



OFFICE OF EXAMINATIONS

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IIITDM/Exam/ML_OD/Jul-Nov 2025/01

30.07.2025

CIRCULAR

Sub: Students' Attendance, Leave, and ON-Duty Applications - Reg.

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'.

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: (for information)

Faculty & Staff Members, Director, Institute Website



JR (Acad.)

Handwritten signature/initials in blue ink.

WORKFLOW TO APPLY FOR MEDICAL LEAVE

Important: Medical leave should be applied within 10 days from the last day of the leave period. For example, a medical leave application for January 7 – 10 must be applied latest by January 20.

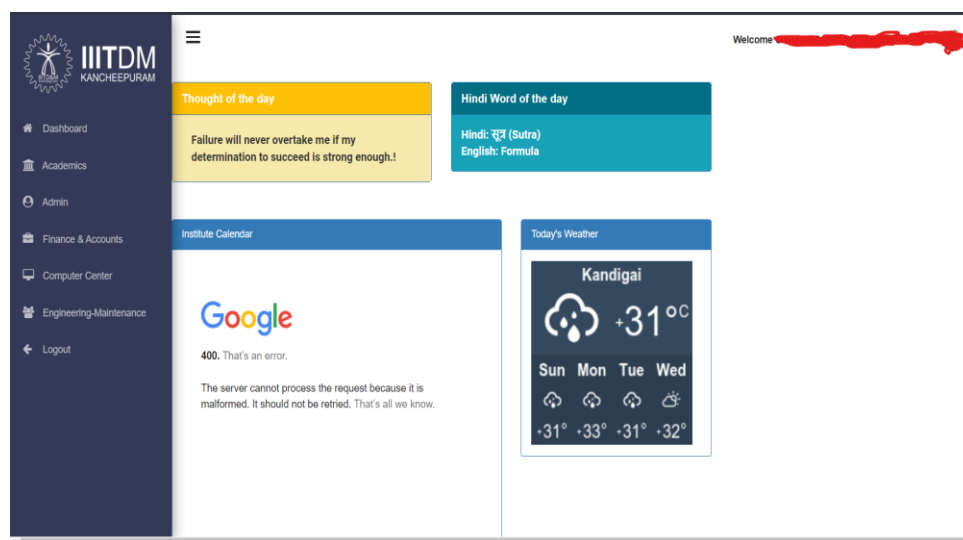
1. Download the “**Proforma for Medical Leave**” form (**Form E6**) from the Institute website under the Academic Forms.

Institute Website → Students → Existing Students → Academic Forms

2. After filling the details, the student is required to **obtain signatures** in the following sequence:
 - a. **Medical Officer** at IIITDM Medical Centre
 - b. **Hostel Caretaker** (in the event of the student's absence from the hostel)
 - c. **Faculty Advisor**

3. Next, the student **needs to scan and upload the document in the institute portal** under **Student Leave** along with **supporting documents** if any like **prescriptions, medical certificate**, etc.

Institute Login → Academics → Student Leave



Dashboard

Academics

Pre-Registration

Registration

Supplementary Course Registration (JUL-NOV 2023)

Change of Elective (JUL-NOV 2023)

Student Attendance

Student Leave

Student Request

Bonafide Request

Mid Sem Feedback (JUL-NOV 2023)

Thought of the day


Failure will never overtake me if my determination to succeed is strong enough.!

Hindi Word of the day

Hindi: सूत्र (Sutra)

English: Formula

Institute Calendar








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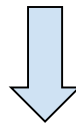
The server cannot process the request because it is malformed. It should not be retried. That's all we know.


Today's Weather

Kandigai

 +31°C

Sun	Mon	Tue	Wed
 +31°	 +33°	 +31°	 +32°





Welcome [Redacted]

Leave Apply Leave History

Leave Rules as per Senate Guideliness:

a) A student needs to have 85% attendance in a course to be eligible for writing End Semester Examination.

b) The student may avail an additional 10% (maximum) leaves approved by the competent authority on the ground of hospitalization, medical rest, family calamity, SAC (Sports, Academic, and Cultural) Deputation, and T&P (training and placement) activities.

c) Hence, the student must have a minimum 75% of attendance for a course else, a "W" grade will be awarded to the student in that course

Roll No

Student Name

Department

Category

Purpose

From Date

To Date

Total Days

Upload Document

[Redacted]

[Redacted]

[Redacted]

--Select--

--Select--

Medical Leave

On Duty

Family Calamity

[Redacted]

Choose File No file chosen

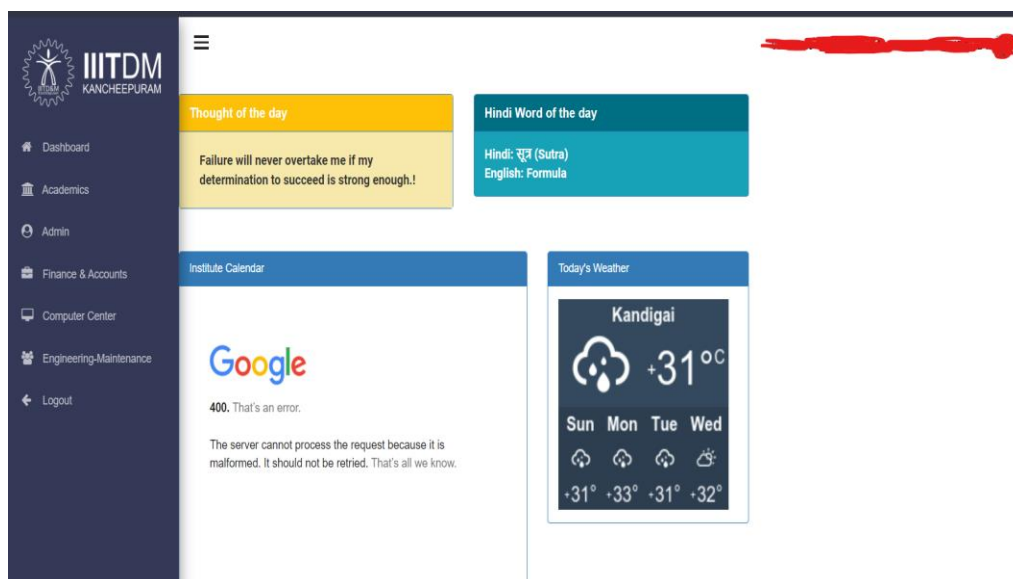
- Finally, **submit the hard copy of the form** in the **Office of Academics** in the Administration Block.

WORKFLOW TO APPLY FOR ON-DUTY (OD) LEAVE

Important: Prior approval is a must for on-duty. Application should be made on the portal prior to the commencement of OD.

1. Download the “**Proforma for ON DUTY**” form (**Form E7**) from the Institute website under the Academic Forms.
Institute Website → Students → Existing Students → Academic Forms
2. The student is required to explicitly **state the nature of the event** and provide **details of any other events** they have attended during the same semester for **which they have requested ON DUTY**.
3. Once the details are filled, the student is required to **obtain signatures** in the following sequence:
 - a. **Faculty/Professor-in-charge of the event/club**
 - b. **Faculty Advisor**
4. Next, the student **needs to scan and upload the document in the institute portal** under **Student Leave** along with **supporting documents** if any like **Participation Certificate** etc.

Institute Login → Academics → Student Leave



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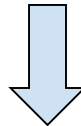
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Today's Weather

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 +31°C

Sun	Mon	Tue	Wed
			
+31°	+33°	+31°	+32°





Leave Apply

Leave History

Dashboard

Academics

Admin

Finance & Accounts

Computer Center

Engineering-Maintenance

Logout

Leave Rules as per Senate Guideliness:

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c) Hence, the student must have a minimum 75% of attendance for a course else, a "W" grade will be awarded to the student in that course

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Student Name

Department

Category

Purpose

From Date

To Date

Total Days

Upload Document

--Select--

--Select--

Medical Leave

On Duty

Family Calamity

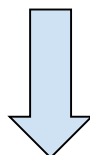
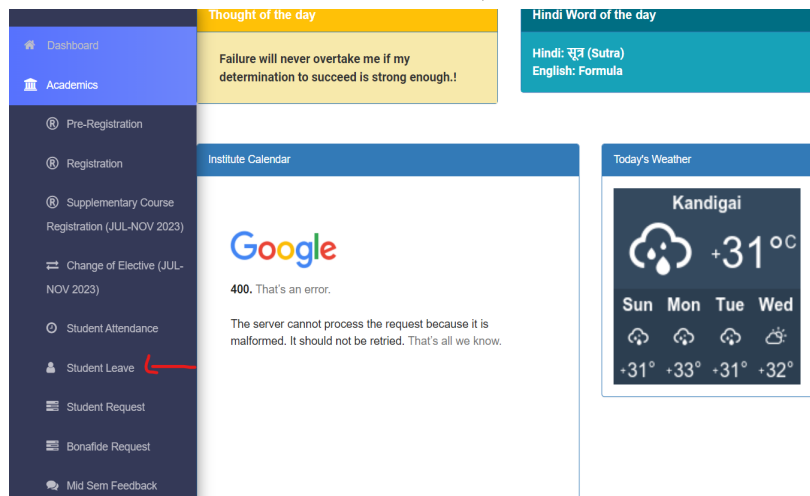
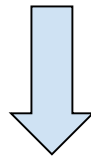
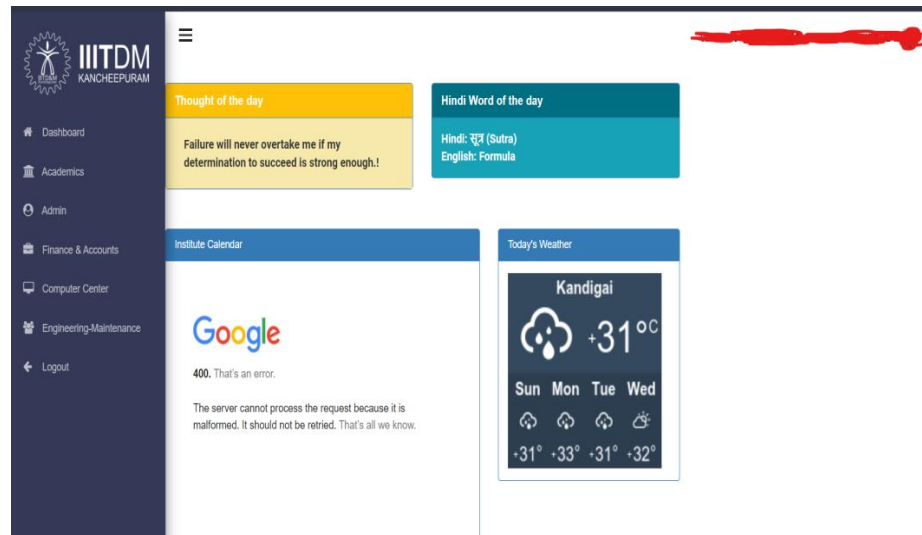
Choose File


No file chosen

- Finally, **submit the hard copy of the form** in the **Office of Academics** in the Administration Block.

PROCEDURE TO APPLY LEAVE FOR FAMILY CALAMITY

1. The student needs to **write a request letter mentioning the details** and **obtain the signature of faculty advisor**.
2. The student **needs to scan and upload the document in the institute portal** under **Student Leave** and **submit the form in the Office of Academics** in the Admin Block.
Institute Login → Academics → Student Leave





- Dashboard
- Academics
- Admin
- Finance & Accounts
- Computer Center
- Engineering-Maintenance
- Logout

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c) Hence, the student must have a minimum 75% of attendance for a course else, a "W" grade will be awarded to the student in that course

Roll No	<input type="text"/>
Student Name	<input type="text"/>
Department	<input type="text"/>
Category	<div>--Select--</div>
Purpose	<div>--Select--</div>
From Date	<div>Medical Leave</div>
To Date	<div>On Duty</div>
Total Days	<input type="text"/>
Upload Document	<div>Choose File No file chosen</div>
<div>Submit</div>	

- Finally, **submit the hard copy of the form** in the **Office of Academics** in the Administration Block.