

Leave entitlement during training period

- i) For the students who have commenced their management training / apprenticeship training on or before 28th February 2013, the following guidelines are applicable :
- (a) They will be entitled to get 45 days leaves during the entire training period.
 (b) Leaves to be calculated on pro-rata basis [@ 1 casual leave per month & 2 leaves per month for studies & examinations].
- ii) For the students who have commenced their management training / apprenticeship training on or after 1st March 2013, the following guidelines are applicable :

Maximum number of leaves to be allowed to the students undergoing training under the earlier training structure and modified training structure: -

Particulars	Earlier training structure	Modified Training Structure		
	15 months training	3 years training	2 years training	1 year training
Students registered in Executive Programme	Not applicable	36 days casual leave + 72 days leaves for study & examinations	Not applicable	Not applicable
Students passed Executive Programme	15 days casual leave + 30 days leaves for study & examinations	Not applicable	24 days casual leave + 48 days leaves for study & examinations	Not applicable
Students passed Professional Programme	15 days casual leave	Not applicable	Not applicable	12 days casual leave

It is further clarified that: -

- i) One casual leave can be availed for each month of training undergone.
- ii) Any un-used casual leaves shall be lapsed at the end of training period.
- iii) Leaves applicable for study & examinations are to be granted for appearing in CS examinations only.
- iv) If any student is doing some part of training at one organization and remaining part of training at another organization, then leaves shall be calculated on pro-rata basis.
- v) If at any stage any student has passed examinations of all modules of Professional Programme, then from the date of declaration of result of his/her professional programme examination he /she shall be no more eligible for leave allocated for study & examinations. He /she shall only be eligible to avail the casuals leave on pro-rata basis for his/her remaining period of training.
- vi) If any student takes leaves during training period more than his/her entitlements, his/her training period shall get extended for the number of days he/she has exceeded the limit.
- vii) Sunday and holidays falling in between the continuous period of leave availed for the purpose of study & examinations shall be counted for the number of days of leaves availed. Whereas if availing casual leaves, Sunday and holidays falling in between shall not be counted.
- viii) A student undergoing 15 months or 3 years or 2 years training, after passing Professional Programme examination in between the training period shall be eligible to avail casual leave @ 1 day per month only for the remaining period of training.