

## **12.3 Medical Leave**

A student is permitted to avail medical leave during a semester for a maximum duration of 15 days upon submission of medical certificate (hand delivered through a representative or email/hardcopy) to Office of Academic Affairs. A student who remains on authorized leave of absence due to ill health is required to submit a certificate of fitness by a registered medical practitioner prior to resuming the semester. If a student has to be away for more than 15 working days even due to medical reasons he/she may have to drop a semester.