

CIRCULAR

Sub: Students' Attendance and Leave/OD Applications-reg.

Attendance Requirement:

As per Ordinances of the Institute, the minimum attendance requirement is 85%. A student who has an attendance lower than 85% in a particular course, whatever may be the reason for the shortfall in attendance, will be awarded 'W' grade in that subject. The student with 'W' grade will not be permitted to sit for the end semester examination in that course and he/she will have to repeat the course when it is offered next. The 15% waiver that is granted shall accommodate absence of the student for personal reasons and minor illness.

Those students who have more than 85% attendance for the period other than their medical leave can be considered for condonation of attendance provided their overall attendance in a course including the period of illness does not fall below 40%.

Submission of Medical Leave Application:

The guidelines are as follows:

1. Students residing in the Hostels should produce a Medical Certificate issued by the Medical Officer of Medical Care Unit of the Institute that he / she was taken treatment during the period of absence.
2. Students residing in the Hostels and taking medical consultation with outside Doctors are required ***to obtain written permission from the Medical Officer of Medical Care Unit of the Institute and the same has to be intimated to the Academic Section before they proceed for consultation.***

Upon completion of medical treatment by outside doctor and on return, the endorsement on the certificate of treatment is to be obtained from the Medical Officer of Medical Care Unit.

3. Other documents related to the treatment (such as prescriptions, bills of medicine etc.) will be asked to support the application for the medical leave. The illustrative list of documents required to be furnished along with the medical leave application (Proforma is attached) is as below:
 - a. Medical Certificate / Fitness Certificate on Letter pad.
 - b. Reports of Diagnosis / Tests.
 - c. Discharge Summary on Letter pad.

- d. Permission Letter from the Medical Officer of Medical Care Unit (in case of consultation by outside doctor)
- e. Medical Prescription
- f. Medicine Bills
- g. Travel Tickets
- h. Other relevant documents, as the case may be.

The students are advised to retain all these documents/certificates for verification, failing which, the application will not be considered.

4. The medical certificate along with necessary documents should be submitted to the Academic Section within **THREE** working days from the date of return. Mere submission of medical leave application will not be treated as it is accepted. The Academic Section will scrutiny and verify the documents / certificates for their genuineness. The Academic section will inform the student that whether the application is accepted or additional documents / clarification is needed.
5. If any student had attended the classes during the period of medical leave, their application will not be granted.

Submission of On-Duty Applications:

The student has to submit the **prior permission** letter for granting 'On duty (OD)' (for various reasons viz., attending conferences, workshops, SSG Activities etc.) through the Faculty Coordinator/Advisor to the Academic Section. The student will be informed once the approval is obtained from the Competent Authority.

Upon return, the duly-filled in application (Proforma is attached) has to be submitted to the Academic Section within **THREE** working days from the date of return along with endorsement of Faculty Coordinator / Advisor.

Encl:

1. Proforma: Medical Leave Application
2. Proforma: On-Duty Application

To:

PG & UG Students

Copy to: (for information)

Faculty & Staff Members

Director

Institute Website


Associate Dean (Academics)



**(Medical Leave Application form is also available in the Institute website
<http://www.iitdm.ac.in/Forms.php>)**