

## LEAVE RULES

Leave of absence during the semester is discouraged for all registered students. However, for bona fide reasons or for any extenuating circumstances such as illness, accidents or serious family problems, a student may apply for leave through MIS (Leave Application Portal). Leave is not a right, it is a privilege given to the students.

Undergraduate students are entitled to avail the mid-semester break, winter and summer vacations as specified in the Academic Calendar without seeking any permission.

The Undergraduate (UG) students are eligible for availing the following leaves during the entire period of their academic program and s/he may apply through MIS (Leave Application Portal):

- A. Short Leave
- B. Medical Leave
- C. Semester Leave:
  - (i) On Medical Ground,
  - (ii) Other Reasons
- D. Academic Leave
  - (i) For Academic Activities: Proceeding to other Institute/University for pursuing academic activities

**Details of the leaves are cited below:**

Sl. No.	Leaves	Maximum Duration	Procedures & Guidelines
A	Short Leave	Five (05) working days in a regular semester and Three (03) working days in the summer semester	(a) Leave will be sanctioned only for a bona fide reason. (b) No leave is permissible during the period of Mid-Semester and End-Semester Examinations. (c) To be applied through leave module of MIS prior to availing the leave with station leave permission, if require for going out of station.
B	Medical Leave	Ten (10) working days in a regular semester and Five (05) working days in the summer semester	(a) To be applied through leave module of MIS on the very same day when the Doctor of Institute Health Center advised the rest. (b) Leave will be sanctioned based on the medical certificate issued by the Institute Health Centre. (c) Intimation to the Convener, DUGC is mandatory. (d) If a student is out-of-station (on approved leave) and fall sick and willing to extend the leave period on medical ground, then s/he needs to inform the Convener, DUGC for further processing of sanctioning of leave, if deemed fit.
C	Semester Leave		
(i)	On Medical Ground	Two Semesters in the entire academic program	(a) Prolonged physical and mental illness; (b) Recommendation from the Institute's Medical Board will be mandatory; (c) Application to be submitted before the semester registration.

(ii)	Other Reasons	One Semester	<ul style="list-style-type: none"> <li>• Serious family calamity</li> <li>• If the compulsory course(s) is (are) left for completion of the academic program but not offered in that particular semester.</li> </ul>
<b>D</b>	Academic Leave		
(i)	Academic Activities	Two Semesters in the entire academic program	Refer Chapter- 10 of the UG Manual for detailed information about the academic leave for pursuing academic activities in other institutions as a Non-degree students.

**NOTE:**

- (i) *The student will be de-registered from all the registered courses of a semester, if s/he remains absent from all academic activities for more than 20 working days during a semester, even with an approved leave (including medical ground). For appearing in the examination of a particular course a minimum of 75% attendance is mandatory.*
- (ii) *Absence without sanctioned leave or leave longer than the prescribed leave rules will entail loss of financial assistantship (Dual Degree/Integrated M.Tech. students) for the period of absence and may result in the termination of the academic program automatically due to unauthorized absence.*

