

## **LEAVE POLICY FOR STUDENTS**

Chandigarh University understands that the student success depends on regularity and active participation in class. The university always encourages its students by rewarding them for maintaining 100% attendance in the full academic session from time to time.

It is the prime responsibility of the student to be regular in his/her attendance to attain excellence in the learning. However, the university has provided a relaxation of 25% towards unavoidable reasons/medical emergency which causes absenteeism of the student from the class.

It is mandatory for the student to maintain minimum 75% attendance to appear in all types of internal and external evaluations and examinations. Failing to obtain 75% attendance shall lead to debarring from internal and external exams.

In exceptional circumstances, a student can avail Duty leave /Medical leave/General leave as per the following policies:

1. Duty Leave Policy
2. Medical Leave Policy
3. General Leave Policy

## **DUTY LEAVE POLICY FOR STUDENTS**

Apart from participation in class, the university believes in the overall growth of student by encouraging them to participate in co-curricular and extracurricular activities. The student can claim the leave in lieu of participation in the events organized inside/outside the university as per the duty leave policy.

The provision of duty leave will be provided to the student only in those cases where he/she remained absent from the classes in lieu of his/her participation in co-curricular and extracurricular activities.

The various kinds of events/activities where the student can claim duty leave are as follows:

<b>Sr. No.</b>	<b>Event/Activity</b>	<b>Organized by</b>	<b>Approval Authority for duty leave</b>	<b>Benefit to be granted (For TPP registered Students: Maximum Duty leaves shall be 5 per subject)</b>
1.	Sports Events	Sports Department	Director DSW	Student shall be granted maximum of 10 duty leaves per subject in a semester for duty leave.  Subject to the condition that his/her attendance should be at-least 75% in NON-DL period in order to become eligible to sit in exams.
2.	Cultural and Co-curricular activity (Centralized) and Centralized Club Activities.	DSW	Director DSW	Student shall be granted maximum of 10 duty leaves per subject in a semester for duty leave.  Subject to the condition that his/her attendance should be at-least 75% in NON-DL period in order to become eligible

				to sit in exams.
3.	NSS	NSS Wing	Director DSW	<p>Student shall be granted maximum of 10 duty leaves per subject in a semester for duty leave.</p> <p>Subject to the condition that his/her attendance should be at-least 75% in NON-DL period in order to become eligible to sit in exams.</p>
4.	NCC	NCC Wing	Director DSW	As NCC cadets are frequently asked to perform duties, therefore, full benefit of the missed lectures shall be granted as Duty Leave.
5.	Placement Drives (Special Duty Leave)	Placement Coordinator and HOD	Placement Coordinator and E-Governance	Full benefit of the missed lectures shall be granted as Duty Leave.
6.	Summer Exchange Programs	International Dpt.	Head-International Department	Full benefit of the missed lectures shall be granted as Duty Leave.
7.	Club Activity	Department concerned	Concerned Head of the department	<p>Student shall be granted maximum of 10 duty leaves per subject in a semester for duty leave.</p> <p>Subject to the condition that his/her attendance should be at-least 75% in NON-DL period in order to become eligible to sit in exams.</p>

8.	Participation in academic events/Industrial Visits/Internships (Outside/Inside university)	Department concerned	Concerned Head	<p>Student shall be granted maximum of 10 duty leaves per subject in a semester for duty leave.</p> <p>Subject to the condition that his/her attendance should be at-least 75% in NON-DL period in order to become eligible to sit in exams.</p>
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**Following points shall be considered for claiming the duty leaves:**

1. The calculation of benefit of the duty leave shall be done as per the following illustration:

Suppose a subject code APT-125, having 3 credits, has total 45 lectures held in total in one semester.

**Before MST-I**, Suppose the student has following attendance:

<b>Delivered</b>	<b>Attended</b>	<b>Duty Leave</b>	<b>Physical %age</b>
<b>15</b>	<b>8</b>	<b>5</b>	<b>53%</b>

The **NON-DL period** is counted as  $15-5=10$ , so the attendance percentage for calculating eligibility to appear in MST-I is 8 out of 10 which comes out to be 80% (**Eligible for EXAMS**).

Suppose at the end of the semester, the same student has following attendance:

<b>Delivered</b>	<b>Attended</b>	<b>Duty Leave</b>	<b>Physical %age</b>
<b>45</b>	<b>25</b>	<b>10 (Max.)</b>	<b>55%</b>

The NON-DL period is counted as  $45-10=35$ , so the attendance percentage for calculating eligibility to appear in FINALS is 25 out of 35 which comes out to be 71.4% (**NOT Eligible for EXAMS**).

**Clarification to get 90% attendance benefit through duty leaves:**

The maximum benefit of the duty leave granted is 10 lectures per subject. Continuing the same example, the student attendance before Finals is:

Delivered	Attended	Duty Leave	Physical %age
45	25	10	55%

The maximum benefit for duty leave that student can avail is 10. So, total lectures attended after adding duty leave for this subject is  $25+10=35$  which is equivalent to percentage 35 out of 45 equals 77.78% **(NOT ENTITLED FOR 2 Marks benefit for 90% attendance)**

2. The organizer of any co-curricular and extracurricular activity when approached by the student to participate must verify the attendance status of the student.
3. The duty leave of the student has to be applied on CUIMS by the concerned student **prior to the event/practice sessions. No manual addition in the attendance on the account of duty leave shall be granted.**
4. **No POST-DATED duty leave is allowed to apply by the student except NCC/Summer Exchange Categories (has to be applied within two days after the event).**
5. **For the students attending placement drives, their duty leave shall be uploaded by the concerned placement coordinator of the department as a Special Duty Leave.**
6. **For the students attending SSB interviews/SSB Medicals/National Level Exams, they shall be allowed for exemption in sitting in the exams provided their attendance in the NON-Exam period must be 75 %. The application of the same needs to be submitted in hard copy to E-Governance Cell.**
7. **The eligibility to sit in exams (MST's and Finals) will be decided by maintaining 75% by the student in NON-DL period.**
8. **For TPP registered Students, the maximum duty leave per subject which can be availed shall be 5.**
9. The duty leaves can be viewed in the separate column in the student attendance portal.

**Further it is clarified that No duty leave should be marked as Present in place of absent for the number of lectures missed by the student in the duration of duty leave.**

## MEDICAL LEAVE POLICY FOR STUDENTS

The provision of medical leave shall be provided only to the student in exceptional cases of serious illness during the semester. The student is expected to maintain minimum 75% attendance in each subject as per the UGC guidelines. The minor issues of illness should be covered in rest of 25%.

Following points may be considered for availing the medical leave:

1. **No compensation will be provided to the student availing medical leave on the account of minor ailments like headache, cold, cough, temperature, body pains and bed rest etc.**
2. The medical leave can be claimed only for serious illness for minimum **THREE working** days. **NO medical leave shall be granted for the illness less than three days.**
3. The student can avail maximum benefit of 10 working days (Two weeks including Saturday and Sunday) as medical leaves in total in whole semester. **The student should have 75% attendance in NON-ML period in order to sit in the exams (MSTs/Finals).**
4. The student is required to apply for medical leave on CUIMS with proper medical documents like admission in the hospital, blood reports, test reports, discharge slip and fitness certificate within **SEVEN** days after returning from the leave of illness.
5. All the serious cases of illness shall be considered by the **Medical Board** consisting of following members:
  - **Hon'ble Pro VC Office**
  - **Registrar**
  - **Chief Medical Officer**

The medical board shall hold the meetings with the students to approve/disapprove their medical leaves once in a fortnight.

6. **The student has to apply medical leave after uploading all the relevant documents on CUIMS within seven days after returning from the period of illness.**
7. Once approved on CUIMS, the medical leave shall automatically be viewed in the attendance module of the student on CUIMS.
8. **The benefit of medical leave shall be granted as per the same formulation for Duty Leaves.**
9. ERP Module on Medical Leave Policy is uploaded on CUIMS portal. The student should follow the policy to get the medical leave benefits.

## **GENERAL LEAVE POLICY OF STUDENT**

As per the policy of attendance, the student must maintain minimum 75% attendance to appear in the internal and external academic evaluation and exams. If the student remained absent for continuous **TEN days or more** (other than DL and ML), his/her status on CUIMS shall be converted to Non-Active automatically.

**However, the university provides the provision to the student to retain his/her status as Active even after the continuous absenteeism for five days or more as per the following rules:**

1. The student is supposed to apply for the leave for general reasons (other than DL& ML) through CUIMS.
2. **There would be NO benefit of attendance granted to the student for such kinds of leaves.**
3. The student has to make sure that his/her leave should be approved before availing that leave.
4. After the approval from the concerned head of the department, the student status would remain active and shall not be changed to non-active during the period of leave.
5. If the student fails to report after the last date of leave, his/her status shall be converted to Non-active as per the rules.
6. The head of the department can approve the leave of general kinds only upto five days. For more number of days, the concerned student shall take prior approval from the Principal/Dean/Director/ED.
7. The student who has applied for leave shall be granted the benefit of compensating the academic tasks/evaluations missed during the period of leave.

**The above has the approval from Academic Council.**