



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)
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SPONSORED RESEARCH CELL

Standard Operating Procedure

For

Leave Rule for all the Scholars under Sponsored Fellowship.

1. All the Leave will **Start from the Date** of their respective **joining in the project**.
2. In a year they are entitle of **30 leaves (2.5*12) 2.5 /month**.
3. This leave will be added to the next month. If it is not availed in the previous month, but it will not be added for the next year (memo).
4. Normally maximum leave will be approved for 5 working days until some emergency is there.
5. All leave should be taken in advance before leaving the Department.
6. For medical leave they must submit the doctor's prescription mentioning that they are on bed rest. **(B.I.T. Dispensary)**
7. 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.
8. Anyone wants to know their leave status they are free to make a call.
9. Leave should be submitted to the office of Dean RIE as soon as Scholar joins his duty. Example: If any scholar avails the leave from 08.02.2022 to 12.02.2022, then he/she should submit the leave application on next working day. (if Saturday / Sunday / holiday). If it will be submitted along with absentee then it will be not accepted & treated as absent.
10. No half day leave is allowed.