



Office of the Dean  
Post Graduate Programs  
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**UNIVERSITY LEVEL COMMITTEE FOR PG PROGRAMMES**

AMRITA/ Dean-PGP/03/2024/02

18.03.2024

**Sub: HR Policies for Ph.D. scholars funded by Amrita Vishwa Vidyapeetham, Government and Non-Governmental agencies.**

The policy is applicable to all PhD scholars of Amrita Vishwa Vidyapeetham availing funding assistance from Amrita Vishwa Vidyapeetham, Government and Non-Governmental agencies, with effective from 01 April 2024.

1. Every scholar has to mark his or her attendance using the biometric-punching machine located at the academic blocks of the campus. The scholar is required to punch in at any time before 8:45 a.m. and punch out after 4:45 p.m. on all working days. The Office of the PGP Chair will monitor the attendance of PhD scholars.  
In case of campus(s) where biometric punching system is not fully implemented for research scholars, every research scholars is required to mark his/her attendance in a register maintained for the purpose in the respective academic department. The departments are requested to maintain a separate register for the research scholars. The research scholar is required to sign in the register any time before 8.45 am and also at any time after 4.45 pm on all working days.
2. The scholars are entitled to university-declared holidays which applies to his/her home academic department.
3. The scholars are entitled to one casual leave per month, starting in January and ending in December. The un-availed leave during the month will be carried forward to the coming months. Please note that the cumulated casual leaves cannot be carried forward to the subsequent year, starting in January.
4. The scholars can avail 12 days (maximum) of leave per year on medical grounds per calendar year (January to December). The medical certificate from the Govt. registered medical practitioner is required for three or more days of medical leave.
5. The leave forms are to be submitted to the office of the PGP chair after obtaining approvals from the Thesis Advisor and Department Chairperson before availing. In case of emergency, the scholar must submit the medical leave form within 2 days after reporting to work in the department with the medical certificate obtained from a registered medical practitioner. However, the scholar or the parents'/immediate guardian is required to inform the Thesis

Advisor and the Chairperson of the concerned department through email or by phone on the immediate day of the illness.

6. Apart from the above-mentioned leaves, the scholar is entitled to take paid compensatory leave for class, lab or exam duty handled on any university-declared holiday, which applies to his/her department.
  - a. Prior information to the office of PGP Chair through the CLPGP Member/Thesis Advisor with the nature of the work and the name of the faculty supervising the work by submitting the leave form with the approval of the Department Chairperson. The compensatory leave has to be availed within a period of one month.
  - b. Compensatory leave can be availed only after working on a university holiday .i.e. the scholar cannot compensate for a leave already taken by working on a holiday after the leave.
  - c. The leave request should mention the nature of work undertaken on the holiday on basis of which compensatory leave is applied for.
  - d. A maximum of 2 Compensatory offs can be accumulated – beyond which it lapses automatically.
  - e. Compensatory off can be combined only with Casual leave and Medical leave. It **cannot** be combined with Duty Leave.
7. The scholar can avail on-duty leave for attending conferences, seminars, data collection, conducting analytics/experiments at other campuses of Amrita etc. Prior approval from the Thesis Advisor and the Department Chairperson is to be obtained via email, and the leave form with the relevant supporting documents has to be submitted to the office of the PGP chair at least 7 days in advance. Moreover, the activity should be solely related to the thesis of the scholar.
8. Women candidates can avail Maternity Leave/Child Care Leave once in the entire duration of Ph.D for upto 240 days. However, it has to intimated in writing or via mail to the PGP –Chair office of the respective campus for final approval through the Thesis Advisor along with recommendation of Department Chairperson, well in-advance. Exception would be given only in case of emergency medical situations and adequate medical certificates supporting the claim(s) should be submitted.
9. The leave taken over and above mentioned and/or not following the requisite methods application will be treated as unpaid leave, leading to a loss of pay for the particular month's scholarships.



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10. The leave forms for the above-mentioned categories are available for download in the “Template” tab of [amrita.link/phd](http://amrita.link/phd) Sharepoint site and as Annexure to the policy. The leave forms are to be submitted along with the workload report before the 5<sup>th</sup> day of every month to claim scholarships for the preceding month with the signature of Thesis Advisor and Chairperson of the department.

For any situation not mentioned above, Dean – PG Programmes reserves the right to formulate rules as deemed fit.

Thanks & regards,

*Krishnashree Achuthan*

Dean - PGP

Annexure: Leave Request form

To:

PGP Chairs, All Campuses

Dean - PG Programmes  
Amrita Vishwa Vidyapeetham  
Amrita Nagar (P.O), Ettimadai  
Coimbatore - 641 112

**REQUEST FOR GRANT OF LEAVE TO PH.D. SCHOLAR**

Academic Year: \_\_\_\_\_ (Even/Odd) Dept.: \_\_\_\_\_

1	Name of the Scholar	
2	Roll. No.	
3	Kind of Leave applied for	Casual Leave <input type="checkbox"/> <b>Medical Leave*</b> <input type="checkbox"/> On-duty Leave <input type="checkbox"/> (seminar/workshop/data collection) Maternity leave <input type="checkbox"/> (maximum of 6 months) Compensatory leave <input type="checkbox"/> for the day worked on _____ (date) <i>(Applied within one month)</i>
4	Leave purpose	
5	No. of Days leave requested for	
6	Leave date(s)	From _____ to _____

**\*Medical Certificate required for three or more consecutive days of Medical Leave**

**Signature of the PhD Scholar**

**FOR OFFICIAL USE OF THE DEPARTMENT:**

1	Total no. of leaves availed during the current year till today <i>(January to December)</i>	Casual Leave _____ of 12 days Medical Leave _____ of 12 days
2	Recommendation of Thesis Advisor	Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> <i>(Date and Signature of the Thesis Advisor)</i>
3	Forwarding of dept. Chair-Person	<i>(Date and Signature of Dept. Chair)</i>

**Refer to the HR Policies for Ph.D. scholars funded by Amrita Vishwa Vidyapeetham, Government and Non-Governmental agencies w.e.f. 01.04.2024**