

STUDENT LEAVE POLICY

Chandigarh University prioritizes the well-being and academic success of its students by offering a comprehensive and supportive leave policy. This policy includes Duty Leave for students engaged in university-approved activities, ensuring they can participate in extracurricular, co-curricular, or official events without academic penalties. The university also provides Medical Leave for students who need time to recover from illness or manage their health, emphasizing its commitment to their overall well-being. Additionally, the general absence leave policy is designed to accommodate unforeseen circumstances, allowing students to manage personal or family emergencies with understanding and flexibility. Through these provisions, Chandigarh University strives to create a balanced and nurturing environment where students can thrive both academically and personally.

In order to support students for different types of engagements and development activities, the types of leaves are listed below.

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

Abbreviations

- **VDL:** Volunteer Duty Leave
- **ADL:** Assigned Duty Leave
- **IDL:** Industrial Duty Leave
- **HOD:** Academic Head of Department
- **DAA:** Dean of Academic Affairs
- **DACA:** Department of Art and Culture Affairs
- **DSW:** Department of Student Welfare
- **AD:** Associate/Assistant Director
- **MST:** Mid Semester Test
- **EST:** End Semester Test
- **NSS:** National Service Scheme
- **NCC:** National Cadet Corps
- **ISR:** Institutional Social Responsibility
- **CEC:** Central Events Cell
- **DL:** Duty Leave
- **ML:** Medical Leave
- **SSB:** Services Selection Board

DUTY LEAVE POLICY FOR STUDENTS

Apart from participation in class, the University believes in the overall growth of students 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 remains absent from the classes in lieu of his/her participation in co-curricular and extracurricular activities. The DL is further categorized into three types.

VDL: Volunteer Duty Leave.

ADL: Assigned Duty Leave.

IDL: Industrial Duty Leave.

The details of these DLs are mentioned below.

- **Volunteer Duty Leave (VDL):** CU always encourages the students to participate in various intra/inter departmental/institute/cluster/university events and competitions. To benefit the students participating/organizing the events the student can apply VDL from their CUIMS.

The student must apply pre-dated (preferably) DL to avail benefit under this category. However, under some circumstances, the VDL can be applied post-dated within three days. The students can avail the benefit of maximum **TEN** DL per subject. For TPP registered Students: Maximum **FIVE** DL can be availed per subject. The summary of recommending and approval authorities are given below.

Duty Leave Applied By	Type	Recommended by	Approved by
Student	Departmental club activities*	-	Concerned HOD of Academic Department
Student	Participation outside university	Concerned HOD	Director/ AD/ASD of DAA
Student	NCC	Concerned HOD	Director/ AD/ASD of NCC
Student	NSS	Concerned HOD	Director/ AD/ASD of NSS

Student	Sports Events	Concerned HOD	Director/ AD/ASD of Sports
Student	Cultural Activity (Centralized)	Concerned HOD	Director/ AD/ASD of DACA
Student	Co-Curricular Activity (Centralized)	Concerned HOD	Director/ AD/ASD of DAA
Student	University Level Club Activities (Student Chapters)	Concerned HOD	Director/ AD/ASD of DAA
Student	University Level Club Activities (Non-Technical Clubs)	Concerned HOD	Director/ AD/ASD of DACA/DSW
Student	Participation in Academic events (Inside University)	Concerned HOD	Director/ AD/ASD of DAA
Student	Centralized Events (CEC)	Concerned HOD	Director/ AD/ASD of CEC
Student	Summer Exchange Program	Concerned HOD	Director/ AD/ASD of IOR

**The inter/intra departmental activities like Expert lecture/Guest lecture/club activities etc.*

Note: No VDL will be provided for preparation of intra departmental/ institute/ cluster/ university events and competitions.

- **Assigned Duty Leave (ADL):** To benefit the students representing Chandigarh University the assigned duty leave can be provided by the concerned HOD of Academic Department or In-charge/ Director/ Assistant Director/ Head (Non-Academic) / Chief Coordinator of any central statutory/ non-statutory division/ group/ department etc. for example, NCC In-charge, NSS In-charge, Co-Curricular In-charge, Centralized Events In-charge, Cultural In-charge.

ADL can only be provided when a student has gone through the proper selection process for representing the University in Sports/Extracurricular/Cocurricular/NCC/NSS etc. events at state/national/international level. During the selection process, i.e. intra/Inter department completions the student must use the VDL.

This type of Duty leave can only be applied by the designated authorities. Students can get the benefit of maximum **TEN** DL per subject in addition to VDL. The final approval shall be granted by the office of the Honorable Vice Chancellor and processed by the E-Governance office.

Duty Leave Applied By	Recommended by	Approval by
In-charge/ Director/ Assistant Director/ Head (Non-Academic) / Chief Coordinator of any central statutory/ non-statutory division/ group/ department etc. For example, NCC In-charge, NSS In-charge, Co-Curricular In-charge, Centralized Events In-charge, Cultural In-charge.	Executive Director (Cluster)	Vice-Chancellor ⁺

⁺The DL shall be processed by the office of E-Governance after approval from the office of Honorable Vice Chancellor.

NOTE: The designated in-charges must process the ADL cases within **seven working days** from the date of event conclusion and should submit the approvals in office of E-governance within **ten working days**.

- **Industrial Duty Leave (IDL):** This type of DL is specifically for corporate/industry related events like industrial visits/placement drives/in-campus corporate sessions.

The placement coordinator has to apply this kind of DL for the students after authentication of related documents. The final approval shall be done by E-Governance office. For this kind of duty leave, the student can get full benefit of missed lectures.

Duty Leave Applied By	Recommended by	Approved by
Placement Coordinator	HOD	E-Governance

The various kinds of events/activities where the student can claim duty leave are summarized below.

S.No.	Category	Event/Activity	Type of DL	Applied By
1	Extracurricular activities	NCC	VDL	Student
			ADL	Director/ AD/ASD of NCC
2	Extracurricular activities	NSS	VDL	Student
			ADL	Director/ AD/ASD of NSS
3	Extracurricular activities	Sports Events	VDL	Student
			ADL	Director/ AD/ASD of SPORTS
4	Extracurricular activities	Cultural Activity (Centralized)	VDL	Student
			ADL	Director/ AD/ASD of DACA
5	Co -curricular	Co-Curricular Activity (Centralized)	VDL	Student
			ADL	Director/ AD/ASD of DAA
6	Co -curricular	University Level Club Activities (Student Chapters)	VDL	Student
7	Co -curricular	University Level Club Activities (Non-Technical Clubs)	VDL	Student
6	Co -curricular	Departmental Club Activities	VDL	Student
7	Co -curricular	Participation in Academic events (Outside/Inside University)	VDL	Student
			ADL	Director/ AD/ASD of DAA
8	Extracurricular activities	Centralized Events (CEC)	VDL	Student
			ADL	Director/ AD/ASD of CEC
9	Co -curricular	Summer Exchange Program	VDL	Student
10	Placement Drives/Industrial Visits	Placement Drives/Industrial Visits	IDL	Placement Coordinator

Note: 1. The duty leaves for summer exchange programs shall be processed by the department of internal relations.

2. Students can approach the concerned authorities for above DLs as mentioned in Annexure-I,

Following points shall be considered for claiming the duty leaves:

1. It is the prime responsibility of the student to be regular in his/her attendance to attain excellence in the learning. It is mandatory for the student to maintain a minimum 75% attendance to appear in all types of internal and external evaluations and examinations. The relaxation of rest 25% is for unavoidable reasons/family functions/minor illness/medical emergency etc. which causes absenteeism of the student from the class.
2. Failing to obtain 75% attendance shall lead to debarring from internal and external exams.
3. The benefit of DL will be added as reduction in number of lectures/sessions held during the time of DLs. For example, a subject code APT-125, having 3 credits, has 15 lectures held till MST-I, and there are five DLs, the total count of held lectures/sessions will reduce to 10 (15-5). The attendance percentage for calculating eligibility to appear in MST-I exams is 8 out of 10 which comes out to be 80% (Eligible for EXAMS).

Delivered	Attended	Duty Leave (VDL)	Eligible Delivered	Eligible Attended	Eligible Percentage
15	8	5	10	8	80%

Similarly, at end of the semester the student attended 30 lectures out of 45 and there are ten DLs, the total count of held lectures/sessions will reduce to 35 (45-10). The attendance percentage for calculating eligibility to appear in EST exams is 30 out of 35 which comes out to be 85.7% (Eligible for EXAMS).

Delivered	Attended	Duty Leave (VDL)	Eligible Delivered	Eligible Attended	Eligible Percentage
45	30	10 (Max.)	35	30	85.7%

The detention criteria is 75% for all the exams.

4. The student will automatically get the benefit of attendance marks if his/her attendance crosses 90% marks after applied benefit of DLs by the last working day.
5. In case of central events/activities the concerned designates must share the attendance within the next working day with all stakeholders for the convenience of the verification process.
6. The duty leave of the student must be applied on CUIMS by the concerned student, preferably prior to the event/competition.
7. No manual addition in the attendance on the account of duty leave shall be granted.
8. The students are supposed to upload the proof of the event/activity where they have desired to proceed for the Volunteer duty leave and ensure that the leave must be approved by the concerned authority (as listed in the tables above)

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9. In case the documents provided/uploaded by the student is false/fake/forged, a disciplinary action will be initiated on the student.
 10. For the students attending placement drives, their duty leave shall be uploaded by the concerned placement coordinator of the department as an IDL.
 11. 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%. For this, the students can avail the benefit of both VDL and ADL (that needs to be applied by respective HOD).
 12. In case of disapproval of DL at any stage, the student can appeal to the concerned Director/ED office through proper channel. Such cases must be shared with the office of E-Governance after approval of competent authority.
 13. The respective coordinator must ensure the application and approval of all DLs at least two days prior to the commencement of MSTs and ESTs
 14. 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.

Annexure -I

Sr. No.	Event/Activity	Organized by	Approval Authority for Duty leave
1.	Sports Event	Sports	Director-Sports
2.	Cultural Activity (Centralized)	DACA	Director-Culture
3.	Co-curricular Activity (Centralized)	DAA	Assistant Dean-Co-Curricular Activities
4.	NSS/ISR	DSW	Additional Director-Social Welfare Service Cell
5.	NCC	DSW	Additional Director-NCC
6.	Placement Drive	Corporate Resource Centre (Placement Cell)	The concerned faculty coordinator to send information (After verification from Head CRC) to Department Heads where they will upload the DLs
7.	Club Activities	Department Concerned	HOD
8.	Participation in academic events (Outside/Inside University)	Department Concerned	Assistant Dean-Co-Curricular Activities
9.	Summer Exchange Program	Department of internal relations.	Director/ AD/ASD of IOR

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 a minimum of 75% attendance in each subject as per the UGC guidelines. The minor issues of illness should be covered in the 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 account of minor ailments like headache, cold, cough, temperature, body pains and bed rest etc.**
2. **The medical prescription/consultation for serious illness/hospitalized by MBBS doctors (only) will be accepted for medical leave benefit.**
3. Medical leave can be claimed only for serious illness for a minimum of **THREE working** days. NO medical leave shall be granted for the illness less than three working days.
4. 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 after applying for ten days of medical leave in order to sit in the exams (MSTs/Finals).
5. The student is required to apply for medical leave on CUIMS with proper medical documents like admission to the hospital, blood reports, test reports, discharge slip and fitness certificate, medical bills etc. within **SEVEN** days after returning from the leave of illness.
6. In case the documents provided/uploaded by the student are false/fake/forged, a disciplinary action will be initiated on the student.
7. All the serious cases of illness shall be considered by the Medical Board under the office of Registrar. The medical board shall hold meetings with the students to approve/disapprove their medical leaves once in a fortnight.

To avail the benefits of medical leave the student must follow the points mentioned below.

1. The student must apply for medical leave after uploading all the relevant documents on CUIMS within seven days after returning from the period of illness. The following information is required for availing the ML.
 - i. Name of the Hospital visited.
 - ii. Name and degree of doctor.
 - iii. Mobile number of concerned doctor.
 - iv. Mobile number of reception of Hospital.
 - v. Tie of Check – in the hospital (Upload Proof)
 - vi. Fee paid for consultation (Upload Proof)

2. Students will apply within 07 days from the date of joining after availing Medical Leave. If he/she fails to do so in the stipulated time his/her Medical Leave will not be considered & no benefit will be given.
3. Student must meet his/her mentor along with physical documents of medical followed by Academic Coordinator and then, concerned departmental HOD.
4. Medical leave shall be initially recommended by the HOD and further approved by the Medical Board.
5. Once approved on CUIMS, the medical leave shall automatically be viewed in the attendance module of the student on CUIMS.
6. The benefit of medical leave shall be granted as per the same formulation for Duty Leaves.
7. The student must ensure that he/she should NOT attend even a single lecture for the period for which the medical leave would be claimed by him/her.
8. If a medical leave request is disapproved by the University Medical Board, Vice Chancellor will have sole discretion in making the final decision to approve or deny the leave.

GENERAL LEAVE POLICY OF STUDENT

As per the policy of attendance, the student must maintain a minimum of 75% attendance to appear in the internal and external academic evaluation and exams. If the student remains 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 ten days or more as per the following rules:

1. The student is supposed to apply for 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 leave.**
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 for only up to five days. For a greater 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.