



CIRCULAR

It has come to the notice of this office that Ph.D Scholars and Project Staff members are leaving the station for various purposes without obtaining proper permissions from the Competent Authority. This type of act has been viewed seriously by the Competent Authority.

To streamline this process and ensure compliance with university protocols, the following terms and conditions are laid out for seeking station leaving permissions:

1. Scholars/ Project Staff must apply for station leave through their respective Supervisors/ Principal Investigators (PIs).
2. The application must be endorsed by the concerned HOD's.
3. The application must be submitted at least ten (10) days in advance of the intended travel.
4. Scholars/ Project Staff must ensure that the Competent Authority has approved their leave prior to leaving the station/ country.
5. For research-related visits or travel for other purposes (such as Umrah or Hajj), scholars and project staff must provide relevant supporting documents, including details of their travel and planned activities.
6. In the case of academic & research visits, an invitation letter and research plan from the host institution or supervisor must be submitted.
7. Scholars and project staff must not engage in any other assignments during their approved visit.
8. Any scholar or project staff member leaving the station without prior approval will be considered absent for the duration of their leave, and no fellowship/ salary will be disbursed for that period.
9. The University shall not be responsible for any untoward incidents occurring during the absent period.
10. Any violation of these guidelines will be dealt with as per IUST's rules and regulations, subject to amendments from time to time.

Sd/-
Dean Research

No. IUST/DR/25/357
Dated: 25-02-2025

Copy to:

- Dean Academic Affairs for information
- Finance Officer
- All Deans / Directors of the University for kind information
- All Heads/ Coordinators of the Departments/ Centres for kind information
- Special Secretary to Vice Chancellor for kind information of Hon'ble Vice Chancellor
- P.A. to Registrar for kind information of Registrar

Assistant Registrar (Research)