



**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH**

**(NIPER - KOLKATA)**

**4, RAJA S. C. MULLICK ROAD, JADAVPUR, KOLKATA - 700 032**

Note

16/11/2017

File No: **H-15/11/1/2016**

**Sub: Leave guidelines for PhD & Masters students Reg**

As per the faculty meeting held on 17<sup>th</sup> October 2017 (4.0 PM), the decision taken to constitute a committee to fix the leave guidelines for PhD/Masters students. In view of this, the constituted committee of faculty members Dr. Kuldeep Roy, Dr. Sreyα Gupta and Dr. Nirmal, suggested given guidelines below to be followed. Hereby, request you to kindly approve the guidelines for the same.

**Guidelines**

1. As per the PhD guidelines, 30 days leave are allowed in a calendar year (from August to July).
2. A full-time PhD student is eligible for 30 days leave in a year (from the time of his/her joining the programme). Saturdays, Sundays or holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays. A student cannot avail more than 10 holidays continuously (which includes Saturday, Sunday and holidays) in every quarter/year.
3. A leave register will be maintained with all the students name, and the individual need to enter the number of holidays taken after approval of leave by the guide or co-guide or PhD course co-ordinator.
4. If the student wants to take any leave more than the allowed 30 days, his/her fellowship will be deducted.
5. For masters (MS) students, 45 days are allowed in two calendar years, out of which a maximum of 22.5 days can be taken in any one of two calendar years. A student cannot avail more than 10 holidays continuously (which includes Saturday, Sunday and holidays) in every quarter/year.
6. Individuals can be granted 10 medical leaves per year besides the allowed leaves.
7. All students need to sign the attendance register before 10.00 am daily, if not absent will be marked.
8. These guidelines come in effect immediately.

**PhD Course Co-ordinator**

**MS Course Co-ordinator**

**Registrar**

**Dr. Sreyαgupta**

**Director**