



# 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.
4. Normally maximum leave will be approved for 5 working days until some emergency is there.
5. For medical leave they must submit the doctor's prescription mentioning that they are on bed rest. **(B.I.T. Dispensary)**
6. 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.
7. Anyone wants to know their leave status they are free to make a call.