Process to apply student leave

As per policy, the student can apply any type of leave through CUIMS from his/her login ID by following the steps mentioned below:

1. The student has to go to CUIMS Navigation>>>>Apply Student Leave
2. The student can select any type of leave from the dropdown:
   - Voluntary Duty Leave (VDL)
   - Medical Leave
   - General Leave
3. If the student is applying for **Voluntary Duty Leave**, then following steps shall be applicable:

Step: 1	Select Event	Sports Events/Centralized Events (CEC)/Cultural Activity (Centralized) /NSS etc. from the drop down.
Step: 2	Select date leave	The student must apply pre-dated (preferably) duty leave to avail benefit under this category. However, under some circumstances, the Voluntary Duty Leave can be applied post-dated within three days.
Step:3	Select Day Bases or Lecture Bases	Student can apply for lecture wise or full day wise.
Step:4	Attendance Check	No attendance check before applying.
Step:5	Remarks	Student has to put remarks for the purpose of duty leave.
Step:6	Submit the duty leave	
Step: 7	Recommendation by HOD	
Step: 8	Approval by the organizer of the event.	Physical verification of document will be done by Organizer of event.

Note: The student can avail maximum of 10 Voluntary Duty leaves (For TPP Students it is 5 duty leaves) per subject in whole semester.

4. If the student is applying for **Medical Leave**, then following steps shall be applicable:

Step: 1	Select Medical Leave	
Step: 2	Select start date and end date of leave (Minimum 3 Days)	Student can apply only post-dated leave within seven days of reporting back.
Step: 3	Get the rectification approved from Subject teacher (if any)	
Step:4	Attendance Check	No attendance check before applying.
Step:5	Medical Reason	Student has to describe his/her illness details.
Step:6	Uploading of medical documents like admission to the hospital, blood reports, test reports, discharge slip, fitness certificate, medical bills etc.	Mandatory
Step: 7	Submit the leave	
Step: 8	Recommendation by HOD	
Step:9	Marked to Medical Board under Registrar office	Registrar/ Medical Officer
Step:10	Medical Board Meeting	Student shall be asked to present his/her case with all original documents.
Step:11	Approval/Disapproval	Through CUIMS by Medical Board.

Note: The student is allowed to avail maximum 10 working days as medical in whole semester.

5. If the student is applying for **General Leave**, then following steps shall be applicable:

Step: 1	Select General Leave	
Step: 2	Select start date and end date of leave	Student can apply only pre-dated leave.
Step:3	Remarks	Student has to mention the reason for leave.
Step:4	Recommendation and Approval by HOD	Student status shall remain Active

Note: No benefit of attendance shall be granted to the student. The status of the student shall have remained active if the leave gets approved.

Important: If the student has NOT applied General Leave and his/her status becomes Non-Active, then the student can apply for the request of status activation through his/her CUIMS account. The request shall be forwarded to concerned head of the department which can change his/her status to Active after reviewing genuine reason.