

Circular

File No.: GBU/ADM/243/2022-23/387

Date:04/10/2023

Gujarat Biotechnology University

Subject :- Leave guidelines for M.Sc. students.

Gujarat Biotechnology University provides a monthly stipend of Rs.10,000/- to students enrolled in the M.Sc. Biotechnology Program at GBU. Students who receive this stipend are eligible for the following types of leave:

- Casual leave: 15 days in an academic year.
- Medical leave: Up to one month (30 days) in an academic year.
- Maternity leave: Eligible for maternity/paternity leave as per the Government of Gujarat norms applicable at the time, at the full stipend rate, once during their award tenure. However, the maximum stipend duration will not be extended under any circumstances.

- Please note that all leave requests must be approved by the Director of GBU and prior approval is mandatory before taking any type of leave."


Registrar,GBU

Attachment : Format of leave application

Copy to : (For further necessary actions)

The Director,GBU

The Dean

The Academic Department

The Accounts department

HoD of each academic department

All M.Sc. students and staff of GBU

PA to Hon'ble Director General

Format for Leave application :

Sr. No	Field	Response
1.	Name of the Student	
2.	Enrolment Number	
3.	Title of program	M.Sc. Biotechnology
4.	Academic Year	
5.	Current semester	
6.	Type of Leave	Casual leave/Medical leave/others (pls specify)
7.	Date and duration of leave	From : To : (..... Days)

Date of application :

Signature of Student :

Forwarded by HoD :

Approved by Director :



Note: The student shall submit a copy of this approved leave application to Academic Department (academics@gbu.edu.in) for stipend disbursal.