

Leaves/ official duty policies and the approval process

Leaves:

A total of 20 leaves are allowed for any Ph.D. Scholar per year. These leaves are given to them in two slots of 10 days per semester. Sunday or any national holiday will not be counted if these lie in between the leave period. During the first semester when the students are reporting to the Cluster head, the leaves are applied by the students through HONO and approved by the reporting authority.

After the supervisor allocation, the reporting of students is shifted to the supervisor. The student will apply for the leaves/ official duty leaves through HONO and these are approved by the supervisor.

Official Duty leaves:

The official duty leaves are provided to the PhD students to conduct PhD-related work at other institutions. OD(s) will be recommended by the supervisor with justification about the need for work and the length of OD time-period, and thereafter approved by Dean R&D. Information about the approval of the ODs should be sent to the cluster head and the research coordinator of the school.

Dr. D.K. Avasthi
Dean R&D

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