

Form E6

INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN AND
MANUFACTURING, KANCHEEPURAM



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना
एव विनिर्माण संस्थान, कांचीपुरम

OFFICE OF EXAMINATIONS

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PROFORMA FOR MEDICAL LEAVE

Name of the student : Roll No. :

No. of Days of leave : Days (From to)

Brief details of illness (Attach supporting documents):

Date:

Signature of the student

Comments & Recommendations of the Medical Officer (IIITDM Medical Centre):

(Medical Officer is requested to check the authenticity of the documents submitted, if any)

Signature with date

Recommendations of the Faculty Advisor:

Hostel Office*

Signature with date

* to confirm the leave of absence in hostels

For Office Use

Approved/Not Approved

(PIC-Exams)

Dean (Academic Affairs)

Note:

- If the medical Certificate is obtained from external doctor, then you are advised to get the recommendation of Institute Medical Officer (IIITDM Medical Centre) by producing necessary medical records.
- The medical leave form (duly signed by the Institute Medical Officer) along with necessary documents should be submitted to the Office of Examination within 5 working days from the date of return, else your application will not be considered for processing medical leave.
- The signed copy of this form must be uploaded on leave portal.

In accordance with Institute Senate Resolution No. 2017-36-Senate-05,

- A student needs to have 85% attendance in a course to be eligible for writing End Semester Examination.
- The student may avail an additional 10% (Maximum) leave approved by the competent authority on the grounds of hospitalization, medical rest, family calamity and on-duty
- Hence a student must have a minimum of **75% attendance** for a course otherwise student will not be permitted to write the end semester examination of that course and awarded W grade