



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि० अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय || A Deemed to be University u/s 3 of UGC Act, 1956)
मेसरा, राँची - ८३५२१५ (भारत) || MESRA, RANCHI - 835 215 (INDIA)

फोन/Phone: (EPBX) 0651-2275444/2275896,2276002/2276006 फैक्स/Fax: 0651-2275401/2276052 वेबसाइट/website: www.bitmesra.ac.in

SPONSORED RESEARCH CELL

Standard Operating Procedure

For

Leave Rule for all the Scholars under Sponsored Fellowship.

1. No one will change the format of the leave.
2. All the Leave will **Start from the Date** of their respective **joining in the project**.
3. In a year they are entitle of **30 leaves (2.5*12) 2.5 /month**.
4. This leave will be added to the next month. If it is not availed in the previous month.
5. Normally maximum leave will be approved for 5 working days until some emergency has occurred.
6. If any scholar wants to avail leave on Friday & Monday, then Saturday & Sunday will be adjusted as running leave for his/her account.
7. All leave should be approved before leaving the Department / Project. The intimation of approval of leave will be intimated by mail only then the scholar is allowed to leave the Department/project. Only medical emergency or family emergency may be submitted when he/she joins the duly very next day.
8. For medical leave they must submit the doctor's prescription mentioning that they are on bed rest. **(B.I.T. Dispensary)**
9. If a fellowship holder wants to resign from the project. He must submit his resignation / discontinuation application, which is available on portal, one month before, this one month will be treated as notice period. In the notice period no leave will be allowed.
10. Anyone wants to know their leave status they are free to make a call.
11. For Extension centre (whose fellowship is processed by main centre) they have to send the Leave application & movement order form to the main centre (Office of Dean RIE) via Nodal officer assign to their centre. Centre may keep the xerox copy for their record. The project belongs to the Principal Investigator. Principal Investigator has to look after the project the while providing the leave their project might not hampered due to their leave.

Bio-matrix

1. Mis-punch should be submitted very next day.
2. Only last working day of the month will be accepted on the first day of the next month. No mis-punch will be accepted for the previous days.
3. You all must punch 4 times.
4. Only one mis-punch will be accepted for the single date.
5. No mis-punch will be accepted once the attendance (Bio-metric) is sent to the department.