

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD
OFFICE OF THE DEAN (ACADEMIC)

No.IITISM/DAC/453

11.04.2023

**ATTENDANCE REQUIREMENT FOR PROCESSING OF FELLOWSHIP OF FULL-TIME
PH.D. SCHOLARS AND ASSISTANTSHIP OF M.TECH / 5TH YEAR DUAL DEGREE/ INT.
M.TECH STUDENTS**

The following will be the modalities with regard to consideration of attendance and leaves of Full-time Ph.D. scholars / M.Tech students / 5th year students of Int. M.Tech or Dual Degree for processing of fellowship / assistantship of the eligible scholars/students:

- (i) The attendance cycle to be followed for preparation of a month's fellowship/assistantship will be from the 16th day of the preceding month to the 15th day of the current month in which the bill will be processed.
- (ii) The Biometric Attendance must be given by a scholar/student once during a day strictly between 8:00 am to 5:00 pm. Attendance given outside the given period of 8:00 am to 5:00 pm may not be counted for the purpose of fellowship / assistantship.
- (iii) All Leaves must be applied through Institute MIS. The students/scholars are required to leave the campus only upon approval of their leave. They may follow up with the concerned authority after 48 hours in case there is no action on their leave application.
- (iv) The leave record of the period between the 16th day of the preceding month and the 15th day of the current month must be updated from the respective scholar's/student's/department's end latest by 15th day of the current month. After 15th, no retrospective attendance updates will be accepted at Academic section for processing/re-calculation of fellowship/assistantship in that month or for processing of arrears in the next month.
- (v) The leave module on MIS will soon provide the facility to cancel a previously applied leave. However, all leaves taken between the 16th day of the preceding month and the 15th day of the current month must be updated on MIS by 15th day of the current month.
- (vi) The scholars/students will be able to see their attendance through a mobile application or MIS on a regular basis. The details will be shared soon regarding this by the MIS team.

The above modalities will be followed from the attendance cycle beginning on 16th April 2023.

Dean (Academic)

Copy to: Director / Dy. Director
All Deans / All HoDs / Assoc.Dean (PG/UG/AC)
JR (F&A) / DR (Acad) / AR (PG)
Concerned Students/Scholars