

INDIAN INSTITUTE OF TECHNOLOGY INDORE

Office of Director

IITI/DO/38/2020/71

March 5, 2020

OFFICE ORDER

In order to streamline the recommending and approving authorities for different types of leaves for Students, Faculty members and Institute functionaries and also to maintain details of Ex-India leave in the International office, following will be the recommending and approving authorities with immediate effect:-

Position	Nature of Leave	Recommending Authority	Approving Authority
Faculty Members	1. Sabbatical Leave	HoD and DoFA	Director
	2. Ex-India Leave	HoD and DoIA	DoFA
	3. Maternity Leave/ Child Care Leave/ All Other Leaves	HoD	HoD
Head of Department or School	1. Sabbatical Leave	DoFA	Director
	2. Ex-India Leave	DoIA and DoFA	Director
	3. Maternity Leave/ Child Care Leave/ All Other Leaves	ADoFA	DoFA
Associate Deans	1. Sabbatical Leave	HoD and Concerned Dean	Director
	2. Ex-India Leave	HoD and Concerned Dean *** (With information to DoIA)	Director
	3. Maternity Leave/ Child Care Leave/ All Other Leaves	HoD	Concerned Dean
Deans	1. All type of Leaves	HoD	Director
M.Sc., M.Tech., MS (Research) and Ph.D. students	1. Maternity Leave	Thesis Supervisor and HoD	DoAA
	2. Ex-India Leave	Thesis Supervisor, HoD and DoAA	DoIA
	3. Academic Leave	Thesis Supervisor and HoD	DoAA
	4. Medical Leave	Senior Medical Officer, Thesis Supervisor and HoD	DoAA
	5. Casual Leave	Thesis Supervisor	HoD
UG students	1. Ex-India Leave	BTP Supervisor/ Faculty Advisor and HoD	DoIA
	2. Medical Leave	Senior Medical Officer and HoD	DoAA
	3. Academic Leave	BTP Supervisor/ Faculty Advisor and HoD	DoAA
	4. Leave for attending extra-curricular activities	HoD and DoSA	DoAA

  
05/03/2020  
DIRECTOR

To:

1. All Deans
2. All Heads
3. All Faculty Members and all Scientists.
4. All Students
5. Registrar Office
6. All Offices and Labs
7. DITO to update on Institute website.