Process to apply student leave

The student can apply for any three types 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 has to opt for the type of leave in the dropdown:
   - Duty Leave
   - Medical Leave
   - General Leave
3. If the student opts for applying **Duty Leave**, then following steps shall be followed:

Step: 1	Select Event	Sports/Cultural/NCC etc. from the drop down.
Step: 2	Select start date and end date of leave	Student can apply only predated leave. (Except NCC/Summer Exchange Programs)
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.	Organizer must do the physical verification of the student's presence before approving and can modify the dates as well.

Note: The student can avail maximum of 10 Duty leaves (For TPP Students it is 5 duty leaves) per subject in whole semester. The duty leaves of placement drives has to be uploaded by the respective placement coordinator.

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

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	Attendance Check	No attendance check before applying.
Step:4	Medical Reason	Student has to describe his/her illness details.
Step:5	Uploading of medical documents and Reg. No. of practitioner	Mandatory
Step: 6	Uploading of Fitness Certificate	Mandatory
Step: 7	Submit the leave	
Step: 8	Recommendation by HOD	
Step:9	Marked to Registrar office	Registrar Sir.
Step:10	Medical Board Meeting (once in a fortnight)	Student shall be asked to present his/her case with all original documents.
Step:11	Approval/Disapproval	Through CUIMS by Registrar Office.

Note: The student is allowed to avail maximum 10 working days as medical in whole semester. In case the student has proceeded for serious long medical illness of one month or more, then the case shall be forwarded to the office of Hon'ble Vice Chancellor for kind consideration.

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

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.