

Student Academic Leave Rules

Jan 2019

IIITH considers academics as deserving fullest attention and hence expects students to attend all the classes (100%) in a course. A policy to encourage this was formulated whereby grades are affected if the attendance falls below 85% in a course.

The 15% allowance (or 2 weeks of classes) is intended to cover minor personal exigencies that may arise. These include minor illness, attending family events, etc. Hence, leave applications will be considered only if the student requires to be **absent for more than 2 consecutive classes (i.e., more than 3 consecutive days) for valid reasons.**

The total leave for any semester cannot be more than 3 consecutive weeks. If someone misses more than 3 weeks of academics, the requirements of the course cannot be deemed fulfilled.

All leave (Medical/Family emergency/Cultural/Sports/attending a conference) applications are to be submitted in **IMS only. Path: MyIIITH -> Student Activities -> Applications -> Student Leave Request -> Add New**; First **submit** the details, then verify and next press **"Confirm"** for final submission.

Leave on medical grounds: Medical conditions for which a leave application will be considered are:

Medium category: Viral Fever, typhoid, malaria and etc., (Anything lasting duration of 1 week).

Major category: Chicken Pox, minor surgery, accidents, etc., (Anything lasting duration of 2-3 weeks).

All medical leave applications will be **processed and decided upon only at the end of a semester.**

General guidelines for handling and reporting medical problems:

1. All students are **required** to report medical problems to the respective hostel caretaker and entered in the hostel records.
2. All students should as a first choice, **consult the campus physicians**. In the case of an emergency or non-availability of campus doctor, students should visit nearby hospitals (Himagiri, continental or HCU campus hospital).
3. Any leave application on medical grounds should be i) submitted **within 48 hours** of resuming class attendance and ii) supported by a prescription, medical test reports. Late submissions will **not** be accepted.
4. All medical **documents are subject to verification** by the campus physician and the medical warden's approval.
5. If medical care is availed by students while out of campus or from their home town, respective hostel **caretaker needs to be informed by email immediately**. Documents should still be submitted within 48 hrs of resuming class attendance.
6. Strict action will be taken, if it is found that the submitted medical documents are fake.
7. "Semester withdrawal" may be considered on medical grounds.

Absent during End Semester Examinations

All students are **required** to report the academic office through email and follow the above general guidelines for considering your absence for makeup exams. If approved makeup exams will be conducted in the 2nd week of followed semester otherwise '0' marks will be awarded for the missed courses.

Leave for conference travel or attending cultural/sports events representing the Institute

Approval has to be obtained only **prior** to travel by applying for leave with support documents at least a week in advance.

Date: 28.1.2016

Sd/-
Dean (Academics)