



अखिल भारतीय आयुर्वेद संस्थान
ALL INDIA INSTITUTE OF AYURVEDA (AIIA)
(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)
(An Autonomous Organization under the Ministry of Ayush, Govt. of India)

Affiliated to University of Delhi

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File No. S-24/2024-AIIA/2628

Date: 15.09.2025

OFFICE ORDER

Subject: Guidelines for leave of PhD and PG Scholars of AIIA, New Delhi-reg.

In supersession of all the earlier orders, following guidelines are come into force with immediate new session of academic year regarding leave of PhD and PG scholars of AIIA, new Delhi:

- i. In term of Ordinacne-V of DU, vacation not be permitted to Post-graduate (PG) Degree (MD/MS) or PhD course students as their course are affiliated with DU.
- ii. Student will not avail any kind of leave without prior sanction.
- iii. Student will submit proper application for seeking leave.
- iv. Casual leaves up to twelve days and Eight days' medical leave per academic year.
- v. Academic activities such as attending seminars, workshops, training programmes, orientation programmes, symposium etc. including days of travelling shall be considered as "On Duty" (Max.10 leave)
- vi. PG Student will not be allowed to take leave for more than six days (including prefix/suffix of any kind of holidays) at any point of time.
- vii. During pregnancy: 180 days Maternity Leave are admissible only to candidates with less than two surviving children subject to the condition that the students will have to complete the required period of training before being allowed to appear in the upcoming semester examination. Any amendments on the duration & condition of the maternity leave, notified by the Central Govt. will stand applicable.
- viii. During miscarriage/abortion (induced or otherwise): total leave of 45 days are admissible during the entire course. Leave are admissible irrespective of number of surviving children. Application should be supported by a certificate from a Registered Medical Practitioner/ Authorized Medical Attendant subject to the condition that the students will have to complete the required period of training before being allowed to appear in the upcoming semester examination.
- ix. In case a student takes more leave than the prescribed leave, or remains absent from training without proper permission, he/she shall not be allowed to appear in the upcoming semester examination until he/she completes the shortage of training for that semester, which may have occurred due to extra leave/unauthorized absence, by undergoing further training beyond the normal duration of the course. The student will not be entitled for any stipend for the extended training period. Extra duties undertaken during the normal duration of the course will not compensate the shortage of training.



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- x. The conditions mentioned in clause 9.1 to 9.7 are to be fulfilled by all candidates independent of requirements under clause to be eligible for appearing in the examination for the post graduate Degree/Diploma and Super specialty courses. Clause The duration of Postgraduate programme Ayurveda Vachaspati (MD)/Ayurveda Dhanvantari (MS) in MD Ayurveda shall be three years (thirty-six months) including examination and the nomenclature of Postgraduate programme shall be as per the clause 6 of chapter-II.
- 9.2. The maximum duration for completion of the course shall not exceed six years from the date of commencement of the academic course as per the academic calendar issued by the Commission for that particular batch.
- 9.3. Biometric or Aadhaar enabled biometric shall be maintained by the institution for the attendance for Postgraduate students.
- 9.4. Each PG student shall mark the attendance in Biometric machine compulsorily. While calculating the number of days for the payment of stipend; Biometric attendance report shall also be taken into consideration by concerned HoD.
- 9.5. The student shall attend minimum 80% of total academic activities to become eligible for appearing in the university examination and the academic activities including lectures, practical or clinical, demonstrative teaching, online and offline workshops, seminars, clinical case presentation, group discussions, journal club etc., as scheduled by the department or institution.
- 9.6. Acquiring requisite attendance shall be the responsibility of the Postgraduate student. In case of deficiency of attendance, the duration of the course shall be extended proportionately.
- 9.7. The student shall attend the hospital, department or laboratories and other duties as assigned during the course of study
- xi. The concerned Head of the institution should issue a notice to the student(s), who remains absent from training without permission of competent authority (HOD/ Head of the Institution) for a period exceeding 7 days. The name of the student, who remains absent from training without proper permission of competent authority (HOD/ Head of the Institution) for a period exceeding 30 days, would be removed, on the advice of concerned Head of the Institution, from the rolls of the Institution and the University, and his/her registration for the course would be cancelled. Such student shall not be allowed to join any other PG during the remaining duration of the course from which the registration has been cancelled.
- xii. In any case, stipend shall not be granted beyond 36 months from the date of joining of PG program.
- xiii. The leave remaining un-availed during a particular Academic year would lapse at the end of the academic year, and will not be carried over to the next year of the course.



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- xiv. Once in an academic year, TA up to 3rd AC, duly booked through IRCTC and registration fees up to ₹2,500/- will be admissible to the PhD and PG scholars of AIIA, New Delhi and it will be reimbursed with prior approval from the competent authority (at least 7 days in advance) is mandatory for Paper/Poster presentation in national/International in India seminar/conferences. Application for reimbursement shall not be accepted after 7 days from the date of presentation.
- xv. As per MSR of NCISM, study tour admissible to the PG scholars only and return ticket up to 3rd AC, duly booked through IRCTC, may be reimbursed on production of original tickets and no other financial support will be provided by the Institute.
2. This issues with approval of the Competent Authority
3. Hindi version will follow.

(Prof. (Dr.) Yogesh Badwe)
Dean (PG)

To:

All the PhD and PG Scholars of AIIA, New Delhi

Copy to:

- All the HoDs – for information among the scholars
- All the Faculty members
- DMS
- Administration
- Accounts
- Hindi Section
- Office of the Director
- PA to MS
- IT-section- for necessary action and upload the website
- Notice Board