



OFFICE OF EXAMINATIONS

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05/08/2026

CIRCULAR

Students' Attendance, Leave, and ON-Duty Applications

Ref: Ordinance, Senate Resolutions.

As per the Ordinance of the Institute, a student is expected to maintain at least 85% attendance in courses in order to appear for end-semester examinations. The 15% waiver that is granted shall accommodate the absence of the student for personal reasons and minor illness. The student may avail of an additional 10% leave approved by the competent Authority on the grounds of hospitalization, medical rest, and family calamity (unexpected events in the family; death, accident, etc). Hence, a student must have a minimum of 75% attendance for a course otherwise the student will not be permitted to write the end semester examination of that course and awarded a grade **'W' or 'E'** (from UG/DD 2025 batch).

In the case of students availing 15% waiver due to personal reasons, no prior permission is needed from the Office of Examinations (OOE), and no application needs to be submitted to OOE / updated on the leave portal.

Students availing medical leave on the grounds of the hospital, and medical rest must submit **Form-E6** with supporting documents within **Ten days** from the date of recovery to OOE for further processing and approval. The soft copy of Form E6 should also be uploaded on the portal within ten days failing which your request will not be processed.

In the case of ON-DUTY, prior approval is a must, and **Form E7** with supporting documents must be submitted to OOE. The soft copy of the same must be uploaded on the portal prior to the commencement of OD.

In case of major/prolonged illness, the student may request for condonation of attendance as per Form E12 with supporting documents.

The students are hereby advised to apply for any leave on stipulated time and maintain the minimum attendance requirement. Late leave application requests shall not be entertained.

To:

- Students

Copy to:

- Faculty Members
- Web-Admin



E.S.
05/08/2026
DR (Academics)
DR