As per Govt. of India, instructions issued occasionally will apply to female/male scholars.

**Note:** Any financial assistance claimed by scholars for Curricular/Co-curricular activities will be booked under the department's budget.



*K. Sathya Babu*  
Associate Dean  
(Academics)

To  
All the concerned through email.

Copy to:

1. PA to the Registrar for kind information of the Registrar
2. All HoDs for information.
3. Office File